

Cemetery & Crematorium Risk Report

Generated on: 26 August 2015

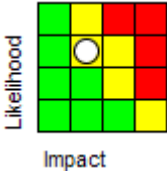
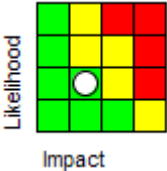




Code & Title: OSD CC Cemetery & Crematorium 6 OSD Department of Open Spaces Risk Register 1



Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD CC Cemetery & Crematorium		Gary Burks				

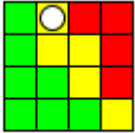
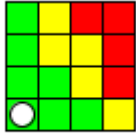
Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD CC 001 Failure of health and safety procedures	<p>Causes: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken</p> <p>Event: Staff, volunteers or contractors undertake unsafe working practices</p>	Gary Burks		<p>Ongoing controls:</p> <ul style="list-style-type: none"> • Ongoing annual audits and completion of follow up actions, monitored by the departmental technical manager; • Ongoing monitoring of 		

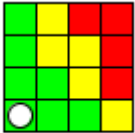
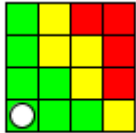
	Impact: Injury or death of staff, contractor , volunteer or member of the public			incidents/accidents data; · Development and agreement of further policies (Tree Policy July 2014) · Quarterly meeting of departmental H&S group to share best practice		
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OSD CC 002 Financial failure	<p>Causes: Lack of skills to deliver projects. Unrealistic scoping targets and deadlines. Conflicting priorities between corporate/departmental change programme and Divisional merger issues</p> <p>Event: Division is unable to deliver its roadmap programmes to agreed targets and timescales. Adverse workload impact on service delivery</p> <p>Impact: Divisional failure – Alternative savings required that may not best suite culture change nor properly support core activities. Departmental failure – Transfer of financial pressures from one area of the Department to another on a reactive basis. Ability to deliver ‘existing level of services’ declines.</p>	Gary Burks	 <p>6</p>	Cemetery Saving targets are achievable at present. Income remains good and current savings can be achieved through income generation, therefore service levels and quality standards can still be achieved.	 <p>4</p>	

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OSD CC 003 Deterioration of buildings, plant and machinery	<p>Causes: Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues</p> <p>Event: Operational or public buildings become unusable. Failure of business critical plant and equipment. Plants and trees die.</p> <p>Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance</p>	Gary Burks	 <p>6</p>	Building inspection and maintenance are picked up through the Additional Works Programme (AWP) with 5 year inspections and remedial works highlighted. Repairs are picked up under the same programme. Current programme of repairs to critical machinery and planned works through AWP are being completed. AWP is under threat at present and any significant reductions would increase the risk of building deterioration and machinery failure.	 <p>3</p>	

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OSD CC 004 Anti-social behaviour	<p>Cause: Improper monitoring of access to the grounds. Lack of security on the grounds. Poor relations with local police.</p> <p>Event: Vandalism or damage to the site. Crimes committed on the grounds.</p> <p>Impact: Reputational impact. Maintenance or repair costs. Negative effect on business.</p>	Gary Burks	 <p>3</p>	Security at the cemetery is being maintained and out of hours security has been increased using residential post holders to provide this function. However, an ongoing issue with the reporting of intruder alarm activations is adding pressure to in-house security staff.	 <p>2</p>	

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OSD CC 005 Failure to recruit and retain staff with required skills	Cause: Failure to provide attractive employment prospects for skilled staff. Event: Staff capacity greatly reduced as skilled workers move to other fields. Impact: Reduced capacity, decline in quality of work, reduced ability to deliver core business, staff motivation declines.	Gary Burks	 Likelihood Impact 8		 Likelihood Impact 1	

Risk No. & Title	Risk Description (Cause, Event, Impact)	Risk Owner	Current Risk Rating & Score	Risk Update	Target Risk Rating & Score	Target Date
OSD CC 006 Theft from offices	Cause: Cash handling in offices with few members of staff. Event: Theft of a significant sum of money. Impact: Monetary loss, staff impact, reputational impact.	Gary Burks	 Likelihood Impact 1	The cemetery and crematorium service has processes in place for the handling and security of cash, with daily collection and secure storage within a suitable safe within the strong room of the office.	 Likelihood Impact 1	