

Chamberlain's Department Risk Register

Risk No.	Risk (Short description)	Risk Owner	Existing Controls	Current Risk				Planned Actions	Target Risk		
				Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
1	Failure of health and safety procedures	Director of Open Spaces	<ul style="list-style-type: none"> Health and Safety Departmental Policy Departmental and site specific policies Risk assessments and safe systems of work Ongoing programme of staff training in Health and Safety Departmental audit system and departmental working group to ensure policies and procedures are understood and implemented Monitoring of incidents/accidents data and follow up corrective actions 	Possible	Major	A	↔	<ul style="list-style-type: none"> Ongoing annual audits and completion of follow up actions, monitored by the departmental technical manager; Ongoing monitoring of incidents/accidents data; Development and agreement of further policies (Tree Policy July 2014) Quarterly meeting of departmental H&S group to share best practice 	Unlikely	Major	A
2	Financial failure through failure to deliver service to budget, failure to deliver SBR savings and failure to develop income streams to targets; failures to secure additional burial space to ensure sustainability of income	Superintendents	Monthly monitoring of income at all sites; annual review of all fees and charges	Possible	Serious	A	↓	Progression of the Shoot Project; continued monitoring and development of income streams	Unlikely	Serious	G
3	Deterioration of buildings, plant and machinery through lack of maintenance leading to health and safety risks, disruption to operations and reputational impact	Superintendents & City Surveyors	Regular meetings between officers from City Surveyors and officers at sites to plan and prioritise works; delivery of the Additional Works Programme	Possible	Serious	A	↑	Development of strategy to rationalise operational buildings across open spaces; regular meetings between Director of Open Spaces and City Surveyors to be continued	Possible	Minor	G
4	Impact of anti-social behaviour at sites incurring increased risks to visitor, increased costs and negative publicity	Superintendents	Regular staff presence at sites; liaison with local police	Likely	Minor	G	↔	Development of links with police forces in areas neighbouring sites.	Unlikely	Minor	G
5	Failure to recruit and retain staff with required skills	Superintendents	Departmental training plan agreed; investment in ongoing training; investment in external training such as the Cremation Technicians Training Scheme	Likely	Serious	A	↔	Identification and training of staff to fill key roles in future years	Rare	Minor	G
6	Risk of theft due to cash handling in offices with few members of staff		Cash handling guidance notes in place at all sites; use of CCTV cameras on safes; appropriate insurance in place	Rare	Minor	G	↔	Review of all cash handling guidance notes	Rare	Minor	G