

EPSOM & WALTON DOWNS CONSERVATOR’S RISK REGISTER

The Risk Evaluation Matrix provides guidance on scoring probability and impact. The residual risk are shown on the Summary Table below

Probability	1	2	3	4	5	
Almost Certain						5
Probable						4
Possible			EWDC2, EWDC5, EWDC7, EWDC8, EWDC9	EWDC4	EWDC1,	3
Unlikely		EWDC6, EWDC 11	EWDC3		EWDC 10	2
Rare				EWDC12		1
	Insignificant	Minor	Moderate	Major	Highly significant	Impact

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Ref	Description of Risk/ Opportunity	Rating	Risk Level	Mitigation in place	Accountable	Actions required	Residual Risk	Residual Rating	Direction of Travel
EWDC1	Failure to maintain the standards across the Downs including maintenance of the car parks	20	High	Habitat Management Plan Golf Club Management Plan	Sam Whitehead Streetcare Manager	Preparation of agreed specification of work Revised service delivery reporting on key performance indicators to include H&S, Complaints	15	High	
EWDC2	Incident on the Downs or failure to provide adequate health & safety arrangements	20	High	The Conservators can place reliance on Health & Safety arrangements for the Council, The Jockey Club and The TGMB; The Council has operational H&S policies risk assessments and guidance.	Ian Dyer Head of Operational Services	Assurance to be provided to The Conservators of the adequacy of the Health and Safety arrangements. Clerk to the Conservators to seek assurances	9	Medium	
EWDC3	There is a budget shortfall or insufficient funds to support the work of the Conservators	16	Medium	Agreed balanced budget each year Budget monitoring Financial accounts audited Repairs and renewal fund for the replacement of plant Grant funding application submitted for signage improvement	Chief Finance Officer	Bid not approved, re-application in progress	6	Medium	

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EWDC4	Decisions made by the Conservators are legal and consistent Failure to comply with the Epsom and Walton Downs Regulation Act 1984	20	High	Legal advice is provided by the Chief Legal Officer when appropriate and included within reports Training of Conservators Some significant issues are in the process of being clarified, e.g. the hack sand track, and external advice may be required to avoid conflicts of interest	Amardip Healy Chief Legal Officer	Ongoing advice from Head of Legal. Clearer understanding of roles and responsibilities. Conservators to obtain external legal advice when appropriate	12	High	
EWDC5	Risk of major disruption or injury to users on the Downs	9	Medium	Emergency Plans and Business Continuity Plan. Insurance arrangements. Risks assessments. Reporting committee arrangements	Ian Dyer Head of Operational Services	Assurances on arrangements to be sought by the Clerk to the Conservators	9	Medium	
EWDC6	Failure of partners to meet their obligations	9	Medium	Clarity of roles and responsibilities of partner organisations	Conservators	Clarification from each partner that they meet their obligations	4	Low	
EWDC7	Adequacy of insurance arrangements for the Downs	16	Medium	Each partner has in place satisfactory insurance cover	Conservators	Obtain statement of assurance from partners that they have sufficient insurance cover	9	Medium	

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EWDC8	Conflict of interests of partner	9	Medium	The Conservators consist of representatives from Council, Jockey Club and Training Ground Management Board and have a duty to act in the best interest of a Conservator whilst decision making. Committee report template to note legal obligations and where necessary contain internal/external legal advice	Conservators/ Chief Legal Officer	Regular reminders as to responsibilities as a conservator	9	Medium	
EWDC 9	Conflicting usage / activities across the Downs	20	High	Reporting of issues and taking remedial action if required Role of the Consultative Committee also involves referring matters arising in this regard	Streetcare Manager	Improve Signposting and information Continued monitoring & awareness of issues	9	Medium	
EWDC 10	Adequacy of service obligations	20	High	Conservators receive updates on service	Conservators	Development of performance indicators in order that contract monitoring arrangements clarified	10	Medium	
EWDC 11	Management of events on the Downs	12	Medium	Arrangements are in place to agree those events that can be held on the Downs and are pre-approved. Where applicable fee paid, contract signed	Conservators and Streetcare Manager	Ongoing monitoring of events and affect on the Downs to be included in service delivery as issues arise	4	Low	

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EWDC 12	Safeguarding on the Downs	5	Low	Reporting arrangements in place	Streetcare Manager/ Operational services	Confirm adequacy of arrangements	4	Low	
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Defined Strategic Risk Levels

Risk Evaluation Matrix

The tables below give guidance on assessing risks on a scale of 1 to 5 in terms of their probability and their impact. These give broad range of risks to provide consistency across all risk registers. However you may have additional criteria that you want to consider in assessing a risk. The risk is scored without taking into consideration of the score in place - “**a natural or inherent risk**” and then scored taking into account the control measures or mitigation measures in place these are referred to as the, “Residual Risks”

Probability Score	1	2	3	4	5
Description	Rare	Unlikely	Possible	Probable	Almost Certain
Frequency	This will probably never happen or occur	Not expected to happen/occur	Might happen or occur occasionally	Will probably happen/ occur but it is not a persisting issue	Will undoubtedly happen/ occur , possibly frequently
Likelihood	Less than 5% chance	Around 10% chance	Around 25% chance	Around 60% chance	Around 90% chance

Impact Score	1	2	3	4	5
Descriptor	Insignificant t	Minor	Moderate	Major	Highly significant
Employees	No impact on staff or service delivery	Short term low staffing Temporary reduction in service No impact on staff morale	Medium term staffing issues Loss of experienced staff to deliver services Minor staff dissatisfaction	Late delivery of key services Lack of experienced staff Low morale	Non delivery of key objectives High impact on services Very low morale

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Finance	Minimal financial implication Below £25,000	Budget pressures < £25 k to £100k	Budget pressures between £100,000 and £200,000	Budget risk £200k to £500k Loss of income	Significant loss of income more than 10% budget Not covered by insurance Budget risk over £500,000
Statutory duties/Legislation	Minimal or no impact	Minor breach Reduced rating if unresolved	Single breach if statutory duty Challenging external recommendations	Several breaches Enforcement action or improvement notices Critical report Low performance rating	Multiple breaches Prosecution for Judicial Review Service collapse
Projects/ Programmes	Little/no slippage no threat to outcomes				
Health& Safety- impact on the safety and well-being of the public and staff	No ill effects	Short lived/minor injury or illness that may require first aid assistance Small number of work days lost	Moderate injury/ill effects requiring hospitalisation. Risk of prosecution from enforcement agencies	Single fatality and or long term illness or multipole serious injuries RIDDOR reporting?	Multiple and /or multiple incidences or permanent disability or ill health.

	Low	Medium	High
<u>Impact of risk materialising</u>			
Finance –	Budget pressures < £100,000	Budget pressures between £100,000 and £200,000	
Reputation	Loss of confidence and trust in the council felt by a small group or within a small geographical area	A limited loss of confidence and trust in the council within the local community	A major loss of confidence and trust in the council within the local community and wider with national interest
Service delivery	Disruption to a council service	Some disruption to more than one service across the council or severe disruption to one service	Severe wide spread disruption to services across the council
Health and Safety	Minor injury or illness requiring minimal intervention or treatment	Moderate injury or illness requiring professional intervention / multiple minor injuries	Extensive and multiple injuries including possible loss of life
Likelihood of risk materialising	Remote / low probability	Possible / medium probability	Almost certain / highly probably

The above is not prescriptive criteria, but a guidance tool for management.

Assurance levels of the controls scored 1 to 5

Strength of controls is scored on a scale of 1(low) to 5 (high) to identify what is in place to mitigate the risks including controls, processes, action plans and targets.