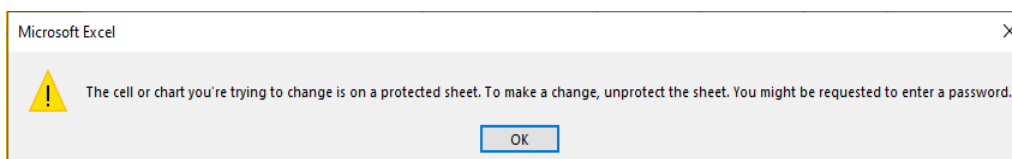




## Excel Risk Register 2024 Top Tips

1. 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”
2. Using the Excel Training Manual use ‘dummy/test data’ to learn how to set up the Excel Risk Register and enter the data onto the Risk Register BEFORE migrating your old risk registers onto the Excel template.
3. Set up the Basic Details tab 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. *E.g. in the above example of **A**cute **H**ospital **D**ivision **S**aolta **H**ospital **G**roup **U**niversity **H**ospital **G**alway the alphanumeric ID will be AHDSHGUHG1, AHDSHGUHG2 etc.*
4. The Excel risk register can only be used as outlined in the training 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.
5. All Risks that are entered onto this new Excel risk register template have to be entered by clicking on the **NEW RISK** Radio Button on the Risk Register tab. If you don’t add the risks in this way then the data will not pre-populate into the other Risk register tabs. [*E.g. in the summary tab etc.*].
6. 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.*]

The register once corrupted cannot be used, and a new register will need to be populated.



7. Be careful when adding a new entry into the ‘existing controls’ column in the Risk Register tab and the ‘New Actions’ column in the Risk Action Log tab. It is important to have the cursor on the correct cell before you click on the new control button.
8. You can delete the text within the cell but you **cannot delete the cell**. There should always be some form of text in the existing controls column (*Risk Register Worksheet, Column K*) and the actions required column (*Action Log Worksheet, Column K*). 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.



9. Before running the **Risk Register report, sub-registers or sub action list**, do the following **checks**:
- Ensure reporting period is entered in the basic detail tab and that the date format is **dd/mm/yyyy**.
  - In the risk register tab ensure there are **no blank cells** in the **existing control** column [k]
  - In the action log tab ensure there are **no blank cells** in the **action** column.[k]

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

10. To close a risk first, change the status of the risk to **Closed** on the Risk Register tab (*Column P*). Make sure the existing controls and actions required columns are not blank. Then click on the **Close Risk** radio button on the Risk Register tab. (*located at the top of Column C, Rows 1-3, Risk Register Worksheet*)

Remember when you close a risk you cannot reopen it. It remains in the Closed Risk tab. To reopen the risk you would have to re-enter the risk as a new Risk on the RR.

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

**12. Helpful tip on PDF RR Reports – Main Header:**

The division name on the Excel RR basics tab is what is shown in the header of every page in PDF version. E.g. Division: Hospital Group A, Department: Hospital B

A report like this would show the heading as; **HGA** Risk Register, not **HB** Risk Register. To amend this, remove the **HGA** from division and put **HB** for division. Then run report as usual. Note: do not save Excel RR after doing this.

Before pressing the report button on Excel RR basics tab, amend date to end of month if risk data represents entire month as the date is shown in 00/00/0000 format in the PDF header.

**13. Helpful tips on PDF RR Reports – Summary tab:**

Incomplete PDF summary tab – When running reports and extracting to PDF, an error can occur with missing risks on the PDF report that are clearly shown on the Excel RR and Book 1 report. To amend this: run RR report – in book 1(report), go to summary tab, highlight all data fields and headings only and select: *Page Layout - Print Area - Set Print Area*. Now run report and this problem is resolved.

**14. Helpful tips on PDF RR Reports – Word Formatting:**

When extracting to a PDF report, a frequent error that occurs is that special characters and symbols appear throughout risk descriptions, controls and actions, such as \*~#?

This may be Word formatting copied and pasted into Excel that only shows when extracted to PDF.

To resolve this – examine PDF report for errors, mark them and go to original Excel RR. From here copy and paste any description that had special characters to a word doc. Then copy and paste back the description from the word doc back to Excel and select the paste option – keep text only then save. Run report again and symbols and characters should be gone.



**Further Resources available:**

- **Policy:** <https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-policy-and-procedures.pdf>
- **Excel Risk Register:** <https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/>
- **Excel Risk Register Training Manual:** <https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/erm-risk-register-training-manual1.pdf>
- **Supporting tools available:** <https://www.hse.ie/eng/about/who/riskmanagement/risk-management-documentation/hse-enterprise-risk-management-supporting-tools/>
- **Access HSELand:** <http://bit.ly/2N4bpPE> On sign in to HSELand, the module can be accessed through the new **Risk Management** folder in the **Quality, Leadership & Management** section.
- **Further Queries:** [erm.queries@hse.ie](mailto:erm.queries@hse.ie)