

## RISK REGISTER TEMPLATE

### About

A risk register is a framework for identifying, assessing and recording the risks that your organisations faces.

This example risk register has been produced exclusively for NCVO members. It can be used with our step-by-step risk management guide on NCVO Knowhow Nonprofit:

#### [How-to manage risk](#)

Use this template as a starting point for your own risk register and adapt it for your organisation.

We've filled in some sections of the register to give you an idea of how to use it. You can delete these examples and fill in your own risks.

### Making changes to the template

By default, some parts of this template are locked to stop changes from accidentally being made to formulae and formatting.

To unprotect locked cells and make changes to the layout and structure of the register, follow the instructions below.

#### In Excel 2010

- On the Review tab above, click Unprotect sheet
- Enter the password **ncvo-risk-reg**
- Click OK

#### In Excel 2003

- Choose Tools: Protection: Unprotect Workbook
- Enter the password **ncvo-risk-reg**
- Click OK

*This template is available exclusively to NCVO members at [www.knowhownonprofit.org](http://www.knowhownonprofit.org)*









