# **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	Likelihood	6	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.  Also, last year saw a moratorium on most repair and maintenance works at the cemetery to add to this risk.  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	Impact	6	28-Feb- 2021	

19-Aug-2015 Gary Burks		level rising. 17 Jun 2020		Constant

Action no	Action description			Latest Note Date	Due Date
	1 1 2 3	establish timelines for future works.	Gary Burks	24-Jun- 2020	31-Jul-2021
	1 1 3 1	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	7 7	10-Feb- 2021

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OSD CC 009 Systems Failure  01-Jun-2016 Gary Burks	Cause: IT systems including telephony fail Effect: Unable to operate as per normal. Unable to access Gower system. Unable to speak to funeral directors, doctors and internally across the site Impact: Burials and cremations may have to be cancelled/no bookings can be taken. Burials in the wrong graves. Loss of income. Reputational damage	Likelihood	6	Work is being undertaken to mitigate this risk by way of server migration. Current risk and target score remain the same, as this is part of ongoing preparedness works. Once this process has been completed, this risk will be re-assessed to see if it can be reduced. Mitigation is in place for GOWER being temporarily offline, but longer-term issues with the system would have a significant impact on work. This risk therefore remains at Amber. 24 Jun 2020	Impact	6	01-Dec- 2020	Constant

Action no	Action description			Latest Note Date	Due Date
OSD CC 009 a	71 0	Systems are in place to account for business continuity. Manual diaries and standalone PCs are available in case GOWER system is unavailable.	-		01-Dec- 2020
	detailed in the continuity plans IS partners aware that C&C is recognised as a 'critical' service and failures are treated as a priority.	Ongoing action.			

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OSD CC 010 Extreme weather	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	Likeli		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.	ž L	6	01-Dec- 2020	
21-Jun-2016 Gary Burks	meonic negative publicity	Impact		24 Jun 2020	Impact			Constant

Action no	Action description			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:  Tree inspections  Maintain staff with chainsaw qualifications	<ul> <li>Ongoing monitoring action. As previously:</li> <li>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.</li> <li>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.</li> <li>No change, with 3,500 trees around the site, the risks associated with high winds remain.</li> </ul>	Gary Burks	24-Jun- 2020	31-Jul-2021

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OSD CC 011 Tree and plant diseases  21-Jun-2016 Gary Burks	Cause: Tree Disease or infestation  Effect: Loss of tree stock or exclusion of the public from certain areas of the cemetery  Impact: Partial closure of site or loss of mature trees and the affect that this would have on the landscape	Likelihood	6	Risk and target score remain unchanged.  OPM infection rate is accelerating. Treatment works are underway.  On-site inspections take place twice a year for Massaria at high level. These are conducted by Cemetery & Crematorium staff. Ongoing issue with 650+ plane trees.  24 Jun 2020	Impact	6	01-Dec- 2020	Constant

Action no	Action description			Latest Note Date	Due Date
	1 0	Ongoing action. OPM treatment works are underway, and inspections for Massaria are taking place. Works are currently at BAU.	Gary Burks		01-Dec- 2020