

Scheme Risk Register

Warrington Key Route Network

		IMPACT OF EVENT OCCURRING				
		1 NEGLIGIBLE	2 LOW	3 MEDIUM	4 HIGH	5 SEVERE
LIKELIHOOD OF EVENT OCCURRING	1 NEGLIGIBLE	1	2	3	4	5
	2 VERY LOW	2	4	6	8	10
	3 LOW	3	6	9	12	15
	4 MEDIUM	4	8	12	16	20
	5 HIGH	5	10	15	20	25

ID	Risk Category	Description	Likelihood	Impact	Risk Rating	Consequence	Management	Mitigation Measures	Owner
1	Operational	Preparation of documents and information is delayed	2	3	6	Programme delay. Contract does not start as scheduled	Monitor progress against programme and accelerate as necessary	Control measures in place with regular liaison progress meetings scheduled.	WBC
2	Operational	Change of key personnel	1	2	2	Resources are lost in delivery of the scheme	Monitor and consider contingency plan	No service reviews or changes to staffing structures have been identified	WBC
3	Operational	Lack of contractor availability	1	4	4	Programme delayed	Ensure regular meetings and good communication	Pre scheme planning meetings will be scheduled along with regular scheme progress meetings to quickly identify any emerging issues	WBC
4	Operational	Lack of supply of standard specified materials	1	4	4	Programme delayed	Ensure regular meetings and good communication	Scheme sites will use standard materials or innovative materials that are readily available	WBC
5	Operational	Poor contractor performance	1	4	4	Poor quality, increased cost or programme delay	Establish monitoring measures and performance management processes to achieve desired performance	Effectively address performance shortfalls, escalating poor performance and penalising where necessary	WBC
6	Financial	Scheme costs increase due to unforeseen site conditions	2	3	6	Delays in scheme progress and increased costs	Ensure detailed estimates are secured for individual sites and include known site history / investigation	In house site specific knowledge and pre scheme history is known on the majority of sites identified.	WBC
7	Financial	Funding Cut / withdrawn	2	4	8	Scheme unable to be funded for delivery in part / whole	Secure / maintain funding commitment for senior decision makers.	Identify contingency funding arrangements and establish plan for scheme prioritisation in event of funding cut	WBC
8	Programme	Scheme overrun due to contractor lack of performance	2	2	4	Delays to scheme completion	Ensure regular scheduled progress meetings take place. Ensure progress and performance is monitored on site . Contractor performance issues will be dealt with through the contract.	On site scheme monitoring will take place and any emerging concerns will be addressed on site.	WBC
9	Programme	Scheme interruption due to emergency or unplanned Utility works	2	3	6	Delays in scheme progress and increased costs through possible contractor claims	Ensure planned utility company coordination meetings are scheduled where scheme pans can be shared and analysed.	Scheduled coordination meetings are in place to deliver our annual capital programme, therefore these meetings will be used to discuss the challenge fund also	WBC
10	Programme	Programme delivery delays	2	2	4	May affect residents and the business community going about their daily business caused by undue delays, which may raise the number of member enquiries which may damage Council reputation	Ensure Members, businesses and residents are notified in detail about forthcoming road works in their ward.	Ensure scheme information is delivered pre scheme and published on Council website road works bulletin. Ensure members are notified of schemes well in advance of the works.	WBC
11	Stakeholder	Lack of political support from Members	1	3	3	May affect delivery of programme	Engage members for scheme support , providing clear demonstration or wider benefits of the scheme.	Scheduled steering committee / stakeholder engagement sessions to maintain member confidence.	WBC
12	Commercial	Scheme overruns leading to extended road closures	2	3	6	Delays in some scheme progress and prolonged road user delays and diversions	Ensure regular scheduled progress meetings take place. Ensure progress and performance is monitored on site .	On site scheme monitoring will take place and any emerging concerns will be addressed with contractors site supervisor / project manager.	WBC
13	Stakeholder	Journey delays during operational works on site because of road closures and temporary diversions	5	3	15	Short term network disruption and delay during works	Management of incurred road user delay by means of effective network management and use of minimised impact traffic management measures.	Assessment of road traffic sensitivity and appropriate TM specification	WBC
14	Reputational	Negative press on the local authority due to road access being restricted	4	2	8	Poor customer perception of the Borough Council and its ability to appropriately plan works associated to the scheme.	Ensure local press are proactively engaged regarded the successful DfT Challenge Fund award and provide clear details of the scheme delivery plan to publish.	Ensure details of the scheme and temporary measures to be implemented are effectively communicated and the scheme delivered in adherence to this.	WBC
15	Construction	Not identifying statutory undertakers apparatus	2	4	8	On site delays, health and safety of site operatives, utility service disruption, prolonged programme and network delay.	Ensure that the statutory noticing period is robustly followed and utility records are provided to the contractor for the full scheme extent.	Early noticing of works to statutory undertakers and engagement to identify site utility apparatus.	WBC
16	Construction	Unforeseen weather conditions	3	3	9	Delays to the delivery of weather sensitive site operations	Programme development / management activity to consider seasonal weather variations and treatment weather requirements	Programme weather dependent activities appropriately with knowledge of typical, annual local weather conditions.	WBC

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17	Construction	Human error, mistakes leading to delays	1	3	3	May affect delivery to programme and quality of works implemented.	Ensure compliance with operational process and procedures and the competency requirements of the delivery team are met.	Quality Management Processes established in accordance with ISO9001	WBC
18	Construction	Inadequate programme	1	3	3	Works overrun target completion date of July 2020.	Undertake ECI at early stage to ensure resource requirements are understood from the outset.	Ensure programming efficiency and adequate resource is in place to deliver the scheme within the stipulated programme window.	WBC
19	Construction	Removal of arisings non-contaminated and contaminated from site	3	4	12	Increased waste management costs and timescales, programme delay.	Undertake pre-construction site materials testing to identify any contaminated / extraordinary waste management requirements	Ensure ECI is undertaken at the earliest opportunity and establish early work commencement to accommodate waste management activities.	WBC
20	Construction	Accident on site	2	5	10	Injury to employees or members of the public.	All parties to adhere to legal duties under CDM 2015 and construction work related Health and Safety Legislation	Plan, manage and monitor site works in a way that ensure the health and safety of anyone it might affect	WBC
21	Construction	Noise requirement. Restriction of working hours	3	3	9	Programme delay, increased costs	Undertake ECI at earliest opportunity and engage local Environmental Health officer to determine any working hours restrictions.	Ensure ECI is undertaken at the earliest opportunity and establish early work commencement to accommodate working hours restrictions.	WBC