

Mountsett Crematorium Joint Committee

28 September 2016

Risk Register 2016/17



Joint Report of Oliver Sherratt – Interim Corporate Director: Neighbourhood Services; Paul Darby – Interim Corporate Director: Resources and Treasurer to the Joint Committee

Purpose of the Report

1. To provide an update on the current position with regards to the Risk Register of the Mountsett Crematorium Joint Committee.

Background

2. A Risk Assessment report was presented to members at the April 2016 meeting which included a comprehensive risk register that identified all known risks of a Service and Operational nature, with all risks scored using the Durham County Council methodology approach to Risk Management. In approving the report, the Committee committed to regular monitoring and reporting of both strategic and operation risks.

Risk Assessment – September 2016

3. The Risk Register considered and approved by the Joint Committee on 29th April 2016 has been reviewed, reassessed and updated in accordance with the Durham County Council methodology/approach to Risk Management. This entails an assessment of both the gross and net risk from each area, the difference between the gross and net risk score being that the net risk result is after taking into account existing control measures.
4. In line with the previous report, two risk registers have been prepared, separately identifying Service and Operational risks.
5. Both sections of the Risk Register have been reviewed by the Risk Officer responsible for Neighbourhood Services and the Bereavement Services Manager. Net risk ratings have been agreed by consensus and actions to mitigate and/or tackle issues arising from the individual risks have been agreed for the forthcoming year.
6. The Service Risks (i.e. those that are key to the service achieving its strategic objectives and priorities for improvement, linked to service improvement plans and the budget setting cycle) have been plotted onto a risk matrix, based on Net Risk Scores. This is set out at Appendix 2. The risk matrix plots the risk to a grid based upon the assessment of likelihood and impact scores. The higher a risk is in the top right corner of the matrix the bigger a risk it is to the service.
7. The crematorium car park extension was completed on time.
8. Major refurbishment work involving installation of new cremators and an extension is due to start in January 2017. A full risk assessment for this project has been completed

and is attached in appendix 4. This will be updated in the April 2017 review once the works are underway.

9. As with Service Risks, the Operational Risks (i.e. those that are key to the operational areas of the service which relate to individual tasks carried out on a routine basis) have also been plotted onto a risk matrix and these are set out at Appendix 3.
10. There have been no changes to the remaining Operational Net Risk Scores following the review and all risks are considered to be at a tolerable level.

Embedding Risk Management - Monitoring and Review

11. In order to ensure that risk management is embedded and that the risk register is kept up to date, regular reviews will continue to be carried out to ensure any new and emerging risks are identified, existing risks are removed if no longer appropriate and existing risks are reviewed taking into account current issues.

Conclusions

12. The original risk register has been revised and updated and rescored in accordance with Durham County Council criteria.

Recommendations

13. It is recommended that:

- Members of the Mountsett Joint Crematorium Committee note the content of this report and the updated position.
- The Risk Registers be kept up to date and reviewed by the Joint Committee on a half yearly basis.

Background Papers

- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 29 April 2016.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 25 September 2015.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 24 April 2015.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 3 October 2014.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 4 October 2013.
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 31 January 2013
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – September 2012
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 27 January 2012
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 30 September 2011
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 4 February 2011
- Risk Assessment – Report to Mountsett Crematorium Joint Committee –

23 September 2010

- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 29 January 2010
- Risk Assessment – Report to Mountsett Crematorium Joint Committee – 12 June 2009
- External Audit Report – Report to Mountsett Crematorium Joint Committee – 30 October 2009

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Appendix 1: Implications

Finance

There are no financial implications associated with this report. Exposure to financial risk is integral to the gross and net risk assessments undertaken and included in the Risk Registers attached at Appendix 2 and 3.

Staffing

There are no staffing implications associated with this report.

Risk

There are no implications in this report

Equality and Diversity / Public Sector Equality Duty

There are no implications in this report

Accommodation

There are no implications in this report

Crime and Disorder

There are no implications in this report

Human Rights

None

Consultation

Officers of Gateshead Council were consulted on the contents of this report.

