

REPORT OF THE HEAD OF BUSINESS MANAGEMENT

SUBJECT:
RISK REGISTER - REPORT FOR THE 2nd QUARTER OF THE YEAR 2011/12

Introduction

A review has recently been carried out on the Authority's Risk Register to ensure it is up to date in light of various changes both internal and external.

In determining the level of risk the likelihood of an event happening is scored as unlikely (1), possible (2), or probable (3) and similarly the impact if that event occurred is scored as low (1), medium (2), or high (3) where the impact is mostly based on the financial impact. These two scores are multiplied to get the risk score.

The following risk register is presented in risk score. The register includes methods of monitoring and mitigation but although it is possible to reduce the impact of a risk event it is rarely possible to remove most risks entirely. It is important to be aware of the risk and to ensure appropriate action is routinely taken to keep the risk to an acceptable level.

(For further information contact Alan Hare – Head of Business Management on ext 4810)

PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY RISK REGISTER

October 2011

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
Solva accident claim – could exceed insurance limit	Possible	Severe	6	Finance/ reputation		Monitor legal action and defence case	Own legal representatives appointed, case conference requested. Investigate additional cover. Report to NPA.	DP/AH
Incident caused by livestock managed by NPA	Possible	Severe	6	Financial	Risk assessment for operation and location Staff training £10m public liability insurance	Review of risk assessments Review of staff training requirements Incidents reported to H&S officer	Review of each site prior to animals arriving.	MH
Carew Castle long term obligations and maintenance especially on causeway and castle stonework	Possible	Moderate	4	Financial	Regular inspections and maintenance actions.	Implementation of annual work programme Emergency works completed quickly	Budget allocation and flexibility for emergency works.	PB
Carew reception buildings replacement	Possible	Moderate	4	Reputation	Some additional funding confirmed, project being developed.	Review of contract documents, final brief being prepared	Careful monitoring of progress and costs throughout project	JP
Incident due to tripping hazard etc on Coast Path leading to claim	Unlikely	Severe	3	Financial	Coast Path Strategy Annual condition inspection of length of path Routine maintenance – staff on path most days Reports from staff, coast guard and public £10m public liability insurance	Implementation of annual work programme Emergency works completed quickly Incidents reported to H&S officer	Annual inspection to be completed	CWM

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
Incident due to tripping hazard etc on other paths leading to claim	Unlikely	Severe	3	Financial	RoWIP Routine maintenance – staff on paths most days Reports from staff, other agencies and public £10m public liability insurance	Implementation of annual work programme Emergency works completed quickly Incidents reported to H&S officer	Routine inspections to be completed	CWM
Incident due to falling trees or branches in our property	Unlikely	Severe	3	Financial	Woodland Strategy Annual inspection of all woodland sites Additional inspection following dangerous weather conditions £10m public liability insurance	Implementation of annual work programme Site assessment reports	Routine inspections to be completed	Site manager
Incident due to maintenance activities on sites, paths, grass cutting etc.	Unlikely	Severe	3	Financial	Risk assessment for operation and location Staff training Signs & barriers £10m public liability insurance	Review of risk assessments Review of staff training requirements Monitor incidents reported to H&S officer	Routine inspections to be completed	SB
Incident due to driver error/vehicle fault	Unlikely	Severe	3	Financial	All vehicles maintained to manufacturers recommendations Vehicles checked for roadworthiness Driver licence and vehicle documentation checked Staff driving assessed prior to driving members of	Regular vehicle checks Annual check of drivers' licences Accidents involving Authority vehicles reported to Fleet Manager & H&S officer	Review relevant policies using CCW as standard – policy document and driver instructions to be issued	

