EXAMPLE

Risk register template

Ref	Category	Description of risk	Description of impact/ opportunity	Current mitigation	Likelihood (low, medium, high)	Level of impact (low, medium, high)	Recommended treatment	Risk owner

EXAMPLE
Risk register for a taxi firm

Ref	Category	Description of risk	Description of impact/ opportunity	Current mitigation	Likelihood (low, medium, high)	Level of impact (low, medium, high)	Recommended treatment	Risk owner
BS01	Market share	Competition from app-based taxi services; Private customers (especially younger customers) prefer to use app-based booking system	Loss of business / loss of revenue	Past financial year focus on building relationships with corporate customers however these are not guaranteed	High	High	Join an app-based booking service which exists for local firms	Business manager

BS02	Market share	Increased competition from other local firms; This risk has existed for many years with little/ no change	Loss of business / loss of revenue	None. All local firms are similar size so competition is balanced	Low	High	None	Business manager
BO01	Workforce	Ageing workforce; Majority of our drivers have been with us for 10+ years and are looking to retire or reduce hours, also less willing to work night shifts	Loss of expertise/ knowledge through retirement; Loss of revenue if workforce is depleted	None	High	Medium	Consider recruitment strategy to reach younger drivers	Business manager

BO03	Equipment	All vehicles required to pass twice-annual inspection (Legal/License requirement)	Failed inspection results in costs to repair, additional business fine after 3 failed inspections across whole fleet	Drivers required to ensure annual service and regular vehicle maintenance	Medium	Medium	Provide clear information for drivers about their responsibilities; Consider contracting local mechanic for regular or pre-inspection checks	Shift manager
HS01	Safety	Lone working poses risk to our drivers' safety	Potential harm, injury or distress to our drivers	Policy of the drivers' right to refuse a fare. GPS tracking in vehicles	Medium	Medium	Consider CCTV in vehicles; Encourage drivers to report near-misses to better understand potential risk	Shift manager