

Appendix 2 – Cemetery & Crematorium Risk Register

OSD Cemetery & Crematorium Detailed Risk Register

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Rows are sorted by Risk Score


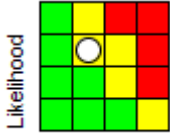

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD CC 003 Deterioration of buildings, plant and machinery	Causes: Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues Event: Operational or public buildings become unusable. Plants and trees die due to reduced maintenance capacity. Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance		6	<p>The current CWP proposed schedule for cemetery and crematorium works for 21/22 is a total of five projects costing £517,500 with a reserve list that is not approved totalling 98 projects at a cost of £1.3M. Therefore, the risk to the long term maintenance of buildings is still at risk. However, the project to replace cremators is still scheduled to commence this year and this will be of great benefit to the operational running of the crematorium.</p> <p>Also, last year saw a moratorium on most repair and maintenance works at the cemetery to add to this risk.</p> <p>The target score has risen to amber to reflect expected position in February. If Cremator works are not completed on schedule, we anticipate the risk</p>		6	28-Feb-2021	

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19-Aug-2015 Gary Burks				level rising. 17 Jun 2020				Constant
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD CC 003 b	Continue to develop relationship with City Surveyors and ways of working to ensure CWP works are delivered Regular meetings with CS's Property Facilities Managers The Superintendent was engaged in the development of the 2017 R&M specification and tender documents	All projects are currently on hold. Liaison work with City Surveyors remains in place to establish timelines for future works.	Gary Burks	24-Jun-2020	31-Jul-2021
OSD CC 003 d	Until the Cremator replacement project is completed, there is a risk of the ageing cremators breaking down beyond repair and therefore affecting our ability to offer as many cremation times to the public.	Contract is signed. Revised start date for August 3rd with cremators in operational condition (but not abating) by November 7th. Project completion date is February 10th 2021.	Gary Burks	24-Jun-2020	10-Feb-2021

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OSD CC 010 Extreme weather 21-Jun-2016 Gary Burks	Cause: Strong winds causing significant tree damage within the cemetery and crematorium landscape Effect: Roads closed, exclusion of the public, disruption to funerals Impact: Significant cost to division and possible loss of income/ negative publicity	 Likelihood	6	Current and target score remain the same. This risk will remain reportable. There is a risk of high winds and drought conditions to tree stock at the cemetery. 24 Jun 2020	 Likelihood	6	01-Dec-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD CC 010 a	A significant storm could (and has in the past) cause significant damage to tree stocks and buildings meaning that for a short period of time the cemetery roads could be closed and block, and one or more buildings could be out of action. This is managed through: <ul style="list-style-type: none"> • Tree inspections • Maintain staff with chainsaw qualifications 	Ongoing monitoring action. As previously: <ul style="list-style-type: none"> • Trees are surveyed and inspected with advisory works carried out. A group of staff within the cemetery team are trained in the operation of chainsaws for clearing fallen trees. • It is unlikely that storm damage would close the modern crematorium building but could damage other service chapels and block roads. The cemetery and crematorium service has 6 service chapels. <p>No change, with 3,500 trees around the site, the risks associated with high winds remain.</p>	Gary Burks	24-Jun-2020	31-Jul-2021

