**17. Risk Management**

**Undertaking a Risk Assessment**

**Pattern of Incidents:**

Malfunctions

Human Error

Service Interruption

Unforeseen effects of change

Internal misuse/abuse

External attack

Theft

**Impact of Incidents:**

Delayed delivery to customers or clients

Unforeseen costs

Reduction in staff morale/ productivity

Breach of operating standards

Loss of management control

Loss of sales, orders or contracts

Embarrassment by negative publicity

Loss of customers or clients

Loss of competitiveness

Loss of confidence by key institutions

New ventures held up

Loss of tangible assets

Penalties/ legal liabilities

Depressed share price

Injury or death

***Some issues for entrepreneurs***

* Your own security will affect that of your clients!   
  (eg virus protection arrangements)
* Sensitive information must be subjected to strong security
* Availability of information systems is likely to be a major requirement for businesses of any size
* Flexible working methods present their own security issues

***Corporate Governance***

* Corporate Governance codes represent a major driver for change in information security and risk management
* Structural changes are inevitable
* Preparation is essential and cost effective
* Information risk management needs to have the tools in place

***Some of the basics***

* Good security awareness among staff
* Up-to-date virus signatures
* Installation of manufacturer service packs
* Regular and tested backups
* Strong sign-on process
* Installation and maintenance of robust equipment
* Strong change control in development environments
* Additional protection for wireless networks
* Personal firewalls on remote PCs

***Conduct a risk assessment!***

* Determine the criticality of your systems using a Business Impact Assessment (BIA)
* Undertake an analysis of threats and vulnerabilities which apply
* Select controls in line with the requirement for control

***Assess detailed strengths and weaknesses***

***Monitor security on an on-going basis***

**RISK ASSESSMENT FORM Prepared by: Date:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Problem Area or Activity** | **Risks Identified** | **Description** | **Probability of Occurrence** | **Impact Intensity** | **Existing Measures** | **Mitigation Strategy** | **Additional Measures** | **Contingency Plan** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Occupational Health and Safety**

It is the right of every worker and volunteer to a safe and healthy workplace. It is the legal responsibility of those in charge as well as supervisors (even volunteer supervisors) to ensure that this is so. By working together, everyone can assist in stopping the pain and suffering which occurs from workplace injury or fatality. Communication between management, workers and volunteers is vital in ensuring a safe work place. The check list below will help you to asses the risks and identify hazards.

|  |  |  |
| --- | --- | --- |
| **Check list** | **Check/ Assess** | **Action Plan** |
| Check all equipment, tools, machinery and substances. Are they in a safe condition? |  |  |
| Have you encouraged discussions with your people about safety in the workplace? |  |  |
| Do you maintain safe and hygienic facilities including toilets, eating areas? |  |  |
| Have you offered information and training for all workers and volunteers? |  |  |
| ‘have you a way to inform your people and involve them in decisions that may affect their health and safety? |  |  |
| Have you identified hazards, assessed the risks and made efforts to control risks? |  |  |
| Do you have a way to record work-related injuries and illnesses? |  |  |
| Do you pay attention to safe work? |  |  |

**Remember SAFER for workplace safety:**

**See** the hazard for risk / **Assess** the risk / **Fix** the hazard / **Evaluate** what you have done / **Review** your response and the procedure put in place.