

Appendix 1 Risk assessment

Committee Risk Assessment Template

Directorate: Development Services		Date of Assessment: 9 th March 2017		
Section: Technical Services		Assessment Team: Paul Walker /Darren Bell		
Assessment Activity / Area / Type: Town Hall/Chaseley Building refurbishment – Phases 7 (c)				
Do the hazards create a business continuity risk? Yes				
RISK DESCRIPTION	RISK SCORE (Likelihood x Impact)	RISK MITIGATION	RESIDUAL RISK SCORE (Likelihood x Impact)	RISK OWNER / RISK REGISTER
Noise and disruption due to the nature of the works	5x3=15	Move some staff located in some locations to other parts of the building and Public Offices during critical stages of the work and/or hold public meetings off site when the works may disrupt public meetings	5x2=10	Darren Bell
Loss of car parking spaces during the works due to contractors occupation	5x2=10	Relocate staff parking to North Promenade with limited public and disabled provision retained on site	5x1=5	Darren Bell
Unforeseen defects with associated costs	3x2=6	Contingency budget to deal with unforeseen works. Project management practices will be adopted and supervision to oversee the works	2x2=4	Darren Bell
Inclement weather delays	3x2=6	Project management practices will be adopted and supervision to oversee the works	2x2=4	Darren Bell
Works overrun	3x2=6	Project management practices will be adopted and supervision to oversee the works. Penalty clause included in the contract to discourage delays.	2x2=4	Darren Bell

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.