

Appendix 1

Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 24 th February 2017		
Section: Technical Services		Assessment Team: Darren Bell + BCA Landscape (Landscape Architect/Consultant)		
Assessment Activity / Area / Type: Mussel Tanks site, Lytham Green - refurbishment of existing paved public space to improve facilities and explain the site history (sponsored by the Lytham St Annes Civic Society (LSCAS))				
Do the hazards create a business continuity risk? No				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Increased maintenance implication for Fylde Borough Council.	4	<p>The Mussel Tank site is owned by Fylde Borough Council (FBC), and the refurbishment project has been sponsored by LSACS.</p> <p>The current balance of 'hard' paved areas and 'soft' planted areas is unchanged, and the maintenance of the former will be facilitated by the use of modern paving materials laid more accurately to consistent line and level. There are no additional litter bins to be placed in the project (reflecting the current situation) : there is no new lighting. The current maintenance commitment is thus largely unchanged.</p>	2	LSACS

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Continued.....		<p>The new planting will reflect local coastal species and facilitate maintenance; LSCAS will collaborate with the Friends of the Estuary to maintain the planting as part of their desire to explain the character of the context.</p> <p>The contract documentation includes 12 months' maintenance by the Contractor.</p>		
Failure of contractor to deliver to specification	6	The work is to be implemented as a fixed price contract under the terms & conditions of the JCT Minor Works Contract. The Contract Administration is to be carried out by an experienced Chartered Landscape Architect (BCA Landscape). All works to be completed to the detailed design and specification.	2	BCA Landscapes FBC
Possibility of personal injury to the public during the construction period.	8	<p>A Pre-Contract Health & Safety Information pack has been prepared by the CDM Co-Ordinator. The successful Contractor will prepare and submit his Construction Stage Health & Safety Plan on the basis of this information, to ensure safe operation within the site and on the adjacent public areas : the Contractor will need to use a short length of the promenade to access the site, and there will be a particular focus on the management of this route.</p> <p>Areas of active construction will be fenced off and information provided about safety aspects of the construction site.</p>	6	BCA Landscapes FBC

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Continued.....		Insurances - the contractor will carry £5m Public Liability insurance, and £10m Employers Liability insurance.		
The improvement works fail to meet community or stakeholder aspirations.	4	<p>The existing facility is life expired and contributes little to the enjoyment of the waterfront. The refurbishment proposals have evolved over a longer period of time than is usual ; it has been promoted by LSCAS at a pace to suit their voluntary input and the requirements of the sources of potential funding.</p> <p>The proposals have thus evolved to ensure that aspiration is matched to the available funding : they have been shown to the local community and stakeholders at consultation events including -</p> <p>4th December 2013 - first presentation to FBC Officers.</p> <p>April 2014 - presentation at FBC public consultation session to seek feedback on the relative merits of the LSACS scheme and the alternative Play Park proposal (determined by Cabinet in favour of the LSACS scheme in June 2014).</p> <p>September 2014 - LSACS exhibition at HOD in Town Hall showing LSACS proposal.</p> <p>23rd September 2014 - proposals displayed at FBC Coastal Strategy exhibition at RSPB : LSACS issue Press release</p>	4	LSACS BCA Landscapes

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Continued....		<p>23rd April 2015 - presentation at RCC to 15 Local Groups including:</p> <p>Friends of the Estuary : Lytham St Annes Art Society Friends of Lytham Hall : Ribble Cruising Club : RNLI RSPB : Lytham Cricket Club : Lytham Heritage Group Fylde Borough Council : Richard Marshall Arts Project Officer : Local Historians</p> <p>30th June 2017 - a major event for the business people of Lytham held at Jubilee House, courtesy of DANBRO</p> <p>LSCAS have been actively involved in the development of the proposals, and have raised the required funding. Regular updates have been included in LSACS newsletters and website.</p> <p>The Lytham Sixth Form College are involved in the project : they are producing 105 ceramic tiles to illustrate local themes and these are to be incorporated into a new wall proposed as part of the artwork design.</p>		

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Increased risks to the public as a result of the development.	6	<p>All pavings are renewed, thus providing a consistent surface removing potential trip hazards of the existing site: the level of the paving around the outer concrete wall remains unchanged. There will be localised repairs to the existing seawall (otherwise excluded from the works) to make safe areas where reinforcement is exposed.</p> <p>The gradient of the existing ramp access into the site will be unchanged : the step access is to be rebuilt to current DDA standards, with tactile pavings at top and bottom.</p> <p>The works will be fully inspected prior to handover and opening to the public.</p>	4	<p>LSACS</p> <p>BCA Landscapes</p> <p>FBC</p>
Project not delivered on time and funding not utilised.	6	<p>The work is to be implemented as a fixed price contract under a JCT Minor Works Contract ; this allows penalties for the late completion of the works giving the Contractor incentives to perform to the agreed programme.</p> <p>The 8-week construction programme takes into account the use of Lytham Green for local fairs and festivals, and aims to complete in mid June 2017. This requires the Contractor to access the site on 24th April 2017.</p> <p>The funding for the project is from LSACS thus no implication to Fylde Borough Council</p>	4	<p>BCA Landscapes</p> <p>FBC</p>

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Project overspend	4	The Contract Administrator (BCA Landscape) will monitor & control costs. The contract sum is within the budget allocated by LSACS ; it contains an element for contingencies, and includes a provisional sum for signage and interpretation which could (if required) be omitted and fitted at a later date if required.	2	BCA Landscapes FBC

Risk Likelihood

6 = Very High

5 = High

4 = Significant

3 = Low

2 = Very Low

1 = Almost impossible

Risk Impact

1= Negligible

2 = Marginal

3 = Critical

4 = Catastrophic

Multiply the likelihood by the impact and if the score is above 12 then mitigating action should be undertaken to reduce the risk. This action should be recorded and monitored in either a directorate or corporate risk register.