

# Ovenden Sport and Community Arena CIC

## Operational Risk Register

**January 2020**

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### Definitions/ Scores –

<b>Probability</b>	<b>Definition –</b>	<b>Score</b>
Low	Very unlikely to happen in the next 3 years	1
Fairly low	Unlikely to happen in the next 3 years	2
Medium	May happen in the next 3 years	3
Fairly high	Likely to happen in the next 3 years	4
High	Almost certain to happen in the next 3 years	5
<b>Impact</b>	<b>Definition -</b>	<b>Score</b>
Minimal	small financial loss or minor injury involving no lost time	1
Minor	limited inconvenience or loss of service, minor injury to one or more persons	2
Moderate	some financial and/or damage to reputation	3
Serious	large financial and/or damage to reputation, major injury to one or more person	4
Severe	unable to provide a service and/or severe financial loss, death to one or more persons	5

## RISK ASSESSMENT MATRIX

		<b>Ovenden Sport and Community Arena CIC</b>				<b>Date of Assessment:</b>		<b>October 2010</b>	
						<b>Contact Officer:</b>		<b>Councillor Bryan Smith</b>	
Ref No.	Risk Description	Probability of Event	Impact	Risk Factor	Financial Impact £	Managed Response Action /Contingency	Responsibility	Review	
1.	Change in customer trends	1	5	5	High	<ul style="list-style-type: none"> <li>• Information systems identifying current levels of participation</li> <li>• Market Survey of customer requirements</li> <li>• Promotional campaigns to increase participation levels</li> <li>• Regular reassessment of services offered</li> <li>• Performance group meetings</li> <li>• Implementation of ICT strategy identifying demographic customer information</li> </ul>		Quarterly	
2.	Competition – other service providers enter the catchment area	2	4	8	High	<ul style="list-style-type: none"> <li>• Market research on current and potential competitors</li> <li>• Work at developing pathways to sustain customer base</li> <li>• Develop Unique Selling Point</li> </ul>		Quarterly	
3.	Uncertainty about schools for the future and what will happen with schools in North Calderdale	3	5	15	Medium	<ul style="list-style-type: none"> <li>• Maintain good communications with Calderdale Council for current and future decisions regarding education</li> <li>• Consult local schools and school sports partnerships to gain initial backing to form a strong partnership for use of OSCA site</li> </ul>		Quarterly	
4.	Uptake of new services so great car park cannot cope with the capacity	2	2	4	High	<ul style="list-style-type: none"> <li>• Review size of car park in design stage of the project</li> <li>• Plenty of scope at OSCA to review and enlarge car park at a later date</li> </ul>		Initially bi-monthly	



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5.	Operational costs increase more than anticipated due to the project	1	3	3	Medium	<ul style="list-style-type: none"> <li>Detailed business plan that is regularly reviewed</li> </ul>		Initially bi-monthly	
6.	Staffing costs increase due to greater than expected uptake	1	3	3	Medium	<ul style="list-style-type: none"> <li>Operational budgets have already been increased</li> <li>Manage and monitor review on a regular basis</li> </ul>		Quarterly	
7.	Project does not meet community aspirations	1	3	3	High	<ul style="list-style-type: none"> <li>Community consultation in lead up to the project</li> </ul>		Quarterly	
8.	Partners cease to support in delivering the project	1	5	5	High	<ul style="list-style-type: none"> <li>Regular meetings with all partners to foster good relationship</li> <li>Regularly review and monitor the project deliverables and the strategic fit with each of the partners common objectives</li> </ul>		6 monthly	
9.	Staff unable to operate maintenance equipment	2	4	8	Medium	<ul style="list-style-type: none"> <li>Ensure that all relevant staff are present at commissioning and training hand over from contractor</li> <li>Write an operating procedure</li> <li>Request design consultant to provide a planned preventative maintenance schedule</li> </ul>		6 monthly	
10.	New fixtures/fittings not being fit for purpose	2	3	6	Medium	<ul style="list-style-type: none"> <li>Comprehensive snagging list at handover with design consultant</li> <li>Regular monitoring and reporting of faults during the defects period</li> </ul>		Monthly during defects period	



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11	Capacity to recruit casual staff to operate the programme	3	3	9	Medium	<ul style="list-style-type: none"> <li>• Localised recruitment drive</li> <li>• Advertising campaign</li> <li>• Joined up thinking i.e. pool life training for swim train members, promote casual work to older members of the youth GP referral scheme</li> </ul>			Quarterly
12	Vandalism	4	3	12	Low	<ul style="list-style-type: none"> <li>• Ensure appropriate and affordable security within the grounds</li> <li>• Provide a wide variety of activities for all members of the community to take place throughout the day and during the evenings – people on site for majority of time</li> </ul>			Annually
13	Community safety when using facilities – risk from anti-social behaviour	4	2	8	Low	<ul style="list-style-type: none"> <li>• Ensure appropriate and affordable security within the grounds</li> <li>• Provide staff with training courses for effective communication</li> <li>• Provide a wide variety of activities for all members of the community to take place throughout the day and during the evenings – people on site for majority of time</li> </ul>			



14	Loss of income if people watch matches without paying	4	3	12	Medium	<ul style="list-style-type: none"> <li>• Ensure sufficient staffing on match days</li> <li>• Generate season ticket reduced pricing offers for appropriate leagues and sports to attract payment prior to match days</li> <li>• Generate reduced pricing for payments prior to match days for individual events/matches</li> </ul>		
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