



THE WORKING TEMPLATE

AI Risk Assessment Template

The five-step method and scoring template behind our own assessments: inventory your AI systems, classify and score each use case, and leave with a register your board can read. No registration wall.

How to use this template: work the five steps for every AI system in scope, one register row per use case. Score with the guide on page two so different assessors produce comparable numbers, and record treatments where the scores demand them.

The five-step method

STEP	WHAT TO DO
1. Identify	List every AI system and use case: built, bought and unofficial staff use. Record owner, provider, data touched and decisions influenced.
2. Classify	Note each use case's nature and exposure: internal drafting, customer-facing content, decision support, autonomous action; and whether EU AI Act categories could apply.
3. Assess	For each use case, consider the failure modes: wrong output acted on, data leaving control, bias, security compromise, provider failure, regulatory breach.
4. Score	Rate likelihood and impact 1 to 5 using the guide overleaf; risk score is the product. Rank the register by score.
5. Treat and monitor	For every score above your threshold, record a treatment, an owner and a date. Reassess on change and at least annually.



Scoring guide

SCORE	LIKELIHOOD	IMPACT
1	Conceivable but no realistic path today	Negligible: absorbed in normal work
2	Possible under unusual conditions	Minor: contained inconvenience, no external effect
3	Plausible within a year of normal use	Moderate: client apology, rework, minor cost
4	Expected without a control in place	Major: lost client, regulatory attention, material cost
5	Happening now or near-certain	Severe: serious legal, financial or safety consequence

Risk register

AI SYSTEM / USE CASE	OWNER	FAILURE MODE CONSIDERED	L	I	SCORE	TREATMENT AND DATE
<i>Example: support chatbot answering customer emails</i>	<i>Head of Support</i>	<i>Confidently wrong answer sent to a customer unreviewed</i>	<i>4</i>	<i>3</i>	<i>12</i>	<i>Human review step before send; spot-check sample weekly; owner CS lead, review quarterly</i>



Reading the results

Scores of **15 and above** deserve treatment before the system continues operating as it is; **8 to 12** deserve a named owner and a dated treatment; below that, record and watch. Resist the urge to average scores across failure modes: a use case is as risky as its worst credible failure. And treat the register as a living document; it is evidence for ISO 42001, customer questionnaires and, where it applies, EU AI Act obligations, but only while it reflects reality.

Reassessment triggers

REASSESS A USE CASE WHEN
The model, provider or data feeding the system changes
The use expands: new audience, new decisions, more autonomy
An incident or near miss involves the system
Regulation or a client contract moves
Twelve months have passed since the last assessment

Want it assessed for you?

The fixed-price assessment service applies this method to your full AI estate: interviews, scoring, treatments and a board-ready register, delivered by the consultants who wrote this template. Prices are published in full.

aigovernanceuk.co.uk/pricing/

