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IT Risk Self Assessment Checklist

You can use this quick self-assessment to identify areas for improvement in your IT setup. The assessment is designed for both non-technical and technical users.

Tick the boxes you're confident about; leave the blank ones for what you're unsure of. Gaps may indicate exposure to risk or inefficiency.

Cybersecurity

Cyber threats are among the most significant risks facing modern businesses. This section helps you identify how well you're protected against malware, phishing, and unauthorised access. It also addresses policies and practices that mitigate human error, often the weakest link in the chain.

- [ ] All devices (PCs, laptops, phones) have up-to-date antivirus and antimalware software

- [ ] Staff use strong, unique passwords and multi-factor authentication (MFA)

- [ ] You have a documented cybersecurity policy for your team

- [ ] Suspicious emails are reported and phishing training is in place

- [ ] Remote access (VPN, RDP) is secured and monitored

- [ ] You have a firewall or gateway device protecting your network

- [ ] You perform regular vulnerability scans or penetration testing

- [ ] Cybersecurity insurance is in place and requirements are being met

Total

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Backup & Disaster Recovery

Backups are your safety net. If you suffer a cyberattack, accidental deletion, or hardware failure, backups ensure you can get back up and running. This section verifies whether your backups are reliable, complete, and restorable in the event of a real crisis.

☐ Business-critical data is backed up daily (automated)

☐ Backups are stored off-site or in the cloud

☐ You've tested restoring files from backup in the last 6 months

☐ You have a recovery plan for ransomware or major data loss

☐ Emails, documents, and databases are included in your backup strategy

Total ☐

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Device & Infrastructure Management

Outdated or poorly maintained devices can lead to downtime, security issues, and frustrated staff. This section reviews whether your systems are being updated, tracked, and supported in a manner that ensures your business runs smoothly.

- [ ] All devices are covered by a support agreement or warranty

- [ ] Updates and patches are applied regularly to all systems

- [ ] You have an accurate inventory of your IT assets

- [ ] Ageing hardware is reviewed and replaced proactively

- [ ] Printers, Wi-Fi, and shared resources are reliable and secure

Total

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User Access & Data Control

Not everyone in your organisation needs access to everything. Controlling who can access data and when is critical for both security and compliance. This section evaluates the effectiveness of access management and monitoring.

☐ Staff only have access to the files and systems they need

☐ Access to systems is removed immediately when someone leaves

☐ Admin-level access is restricted and audited

☐ You use a secure file-sharing method internally and externally

☐ You know where your business data is stored and who can see it

Total ☐

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Compliance & Business Continuity

Regulatory requirements (like GDPR or ISO 27001) aren't just tick-box exercises; they help ensure you're prepared if things go wrong. This section assesses how well your IT aligns with legal obligations and your ability to continue operations during a disruption.

- [ ] You meet any legal or industry requirements (e.g. GDPR, ISO 27001)

- [ ] You have an IT policy or Acceptable Use Policy your staff follow

- [ ] You have a written IT continuity or disaster recovery plan

- [ ] You know what your RTO (recovery time) and RPO (data loss tolerance) are

- [ ] Cyber Essentials or ISO certification has been considered or achieved

Total

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Support & Strategy

Whether you rely on internal IT or an external provider, support should be more than just reactive fixes. This section reviews whether you're getting the strategic advice, coverage, and visibility needed to support growth and avoid recurring issues.

☐ You have a responsive IT provider or internal resource

☐ You have visibility of IT performance and recurring issues

☐ You receive proactive recommendations or strategic advice

☐ IT support covers cloud systems (Microsoft 365, backups, etc.)

☐ You review IT performance at least annually

Total ☐

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Your IT Risk Assessment Score

Count the number of ticks and enter the total into the box.

Total

Results

0-10 **High risk** — urgent review recommended

11-20 **Moderate risk** — key gaps to address

21+ **Low risk** — well-managed, but improvement likely

C O N F I D E N C E I T

Need Help Reviewing or Closing the Gaps?

Confidence IT can help.

We offer a free consultation and IT risk review for businesses just like yours.

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