Free NZ Small Business Risk Register

QUICK GUIDE

This free starter tool helps a small business identify, score and monitor key risks in one Excel workbook. It includes a Risk Register and a live 5 × 5 Risk Matrix.

1. Add a risk

Risk / Hazard: describe what could happen and why it matters. Keep the wording specific enough that another person can understand the exposure.

Existing Controls: record controls that are actually operating now. Put proposed improvements in Further Action Required.

2. Score the risk

Likelihood: choose 1–5 based on how likely the event is under your organisation's agreed definitions.
Consequence: choose 1–5 based on the potential impact. The workbook multiplies the two numbers automatically.

Score	Starter rating
1–4	Low
5–9	Moderate
10–16	High
17–25	Extreme

These bands are a practical starting model, not a statutory classification. Adapt the definitions and response rules to your business.

3. Treat and review

Where further treatment is required, record the action, owner and due date. Set a review date and update the risk when controls, operations or circumstances change.

4. Use the matrix

The Risk Matrix automatically counts open risks at each likelihood/consequence combination. Use it to see whether risk is concentrating in higher-score areas and to focus management attention.

5. Keep records useful

Use clear factual wording, keep personal information to the minimum needed, assign owners, and avoid leaving significant actions without due dates.

Ready for the full system?

The paid **NZ Quality & Compliance Starter Pack** expands this into a connected system for risks, incidents, complaints, CAPA, audits, training, live dashboard reporting and monthly management review.

Important: This tool supports internal management and record-keeping. It is not legal advice, certification, or a guarantee of compliance.