

## Project Risk Log

**Project:** Headstone Manor Park, Flood Alleviation Scheme

**Manager:** Michael Bradshaw

**Date:** 18 May 2020

Risk (threat to achievement of business objectives)	Assessment of Current Risk (Assume CURRENT controls in place)			Risk Control Measures	Assigned To	Assessment of Controlled Risk (With controls in place)		
	Impact	Probability	Risk Rating			Impact	Probability	Risk Rating
<b>HMPFAS001</b> Covid-19 virus risks to delivery contractors, staff, supply chain, activity plan delivery, timescales, costs etc.	5	5	25	1.1 Follow government advice  1.2 Maintain close communication with contractors and grant funders  1.3 Ensure notification of LBH legal and Divisional Contract teams with regard to any delays / claims  1.4 Re programme capital works and activities forecasting delays and additional costs	MB	4	5	20
<b>HMPFAS002</b> Inclement weather leading to delays in capital works programme which will impact on GLA funding timescales & community open day – weather may adversely affect progress to the excavations for the sedimentation ponds and reed bed, or placement of material in the new landforms.	4	3	12	2.1 Ensure close liaison with the EA & TRFCC and advance inform of any delays in the programme  2.2 Close working with the contractor and advance warnings of any delays and manage EOT requests and subsequent claims	MB	3	3	9
<b>HMPFAS003</b> Risk of Cost Over Run – Works	4	4	16	3.1 Expenditure monitoring by Finance Team, CA and QS  3.2 Financial Monitoring by Project Manager	MB	3	3	9

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				<p>3.3 Review rates and contingencies, including CDP &amp; develop value engineering options for discussion with contractors</p> <p>3.4 Liaison with contractor throughout and minimise EOT requests and number of variations to contract</p>				
<p><b>HMPFAS004</b> Items specified as contractor design elements – risk of cost overrun</p>	4	4	16	<p>4.1 Items to be specified as Contractor designed elements in our tender specification as follows:</p> <ul style="list-style-type: none"> <li>- Hardwood Timber Bridges (although these are specified as standard CTS product, the design will still need to be procured via the Contractor)</li> <li>- Works to create landforms, log walls and football pitches</li> <li>- All temporary works and management of watercourse flows during the works</li> </ul> <p>4.2 Negotiations to be carried out on such items following receipt of priced BQ</p>	MB	3	3	9
<p><b>HMPFAS005</b> Risk of Cost Over Run – Design fees</p>	2	2	4	<p>5.1 Identify and secure appropriate levels of contingency</p> <p>5.2 Expenditure monitoring by Finance Team &amp; Financial Monitoring by Project Manager</p>	MB	3	3	9
<p><b>HMPFAS006</b> Material reuse is a CDP defined activity</p>	4	4	16	<p>6.1 topographic and GPR survey to be completed for circular footpath, TW foul sewer, invert and cover levels on manholes</p> <p>6.2 final topographic survey to quantify material placed to placed on site complies with MMP</p>	MB	3	3	9

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				<p>6.3 MMP for Headstone Manor Park has been approved by the CL-AIRE Qualified Person</p> <p>6.4 surplus material to be reused elsewhere for flood defence and vehicle incursion prevention measures</p> <p>6.5 Transportation of reuse material is costed as provisional items within the tender and will be used</p> <p>6.6 receptor site MM and designs are completed and submitted to the CL-AIRE QP and are approved</p> <p>6.7 ECI meetings completed with other contractors and stakeholders and transport costs approved as contract agreed rate</p>				
<p><b>HMPFAS007</b> Stakeholder dissatisfaction with project delivery</p>	4	4	16	<p>7.1 Ensure a pro-active approach to PR and media opportunities to inform park visitors via notices in the park and social media &amp; website updates</p> <p>7.2 FoHMP regularly updated with regard to project progress to ensure continued channels of communication</p> <p>5.6 Project page on Council website &amp; weekly and monthly updates put on temp noticeboard in park</p>	MB DM	3	3	9
<p><b>HMPFAS008</b> Contractor insolvency</p>	4	3	12	<p>8.1 Credit checks carried out as part of the Council's tender process</p> <p>8.2 Ensure there are alternative contractors (Council's select list)</p>	MB MP	3	3	9

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<b>HMPFAS009</b> Traveller incursions during construction works causing possible delays and damage to parkland and infrastructure	3	3	9	9.1 Boundary treatments considered in new designs, include movement of material to create boundary earth bunds to prevent such incursions during capital works. This will also future proof the site	MB Parks	3	2	6
<b>HMPFAS010</b> Tree removals	3	4	12	10.1 Early consultation on potential tree removals. All tree removals completed in advance of the main contract.	MB DM	2	2	4
<b>HMPFAS011</b> Insufficient staff resources to deliver the project	3	3	9	11.1 Continue to procure additional specialist support  11.2 Project Manager, Head of Service all briefed on project  11.3 Ensure a well constituted project team	MB	3	2	6
<b>HMPFAS012</b> Risk from unknown utilities (in wrong location, not to standard required, not present or additional services)	4	3	12	12.1 Contractor to undertake GPR SCAN survey and trial prior to starting work on site.	LUC	2	2	4
<b>HMPFAS013</b> Planting does not survive post-delivery of the capital works	4	3	12	13.1 Snagging and defects with main contractor to be completed.  13.2 Additional funding to be sought to ensure plants that do not survive are replaced.	MB	3	2	6
<b>HMPFAS014</b> Risk of invasive species establishing prior to construction. This may affect method of work as arisings of Schedule 9	3	1	3	14.1 Review prior to work on site	MB	2	2	4

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species need to be disposed of appropriately to ensure legal compliance								
<b>HMPFAS015</b> Risk of items being missed from Bill of Quantities	3	3	6	15.1 Bill of Quantities/Pricing document review with Design/client Team  15.2 Allow time in programme.	MB Metis	2	2	4

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**Impact Scoring Criteria**

Score	Statement
1	Insignificant
2	Minor
3	Moderate
4	Significant
5	Major

**Probability Scoring Criteria**

Score	Statement
1	Rare <10%
2	Unlikely 10%-30%
3	Moderate 30%-50%
4	Likely 50%-90%
5	Almost certain >90%

**Change Log**

Version number	Risk changed	Nature of change	Reason for change
V1			