

**Jane Pit**  
**Managing Risk**

**1. Introduction**

The main themes of this Managing Risk document derive from the project SWOT

(Strengths, Weaknesses, Opportunities, Threats) analysis carried out by Chris Bagshaw (Town Clerk) and Emma Chapman (Events Assistant) in September 2018 and updated in Feb 2019.

Risk no	Description (the risk is that...)	Impact (the impact on the project would be...)	Likelihood score (1-3, where 3 is very likely, and 1 is unlikely)	Impact score (where 3 is serious and 1 is negligible)	Risk rating (RAG)	Response (what actions or measures have been taken)	Responsible person
1	The funding is not forthcoming	The project would fail	2	3	5	The council lease on the site is contingent on successful funding. In the event of rejection the site is retained by Allerdale Borough Council and the town council is able to extricate itself from future liability.	NLHF
2	The weather is bad during the project	Some lost time in archaeology and capital work	3	1	4	Wet weather contingencies built into programme and construction timetable	WTC
3	A contractor fails	Another contractor would be required	1	3	4	Diligent selection of reputable contractor in procurement phase	D3
4	There are safeguarding concerns with volunteers	Reputation of project, NLHF and Council jeopardised	1	3	4	Ensure safeguarding measures are in line with council procedures.	WTC/DigVentures
5	There is vandalism to the project	Damage to construction work or archaeology	2	2	4	Security in place during key phases. Insurance to mitigate financial risk.	WTC
6	The building is unsound	The final aim of the project may be jeopardised if the reconstruction costs are too great. Otherwise, it is the purpose of the restoration to ensure the building's survival.	1	3	4	If the building is shown to be unsafe and unsaveable, then the project will still have had a purpose in raising awareness of the site.	WTC
7	The project goes over budget	The Council's reputation is damaged and its reserves are drawn on.	1	2	4	Manage budgets and expenditure effectively	WTC
8	There is poor public support	Reputational risk and risk of not hitting evaluation targets	1	1	2	Ensure publicity strategy is flexible and accessible. Phase one has demonstrated support.	WTC
9	Political instability changes circumstances	Loss of support from political leadership	2	1	3	Contracts and agreements will be in place to ensure effective follow through is secure.	WTC
10	Future grounds maintenance is not carried out	Site becomes derelict as before	1	2	3	Ensure site is managed as part of town council core estate, funded through precept.	WTC
11	Staff changes / restructure	Loss of knowledge / project requirements not met	2	2	4	Councillors fully updated on progress of project. Detailed notes of meeting and requirements to fulfil the project are all saved on a shared drive and clearly labelled.	WTC
12	Ground contamination	Works unable to be carried out. Safety risk to staff	2	2	4	The relevant surveys have been carried out. No reason for concern. Some areas to be avoided during archaeological dig and consolidation works. Areas of concern fenced off. Staff and contractors have been fully briefed. 5 year plan in place to remove contamination	WTC
13	Endangered / wildlife species	Wildlife put in danger. Disruption to nature.	1	1	2	Relevant surveys have been carried out. Requirements have been factored into the works timeline.	WTC / D3
14	Brexit	Unknown. The outcome may be a period of considerable economic and political instability, but we can't identify any specific dangers at this point	2	1	3	Monitor and evaluate external conditions	WTC
15	The Coal mining legacy affects the ground	The existing shaft collapses/emits mine gas/surface coal is encountered	1	3	4	Consult Coal Authority. Maintain awareness of ground conditions	All
16	Invasive species	Required management plan can delay work and may limit activity	3	2	5	Japanese knotweed management plan in place. Contaminated area will be fenced off and intrusive work kept to a minimum for critical interventions only.	WTC/ D3