|  |  |  |  |
| --- | --- | --- | --- |
| **INCIDENT / ISSUE**  One off localised adverse event.  Failure in a system or process or individual human error.  **Human error is often a sign of a wider problem…we should look beyond the human factor to identify any deeper causes.** | Record and manage locally…monitor for change | **RISK**  Trend recorded with similar root cause, indicating a systemic problem.  **OR**  One off incident that has significant consequences for the University e.g.   * Likely to be subject to national adverse media coverage. * High financial costs >100K * Affects certification * Breach of legislation | Use evidence; data & professional judgement to quantify the level of risk, likelihood and Consequence.  Raise with Risk Manager for discussion.  If you believe the risk is of significant concern e.g. a high risk include your SLT Mgr in the initial discussions. |
| **INCIDENT / ISSUE**  Equipment failure.  Work around in place OR localised inconvenience caused whilst awaiting repair. | Record and manage locally…monitor for change | **RISK**  Immediate **essential** services stopped or likely to stop in the near future.  Wider organisational impact e.g. long term disruption to non essential services expected. | Use evidence; data & professional judgement to quantify the level of risk, likelihood and Consequence.  Raise with Risk Manager for discussion.  If you believe the risk is of significant concern e.g. a high risk include your SLT Mgr in the initial discussions. |
| **INCIDENT / ISSUE**  Anticipated future challenges that:   1. Only impact localised services AND… 2. The consequences are not expected to trigger (1,2or 3) in the adjacent, organisational risk text box. | Record and manage locally…monitor for change | **RISK**   1. ‘Sustained evidence’ of changes to stakeholder needs, which, if continued, could create failures regarding service delivery or strategic objectives. 2. ‘Sustained evidence’ of employee physical/mental difficulty either within one business area or aggregated from multiple areas. 3. Legal / certification changes that the University may struggle to meet. | Use evidence; data & professional judgement to quantify the level of risk, likelihood and Consequence.  Raise with Risk Manager for discussion.  If you believe the risk is of significant concern e.g. a high risk include your SLT Mgr in the initial discussions.) |
| **INCIDENT / ISSUE**  Localised Change mgmt.  Concerns raised regarding **localised** changes that have been suggested/implemented without all of the facts or omitting stakeholder input. | Record and manage locally…monitor for change | **RISK**  Concerns raised regarding **organisational** changes (those that have a wider **‘direct’** impact than the immediate team) suggested/implemented without all of the facts or omitting stakeholder input. | Use evidence; data & professional judgement to quantify the level of risk, likelihood and Consequence.  Raise with Risk Manager for discussion.  If you believe the risk is of significant concern e.g. a high risk include your SLT Mgr in the initial discussions. |
|  |  | **RISK**   * Risks that can only be resolved by Council or SLT. * Risks that could drastically affect normal service delivery or severely impact safety. * Risks that could impede the organisation’s long term strategic goals . | Use evidence; data & professional judgement to quantify the level of risk, likelihood and Consequence.  Raise with Risk Manager for discussion.  If you believe the risk is of significant concern e.g. a high risk include your SLT Mgr in the initial discussions. |