

Risk assessment form (Fill out the white fields only)

Assign a score of 1 to 5 to the "Probability of occurrence" and "Extent of damage" columns. To calculate the risk score, multiply the scores for "Probability" and "Extent" ("Probability" x "Extent" = Risk). A more detailed description of the individual threats can be found in the introductions to the individual topics in the SiLK guidelines for the protection of cultural property (www.silk-tool.de).

Potential risk (incident)	Previous experience with the risk in your institution	Probability of occurrence	Extent of damage	Risk score
Fire				
Technical failure				
Inattention, carelessness (camp fire, cigarette, candle, soldering iron, welding apparatus, iron, unsupervised open fire, etc.)				
Arson				
Spreading fire/forest fire				
Lightning strike				

Flooding				
Flood (high water level due to overloaded sewers or similar)				
Surface water following heavy rain				
Rising groundwater				
Tidal wave				
Fire extinguishing water				
Theft				
By staff (internal)				
By visitor or user (external)				

Burglary				
Robbery				
Vandalism				
Deliberate attacks / Vandalism for political or religious motives				
Vandalism as a result of rage or confusion				
Boisterous destructive behavior / Vandalism for 'fun' (e.g. graffiti)				
Accidents/malfunctions				
Technical defects (e.g. power outage, water pipe breakage, network failure, technical system malfunction)				
Human error (e.g. transport damage due to mishap, incorrect response in emergency)				

Accident (e.g. missing child lock, during building work, shipping)				
Building failure (e.g. roof collapse)				
Deterioration/wear and tear				
Deterioration through use (Damage to valuable floors by visitor traffic, archives, musical instruments, books)				
Improper handling by visitors or users (e.g. careless handling of books and archive materials), by staff (e.g. incorrect cleaning, repair, restoration) or external parties (e.g. construction work), third-party events/users				
Damage caused by unauthorized and negligent touching and use / vandalism through ignorance (e.g. rucksacks, touching artworks)				
Lending/transit				
Setting up and dismantling exhibitions (lack of time and personnel)				

Climate				
Extreme weather events (heat, cold)				
Temperature fluctuations				
Heat load from electrical equipment (lights, electrical appliances), oil and gas heating				
Raised temperatures due to visitors				
Humidity (too high, too low, fluctuations)				
Light				
Artificial lighting (intensity, spotlights)				
Bright lights during film and photoshoots				

Daylight (direct sunlight, indirect light / brightness / UV radiation)				
Pests and mold				
Animal pests				
Microorganisms (mold)				
Pollutants				
Pollutants/toxins (e.g. wood preservative, asbestos, insecticides)				
Environmental toxins (e.g. acid rain, exhaust gases)				
Severe weather				
Gales/storms				

Lightning				
Heavy/continuous rain				
Snow/ice				
Hail				
Earthquakes				
Natural tremors (earthquakes, unstable subsoil)				
Mining region				
Underground construction work				

Violence				
Armed conflict				
Terrorism (e.g. bomb threats, hostage-taking, murder)				
Civil disorder (e.g. unrest, turmoil, riots)				