Risk Assessment Matrix Template

8 Jul 2025 / Riverside Distribution Center Expansion / Michael Carter

Complete

Score	16 / 21 (76.19%)	Flagged items	1	Actions	0

Inspector Name	Michael Carter
Position / Role	Safety Manager
Date of Assessment	08.07.2025
Project / Site Name	Riverside Distribution Center Expansion
Location	Commerce Square, Columbus, OH 43228, USA (39.9440316, -83.105012)
Department / Team	Environmental Health & Safety
Assessment Reference No.	RA-2025-0822-012

The next page contains the risk assessment matrix. Complete all fields in the risk matrix. Each row should only contain one identified risk.

Score Likelihood and Impact on a 1 to 5 scale using the definitions agreed for this assessment. Manually enter the product of both scores in the Risk Score column. Assign a Risk Level based on the color zone thresholds defined accordingly.

Leave Owner blank only if no individual has yet been assigned, then flag for follow-up before sign-off. Review all rows before proceeding to Section 2.

Flagged items

1 flagged

Section 2: Scoring Criteria and Color Zone Verification

Is the risk score for every row calculated as the product of the likelihood score multiplied by the impact score?

No

RISK-001 was flagged during review — likelihood (3) × impact (5) should equal 15, but the row was entered as 12. Recalculating and correcting before final sign-off.

Section 1: Risk Assessment Matrix

0 / 4 (0%)

	Risk ID	Risk Description	Category	Likelihood (1 to 5)	Impact (1 to 5)	Risk Score (L x I)	Risk Level (Low / Medium / High / Critical)	Control / Mitigation Action	Owner (named individual)	Review Date
1	RISK-001	Forklift collision with pedestrian in warehouse aisle	Safety	3	5					
2	RISK-002	Data breach of customer records stored on-site servers	Cybersecurity	2	5					
3	RISK-003	Delayed shipment due to single-supplier dependency	Operational	4	3					
4	RISK-004	OSHA citation for missing machine guarding on conveyor	Operational	2	4					

Section 2: Scoring Criteria and Color Zone Verification

1 flagged, 8 / 9 (88.89%)

Confirm that the scoring scale and color zone thresholds were defined and agreed before any scores were entered in the matrix. Scoring is only valid if everyone completing this assessment used the same definitions.

Were the definitions for each likelihood score level (1 through 5) documented and agreed before scoring began?	Yes
Were the definitions for each impact score level (1 through 5) documented and agreed before scoring began?	Yes
Is the risk score for every row calculated as the product of the likelihood score multiplied by the impact score?	No

RISK-001 was flagged during review — likelihood (3) × impact (5) should equal 15, but the row was entered as 12. Recalculating and correcting before final sign-off.

Have the color zone thresholds been defined and locked for this assessment? **NOTE: Low (1 to 4), Medium (5 to 9), High (10 to 19), Critical (20 to 25)**	Yes
Does the risk level assigned to every row in the matrix match the color zone threshold definitions confirmed above?	Yes
Have all risks assigned a risk level of High or Critical been escalated to a senior stakeholder or decision-maker?	Yes
Has a control or mitigation action been documented for every risk scored above the accepted threshold?	Yes
Has a named individual, not a team or department, been assigned as owner for every risk in the matrix?	Yes
Has a review date been set for every open risk in the matrix?	Yes

Section 3: Template Reuse and Process Readiness

8 / 8 (100%)

Confirm that the risk assessment matrix is maintained as a live working document and is structured for consistent reuse across projects, sites and departments. Answer each question based on the current state of the completed matrix.

Are the scoring scale and color zone definitions identical to those used in previous assessments across this project or department?	Yes
Has the matrix been reviewed at the current project milestone or operational review cycle and updated to reflect the current state of each risk?	Yes
Have risks where controls or mitigation actions have been implemented been rescored to reflect the updated residual likelihood and impact?	Yes
Have risks that no longer apply to the current project phase or operational context been closed out in the matrix?	Yes
Is the matrix accessible to all individuals responsible for monitoring or acting on the risks recorded?	Yes
Does every row in the matrix include enough detail in the risk description for someone reading it in three months to understand what was meant?	Yes
Is there a documented schedule confirming when the next full matrix review will take place?	Yes
Is this matrix consistent with the organization's documented risk assessment methodology and agreed scoring criteria?	Yes

Completion Page

Before signing, check all rows in the risk matrix. Confirm no likelihood scores, impact scores, risk levels, mitigation actions, owners or review dates are missing.

Confirm all risks rated High or Critical have been escalated in Section 2. Confirm scoring definitions and color zones were locked before any scores were entered.

The completed risk matrix is an audit evidence document. It records the assessment team's risk identification and scoring decisions. Determination of actual compliance with any standard sits with an accredited auditor or certifying body.

Inspector / Assessor name and signature

Michael Carter
06.08.2026 15:29 PST

Supervisor / Senior Manager name and signature

Jennifer Walsh
06.08.2026 15:29 PST