OSD Cemetery & Crematorium Risk Register
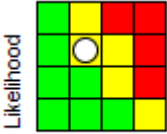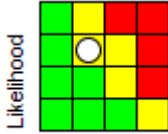
Report Author: Martin Falder
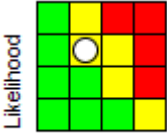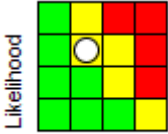**Generated on:** 14 December 2020

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	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 underway and this will be of great benefit to the operational running of the crematorium. Last year saw a moratorium on most repair and maintenance works at the cemetery, which has added 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		6	28-Feb-2021	▬

				level rising. These works are currently on schedule. **14 Dec 2020**				
19-Aug-2015 Gary Burks								Constant
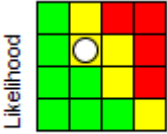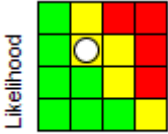
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD CC 003 b	Continue to develop relationship with City Surveyors and ways of working to ensure CWP works are delivered Regular meetings with CS's Property Facilities Managers The Superintendent was engaged in the development 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	14-Dec-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.	Project is underway. Expected completion date is February 2021.	Gary Burks	14-Dec-2020	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		6	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. **14 Dec 2020**		6	31-Mar-2021	▬ Constant

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OSD CC 009 a	Review continuity plans on a regular basis and following significant systems failures Ensure staff are familiar with 'alternate operations' as detailed in the continuity plans IS partners aware that C&C is recognised as a 'critical' service and failures are treated as a priority.	Systems are in place to account for business continuity. Manual diaries and standalone PCs are available in case GOWER system is unavailable. Ongoing action.	Gary Burks	14-Dec-2020	31-Mar-2021

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 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		6	Current and target score remain the same. This risk will remain reportable. There is an ongoing risk of high winds and drought conditions to tree stock at the cemetery. **14 Dec 2020**		6	31-Jul-2021	▬ 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: • Tree inspections • Maintain staff with chainsaw qualifications	Ongoing monitoring action. As previously: • 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. No change, with 3,500 trees around the site, the risks associated with high winds remain.	Gary Burks	14-Dec-2020	31-Jul-2021

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 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		6	Risk and target score remain unchanged. OPM infection rate is accelerating. Treatment works were completed for 2020. 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. **14 Dec 2020**		6	30-Apr-2021	▬ Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD CC 011 a	This tracks tree and plant disease monitoring actions at the Cemetery and Crematorium which fall outside of BAU.	Ongoing action. OPM treatment works are in place, and inspections for Massaria are taking place. Works are currently at BAU.	Gary Burks	14-Dec-2020	30-Apr-2021