

# PLANNING MATTERS

## RISK ASSESSMENT AND MANAGEMENT

TEMPLATE 1



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TEMPLATE 1

# RISK ASSESSMENT AND MANAGEMENT

**Compiled by**

**Date completed**

**Date to be reviewed by**

**Documentation:**

1. Risk assessment and management form
2. Table for ranking risks – Adapted for the organisation
3. Checklist for hazard and threats
4. Action Plan: Risk Mitigation and Management
5. Checklist for Building Works

## RISK ASSESSMENT AND MANAGEMENT

Ref	Risk Description	Likelihood (L) Impact (I) Inherent Risk (I x L)	Mitigating actions/ controls in place	Residual Risk (I x L)	Further action/ Comment Update	Action Date	Person responsible
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## TABLE FOR RANKING RISKS

Risks are ranked by assigning a value that reflects the impact of the risk against the probability of that risk occurring. Both are assessed on a scale of one to five, the meanings of which are detailed below

		IMPACT					LIKELIHOOD/ PROBABILITY						
Operational	Collections	Reputational	Financial	5	10	15	20	25	1	2	3	4	5
Multiple serious injuries or death/ catastrophic accident/ Archive closure or closure of a large part of the archive	Major permanent damage/ loss of collections	Major and reversible national reputational and political damage	Set financial range	5	10	15	20	25	Very unlikely not possible in next 3 years	Unlikely possible in next 3 years	Likely to happen in next 3 years	Very likely to happen in next 3 years	Certain to happen in next 3 years
Multiple injuries/ major incident/ major disruption	Major damage to collections/ Some permanent loss	Major national reputational and political damage	Set financial range	4	8	12	16	20					
Serious injury/ incident affecting part of the Archive/ significant disruption	Significant damage to collections	Minor national reputational and political damage	Set financial range	3	6	9	12	15					
Multiple minor injuries/ minor disruption to the archive	Minor damage to collections	Minor, largely localised, reputational damage	Set financial range	2	4	6	8	10					
Minor injury/ minimal or localised disruption	Temporary loss to collections	Localised reputational damage	Set financial range	1	2	3	4	5					
<b>Notes:</b> Multiplying the two assessments, for impact and likelihood/ probability produces a numerical value that is considered to reflect the significance of that particular risk													



## ACTION PLAN: RISK MITIGATION AND MANAGEMENT

	Action to be carried out	Priority H/M/L	Person responsible	By when?	Date completed
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## CHECKLIST FOR BUILDING WORKS

The Checklist below is a guide to aspects you may need to consider.

The Checklist should be adapted and amended, according to the nature of the work being undertaken, the type of collection and the possible impact of the work on the collection.

<b>CHECKLIST FOR BUILDING WORKS</b>	<b>Activity</b>	<b>Actions</b>	<b>Completed</b>
	Obtain detailed information about the proposed works		
	Identify risks to the collection arising from the proposed works		
	Identify measures needed to mitigate risks to the collection		
	Identify areas to be protected, collections to be relocated		
	Identify collections that might need to be moved, and plan accordingly for their move		
	Identify collections that cannot be moved but which require in-situ protection, and plan for this		
	Cost and budget for protection, packing, removal, storage of collections		
	Update emergency plans with change of location of collections		
	Speak to your organisation's insurers before the work is commissioned		
	Provide an introduction for contractors, covering the significance of the building and collection to raise awareness of the exceptional nature of the work environment		
	If hot works are essential, ensure that an effective hot works procedure is in place		
	Ensure that a temporary fire detection and alarm system is in place and active throughout the works		
	Monitor effectiveness of protection measures and condition of the collection		
	Limit spread of dust and debris through the site by screening areas		
	Wherever possible materials introduced for protection should be inflammable, or flame retardant		

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