

## Appendix 5 - Risk Register

ITEM	RISK	MITIGATION
Health and safety	Injury or illness to staff and members of the public	<ul style="list-style-type: none"> <li>• Ensure handover of all documents from SDC relating to maintenance, testing and inspections (e.g. electrical wiring tests, passenger lift maintenance and inspection). (See Appendix 3)</li> <li>• Comprehensive health and safety policies and procedures put in place and monitored.</li> </ul>
Building security	Damage to building by vandalism	<ul style="list-style-type: none"> <li>• Ensure security alarms are operational before handover of building and make arrangements for monitoring.</li> <li>• Make extra security arrangements while the building is unoccupied during renovations.</li> </ul>
Fire	Damage to building by fire Death or injury to occupants	<ul style="list-style-type: none"> <li>• Carry out a fire risk assessment</li> <li>• Ensure fire and security alarms are operational before handover of building and make arrangement for monitoring</li> <li>• Make extra security arrangements while the building is unoccupied during renovations</li> </ul>
Building works	Damage to building by fire or accidental damage Injury or illness to staff and members of the public	<ul style="list-style-type: none"> <li>• Appoint a suitably qualified project manager to manage renovation programme and ensure compliance with the Construction Design and Management Regulations 2015</li> <li>• Rigorous procurement process for appointment of contractors</li> </ul>
Ongoing maintenance	Deterioration of the building fabric through lack of maintenance	<ul style="list-style-type: none"> <li>• Lease to include detailed agreements to ensure that both parties understand their duties for maintenance and repairs</li> <li>• STC to conduct regular inspections to ensure compliance.</li> </ul>
Public and User Support	Negative public perceptions and user experiences	<ul style="list-style-type: none"> <li>• Active steps to enable existing users to function elsewhere in the closed period</li> <li>• Dialogue with audiences through a 'Friends' group and a User group working with the Subs Community Association</li> <li>• Develop a shareholder based Community Benefit Society</li> <li>• Communications Plan and Engagement Strategy</li> </ul>