

LEGAL RISK ASSESSMENT

Blank Template — Fill In Your Organization's Details

Instructions: Complete each section for your organization. Rate each risk using the scale: Low / Medium / High for both Likelihood and Impact. Overall Risk Rating = the higher of the two scores. Prioritize High-rated items for immediate action.

Section 1 — Organization Information

Company / Organization Name	
Industry / Sector	
Assessment Prepared By	
Date of Assessment	
Review Period Covered	
Approved By	

Section 2 — Risk Summary (Complete After Section 3)

Risk Category	# High	# Medium	# Low	Total
Contract Management				
Employment Compliance				
Data Privacy				
Intellectual Property				
Regulatory / Licensing				
Other: _____				
TOTAL				

Section 3 — Risk Register (Add rows as needed)

Use one block per identified risk. Copy and paste additional blocks as needed. Assign a unique ID (e.g., CR-01, EMP-01, DP-01) to each risk for tracking.

Risk ID: CR-01 Category: Contract Management	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: CR-02 Category: Contract Management	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: EMP-01 Category: Employment Compliance	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: EMP-02 Category: Employment Compliance	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: DP-01 Category: Data Privacy	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: DP-02 Category: Data Privacy	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: IP-01 Category: Intellectual Property	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Risk ID: REG-01 Category: Regulatory / Licensing	
Risk Description	
Likelihood (Low / Medium / High)	
Potential Impact (Low / Medium / High)	
Overall Risk Rating (Low / Medium / High)	
Recommended Action	
Owner / Responsible Party	
Target Completion Date	

Section 4 — Action Plan (High-Priority Items)

List all HIGH-rated risks here with specific action steps and deadlines.

Risk ID	Action Required	Owner	Deadline	Status

Section 5 — Sign-Off

Prepared by _____

Date _____

Reviewed by _____

Date _____

Approved by _____

Date _____

This template is provided for educational and operational use. It does not constitute legal advice. Consult a licensed attorney to validate your assessment findings and recommendations. Template by AI For Legal Research — aiforlegalresearch.com