

Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 27 th October 2015		
Section: Leisure and Culture		Assessment Team: Darren Bell/Alan Royston/Mike Byrne		
Assessment Activity / Area / Type: Construction of New Memorial Garden				
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
Disturbance to bereaved families whilst work is undertaken.	6	Contractor to work with Cemetery and crematorium staff to ensure customers and visitors are kept fully informed. During scatterings and interments in the immediate area work to be suspended.	4	Alan Royston
Wet Ground conditions	6	Undertake the works during the driest part of the year.	4	Darren Bell
Failure of contractor to deliver to specification	9	Project management support from in house technical expertise and fixed price contract.	6	Mike Byrne
Possibility of personal injury to the public during the construction period.	8	A pre-contract health and safety plan will be developed by the contractor to ensure the safe operation within the site. Areas of active construction will be fenced off and information provided about safety aspects of the construction site. The contractor will carry five million pounds public liability insurance.	6	Mike Byrne
Increased risks to the public as a result of the development.	6	A full risk assessment will be completed before the area is open to the public.	4	Alan Royston

Project not delivered on time and funding not utilised.	9	Officers work closely with successful contractor to ensure timely start on site.	6	Mike Byrne
Project overspend	9	Project officer to monitor & control costs. Budget contains an element for contingencies.	6	Mike Byrne
Phasing failure to complete the entire project	8	Each phase of the project is aimed at completing a certain section of the work. Each section will stand alone however the impact will be to the overall project outcomes.	6	Darren Bell/Alan Royston

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 recorder and monitored in either a directorate or corporate risk register.