

RISK REGISTER LITE - QUARTER No.4 - 2025																			
Number	SERVICE / TEAM RISK DESCRIPTION (Description of 'event' & 'implication')	RISK OWNER	Likelihood					Impact					CURRENT RISK STATUS	PERIODS AGO			COMMENTARY ON ACTION PLAN (e.g. actions implemented /outstanding; implementation of actions to timescales)	ACTION PLAN LEAD OFFICER	
			1	2	3	4	5	1	2	3	4	5		1	2	3			
			Score					Score											
1	Decision made that Charlton House, Keynsham cannot be re-purposed and remodelled to accommodate a day school and children's homes for young people aged 11-18 with complex special education needs.	Olwyn Donnelly / SEND Programme Manager		2									5	Low			Cllr May, Cabinet Member for Children's Services has been fully briefed about the project. Cllr May in full support.	Olwyn Donnelly	
2	Should Charlton House project not go ahead - failure to identify other options to locate the school and homes	Olwyn Donnelly				4								5	High		An extensive location search has been carried out. There were very limited options within the funding envelope for the SEND School and children's homes. Charlton House is the best option.	Olwyn Donnelly	
3	The Council not fulfilling part of the agreement conditions in the re-submitted Safety Valve plan	Olwyn Donnelly						5						5	Critical		The new SEND School at Charlton House forms part of the increase in the sufficiency of places and grant funding has been allocated for it.	Olwyn Donnelly	
4	Identified budget not sufficient to cover the project costs	Olwyn Donnelly			2							3			Medium		£6.1m cost estimate included in the feasibility study. Cost increased following change in project brief. Cost estimate now sits at £6.8m. This cost incorporates all aspects of project delivery and includes a significant contingency amount. Extensive costed design risk register to be reviewed with contractor at next design stage to review whether cost reduction is possible.	Olwyn Donnelly	
5	Planning Consent not given for Change of Use for Charlton House	SEND Programme Manager				3								5	Medium		Early meetings with Planning Officers have taken place. A planning pre application has been completed to obtain early advice and extensive public and stakeholder consultation is being undertaken with notes incorporated into the design. A full planning application is to be submitted under a Planning Performance Agreement to manage determination timescales.	Olwyn Donnelly	
6	Project Delivery delays on project completion	SEND Programme Manager			2							3			Medium		Effective and efficient project management. BANES to deliver the project. SEND Capital & Strategy to monitor project delivery. Project Delivery to report to SEND Capital & Strategy on a monthly basis identifying and early warning any project delays. Ensure realistic float allowed in the project programme.	Olwyn Donnelly	
7	The school and homes providers are not on board in time to input into and agree final building specifications and key strategies leading to costly post contract variations and delays with delivery	Olwyn Donnelly						5						5	Critical		Education Commissioning team to ensure strategies developed by B&NES in consultation with specialist advisors and nominated responsible persons within B&NES are clearly communicated to potential providers via the tender documentation. Possibility of establishing commentary on strategies adopted at stage 2 v2 from potential providers to be reviewed.		
8	Not possible to split building services sufficiently for provider requirements within the constraints of the existing project budget	SEND Programme Manager /Jodie Arthure						4						5	High		Appoint design team with experience in delivering split provision / suitable knowledge of requirements for services design. Review proposals with specialist consultants and also key stakeholders to ensure acceptance. Communicate strategy (with responsibilities for maintenance etc.) to providers via tender process. Secure split via update to Curo lease and lease with Adult Social Care. Brief for split of services to be issued with gateway 2 pack.		
9	Car parking and site access arrangements not formally accepted by Curo	SEND Programme Manager /Jodie Arthure						4						5	High		Car parking arrangements to be discussed and agreed with appropriate personnel from Curo during stage 2 v2 design process and formally secured with update of lease. Currently unclear whether Curo will accept changes to parking. An alternative layout is being explored with 30k cost associated in cost plan as option. Corporate Estate reviewing lease.		
10	Existing building structure requires significant remediation to support loads resulting from creation of larger rooms required in school environment	Jodie Arthure				3								5	Medium		Confirm max. occupancy requirements for each space type with specialist SEND consultant and client group. Generate max. occupancy table + agree reduced loading assumptions and departure from design to Eurocodes with Building Control through establishment of robust risk management system. Building control have accepted a risk management approach - provider to agree to max. occupancies once on board.		
11	Ofsted registration process exceeds 6 month period currently allowed for in delivery programme	Olwyn Donnelly						5						5	Critical		Early engagement with providers to confirm their responsibility to submit application for Ofsted registration of homes. Inclusion of critical delivery programme dates in provider tenders. Application for registration of homes an 'emergency' process to be made.		
12	Contractor unable to handover top floor early to enable early commencement of Ofsted registration process resulting in delay to handover of homes	Jodie Arthure						4						5	High		Early engagement with contractor to confirm construction methodology, programme and undertake any necessary intrusive investigations to inform services detailed design.		
13	Rapid programme to site - risk of coordination errors leading to post contract variation costs	Jodie Arthure						4						5	High		2 stage contractor tender process with key designers retained client side and architect novated to contractor to control design with client. Regular design reviews.		
14	Fire strategy risk - multiple leaseholders and different levels of need / vulnerability	Jodie Arthure				3								4	High		Fire Engineer to confirm strategy at Stage 2. Key stakeholders to be consulted and agree to strategy. Once providers are on board, strategy to be communicated and develop as required to meet their needs / requirements. Fire engineer retained to develop strategy as required through the design stages.		
15	Building maintenance risk - multiple leaseholders and complex agreements required for maintenance of common areas / building elements	Olwyn Donnelly/ Jodie Arthure				3								4	High		Corporate Estate consulted from Stage 2 to inform leases. Engagement with providers around requirements of lease during tender process.		