



Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 16 th May 2018		
Section: Technical Services		Assessment Team: Jon Rutter		
Assessment Activity / Area / Type: Lytham Crematorium Canopy				
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.	5	<p>Emphasis throughout the tender has been on quality, the requirement of quality materials and quality craftsmanship, in such this is hoped to bring down the whole life cost of the canopy. Insomuch as the timber it is expected to return a good overall structure lifespan, however incorporated elements such as glazing upstands and fittings, drainage and electrics have a limited lifespan and will require replacement at some point in the future.</p> <p>All additional assets should be inspected annually, having minimal cost implications but do need factoring when reviewing the maintenance budget for FY19/20.</p>	2	FBC

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Failure of contractor to deliver to specification	5	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 technical services team and all works to be completed as per design and specification. Part payments should be adopted and ratified by means of progress and signed off by the Technical services team.	2	FBC Awarded contractor
Possibility of personal injury to the public during the construction period.	4	<p>All contractors and subcontractors will prepare and submit their Construction Stage Health & Safety Plan as per their tender submission. The documentation will detail the safe operation of plant and machinery within the confines of each site and mitigation factors used whilst working in close proximity to members of the public:</p> <p>The Contractor will be using public paths to carry out works and expect machinery to traffic these areas. For this reason special control measures must be in exerted by the contractor and be robust enough to mitigate the mix of machinery and public.</p> <p>Areas of active construction will be fenced off and information provided about safety aspects of the construction site.</p>	4	FBC Awarded contractor

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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.	5	<p>It is with the hope that the extensive consultation and concept design reviews that the design meets both the community and stakeholders aspirations. However due to the bespoke nature of this work quality should be stringently managed, there is a risk of it not fulfilling expectations if quality was to be compromised in any part of the build. A site visit should be undertaken to the manufacturing premises to review the standard of workmanship for the timber frame before the scheduled date for erection.</p> <p>Furthermore due its bespoke nature the glazing shall be fitted not in a traditional manner. This fixing detail must be confirmed to be adequate and fulfill any assurances needed to ensure the durability and weather tightness of connections.</p>	2	FBC

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Increased risks to the public as a result of the development.	2	<p>The roof glazing shall be laminated.</p> <p>The wind break shall comply with building regulations for glazing in critical locations.</p> <p>The paving has been designed to have a tactile edge to inform the public in change of surface level.</p>	5	FBC
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>A contract shall be signed with the main contractor for the delivery of the canopy.</p>	3	FBC
Project overspend	4	<p>Technical services will monitor & control costs. The final contract sum must contain an element for contingencies and any extra works that deviate from the planning enhancement proposals must be sought from current council budgets.</p>	2	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.