

Appendix B: Risk Log

Risk No.	Description	Probability	Impact	Countermeasures	Estimated time/cost	Owner	Date last updated
1	Bad weather delays fieldwork	Low (summer weather, well-draining soil)	Medium	Scheduling work in summer, checking weather forecast to avoid cleaning/recording in rain/wind, making sure team has weatherproof PPE to hard regardless of season	3 person-days on site	Project leader (Becky Randall)	04/05/2024
2	Injury in site team	Low – Medium (sands and gravels are lighter work),	High	Emphasis on site safety in morning briefings, assess conditions on site at start of each day, Re-distribution of responsibilities away from strenuous digging; if serious, consider swapping team member with someone on less time-sensitive project	1-5 person-days on site dependent on severity and timing	Project leader (Becky Randall)	04/05/2024
3	Late plant delivery on first day of site	Low-Medium	High	Booking in earliest delivery slot	2.5 person-days on site	Project Manager (Richard Mortimer)	04/05/2024
4	Unexpectedly large finds assemblages	Low	High	Spreading processing and reporting time across wide window to allow for evening out fluctuations in programming and provide deadline cushion even if person-days go up; consult SCCAS to discuss possible sample recovery rather than 100% recovery	Extra person-days in post-ex processing team, incurring financial cost but perhaps not delivery delays	Finds Manager (Grace Jones)	04/05/2024

5	Medieval pottery encountered and no available specialists	High (Sue Anderson booked up all Summer)	Medium	Negotiate with SCCAS to allow Med pot specialist less familiar with region do basic record (if further mitigations generate more, Sue can be booked in advance for full recording at that stage)	No financial burden, but potential delivery delays costs if SCCAS do not agree an alternative solution	Finds Manager (Grace Jones)	04/05/2024
6	Delayed response from SCCAS or RBL reviewing first draft of evaluation report	Medium	Low	Delays delivery and publication of final evaluation report, but does not reflect poorly on CA	No extra budgeting, just delivery delays	Project Manager (Richard Mortimer)	04/05/2034