

Hannah Borstad – Partnership YHDP

(1) Asset or Operation at Risk	(2) Hazard	(3) Scenario (Location, Timing, Magnitude)	(4) Opportunities for Prevention or Mitigation	(5) Probability (L, M, H)	Impacts with Existing Mitigation (L, M, H)					(11) Overall Hazard Rating
					(6) People	(7) Property	(8) Operations	(9) Environment	(10) Entity	
Stairs	The stairs are uneven.	A client or staff member could easily trip and fall down the stairs. This would be especially probable at night or early morning. If someone falls down the stairs, they could easily break a bone, bruise themselves, or die if they were to fall from the top of the stairs.	The stairs need to have their treads replaced to single pieces of wood that do not bend on the ends.	H	H	H	M	L	L	8
Stairs	The stairs are uneven.	A client or staff member could easily trip and fall down the stairs. This would be especially probable at night or early morning. If someone falls down the stairs, they could easily break a bone, bruise themselves, or die if they were to fall from the top of the stairs.	The cheaper option would be to place reflective and/or gripping tape on the treads.	H	H	H	M	L	L	8
Stairs	TLhLeL railing on the stairs is wobbly.	A client or staff member could trip on the stairs or lean against the railing	The railing could be reinforced with a stronger railing.	H	H	H	M	L	L	8

		and fall off the banister. If someone was already falling, they would not have anything to support them when they fell. This would most likely occur in on a rainy day and when the lights are dim.								
Stairs	The railing on the stairs is wobbly.	A client or staff member could trip on the stairs or lean against the railing and fall off the banister. If someone was already falling, they would not have anything to support them when they fell. This would most likely occur in on a rainy day and when the lights are dim.	The railing could be screwed in tighter.	H	H	H	M	L	L	8
Parking lot	Gravel in the parking lot.	A client or staff member could trip on the loose gravel in the parking lot. This is especially true on a rainy day and when it is dark outside.	The gravel needs to be raked off the parking lot and secured with some bricks.	M	M	L	L	L	M	4
Parking lot	Gravel in the parking lot.	A car or bike could be scratched by flying gravel or pierce a tire.	The gravel needs to be raked off the parking lot and secured with some bricks.	M	L	M	L	L	L	4

Exits	Only two points of exit from upstairs.	If a fire were to occur on the lower level of the house, those upstairs would have limited points of escape. They would have to jump out of the window.	Purchase a ladder to place in the windows in case of a fire.	H	H	L	L	L	L	9
Exits	Only two points of exit from upstairs.	If there were an active shooter or violent individual in the house, there would only be two ways out and both are in the same hallway.	This could be mitigated by adding a wall or curtain in the hallway to separate the two exits visually.	L	H	M	L	L	L	8
No elevator	The house is not ADA compliant	If someone were to enter the building who had a physical limitation, they would have difficulty entering the building and going to the upstairs offices.	The building needs an elevator.	H	H	M	L	L	L	7
No elevator	The house is not ADA compliant	If someone were to enter the building who had a physical limitation, they would have difficulty entering the building and going to the upstairs offices.	The entrances need a ramp.	H	H	M	L	L	L	7

INSTRUCTIONS

Column 1: Compile a list of assets (people, facilities, machinery, equipment, raw materials, finished goods, information technology, etc.) in the left column.

Column 2: For each asset, list hazards (review the “Risk Assessment” page from Ready Business) that could cause an impact. Since multiple hazards could impact each asset, you will probably need more than one row for each asset. You can group assets together as necessary to reduce the total number of rows, but use a separate row to assess those assets that are highly valued or critical.

Column 3: For each hazard consider both high probability/low impact scenarios and low probability/high impact scenarios.

Column 4: As you assess potential impacts, identify any vulnerabilities or weaknesses in the asset that would make it susceptible to loss. These vulnerabilities are opportunities for hazard prevention or risk mitigation. Record opportunities for prevention and mitigation in column 4.

Column 5: Estimate the probability that the scenarios will occur on a scale of “L” for low, “M” for medium and “H” for high.

Columns 6-10: Analyze the potential impact of the hazard scenario in columns 6 - 10. Rate impacts “L” for low, “M” for medium and “H” for high.

Column 8: Information from the business impact analysis should be used to rate the impact on “Operations.”

Column 10: The “entity” column is used to estimate potential financial, regulatory, contractual, and brand/image/reputation impacts.

Column 11: The “Overall Hazard Rating” is a two-letter combination of the rating for “probability of occurrence” (column 5) and the highest rating in columns 6 – 10 (impacts on people, property, operations, environment, and entity).

Carefully review scenarios with potential impacts rated as “moderate” or “high.” Consider whether action can be taken to prevent the scenario or to reduce the potential impacts.