

Museum : Default Risk Assessment Sheet

Register Issue: 1 (Issued: 14-11-05)

Report Reference: 82/2543

Username: andrew shaw

Date: 23 March 2006

Phase 1 - Identification

Risk Number	001/01	Risk Title	Under insurance of Museum collections				Risk Owner	Guy Kilminster	Manager	Steve Blackburn
Description	Internal Audit in a report dated June 2005 identified under-insurance of Museum collections as a risk to the Authority in the event of a major disaster.					Risk Group		Risk Type		
Consequence	Limited insurance payment preventing replacement of objects									
						Start Date	03-10-05	End Date	01-04-06	

Phase 2 - Current Qualitative

Current Control Measures											
Prob Current		Cost		Service Delivery		Reputation		Category	6	Score	0

Phase 3 - Risk Management - 1 Actions Total

	Description	Cost	Action Manager	Action By Date	Completion Date	Secondary Risk
Reduction 1	Formulate a revaluation policy		Steve Blackburn	01-04-06		

Phase 4 - Post Risk Management Qualitative

Prob Post		Cost		Service Delivery		Reputation		Category	6	Score	0
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Phase 5 - Fallback Plan

	Description	Likely Cost	Action Manager
Fallback Plan		0	

Comments	
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Phase 1 - Identification

Risk Number	002/01	Risk Title	Inadequacy of current inventory records				Risk Owner	Guy Kilminster	Manager	Steve Blackburn
Description	Internal Audit in a report dated June 2005 identified the need to improve the inventory records of the Museums collections and to undertake a physical verification of all items						Risk Group		Risk Type	
							Start Date	03-10-05	End Date	01-04-06
Consequence	Loss of items from the collections									

Phase 2 - Current Qualitative

Current Control Measures											
Prob Current		Cost		Service Delivery		Reputation		Category	6	Score	0

Phase 3 - Risk Management - 3 Actions Total

	Description	Cost	Action Manager	Action By Date	Completion Date	Secondary Risk
Reduction 1	Introduce new collection management software		Steve Blackburn	01-04-06		
Reduction 2	Revise written procedures		Steve Blackburn	01-04-06		
Reduction 3	Physical verification of all items		Steve Blackburn	01-04-06		

Phase 4 - Post Risk Management Qualitative

Prob Post		Cost		Service Delivery		Reputation		Category	6	Score	0
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Phase 5 - Fallback Plan

	Description	Likely Cost	Action Manager
Fallback Plan		0	

Comments