

**Appendix B – Risk Register – Bikeability cycle training delivery (April 2023 to March 2024)**

Risk No	Risk description	Risk mitigation	Residual / Current risk			Additional steps to be taken
			Likelihood	Impact	Prioritisation	
1.	<i>Insufficient take up of Bikeability cycle training by schools.</i>	<i>Bikeability will be widely promoted to schools, including as an available offer within the Modeshift STARS scheme.</i>	Low	Medium	Tolerable	<i>Targeted promotional activity where required.</i>
2.	<i>Failure to deliver all training courses within agreed timescales could result in less funding being allocated in future.</i>	<i>Delivery will be monitored on a quarterly basis as part of the grant claim submission process.</i>	Low	Medium	Tolerable	<i>Further action to be identified if issues are highlighted.</i>
3.	<i>A shortage of Bikeability instructors could impact upon delivery capacity.</i>	<i>Ongoing recruitment and training for Bikeability instructors in place. Covered as part of review meetings with The Active Wellbeing Society.</i>	Medium	Low	Tolerable	<i>Recruitment campaigns to be arranged if required.</i>
4.	<i>Reputational risk if training is not delivered to the required standards and expectations.</i>	<i>Review meetings will be held with The Active Wellbeing Society to discuss ongoing delivery. Feedback will also be captured from schools receiving Bikeability cycle training.</i>	Low	Low	Tolerable	<i>Observation of delivery (by TAWS and BCC) carried out as part of quality assurance process.</i>
5.	<i>Failure to adhere to Data Protection Act 2018, e.g. not meeting obligation to keep data secure. Could result in loss of trust in the Council and provider, and/or financial penalty.</i>	<i>Data protection requirements outlined in service level agreement with provider. Incident reporting and management in place.</i>	Low	Medium	Tolerable	<i>Further action to be identified if issues are highlighted.</i>

**Measures of likelihood/ Impact:**

Description	Likelihood Description	Impact Description
High	Almost certain, is expected to occur in most circumstances. Greater than 80% chance.	Critical impact on the achievement of objectives and overall performance. Critical opportunity to innovate/improve performance missed/wasted. Huge impact on costs and/or reputation. Very difficult to recover from and possibly requiring a long term recovery period.
Significant	Likely, will probably occur in most circumstances. 50% - 80% chance.	Major impact on costs and objectives. Substantial opportunity to innovate/improve performance missed/wasted. Serious impact on output and/or quality and reputation. Medium to long term effect and expensive to recover from.
Medium	Possible, might occur at some time. 20% - 50% chance.	Waste of time and resources. Good opportunity to innovate/improve performance missed/wasted. Moderate impact on operational efficiency, output and quality. Medium term effect which may be expensive to recover from.
Low	Unlikely, but could occur at some time. Less than 20% chance.	Minor loss, delay, inconvenience or interruption. Opportunity to innovate/make minor improvements to performance missed/wasted. Short to medium term effect.