

# OSD The Commons Detailed Risk Register

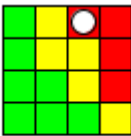
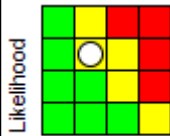

Report Author: Martin Falder

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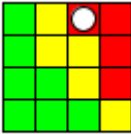
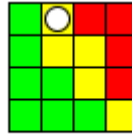

Rows are sorted by Risk Score

Code & Title: OSD Department of Open Spaces Risk Register 1 OSD TC The Commons 9

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TC 004 Tree Diseases and Other Pests</b>  10-Jun-2015 Andy Barnard	<b>Causes:</b> Inadequate biosecurity, purchase or transfer of infected, plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth and Foot and Mouth <b>Event:</b> Sites become infected by animal, plant or tree diseases <b>Impact:</b> Service capability disrupted, ineffective use of staff resources, damage to corporate reputation, loss of species, site closures (temp) and associated access, increased costs for reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood Impact	16	Current score remains the same as OPM continues to be evident on Ashted Common and a programme of nest removal is under way. Increase in 2019/20 baseline OSD budget to cover £200k anticipated additional OPM costs.  <b>24 Jun 2019</b>	 Likelihood Impact	6	31-Oct-2019	  Constant

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing. Training needs reviewed at regular team meetings, and proactively promoted via HSIG and other corporate boards.			Hadyn Robson	24-Jun-2019	31-Mar-2022

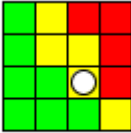
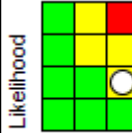

OSD TC 004 b Inspections	Annual tree inspections undertaken through qualified personnel	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022
OSD TC 004 c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022
OSD TC 004 d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022

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<b>OSD TC 007 Rural Payment Agency Grants</b>          10-Jun-2015 Andy Barnard	<b>Causes:</b> Amendments to EU ‘Common Agriculture Policy’ legislation/UK interpretation. <b>Event:</b> Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services across the Division. <b>Impact:</b> Reduction or cessation of agricultural/conservation services. Reduction of income direct and indirect. Reduction/loss of biodiversity (legal implications); reductions in recreational access due to reduction/cessation of grazing activities.	Likelihood  Impact	<b>16</b>	Current score remains unchanged as funding gap has been identified for Burnham beeches. Where possible this will be met by a Departmental saving or will be identified early to Chamberlains Dept that there will be a Departmental overspend due to grant reduction. Fundamental review and political developments keep this risk at Red.  <b>24 Jun 2019</b>	Likelihood  Impact	<b>8</b>	31-Oct-2019	          Constant

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 007 a Monitoring	Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures	Funding gap identified for Burnham Beeches. Fundamental review and political items being monitored.			Hadyn Robson	24-Jun-2019	30-Apr-2020
OSD TC 007 b Submissions	Submit forms according to RPA guidance	Form submission in progress.			Hadyn Robson	24-Jun-2019	30-Jun-2019

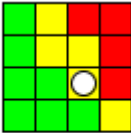
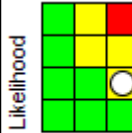

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<b>OSD TC 002 Local Planning Issues</b>  09-Jun-2015 Andy Barnard	<b>Causes:</b> Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research <b>Event:</b> Large housing or other developments on land affecting the Open Spaces. <b>Impact:</b> Increase in visitor numbers and general recreation pressure. Potential decline in biodiversity due to disturbance and habitat quality. Increased in air, light and noise pollution. Decrease in water availability. Increased hydrological pollution risk. Increased traffic on local road network.	 Likelihood  Impact	12	Local plans continue to be developed, and are scrutinised and commented on by officers from the Commons, when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. In the future this risk may increase again as volume increases / capacity reduces.  <b>24 Jun 2019</b>	 Likelihood  Impact	12	31-Mar-2020	  Constant

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 002 a Local authorities/Cou nties Local Plans and Core Strategies	Inclusion in core strategy planning documents - where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when	Monitoring activity continues - ongoing action. Mitigation strategy work underway.		Hadyn Robson	24-Jun-2019	31-Mar-2020
OSD TC 002 b Monitoring of impacts	Active monitoring of pollution where possible Active monitoring of environmental impacts - where possible Undertake research - where appropriate and where resources allow Ongoing	Ongoing action - monitoring of impact of visitors and other possible stressors continues.		Hadyn Robson	24-Jun-2019	31-Mar-2020

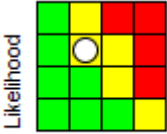
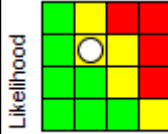

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TC 001 Health and Safety Failure</b>  09-Jun-2015 Andy Barnard	<b>Causes:</b> Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken <b>Event:</b> Staff, volunteers or contractors undertake unsafe working practices <b>Impact:</b> Injury or death of staff, contractor, volunteer or member of the public	 Likelihood Impact	8	Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings. Score altered to reflect departmental assessment of H&S risk, but remains Amber. <b>24 Jun 2019</b>	 Likelihood Impact	8	31-Mar-2020	  Increasing

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 001 a Appropriate resourcing	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing	This is an ongoing action  Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings		Hadyn Robson; Andy Thwaites	24-Jun-2019	31-Mar-2020
OSD TC 001 b Breaking ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used.	Ongoing item.		Hadyn Robson	24-Jun-2019	31-Mar-2020
OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to	Ongoing item.		Hadyn Robson	24-Jun-2019	31-Mar-2020

	date. Ongoing				
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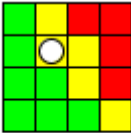
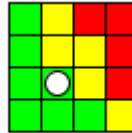

