# An example of an escalation procedure

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| Risk score | Risk rating | Escalation process | Action required |
| **6** | **Extreme** | Risk owner to immediately report to executive team and risk manager. | Put in place a treatment plan to immediately bring it within the organisation’s risk appetite.  Seek approval from the executive team to proceed with any activity associated with a risk with this risk score. |
| **4-5** | **High** | Risk owner to report directly to the head of the business unit and risk manager.  The head of the business unit should review any risks at this level which are outside of organisation’s risk appetite and report to executive team. | Put in place a treatment plan to ensure risk remains within risk appetite and as low as is reasonably practical.  Executive team to review treatment actions proposed by the head of the business unit if the risk is outside the organisation’s risk appetite. |
| **3** | **Moderate** | Risk owner to monitor and treat within the business unit.  Inform the risk manager of anything that may lie outside of the organisation’s risk appetite. | Develop treatment plan to ensure the risk is as low as is reasonably practical.  Continue to watch and monitor.  Include on the risk register.  Risk owner should report to the risk manager if they are unable to ensure the risk is within risk appetite or as low as is reasonably practical. |
| **1-2** | **Low** | Risk owner to watch and monitor.  If controls are in place, consider whether any further treatments are necessary. | Continue with current controls and monitor risk.  If risk is managed consistently and controls are embedded within business activities, consider removing risk from risk register in consultation with Risk Manager. |