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
					public Staff training			
Incident caused by volunteers	Unlikely	Severe	3	Financial	Risk assessment for operation and location Staff training £10m public liability insurance	Review of risk assessments Review of staff training requirements Incidents reported to H&S officer	Adequate briefing required for each volunteer event	Team Leader
Incident to school children while involved in NPA provided activity	Unlikely	Severe	3	Financial	Risk assessment for operation and location CRB Checks Staff training £10m public liability insurance	Review of risk assessments Review of staff training requirements Incidents reported to H&S officer	Adequate briefing required for each volunteer event CRB checks required for key staff	Team Leader
Incident causing significant environmental damage	Unlikely	Severe	3	Reputation	Environmental management systems in place Risk assessments for operation and location	Number of incidents reported to H&S officer Staff training	Ensure reporting procedure in place	Team Leader / site manager
Risk of significant reduction in funding	Unlikely	Severe	3	Financial	Identify potential cost savings and income generation Review all activities and prioritise	Budget reporting Members workshop/report to NPA	Zero base budget analysis	TJ
Risk of loss of major building	Unlikely	Severe	3	Operational	All buildings well maintained Security & fire alarm systems in place Insurance to cover some costs	Annual inspections	Business continuity plans needed	PR

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
Risk of failing to comply with Local Government Measure	Unlikely	Severe	3	Strategic	Corporate Strategy adopted Performance systems being developed Working with WAO	Corporate Assessment	Prepare corporate strategy and develop performance management	AH
Risk of major IT failure	Unlikely	Severe	3	Operation	Daily backup of data Backup email server in place Disaster recovery facilities in place on second site	Monitor back up procedures	Test disaster recovery plans	AH
Risk of loss of key documents	Unlikely	Severe	3	Financial	Key documents in fire safe		Ensure all key documents are secure	
Risk of flawed decision on planning application	Unlikely	Severe	3	Reputation	Codes of practice & protocols Members Charter Member & staff training	No of approvals outside policy	Continue member and staff training	VH
Incident due to condition on one of our properties or sites	Unlikely	Moderate	2	Financial	Annual condition inspection Regular site visits for maintenance etc Prioritised annual maintenance programme with budget	Property group meet monthly to consider property related matters, reporting to SMT	Continue with annual inspections	Site manager
Incident caused by faulty merchandise, food etc provided by NPA	Unlikely	Moderate	2	Financial	Reliable supply sources Merchandise group monitors products £10m public liability insurance	Incident reported to Director & H&S officer	Monitor OYP café performance. Merchandise group to oversee purchases	Team leader
Incident caused by condition of NPA building	Unlikely	Moderate	2	Financial	Annual inspection of all buildings Annual budgeted	Review of maintenance programme by	Continue with annual inspections and maintenance	PR

RISK	Likelihood	Impact	Risk Level	Type	Mitigation	Control/monitoring	Actions needed	Officer
					programme of works Emergency repairs fund Alarms fitted and tested where practical £10m public liability insurance	Property Group Number of emergency repairs required Incidents reported to Projects manager Number of incidents reported to H&S officer		
Risk of major incident	Unlikely	Moderate	2	Strategic	Draft plan in place In contact with other agencies	Review major incident plan	Review major incident plan	CWM
Risk of failing to deliver against Strategic Grant Letter targets	Unlikely	Moderate	2	Strategic	Report quarterly against targets Negotiate SGL with WAG as early as possible	Monthly reports to SMT & quarterly to Review Committee	Continue to monitor	TJ
Risk of closure of pension fund	Unlikely	Moderate	2	Financial	Largely outside of NPA control.	Monitor pension fund reports	Continue to monitor	RG
Oriel y Parc financial performance	Unlikely	Moderate	2	Financial	Café licensed to third party.	Frequent budget & performance monitoring	Review licence agreement on longer term	JP
Risk of poor partner relationships affecting joint working	Unlikely	Moderate	2	Strategic	Many examples of joint/shared working in place Discussions with PCC, CCW and other NPAs to review opportunities	Reporting to SMT and Minister		TJ
Risk of incident during badger cull	Unlikely	Low	1	Finance/reputation	Minimise staff presence in affected areas Prepare statements. Liaise with WAG etc.		Cull postponed	JP