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<b>OSD TC 005 Climate and Weather</b>  10-Jun-2015 Andy Barnard	<b>Causes:</b> Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced <b>Event:</b> Severe weather/climate impacts at one or more sites <b>Impact:</b> Service capability disrupted; fire, flood and storm events (potentially increasing in frequency); increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management. Injury or death to staff, visitors, contractors and volunteers. Damage/loss of rare/fragile habitats and species.	 Likelihood	8	Work on site continues to mitigate extreme weather events, although this will be monitored over the summer, with an awareness of the lessons learned from the Wanstead Park fire last year.  <b>24 Jun 2019</b>	 Likelihood	8	31-Oct-2019	  Constant

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 005 a Fire management	Review and update plan bi-annually. Fire management and monitoring policies and plans in place and link to staff training and local emergency services	This action is ongoing  Site information/resources shared with emergency services.  Plan reviewed in June 2018 - next review due June 2020.			Hadyn Robson	24-Jun-2019	30-Jun-2020
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training	The sites continue to monitor and respond to warnings of extreme weather			Hadyn Robson	24-Jun-2019	29-May-2020
OSD TC 005 c Climate change	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue continues.			Hadyn Robson	24-Jun-2019	29-May-2020

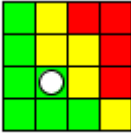
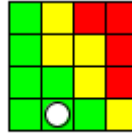

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<b>OSD TC 009</b> <b>Glider operations – Kenley Airfield</b> 18-Nov-2016	<b>Causes:</b> Inadequate security measures, safe operating procedures (SOP) by RAF and Surrey Hills Gliding Club (SHGC) to prevent incursions on to airfield by members of the public during flying operations <b>Event:</b> Public incursion on to active airfield <b>Impact:</b> Death, injury, damage to corporate reputation, site closure, potential loss of HLF funding.	 Impact	6	Current target score remains the same. Surrey Gliding Club monitoring airfield incursions and reporting to RAF.  <b>24 Jun 2019</b>	 Impact	6	31-Oct-2019	  Constant

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 009 a H&S Actions	H&S Actions agreed between RAF, SHGC and CoL	Incursions monitored by Surrey Gliding Club and reported to MOD and City of London.  Airfield perimeter fencing has been completed. A safety working group will be convened to finalise safe operating procedure, at which point the risk will be reduced.		Andy Barnard	24-Jun-2019	29-May-2020
OSD TC 009 b Safe Operating Procedures	Staff to note if safe operating procedures are in place and are being observed.	Ongoing.		Andy Barnard	24-Jun-2019	31-Mar-2020
OSD TC 009 c H&S Monitoring	Report any breaches or non-compliance of safe systems to HSE	Ongoing item.		Andy Barnard	24-Jun-2019	30-Apr-2020

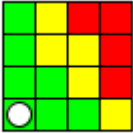
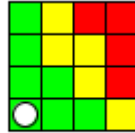



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<b>OSD TC 010 Kenley Revival Project – Conservation Works</b>  16-Apr-2019	<b>Causes:</b> Substandard works; materials failure; poor works specification, contract administration or workmanship. <b>Event:</b> Structural failure of conserved assets. <b>Impact:</b> Continuing deterioration of at risk heritage features; reputational damage; injury to person.	 Likelihood	6	New proposed risk to cover brickwork issues at Kenley, supplanting OSD TC 008.  Mortar test panels soon to be analysed for midterm results of success of materials.  <b>24 Jun 2019</b>	 Likelihood	4	31-Dec-2019	  Constant

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 010 a Analysis of failure and development of action plan to resolve	Develop an action plan once analysis has been completed.	Material samples analysed, and further analysis commissioned. Once reason for failure is established a plan can be developed to resolve the issue  City of London is in litigation with Architects in respect of failed mortar materials and potential costs involved.		Andy Barnard	24-Jun-2019	31-Oct-2019

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<b>OSD TC 006 Pond Embankments, Burnham Beeches</b> 10-Jun-2015 Andy Barnard	<b>Causes:</b> Erosion, inadequate design quality, lack of maintenance, leaks <b>Event:</b> Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse <b>Impact:</b> Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.	Likelihood  Impact	4	Project identified as still viable but funding still an issue as capital programme funding limited.  <b>24 Jun 2019</b>	Likelihood  Impact	2	31-Aug-2019	 Constant

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 006 a Project development	Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16	Project at The Commons remains a goal for the future. Ongoing action to mitigate risk, to be updated as project moves forward.		Hadyn Robson	24-Jun-2019	31-Dec-2022
OSD TC 006 b Monitoring	Inspections / monitoring of outflow condition Ongoing	All water bodies are actively monitored by relevant authorities within the City to ensure they comply with legislation.		Hadyn Robson	24-Jun-2019	31-Mar-2020

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<b>OSD TC 008 Kenley Revival Project</b>  10-Jun-2015 Andy Barnard	<b>Causes:</b> The world war II fighter pens at RAF Kenley are currently on the “Heritage at Risk” register, listed as in declining condition. Further restoration is required. Public access is maintained but there is limited interpretation. <b>Event:</b> Failure to secure funding for the current HLF project or alternative project / funding source <b>Impact:</b> Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation	 Likelihood	1	This risk is proposed for removal as the Project moves into BAU. OSD TC 010 will cover the remaining conservation issues.  <b>24 Jun 2019</b>	 Likelihood	1	31-Dec-2018	 Constant

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 008 a HLF Funding bid	HLF Capital Funding Bid	Funding in the sum of £880,900 received 17 September 2015.			Hadyn Robson	23-Aug-2018	30-Sep-2015