

Appendix 1 Risk Register Lift Maintenance etc

Title	Risk description	Opp/ threat	Cause	Consequence	Date Raised	Owner	Gross		Current		Residual		Comments	Controls				
							I	P	I	P	I	P		Control description	Due date	Status	Progress %	Action Owner
Breaching Legislation	Supplier fails to adhere to the required regulations, for example regarding the control of legionella.	T	Inadequate employee training or negligence	Very serious health and safety related risk	26/02/2016	Keith Reynolds	9	2	9	2	9	2		There are pass / fail compliance and accreditation questions contained in the tender documentation. Rigorous contract management and monitoring are essential.	26/01/2016		75%	Stephen Clarke, Head of Housing and Property
Safeguarding	Supplier may need to enter a Council property that has vulnerable people.	T	Property has either a lift or water supply.	Vulnerable persons may be at risk	26/01/2016	Keith Reynolds / Steve Stansfield	8	5	8	5	8	5		Specification requires supplier to be DBS checked.	26/01/2016		75%	Contract Monitoring Officers (Keith Reynolds & Steve Stansfield)
Tender Award	Failure to award or delay to award the contract	T	Panel cannot agree on scores or Director / Section 151 or the monitoring officer do not agree award recommendation	Council will not comply with legislative requirements and its commitment to site safety.	27/01/2016	Stephen Clarke	8	2	8	2	8	2		Procurement will facilitate moderation and complete a robust tender evaluation award report.	27/01/2016		75%	Nicky Atkin, Contracts & Procurement Officer
New contract rates are higher than the allotted budget	Contract rates are higher than the allotted budget	T	There is a need for more remedial works than originally envisaged	The Council would have to increase the budget to meet requirement.	26/02/2016	Stephen Clarke	2	7	2	7	2	7	Both markets have not been tested for a few years, some uplift is anticipated.	Prior to lift maintenance being tendered a detailed lift condition survey was commissioned, so this has fed into the budget setting process.	26/01/2016		75%	Stephen Clarke, Head of Housing and Property

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