

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