

Longford Village Hall Improvements

Project LVH 21: Risk Register



February 2021



Longford Village Hall
Engaging Community

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Approvals

Date	Name and Signature
04/02/2021	John McLaughlin

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Introduction

The risks to the project are categorised by their probability and impact.

Probability - The likelihood that a risk or opportunity will occur, from 1 to 10 with 10 being the highest

Impact - The impact that the risk will have on the project if the risk occurs, from 1 to 10 with 10 being the highest


The risks can be categorised by multiplying the Probability and Impact scores. As can be seen in the probability/impact matrix below. The risks have been further categorised:

1 - 29 points - Low Risk

30 - 69 points - Medium Risk

70 - 80 points - High Risk

81-100 points - Very High Risk

Impact	10	10	20	30	40	50	60	70	80	90	100
	9	9	18	27	36	45	54	63	72	81	90
	8	8	16	24	32	40	48	56	64	72	80
	7	7	14	21	28	35		49	56	63	70
	6	6	12	18	24	30	36	42	48	54	60
	5	5	10	15	20	25	30	35	40	45	50
	4	4	8	12	16	20	24	28	32	36	40
	3	3	6	9	12	15	18	21	24	27	30
	2	2	4	6	8	10	12	14	16	18	20
	1	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10	
	Probability										

For example, if we have a risk with an impact of 7 and probability of 6

Risk Score = $7 \times 6 = 42$

Risk Ranking: The priority list determined by the relative ranking of the risks (by their scores) within the project, the number 1 is the risk with the high

Risk Response: The action to be taken if the risk occurs. Actions will be one of the following:

Tolerate - accept that the risk will occur and plan accordingly. This may be appropriate for low impact low probability risks or opportunities that will have a positive impact.

Transfer - Pass the risk to another party e.g. the prime contractor

Treat - Do something about the risk that will reduce its probability and/or impact to an acceptable level

Terminate - Take actions that will mean that the risk goes away i.e. reduce the probability to zero. This may include changing an aspect of the design that removes the risk completely.

Trigger - Something that indicates that the risk is about to or has occurred

Risk Owner - The person who the project manager assigns to watch for the triggers and manages the risk response if it occurs.

Risk Summary Chart

Risk Identification			Qualitative Rating				Risk Response			Post Mitigation Target		
Risk ID	Risk Description - There is a risk that (TIART)	Risk Category	Probability	Impact	Risk Score	Risk Ranking	Risk Response	Trigger	Risk Owner	Probability	Impact	Risk Score
R001	TIART the project does not meet community expectations	Community	10	7	70	2	Treat	Throughout the project	PM	4	2	8
R002	TIART there is not enough money for all that is needed	Finance	8	10	80	1	Treat	Receipt of quotes	PM	1	2	2
R003	TIART planning permission is denied	Planning	5	8	40	3	Treat	Planning application submission	PM	2	8	16
R004	TIART that the Hall cannot be used during works.	Finance	5	5	25	5	Tolerate	Knock through of buildings	PM	5	5	25
R005	TIART there is not enough money to make the older part of the building look better	Community	8	4	32	4	Treat	Finalisation of the extension	PM	4	4	16
R006					0	6						0
R007					0	6						0
R008					0	6						0
R009					0	6						0
R010					0	6						0

R011				0	6						0
R012				0	6						0
R013				0	6						0
R014				0	6						0
R015				0	6						0
R016				0	6						0
R017				0	6						0
R018				0	6						0
R019				0	6						0
R020				0	6						0
R021				0	6						0

Risk Register

Risk 001

Risk ID	R001	Short Title	TIART the project does not meet community expectations	Risk Category	Community
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Risk Description

There is a risk that even following the consultation exercises it will be impossible for the whole of the community to be content with what has happened. This may be more apparent in the early stages; we will only have enough money to erect the extension to the building and will likely have to self-fund and apply for funding to complete some aspects of the work.

The inability to provide all that the community want and to have built a structure that will take longer to complete may mean that the hall is not used as much as it has been in the past and therefore there will be an impact on the Hall's income.

