

Risk Register Impact Guidance

Category	Severity (Impact)			
	(1) Minor	(2) Significant	(3) Major	(4) Catastrophic
Service Provision and Business Impact	Brief disruption of important service area. Minor effect to non crucial service area. Service Disruption 1 Day. Minor impact on achievement of targets and objectives. Minor relevance to an identified service objective.	Moderate effect to an important service area for a short period. Adverse effect to services in one or more areas for a period of weeks. Service Disruption 2-3 days. Moderate impact on achievement of one or more targets/objectives. Low priority objectives not met/significantly delayed.	Complete loss of an important service area for a short period. Significant effect to services in one or more areas for a period of weeks. Service Disruption 3-5 Days. Significant impact on achievement of a key target/objective or some impact on several of them. Priority objectives not met/not fully delivered.	Service suspended long term. Statutory duties not delivered. Core service disruption of more than 5 days. Major impact on achievement of several key targets/objectives. Corporate priorities not met/key project fails to deliver major improvements.
Financial Cost	Up to £20,000. <2% of annual budget. Contained within service area.	£20k - £100k. >2% but <5% of annual budget. Contained within service area	£100k-£500k. >5% but <15% of annual budget. Budget adjustment across service areas.	Over £500,000. >15% of annual budget. Corporate Budget realignment.
Environmental and Community	No lasting detrimental effect on the environment or the community e.g. noise, fumes, dust etc.	Short-term, local environmental or social impact such as a major fire, water contamination etc.	Long-term environmental or social impact such as a chronic and/or significant discharge of pollutant.	Extensive, long-term impact major public health/environmental incident or loss of significant community facility, impacting a large group of people.
Health & Safety	No injuries, but an incident has occurred.	Minor injuries and/or illness.	Sustained or major illness of/injury to an individual or several people. Incidents reported to HSE Over three days lost from work due to illness/injuries.	Loss of life Large-scale major illness/injuries. HSE investigation and potential legal action.
Reputation	No media attention/minor letters or complaints Complaint from individual/small group, of arguable merit.	Adverse local media. Negative local opinion and formal complaints.	Adverse local and national publicity/member's position threatened.	Adverse local and national publicity for a number of years/members forced to resign. Adverse central government
				response, involving (threat of) removal of delegated powers Adverse and persistent national media coverage
Legal	Litigation/claims or fine cost of £1k – 5k. Individual claims.	Litigation/claims or fine cost of £5k - £20k. Ombudsman.	Litigation/claims or fine cost of £20k - £250K. Litigation.	Litigation/claims or fine cost of > £250K. Multiple litigation.
Residents / Stakeholders (incl. Due Regard & Social Value Act)	Little or no impact on service to residents/stakeholders.	Isolated residents/stakeholders or small group impact.	Extended impact on small group of residents/stakeholders.	Major impact to and/or to a significant group of residents/stakeholders.
Staff and Morale (incl. Due Regard)	Individuals for limited timescale e.g. 1 month. Morale impact contained within a team and managed	A small number of teams in SDC for limited timescale e.g. 2 months. Some opposition and minor non co-operation effecting morale.	A small number of teams in SDC for extended timescale e.g. 3 months. Industrial action (short period). Difficulties with staff retention and/or recruitment effecting morale.	Across the whole council and result in localised industrial action, possibly for a prolonged period. Extended effect on morale.