

# **Excel Risk Register 2023**

## **Frequently Asked Questions**

Version: January 2024

# Excel Risk Register 2023

## Contents

A.	Preparing the Register .....	3
1.	How do you set up the Excel Risk Register? .....	3
2.	Can I add in extra columns or rows?.....	3
3.	How do I add a Risk Owner? .....	3
B.	Entering a Risk on the Risk Register.....	4
1.	How do I enter a risk on the register? .....	4
2.	I am trying to put text in a cell and it saying the cell is locked? .....	4
3.	Do I need to fill every cell with data? .....	5
C.	Editing a Risk on the Register .....	5
1.	Can I edit a risk? .....	5
2.	Can I add extra columns and/or rows? .....	5
D.	Generating Reports.....	5
1.	What do I do before generating a report? .....	5
2.	How do I run a report?.....	5
E.	Closing a Risk.....	5
1.	How do I close a risk?.....	5
2.	Can I re-open an old risk? .....	6
F.	Reviewing the dashboard .....	6
1.	What does the Dashboard show?.....	6
G.	Risk Ratings .....	6
1.	What does 'Inherent Risk' mean?.....	6
2.	What does 'Residual Risk' mean? .....	6
3.	What does 'Target Risk' mean? .....	6
H.	Other Questions.....	7
1.	My question is not listed, where can I find further guidance?.....	7
I.	Risk Management Training .....	7
1.	Where can I get further training? .....	7

# Excel Risk Register 2023

## Frequently Asked Questions

### A. Preparing the Register

#### 1. How do you set up the Excel Risk Register?

Download a blank Excel Risk Register template from the [website](#), click on **Save as** (give the register a name) and save into a folder.

#### Do not open directly from the hse website as it opens in "Read Only"

- (a) Set up the **Basic Details** section first as this is where the data for the Unique ID numbering is established and also where the name of the register to appear on each of the sections is derived from.
- (b) Every risk entered onto the Excel risk register risk is assigned a unique alphanumeric ID. The alpha component of the ID is generated combining the initial letters of the Division and other fields above therefore it is useful to use a meaningful naming convention when naming the risk register. E.g. **A**cute **H**ospital **D**ivision **S**aolta **H**ospital **G**roup **U**niversity **H**ospital **G**alway the alphanumeric ID will be AHDSHGUEG1, AHDSHGUEG2 etc.
- (c) Ensure you enter the names of the Risk Owner, Risk Coordinators and Action Owners into the drop down menus so that names are visible in the drop downs for selection [FAQ 3 below]

Please refer to the [Training Manual](#) for further details.

#### 2. Can I add in extra columns or rows?

The excel risk register can only be used as outlined in the instructions manual. You **cannot** add in columns, rows etc. If you try to add in extra columns, rows etc. then it will not work as expected.

It is important to save document type as **Microsoft Excel Macro-Enabled Worksheet** as failure to do so will prevent the Excel risk register template from performing all of the functionalities.

Do not put a 'share workbook password' on the Excel Risk Register Workbook. This causes problems when closing a risk.

#### 3. How do I add a Risk Owner?

Select the 'Risk Register' worksheet by clicking it.

Above the 'Risk Owner' column heading, locate and click the '+' button as indicated by the red arrow in Figure 1 below, and this will open the 'risk owner' window.

Figure 1:



In the 'New risk owner' window, input the name of the Risk Owner in the field provided [as indicated by the red arrow in Figure 2 below] and then click 'ok' [as indicated by the yellow arrow in Figure 2 below].

## Excel Risk Register 2023

Please note: it is optional to use either names or roles to identify the owners on your risk register, however it is imperative for reporting purposes that that you consistently use one of these only.

**Figure 2:**



The inserted name will now appear in the 'Risk Owner' drop-down list.  
The Risk Co-ordinator is added the same way except the + triangle is over the Risk Co-ordinator column.

## B. Entering a Risk on the Risk Register

### 1. How do I enter a risk on the register?

All Risks that are entered onto the excel risk register template have to be entered by clicking on the **'NEW RISK'** Radio Button on the Risk Register worksheet. If you don't add the risks in this way then the data will not pre-populate into the other Risk register worksheets. E.g. in the summary sheet.

- To insert a new risk, locate and click on the 'New Risk' button.
- In the 'New Risk' window, select the risk owner from the drop-down menu in the 'Risk Owner' field.
- Select the risk coordinator from the drop-down menu in the 'Risk Coordinator' field.
- Select the risk type from the drop-down menu in the 'Risk Type' field.
- Select the risk category from the drop-down menu in the 'risk category' field. The options included in this drop-down list are aligned to the HSE impact table of the HSE Enterprise Risk Management and Procedures Policy 2023.
- Type or Ctrl V (paste) the risk description into the into the 'Risk Description' field.
- Click ok.

Take care when adding in 'existing controls' in the Risk Register section and 'New Actions' in the Risk Action Log section. It is important to have the cursor on the correct cell before you click on the new control button.

### 2. I am trying to put text in a cell and it saying the cell is locked?

When copying and pasting text from one document into this excel template please copy and paste the TEXT only. I.e. double click into the cell where you are taking the text from and then highlight the text and copy it; then double click into the cell where you are putting the text and paste the text into the cell.

If you don't do this correctly you will copy in the formatting of the entire cell which 'locks' the cell in the new template. This prevents the ability to edit the text in that cell.

