**Risk Management Exercise - The Historic Parish Archive**

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| Archaeological Excavation: (closed) |  |
| c. 1000 pages digitized text (TIFFS and PDFs) | TIFFs on CD, PDF’s on server |
| c. 500 photographs (TIFFS and JPEGS) | TiFFs on CD, JPEGS on server |
| c. 100 data tables (held as text) | On CD |
| c. 25 Excel spreadsheets | On CD |
| Architectural survey of building: (closed) |  |
| c. 3000 images in JPEG format | On office PC and backup disk |
| 25 CAD plans | On office PC (no CAD software to read it) and backup disk |
| Parish newsletters and website: (ongoing) |  |
| c. 500 document in variety of wp formats | On office PC, backup disk and web server |
| c. 150 web pages and images | On web server |
| Oral History: (ongoing) |  |
| c. 25 audio recordings | On Flash memory |
| Music performance: (ongoing) |  |
| 10 hours of digital recordings | On CD |
| Parish registers: (closed) |  |
| Circa 1000 pages scanned (TIFFS) | On office PC and backup disk |

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| Risk | Describe the risk, being as specific as possible | | |
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| Consequence | What would happen if the risk occurred? | | |
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| Likelihood | | Impact | Score |
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| Proximity | Is the risk likely to materialise soon? Can you estimate when it will materialise? | | |
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| Owner | Who is responsible to ensure that the risk is properly managed? | | |
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| Responses | What steps will you take to, reduce, avoid, mitigate or transfer the risk? | | |
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| New Likelihood | | New Impact | New Score |
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| Frequency of Review | How frequently do you need to review this risk? | | |
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