

RISK ASSESSMENT FOR: Seaton Valley Federation (Project)

Project Director: Sue Aviston

Project Manager: Mark Elliott

Objectives: Invest to improve the quality of educational experience and outcomes in Seaton Valley.
 Deliver scheme within budget of £??m.
 Deliver new school by September 2024.
 Contribute to the Council's key priority to becoming carbon neutral by 2030.

Risk Workshop

DATE Present:
 15.01.20 Sue Aviston
 Mark Elliott
 Jacqui Pearson
 Kate Steel
 John Barnes
 Richard Wise
 Andra Antone
 Chris Lisle
 Jon Eachus
 Lawrence Inkster
 Paul Todd
 Barbara McKie
 Lynne Brown

Risk Workshop

DATE Present:
 29.01.20 Mark Elliott
 Jacqui Pearson
 Kate Steel
 John Barnes
 Richard Wise
 Chris Lisle
 Jon Eachus
 Lawrence Inkster
 Judith Murphy
 Lynne Brown
 12.02.20 Mark Elliott
 Jacqui Pearson
 Lynne Brown

22.12.21 Sue Aviston
 Mark Elliott
 Jacqui Pearson
 Chris Lisle
 Andra Antone
 Lynne Brown
 12.01.22 Sue Aviston
 Mark Elliott
 Jacqui Pearson
 Mike Robbins
 Robyn Marley
 Lia O'Donnell
 Jon Eachus
 Lawrence Inkster
 Richard Wise
 Chris Lisle

Gerard Hosford
 John Barnes

Risk	Impacts	Like-likelihood	Impact	Current Risk Score	Action Plan					Like-likelihood	Impact	Target Risk Score	Reasons / Updates
					Controls	Control Owner	By When	Status	Assurance Source				
1. There is a risk that the project may not be delivered within the allocated budget of £??m. Risk Owner:	Budget overspend.	C	2	C2	Budget monitoring.					D	2	D2	
	Project objective not met.				Project governance.								
	Political dissatisfaction.				Oversight by Project Board.								
	Negative publicity.				Robust project management.								
	Reduced reputation.				Monitor project programme.								
	Inability to deliver the Council's key priorities.												
2. There is a risk that due to a three year delay in implementing the project the building condition may have deteriorated resulting in a forced closure. Risk Owner:	Inability to meet statutory obligations to provide education.	A	1	A1	Review condition survey.					A	1	A1	
					Carry out regular risk assessments.		Ongoing						
					Regular structural review of the school.		Ongoing						
					Regular visual inspections by Caretaker.		Ongoing						

Richard Wise
Chris Lisle

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3. There is a risk that when we go out to tender there could be a requirement for an increase in the budget which may not be approved.	Current site designs restrict ability to reprovide pool.	B	2	B2	New site design to include pool.	Sue Aviston / Mark Elliott		In progress		C	2	C2	
	Increase in costs.				Close facility.								
	Potential requirement to redesign scheme.				Decision by Elected Members.								
	Possible delays to project on the basis of market conditions.				Consultation with Chief Executive and Members.	Sue Aviston / Mark Elliott	March 20	In progress					
	Public dissatisfaction.				Outline Business Case.	Sue Aviston / Mark Elliott	Feb-22	In progress	Outline Business Case.				
	Negative publicity.				Review and reset budget to allow for any increases.	Sue Aviston / Mark Elliott							
					Structure contracts going forward to ensure the contractor works diligently within events.								
					Project allocated within the Medium Term Financial Term (MTFP).	Sue Aviston		Ongoing	MTFP.				
					Review all three budget schemes and budget allocation to allow flexibility.	Sue Aviston							
					Build flexibility into budget plan.	Sue Aviston / Mark Elliott							
	Value engineering.	Sue Aviston / Mark Elliott											

Risk Owner:

Richard Wise
Chris Lisle

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4. There is a risk that there may be an inability to attract sufficient interest from an appropriate contractor to fulfil the requirements. Risk Owner:	Project objectives not met.	C	2	C2	Soft market testing with contractors to keep them informed of projects in the pipeline.			Ongoing	Meeting Notes	C	2	C2		
	Possible budget overspend.													
	Negative publicity.						Planned							
	Stakeholder dissatisfaction.					Jun-22	Planned							
	Political dissatisfaction.													
	Lack of competition could adversely impact financially on the project.													

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5. There is a risk that unprecedented external factors such as construction price inflation, shortage of HGV drivers, Brexit, Covid-19 pandemic, cold and flu viruses may impact the supply chains resulting in disruption to the project. Risk Owner:	Project overspend.	B	2	B2	Procurement process.					C	2	C2	
	Project delayed.				Exit clause to be included in contract.								
	Possible inferior quality of materials.				Reprofile budget to take into account market conditions.	Sue Aviston / Mark Elliott	Ongoing	Budget Monitoring.					
	Contractor folds.				Carry out market engagement exercise.	Mark Elliott							
	Costs could be inflated within the next 18 months.												
	Workforce may leave the country through Brexit.												