If this happens, please undo [control Z] and start again.

## Excel Risk Register 2023

### 3. Do I need to fill every cell with data?

Yes, there should always be some form of text in the existing controls column and the actions required column. If there are no existing controls or no actions required please type in NA or None in the relevant cells. Do not leave these cells blank as the report will not run correctly.

## C. Editing a Risk on the Register

### 1. Can I edit a risk?

Yes, risks can be edited. Edits to Risk owner, risk coordinator criteria, primary risk category, risk description, existing controls, risk review date and risk status must be made on the Risk Register worksheet as these changes will be replicated in other worksheets.

You can delete the text within the cell but you are unable to delete the cell. It is important to place some text for example N/A into this cell as failure to have this cell populated will distort the document.

See the [Training Manual](#) for further details.

### 2. Can I add extra columns and/or rows?

No, the Excel Risk Register is macro-enabled and password protected to ensure preservation of the formatting and formulas. The excel risk register can only be used as outlined in the instructions manual. If you try to add in extra columns, rows etc. then it will not work as expected.

## D. Generating Reports

### 1. What do I do before generating a report?

Before running the Risk Register report, sub-registers or sub action list do the following checks:

1. Ensure reporting period is entered in the basic detail worksheet and that the date format is dd/mm/yyyy.
2. In the risk register worksheet ensure there are no blank cells in the existing control column
3. In the risk action log worksheet ensure there are no blank cells in the action column.
4. In the risk register worksheet ensure that the residual risk rating is complete

Take a copy of the Excel Risk Register and run the reports from the copy.

### 2. How do I run a report?

On the 'Basic Details' worksheet click 'Report' - this generates the **full report**.

On the 'Risk Register' worksheet: The Report generated shows **Risk coordinators ownership**

On the 'Risk Action log' worksheet: The Report generated shows actions for each **action owner**

Again, please refer to the [Training Manual](#) for further details.

## E. Closing a Risk

### 1. How do I close a risk?

To close a risk, first change the status of the risk from open or monitor to Closed on the **Risk Register section**. Make sure the existing controls and actions required columns are not blank.

Then click on the **Close Risk radio button** on the Risk Register section.

## Excel Risk Register 2023

A closed risk should only appear on a Report once. The risk should then be removed from subsequent reports by archiving the risk in the “Closed Risk” worksheet.

See the [Training Manual](#) for further details.

### 2. Can I re-open an old risk?

When you close a risk you cannot re-open it. It remains in the Closed Risk section. Should you wish to include the risk again, you would have to re-enter the risk as a new Risk on the RR.

## F. Reviewing the dashboard

### 1. What does the Dashboard show?

The “Dashboards” worksheet contains a graphical representation of data on the Risk Register.

There are 8 graphical representations of the data on the dashboard:

- a) Inherent Risk Ratings
- b) Residual Risk Ratings
- c) Target Risk Ratings
- d) Risk status
- e) Actions.
- f) Risks by Category (Residual)
- g) Risk by Criteria.
- h) Risks by Criteria (Residual)

If there are no due dates assigned to the actions in the Risk action log section the actions pie chart in the dashboard section will not pre-populate.

## G. Risk Ratings

### 1. What does ‘Inherent Risk’ mean?

Section 1.4 Key Definitions of the [HSE Enterprise Risk Management Policy and Procedures 2023](#) defines inherent risk as ‘Inherent risk in the HSE is the level of risk before consideration of control and/or action measures.

Simply put, inherent risk is the amount of risk before the consideration of any controls. This is the initial or preliminary risk rating determined as part of the first risk assessment.

### 2. What does ‘Residual Risk’ mean?

Section 1.4 Key Definitions of the [HSE Enterprise Risk Management Policy and Procedures 2023](#) defines residual risk as ‘Residual risk in the HSE is the level of risk remaining after consideration of existing controls.’

Simply put, residual risk is the amount of risk remaining after consideration of controls. The residual risk rating changes frequently as completed actions may become controls and further reduce the risk rating.

Actions which are not fully implemented have no impact on the residual risk rating.

### 3. What does ‘Target Risk’ mean?

Section 1.4 Key Definitions of the [HSE Enterprise Risk Management Policy and Procedures 2023](#) defines target risk as ‘Target risk in the HSE is the planned level of risk after consideration of both control and action measures.’

Simply put, the target risk rating is risk remaining following the finalisation of all actions on the

## Excel Risk Register 2023

plan to reduce the risk.

See the [Enterprise Risk Management Policy and Procedures 2023](#) for further detail.

### H. Other Questions

#### 1. My question is not listed, where can I find further guidance?

Please send any further queries to [erm.queries@hse.ie](mailto:erm.queries@hse.ie)

### I. Risk Management Training

#### 1. Where can I get further training?

Training on how to complete the HSE Excel Risk Register Tool is available on HSELand via the following link: <https://www.hseland.ie/dash/Account/Login>

On sign in to HSELand, the module can be accessed through the new **Risk Management** folder in the **Quality, Leadership & Management** section.

The 2023 Excel Risk Register Training manual is available here:

<https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/erm-risk-register-training-manual1.pdf>

2023 Excel Risk Register template available here:

<https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/>

Section 38/39 Excel Risk Register template available here:

<https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/>

Module 1 ERM Introduction available here:

<https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/2023-hse-enterprise-risk-management-training/module-1-erm-introduction.html>