Procurement

None

Disability Issues

None

Legal Implications

None

Appendix 2: Service Risk Register

RISK MATRIX							
5	Highly Probable						LIKELIHOOD
4	Probable						
3	Possible		9				
2	Unlikely		3, 6				
1	Remote		1, 2, 4, 5, & 7	8			
		Insignificant (Score 1-3)	Minor (Score 4-6)	Moderate (Score 7-9)	Major (Score 10-12)	Critical (Score 13-15)	
IMPACT							

Risk. No.	Risk – By Risk Number	Net Risk Score	Ranking
1	Not implementing changes in legislation	6	5
2	Non compliance with the current fire order	6	5
3	Sickness absence of Key staff	20	1
4	Disclosure of confidential information through incorrect disposal/maintenance of information	5	8
5	Failure of Cremators	6	5
6	Power Failure	10	3
7	Loss of Income/Money	5	8
8	Breakdown of Partnership	7	4
9	Managing Excess Deaths	12	2

Risk. No.	Risk – Ranked by Net Risk Score	Net Risk Score	Ranking
3	Sickness absence of key staff	20	1
9	Managing Excess Deaths	12	2
6	Power Failure	10	3
8	Breakdown of Partnership	7	4
1	Not implementing changes in legislation	6	5
2	Non compliance with the new fire order	6	5
5	Failure of Cremators	6	5
4	Disclosure of confidential information through incorrect disposal/maintenance of information	5	8
7	Loss of Income/Money	5	8

Appendix 3: Operational Risk Register

RISK MATRIX							
5	Highly Probable						LIKELIHOOD
4	Probable						
3	Possible						
2	Unlikely		7				
1	Remote	8	2,3,4,5	1,6			
		Insignificant (Score 1-3)	Minor (Score 4-6)	Moderate (Score 7-9)	Major (Score 10-12)	Critical (Score 13-15)	
IMPACT							

Risk. No.	Risk – By Risk Number	Net Risk Score	Ranking
1	Injury to staff and visitors	7	2
2	Exterior Pathways and Steps	5	5
3	Use of hand tools and machinery for gardening	5	5
4	Cleaning Duties	5	5
5	Violence/Assault from Member of the Public	6	4
6	Fire	7	2
7	Risk Assessments and Reviews not undertaken	10	1
8	Slips, trips and falls	3	8

Risk. No.	Risk – Ranked by Net Risk Score	Net Risk Score	Ranking
7	Risk Assessments and Reviews not undertaken	10	1
1	Injury to staff and visitors	7	2
6	Fire	7	2
2	Exterior Pathways and Steps	5	5
3	Use of hand tools and machinery for gardening	5	5
4	Cleaning Duties	5	5
5	Violence/Assault from Member of the Public	6	4
8	Slips, trips and falls	3	8

Appendix 4: New Risk

DESCRIPTION OF RISK		
Business Unit	Mountsett Crematorium	
Risk	New Risk	
Risk Owner	Graham Harrison	
Detail of Risk	Strategic Risk Adverse impact on Crematorium business due to the building of a new extension to house the new cremators works to start January 2017	
BACKGROUND TO RISK EVENT		
Risk Causes	<ul style="list-style-type: none"> Contractors do not satisfactorily manage site safety and disruption due to refurbishment Contractors do not complete the project on time and within budget. 	
Potential Impact	<ul style="list-style-type: none"> Injury to members of the public/ staff. Loss of income due to clients being put off by the surroundings of the crematorium while works being carried out during opening hours. Reputational damage. Adverse financial impact. 	
GROSS RISK ASSESSMENT		
Financial Impact (1 to 5)	2	
Service Delivery Impact (1 to 5)	4	
Stakeholder Impact (1 to 5)	3	
Total Gross Impact Score (sum above)	9 (Moderate)	
Likelihood (1 to 5)	4 (Probable)	
Total Gross Risk Score (Total Impact * Likelihood)	36	
Existing Control Measures		
<ul style="list-style-type: none"> Contractor's supervisor will be on site at all times during the works to ensure works are left in safe state. Contractors on site during crematorium opening hours but the works being carried out are at the rear of the building which has limited public access. 		
NET RISK ASSESSMENT		
Financial Impact (1 to 5)	1	
Service Impact (1 to 5)	3	
Stakeholder Impact (1 to 5)	3	
Total Net Impact Score (sum above)	7 (Moderate)	
Likelihood (1 to 5)	3 (Possible)	
Total Net Risk Score (Total Impact * Likelihood)	21	
CONCLUSION		
<ul style="list-style-type: none"> TOLERATE after taking into account existing control measures and planned actions 		
CONTROL IMPROVEMENTS/ ACTIONS		
Activity	Responsible	Timescales
Contractor & Bereavement Services Manager to complete a risk assessment of the works prior to commencement of the build.	G Harrison	31/12/16
Completed by	Date	
T Morgan/G Harrison	17 th August 2016	