



Risk Assessment Template

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| # | Risk | Description | Probability | Severity | Actions to Minimise Risk |
|-----|--|---|-------------|--------------|--|
| 1 | Internal Risks | | | | |
| 1.1 | Theft of food supplies intended for vulnerable families by staff | Field staff and drivers working in the field to deliver food supplies to families often work without direct supervision. They may steal the food supplies rather than delivering them to their intended recipients. | Moderate | Major | All families receiving food supplies must thumb print or sign the delivery receipt. Every month the program manager will conduct an audit of 10% of the households, randomly selected, to confirm they received the food supplies. |
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| 2 | External Risks | | | | |
| 2.1 | Civil unrest may delay delivery of food supplies | An election will be held in May 2013. Although the previous two elections have been relatively peaceful, there is a chance that the election may spark civil unrest, such as riots, in the target areas. In this case it may not be possible to deliver food supplies to vulnerable families, and staff may be put at risk. | Unlikely | Catastrophic | The country director will continue to monitor the security situation, particularly in the lead up to the election, and will discuss the situation regularly with the program manager. A contingency plan will be prepared in case of civil unrest, such as leaving food supplies at designated collection points rather than going house by house. |
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