

# Annex 4A:

## Summary of the six step local risk assessment process

Step no.	Name of step	Forum level	Agencies involved	Actions	Inputs
1	Contextualisation	Risk assessment working group (RAWG)	Category 1 responders	<ul style="list-style-type: none"> <li>Define scope of project (relate to definition of emergency in the Act) and process to be followed</li> <li>Identify stakeholders</li> <li>Set out risk evaluation criteria and principles</li> <li>Review or describe social, economic, cultural, infrastructural and environmental issues within local context</li> </ul>	<ul style="list-style-type: none"> <li>Prior internal discussions within all Category 1 responders</li> <li>Views of Category 2 responders received</li> </ul>
2	Hazard review and allocation for assessment	RAWG  Local Resilience Forum (LRF) RAWG	Category 1 responders	<ul style="list-style-type: none"> <li>Taking into account centrally provided guidance and drawing on information provided by Category 2 responders, Category 1 responders provisionally identify and describe hazards which might give rise to an emergency in the next five years and those which will not</li> <li>Category 1 responders provisionally agree allocation of lead assessors</li> <li>LRF endorses hazards to be assessed and determines lead assessor responsibility</li> <li>RAWG convenes and reviews hazards identified at LRF for confirmation or possible Community Risk Register (CRR) amendment</li> <li>RAWG confirms appropriateness of lead allocation and identifies any other agencies with key roles</li> <li>RAWG agrees a project plan with deadlines for assessing individual or groups of hazards</li> </ul>	<ul style="list-style-type: none"> <li>Category 1 responders bring own research on hazards</li> <li>Views of Category 2 responders received</li> <li>Government to provide Local Risk Assessment Guidance (LRAG)</li> <li>Local Risk Assessment Guidance</li> </ul>

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3	Risk analysis	Lead assessor	All Category 1 responders  UK and devolved administration departments and agencies	<ul style="list-style-type: none"> <li>Lead assessor considers the likelihood of hazards' occurrence over five-year period, drawing on generic assessments from central government, other research and knowledge of Category 1 responders</li> <li>Lead assessor suggests the range of potential impacts arising from the hazards as well as any vulnerabilities surrounding these, and discusses with RAWG</li> <li>Lead assessor captures assessment details for each hazard and related reasoning within the individual risk assessment form. This generates a provisional risk statement with likelihood, impact(s) and an overall risk assessment for evaluation by RAWG</li> </ul>	<ul style="list-style-type: none"> <li>Local Risk Assessment Guidance</li> <li>Lead assessors' impact and likelihood assessments</li> <li>Input from other Category 1 and 2 responders</li> </ul>
4	Risk evaluation	RAWG	All Category 1 responders	<ul style="list-style-type: none"> <li>RAWG considers the individual risk assessment forms, compares the results to the risk criteria, and confirms or modifies these assessments as appropriate</li> <li>Agreed assessments are collated and incorporated into CRR</li> <li>Risk matrix is plotted for hazards</li> <li>RAWG incorporates into CRR threat statement provided by central government within the LRAG, but does not assess likelihood or impact</li> <li>RAWG highlights existing capabilities and mitigation plans for the hazards and threats and: <ul style="list-style-type: none"> <li>considers the acceptability of risks</li> <li>identifies and recommends options for risk treatment for the LRF</li> <li>makes recommendations to the LRF on risk priorities for hazards and threats</li> </ul> </li> <li>LRF reviews the CRR and risk matrix in light of the evaluation criteria, and amends as appropriate</li> <li>LRF determines the acceptability of the risks before considering treatment</li> </ul>	<ul style="list-style-type: none"> <li>Lead assessors bring examples of individual risk assessments back to RAWG</li> <li>Agreed risk evaluation criteria</li> <li>Updated CRR, risk matrix and recommendations from RAWG</li> </ul>

Step no.	Name of step	Forum level	Agencies involved	Actions	Inputs
5	Risk treatment	LRF	LRF	<ul style="list-style-type: none"> <li>Review the capability challenges posed by the risks against existing capabilities, mitigation plans or known gaps</li> <li>Set risk priorities</li> <li>Evaluate proposed options for additional treatment of risks and agree risk treatment plan</li> <li>Identify officer or organisation to be responsible for implementation of actions</li> <li>Actions communicated to appropriate working groups</li> </ul>	<ul style="list-style-type: none"> <li>Updated CRR, risk matrix and recommendations from RAWG</li> </ul>
6	Monitoring and reviewing	LRF	All Category 1 responders  Category 2 responders (as appropriate)	<ul style="list-style-type: none"> <li>Formal review of all risks on four-year cycle, but reviewed and updated as and when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing review of changes to context and hazards within responding organisations</li> <li>Ongoing and regular reviews of risks by LRF between responders</li> </ul>