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6. There is a risk that there may be an inability to deliver an agreed sustainability solution to benefit for example from renewable energy savings within budget and programme timeline.	Inability to reduce carbon emissions.	C	3	C3	Introduce renewable energy.					D	4	D4	
	Inability to reduce running costs.				Energy savings would increase resources for learning and teaching.								
	Criticism from external bodies.				Look at other technologies e.g. windmills / solar panels to become carbon neutral.	Mark Elliott		In progress					
	Negative publicity.				Budget includes £400k for an element of renewables.	Sue Aviston		In progress	Outline Business Case.				
	Potential delays to project if design is to be changed.				Include SVP in design.	Mark Elliott		In progress					
	Failure to contribute towards Climate Change aspirations and targets.				Outline Business Case.	Sue Aviston / Mark Elliott	Feb-22	In progress					
	Scrutiny from Climate Change organisations.				Ensure value for money to deliver Council aspirations.	Sue Aviston / Mark Elliott		Ongoing					
	Project delayed.				Encourage and promote changes to behaviour in the community e.g. pupils cycle / scooter to school.	Sue Aviston / Mark Elliott		Planned	Infrastructure and design. Part of S278 Works.				
	Potential increase in costs.				Liaise with Climate Change Officer to determine requirements.	Sue Aviston / Mark Elliott / Mark Roberts	Jan-22	In progress					
	Negative publicity.				Outline Business Case to include consideration for extra over costs to take scheme to Passive House Construction (PHC) and Zero Carbon.	Sue Aviston / Mark Elliott	Feb-22	In progress	Outline Business Case.				
Objections from the public.													
					Options and recommendations for Net Zero Operation detailed in Outline Business Case to improve value for money and reduce the schools running costs going forward.	Sue Aviston / Mark Elliott	Feb-22	In progress	Outline Business Case.				

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Risk Owner:	Potential lack of bidders for this type and size of construction.			[Yellow Cell]	SAJ Transport Consultant.	Sue Aviston / Mark Elliott		Ongoing			[Green Cell]		
	If only one bidder identified there maybe an increase in costs.				Workshop with Mott McDonalds to build own knowledge.	Sue Aviston / Mark Elliott / Jacqui Pearson							
					Employ specialist advisors.	Sue Aviston / Mark Elliott / Jacqui Pearson		Ongoing					
					Stage 2.	Andra Antone		Complete					
					Stage 3.	Andra Antone	Jul-22	Planned					
					Commence wider public consultation.	Sue Aviston / Mark Elliott / Jacqui Pearson	Feb-22	Planned					
					Moderate through design.	Sue Aviston / Mark Elliott / Jacqui Pearson							
					Redesign to deliver green "bling" technologies which can be seen.	Sue Aviston / Mark Elliott / Jacqui Pearson							

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7. There is a risk that ground conditions may add complexities to the project.e.g. coal seam located 70/80m below the ground is be grouted, however deeper foundations may be required for the new structure. Risk Owner:	Project objectives not met.	C	3	C3	Desktop exercise phase 1.	Chris Lisle		Complete		C	3	C3	
	Project delayed.				Desktop exercise phase 2 site investigations to identify geological structures, contaminated land, mine shafts etc	Chris Lisle	Jan-22	Planned					
					Phase 2 Intrusive bore holes.	Chris Lisle	Dec-21	Planned					
8. There is a risk that there may be protected species e.g. bats, badgers, newts which may create additional work on site. Risk Owner:	Project delayed.	B	3	B3	Bat survey.			In progress		B	3	B3	
	Project objectives not met.				Badger survey.								
					Newts survey.			Planned					
					Project timeline.								
					Realign build / demolition programme.								
					Preliminary report.	Kate Steel		In progress					
					Lessons learnt from Ponteland Schools and Leisure Project.	Mark Elliott		In progress					
	Great Crested Newts survey on North East area of site.	Chris Lisle		Planned									
9. There is a risk that there may be a requirement to divert utilities and / or upgrade supplies to include for example the installation of Vehicle Charging Points. Risk Owner:	Project delayed.	A	3	A3	Consult with utility companies to ensure required infrastructures are in place.					A	3	A3	
	Increase in costs.				Carry out surveys.								
	Additional work required.				Relocate building elsewhere on site.								
					Seek contribution towards potential cost of £100k to divert sewage pipe.								
					Carry out off site surveys.			Complete					

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10. There is a risk that there may be unknown additional demolition costs.e.g. asbestos removal and dark ground. Risk Owner:	Increase in costs.	B	4	B4	Demolition Survey.					B	4	B4	
	Project delayed.				Intrusive survey to be conducted once school is vacated.								
					Bore drilling on dark ground.								
					Use contractors intelligence and experience in demolition.	Dec-22	Planned						
					Increase budget from outset.								
	Identify element of contingency.												
11. There is a risk that there could be severe weather events during the construction phase. Risk Owner:	Delays to programme.	B	4	B4	Contract clauses.e.g. no extra time detailed in contract.			Complete		B	4	B4	
	Increased costs.				Project extension times.								
					Revisit project timeline.								
12. There is a risk that the project may be delayed following a Member challenge. Risk Owner:	Delays to project.	C	2	C2	Project allocated within the Medium Term Financial Term (MTFP).	Sue Aviston		Ongoing	MTFP.	D	2	D2	
	Inability to achieve project objectives.				Forward plan for decision making (Cabinet).	Sue Aviston							
					Leader of the Council briefings.	Sue Aviston							
					Member briefings.	Sue Aviston							
					Robust project management.	Sue Aviston / Mark Elliott							