

# Ovenden Sport and Community Arena Project Risk Register

## January 2020 Definitions/ Scores

<b>Probability</b>	<b>Definition –</b>	<b>Score</b>
Low	Very unlikely to happen in the next 3 years	1
Fairly low	Unlikely to happen in the next 3 years	2
Medium	May happen in the next 3 years	3
Fairly high	Likely to happen in the next 3 years	4
High	Almost certain to happen in the next 3 years	5
<b>Impact</b>	<b>Definition -</b>	<b>Score</b>
Minimal	small financial loss or minor injury involving no lost time	1
Minor	limited inconvenience or loss of service, minor injury to one or more persons	2
Moderate	some financial and/or damage to reputation	3
Serious	large financial and/or damage to reputation, major injury to one or more person	4
Severe	unable to provide a service and/or severe financial loss, death to one or more persons	5



## Risk Assessment Matrix

<b>Project:</b>	Ovenden Sport and Community Arena
<b>Date:</b>	January 2020

Risk Description	Probability of Event	Impact	Risk Factor	Financial Impact	Managed Response		
					Action	Responsibility	Review
The Project exceeds the target budget	4	5	20	High	<ul style="list-style-type: none"> <li>Build in contingencies/risk allocations into the cost plan for unforeseen.</li> <li>Develop pain &amp; gain systems for contractors to share in risk items.</li> <li>Monitor design creep via effective value management.</li> </ul>	Finance Manager	Quarterly
The programme extends	4	5	20	High	<ul style="list-style-type: none"> <li>All must endeavour to keep the project on programme.</li> <li>Monitor progress against programme.</li> <li>The project team has a proven track record of managing, mitigating and minimising these risks.</li> <li>Contingencies and a design risk element to be built into the project budget.</li> </ul>	Project Manager	Ongoing



Risk Description	Probability of Event	Impact	Risk Factor	Financial Impact	Managed Response		
					Action	Responsibility	Review
Tender prices returned are over costs.	4	5	20	High	<ul style="list-style-type: none"> <li>If project costs exceed the resources available a value engineering exercise will be undertaken and non-essential works which will not affect the outcomes of the project removed. Build in contingencies/risk allocations into the cost plan for unseens.</li> <li>Develop pain and gain systems for consultants and contractors to share in risk items.</li> <li>Monitor design creep via effective value management.</li> </ul>	Finance Manager / Project Manager	Ongoing
The additional costs consequent to partner organisations that fail to deliver or are not successfully controlled by contract. Financial viability of some (mainly none commercial) partners leads to risks of failure or need for council to provide unexpected financial support	3	4	12	Medium	<ul style="list-style-type: none"> <li>Proactive monitoring of all partners.</li> <li>Investigation/actions as necessary where failure appears likely.</li> <li>Contractual conditions which provide for council step in or similar, where such are not restricted or forbidden by funding regimes</li> </ul>	OSCA Board	Quarterly



Risk Description	Probability of Event	Impact	Risk Factor	Financial Impact	Managed Response		
					Action	Responsibility	Review
Failure to sign off design in required timescales, could result in problems with programme & costs	3	4	12	Medium	Monitor Regularly		Monthly
Adverse weather delays programme	3	4	12	Medium	Include contingency in the programme for bad weather		Ongoing
The building does not comply with Building Control.	2	5	10	High	The design team should consult with Building Control throughout the design & the Contractor must continue this throughout the build		Ongoing
Noise & Disruption to Site and partners playing seasons	5	2	10	Low	Restrictions may have to be in place to manage site expectations.		Quarterly
Poor Project Team Relations/Communication Poor leadership & Decision making	2	4	8	Low	Strong Processes & clear lines of communication should be put in place.		Initial October 2010/Quarterly
Client Changes to Brief	2	4	8	Low	Ensure that the client is aware of the impact any changes would have		Ongoing
The building is not DDA Compliant	1	5	5	Medium	The design team will consult with the relevant specialists within the council.		Ongoing



Risk Description	Probability of Event	Impact	Risk Factor	Financial Impact	Managed Response		
					Action	Responsibility	Review
Contractor fails to deliver the end product to specification	2	2	4	Medium	Early inclusion of contractor into design process, share pain & gain		Quarterly
Capacity and Stability of political governance	2	2	4	Low	<ul style="list-style-type: none"> <li>This is an inherent risk of a "political" organisation.</li> <li>The key control measure is building of good relations between the parties</li> </ul>		Ongoing
The contractor or sub contractor discontinues to trade due to the current financial climate	2	5	10	Medium	<ul style="list-style-type: none"> <li>With guidance from Sport England and Calderdale Council OSCA will follow a rigorous and robust selection and procurement procedure</li> <li>Contractors who are on the Council's select list are regularly financially apprised.</li> </ul>		Ongoing