Qualitative Rating

Probability	10	Impact	7	Risk Score	70	Risk Ranking	2
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Risk Response

Response	Treat
Risk Owner	PM

Trigger: This risk will be in force throughout the project and up to six months post completion of the extension.

Risk Response Plan: Keeping the community informed will be the most important aspect to this work, we need to use all avenues open to us, current restrictions notwithstanding, these include:

Social Media

Village notice boards

Village hall website

Volunteer Campaigns e.g. fund raising activities, skilled voluntary work to support delivery.

Post Mitigation Target

Probability	4	Impact	2	Risk Score	8
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Date	Narrative
31/1/21	Risk Diary started

Risk Identification

Risk ID	R002	Short Title	TIART there is not enough money for all that is needed	Risk Category	Finance
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Risk Description

There is a risk that the S106 money will not be enough to do all that is required.

The current extension for Phase 1 has been quoted at between £2,000 and £2,500 per sq m. At approx. 105 sq m the extension may cost in the region of £210,000 to £262,500.

Qualitative Rating

Probability	8	Impact	10	Risk Score	80	Risk Ranking	1
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Risk Response

Response	Treat
Risk Owner	PM

Trigger:

From the start of the project, the specification of the building will add to the costs if the most expensive options are selected.

Risk Response Plan:

The Team will review all spending decisions and confirm that we are getting best prices and requirements may be reduced in order to maintain affordability.

The fixed price that we may get from the larger builders will include margins for risk, we may be able to reduce these margins by going to a smaller builder. However if this is the case the risk will be transferred to the Village Hall and therefore healthy contingency funds will be required.

Post Mitigation Target

Probability	1	Impact	2	Risk Score	2
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Risk Dairy

Date	Narrative
31/01/2021	Risk diary started

Risk Identification

Risk ID	R003	Short Title	TIART planning permission is denied	Risk Category	Planning
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Risk Description

There is a risk that the extension is. Not granted planning permission.

There are a number of stakeholders who may wish to object to the extension of the current Village Hall and an objection may be upheld.

Qualitative Rating

Probability	5	Impact	8	Risk Score	40	Risk Ranking	3
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Risk Response

Response	Treat
Risk Owner	PM

Trigger:

AS soon as the planning application is submitted

Risk Response Plan:

Ensure that the community and the Hall's close neighbours are kept informed and that the Parish Council are kept aware of the plans.

Post Mitigation Target

Probability	2	Impact	8	Risk Score	16
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Risk Dairy

Date	Narrative
31/01/2021	Risk diary started

Risk Identification

Risk ID	R004	Short Title	TIART that the Hall cannot be used during works.	Risk Category	Finance
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Risk Description

There is a risk that the Main Hall may be unusable for short periods during the build. This will more than likely be when the Main Hall is knocked through to the new Foyer and the Hall Store.

Qualitative Rating

Probability	5	Impact	5	Risk Score	25	Risk Ranking	5
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Risk Response

Response	Tolerate
Risk Owner	PM

Trigger:

The knock through of the extension to Main Hall

Risk Response Plan:

The users of the Hall will be given as much notice as possible when the Hall may be closed.

Post Mitigation Target

Probability	5	Impact	5	Risk Score	25
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Risk Dairy

Date	Narrative
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31/01/20 21	Risk diary started

Risk Identification

Risk ID	R005	Short Title	TIART there is not enough money to make the older part of the building look better	Risk Category	Community
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Risk Description

There is a risk that the new side of the hall will look nice whilst the older part of the building, particularly the changing rooms, will detract from the overall appeal of the building. This will not be appreciated by the community.

Qualitative Rating

Probability	8	Impact	4	Risk Score	3 2	Risk Ranking	4
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Risk Response

Response	Treat
Risk Owner	PM

Trigger: New works starting.

Risk Response Plan:

Use any contingency money left from Phase 1 to make the building look better.
Use self-funding and self-help to repair the windows, fix the wall and paint wood and brickwork.

Post Mitigation Target

Probability	4	Impact	4	Risk Score	1 6
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Risk Dairy

Date	Narrative
31/01/2021	Risk diary started