

RISK ASSESSMENT FORM

Organisation / department / function / project: Tamworth Assembly Rooms Development Project _____

Business Objective: ___Building and Service Development_____

Completed by: ___Elanor Thompson_____

Date completed: ___10/072012_____

No	Risk (Threat/Opportunity to achievement of business objective)	Assessment of Risk [As it is now]			Risk Treatment Measures	Assessment of Residual Risk [With control measures implemented]			Responsible	Timescale/ Review Frequency
		Impact (Severity) [I]	Likelihood (Probability) [L]	Risk Score [IxL]		Impact (Severity) [I]	Likelihood (Probability) [L]	Residual Risk Score		
	External Funding	H	M	M	Ensure regular meetings with external funders. Ensure paperwork correct and present. Follow all guidelines and regulations.	M	M	M	Elanor Thompson	Every Two Months
	Internal Funding	H	L	M	Ensure financial guidance is followed and outlined cash flow is adhered to. Seek advice on financial issues from accountancy team.	H	L	M	Elanor Thompson	Every Two Months
	Planning Permission	H	M	M	Ensure planners are consulted throughout Ensure English Heritage Consulted throughout. Ensure all rules and regulations are met.	H	L	L	Elanor Thompson	Every Two Months
	Timescales	H	M	M	Ensure timescales are as obtainable as possible. Ensure correct resources allocated to meet timescales. Ensure Planning is effective. Outline contractual time scales to all contractors, with penalties if missed.	H	L	L	Elanor Thompson	Every Two Months

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