

Small Business Phishing Risk Assessment Sheet

Company Information

Business Name

Contact Person

Assessment Date

Staff & Email Profile

Number of Employees

Number of Email Users

Email Platform (e.g., Gmail, Outlook)

Risk Assessment Table

Risk Area	Current Controls	Risk Level (Low/Med/High)	Notes
Employee Awareness Training			
Email Filtering/Spam Protection			
Multi-Factor Authentication Enabled			
Incident Reporting Procedures			
Phishing Simulation Tests			

Additional Notes & Action Plan

Summary of Main Risks

Recommended Actions

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