

# RISK LOG

<b>PROJECT/PROGRAMME TITLE</b>	<b>Tatton Park Enterprises Operations</b>
<b>OBJECTIVE</b>	<b>To ensure that TPE delivers its targeted budget contribution of £106k for 2023/24 whilst maintaining the good</b>
<b>Completed by:</b>	<b>Ian Barlow</b>
<b>Date Completed</b>	<b>20/02/2024</b>



Risk ID	Risk Type	Scope of Risk (Detail)	Gross Score (without)			Existing Controls	Net Score			Risk Treatment and Control Measures to be introduced	Anticipated Score			Officer Responsible for Risk
			L	I	Total Score		L	I	Total Score		L	I	Total Score	
			L	I	LxI		L	I	LxI		L	I	LxI	
OR1	THREAT	Gradual decline in turnover results in failure to hit annual budget contribution to the Tatton Park revenue account affecting the Park's financial performance	3	3	9	Regular financial monitoring by Cheshire east Council finance and the TPE Ltd Operations Manager.	2	3	6	Remedial financial and operational controls will be implemented currently throughout the Financial reporting period.	2	3	6	GJ/SW
OR2	THREAT	Factors affecting Front of House staff and poor operational Service delivery causing lack of repeat business from customers resulting in financial targets being missed.	2	3	6	In house control of staff through customer service training and food suppliers analysed for best value and quality.	1	3	3	Ongoing service and supply monitoring	1	3	3	GJ/SW
OR3	THREAT	Natural calamity affecting the Park being able to open, and therefore may be closed for a period exceeding a day, e.g. Foot and mouth epidemic resulting in financial targets being missed.	3	3	9	Statutory adherence through Health and Safety and completion of animal passports/transport Licences etc.	2	3	6	Contingency measures in place reviewing operation whilst Park is closed.	2	3	6	CH
OR4	THREAT	Temporary service closure through interruption to catering provision by external factors e.g. Power Failure resulting in financial targets being missed.	2	3	6	Emergency contact lines operating to help understand in particular how long the service interruption will affect the catering operation.	1	3	3	ensure all emergency contact data including phone numbers, Park staff responsible are available to contact in case of any emergency.	1	2	2	CH
OR5	THREAT	Lack of correct Insurance cover and limits placed on operational liabilities causing potential liability to both Tatton Park and Cheshire East Council resulting in financial targets being missed or additional contributions required from CEC	2	2	4	Risk Management procedure inn operation following advice with Insurance assessor.	1	2	2	Participate in annual risk assessment ensuring any changes in business circumstances are notified to the Insurer.	1	2	2	CH
OR6	THREAT	Physical operational risk and security of contents within both the Stables and Gardeners Cottage facilities resulting in loss of ability to provide an operation.	2	2	4	On going programme of reviewing risk Assessments, alarm maintenance and portable appliance testing including inventory updates to identify changes in Assets in both outlets.	1	2	2	On going Maintenance.	1	2	2	SW
OR7	THREAT	Poor food or service provision leading to potential closure of one or both outlets, or poor public reviews, leads to reputational damage to both TPE Ltd, Tatton Park and CEC with possible damage payments due.	3	3	9	Good communication lines operating both at Tatton Park and Cheshire East Council and any responses to customers etc. handled with speed, tact, diplomacy and honesty.	2	3	6	On going review of current procedures and affect any improvements whereby felt necessary by both TPE Ltd staff and Tatton Park.	2	3	6	Sw
OR8	THREAT	Bout of food poisoning (or similar) from one of the two catering outlets causing temporary closure leading to reputational damage to both TPE Ltd, Tatton Park and CEC with possible damage payments due.	3	4	12	Industry food hygiene standards maintained and annual visit from CEC Environmental Health Team.	2	4	8	Ongoing food standards and preparation training.	2	4	8	SW

SCORING CHART FOR IMPACT				SCORING CHART FOR LIKELIHOOD				
	Factor	Score	Effect on Project		Factor	Score	Description	Indicator
Threats	Critical	4	Complete failure or extreme delay of project (3 months or more). Critical impact on project objectives and performance and could seriously affect project reputation. Long term damage that may be difficult to restore with high costs - £1m.	Threats	Very likely	4	>75% chance of occurrence	Regular occurrence Frequently encountered - daily/weekly/monthly
	Major	3	Major impact on project objectives and performance, could be expensive to recover from (between £500k - £1m). Failure to achieve expected benefits and/or major delay to project (2-3 months)		Likely	3	40% - 75% chance of occurrence	Within next 1-2 yrs Occasionally encountered (few times a year)
	Significant	2	Significant impact on project objectives, performance and quality, could have medium term effect and be potentially expensive to recover from (between £100k - £500K). Significant slippage (3 weeks-2 months).		Unlikely	2	10% - 40% chance of occurrence	Only likely to happen 3 or more years
	Minor	1	Minor impact on project objectives and performance, could cause slight delays in achievements (less than 2 weeks). However if action is not taken, then such risks may have a more significant cumulative effect. (Costs less than £100k)		Very unlikely	1	<10% chance of occurrence	Rarely/never before
Opportunities	Factor	Score	Effect on Project	Opportunities	Factor	Score	Description	Indicator
	Exceptional	4	Result in major increase in ability to achieve project objectives.		Very likely	4	>75% chance of occurrence or achieved in one year.	Clear opportunity, can be relied on with reasonable certainty to be achieved in the short term.
	Significant	3	Impact on some aspects of the achievement of one or more strategic objectives		Likely	3	40% to 75% chance of occurrence. Reasonable prospects of favourable results in one year.	May be achievable but requires careful management. Opportunities that arise over and above the plan.
					Unlikely	2	<40% chance of occurrence or some chance of favourable outcome in the medium term.	Possible opportunity which has yet to be fully investigated by management.
				Very unlikely	1	<10% chance of occurrence	Has happened rarely/never before	