

Risk Log

The purpose of this document is to summarize, analyse and assign a status to project risks.

Project Title	Lansdowne Secure Children's Home - Extension
Reference	
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Customer	Children's Services
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No.	Date raised	Risk ¹	Impact ²	Risk assessment			Proposed or actual Countermeasure(s) ³	Owner	Status open/closed
				1 = Low; 3 = High Impact x Likely = Result					
				Impact	Likely	Result			
1	25/07/17	ICT Risk – Risk of ESCC ICT team not delivering as expected.	Effect on the delivery of service.	2	2	4	Clearly define ESCC ICT team's scope of what required and ensure early input in to the project. Monitor ICT project staff with and ensure regular updates.	ESCC	Open
2	25/07/17	ICT Risk – Risk of insufficient Comms Room space to cater for increased volume of ICT traffic on site (following extension).	Effect on service delivery. Effect on performance of ICT and security / Comms systems at Lansdowne. Possible overheating of Comms room.	3	1	3	Early involvement of ESCC ICT. Team to investigate possibility of relocating Comms room from existing location above residential wing to new location above extension or possible split Comms room in to 2 locations.	ESCC	Open

3	25/07/17	ICT Risk – ICT Project team attrition rate. The Phase 1 project experienced multiple changes in ICT staff. Every new member of staff had to start from scratch as there was little evidence of any handover from old to new.	Effect on success of ICT solution and delivery of solution.	3	2	6	Early involvement of ESCC ICT. Escalate to Director level should the trend from Phase 1 occur again in Phase 2.	ESCC	Open
4	25/07/17	Planning Risk – Risk of Planning restrictions on design / footprint of new building extension.	Effect on suitability of building. There may insufficient floor space due to Planning restrictions. Or internal outdoor courtyard space compromised in order to accommodate required building footprint.	3	2	6	Engage with Planners early via the Monthly Open Planning Meetings. NB. Team has already met Planners on 24/05/17 prior to the initial Grant Application.	ESCC	Open
5	25/07/17	Site Risk – Insufficient capacity of electric / gas / sewerage / water utilities to site.	Upgrades to local infrastructure (eg substation upgrade) required causing delay to programme and additional funding required.	3	3	9	Early consultation with Statutory Authorities required to downgrade likelihood.	ESCC	Open
6	25/07/17	Site Risk – Insufficient capacity of existing Mechanical and Electrical plant / equipment.	Upgrades to plant required – effect on budget estimate.	3	3	9	Urgent review of existing plant capacity required to downgrade likelihood.	ESCC	Open
7	25/07/17	Loss of ICT services and connectivity while under construction.	Risk to functioning of Unit	3	1	3	Have a contingency plan in place in the event that connectivity is lost.	ESCC	Open

8	25/07/17	Sequence of works may disrupt the number of available beds.	Potential loss of income due to reduced beds.	2	2	4	Work with contractor to minimise loss of beds and disruption to existing "in-use" areas. Contractor will need to be incentivised to complete as planned otherwise this will effect income. Consider when agreeing contractor LAD's.	Contractor	Open
9	25/07/17	Possible delays to design progress due to prolonged DfE reviews / scrutiny.	Delay to programme. Impact on spend forecasts and ability to complete project by March 2020 deadline.	3	1	3	Regular updates to DfE advisors to keep them abreast of developments.	ESCC	Open
10	25/07/17	Additional footprint of building compromises the external spaces and courtyard space.	Impact on wellbeing of Young People.	3	1	3	Architect and Landscape architect to design outdoor spaces to benefit wellbeing of users. End users to be heavily involved in ratifying the design.	ESCC	Open
11	08/09/17	Operational Risks such as – Insufficient HD referrals. Downturn in demand	Loss in income	3			Design facility so that it can be converted back in to a more traditional Secure Home with increased number of beds	Lansdowne	Open
12	08/09/17	Operational Risk such as – Insufficient training of existing staff in HD type referrals.	Loss of reputation due to severe YP incident.	3			Suitable Training and recruitment in good time for operational facility.	Lansdowne	Open
13	08/09/17	Planning: Risk of planning objections from local residents due to offsite parking.	Contentious planning issue – potential delay to programme and financial / budget impact.	1	3	3	Discuss parking plans with Planners and Highways. Discuss how much impact the Phase 2 will have (operationally) on the site.	ESCC	Open

Guidance notes

¹ Risks are potential problems that have not yet occurred.

² Impact summarizes the degree to which the risk will affect the project.

³ Countermeasures might take the following forms: prevention – what can be done to stop it happening; reduction – what can be done to reduce the risk; transference – what can be done to change the risk; contingency – what will be done if it happens; acceptance – acknowledge and continue.