

## OSD COVID-19 - Risks Relevant to Open Spaces & City Gardens Committee

Report Author: Martin Falder

Generated on: 26 June 2020



Rows are sorted by Risk Score

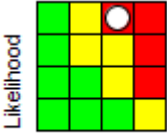
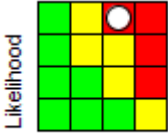

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
CVD19 SGPS 18 Failure of Cemetery & Crematorium Services (OSD)  07-Apr-2020	<p>Cause: Pandemic significantly increases mortality rate combined with a high impact on staff required to deliver essential services at the Cemetery &amp; Crematorium. Staff from other areas are not able to be reassigned to compensate for this shortfall. Key staff with specialist knowledge are unavailable during a surge in demand. Failure of aging cremators.</p> <p>Event: Cemetery &amp; Crematorium forced to close or severely reduce service.</p> <p>Impact: Failure of critical statutory service; reputational damage; financial damage; legal repercussions; failure to meet the excess death plan; significant impact on other nearby sites, resulting in potential chain of failure points, as C&amp;C is the largest site of its kind in the area.</p>	<p>Likelihood</p> <p>Impact</p>	24	<p>Target date has been pushed to September due to continuing pressure on the Cemetery, possibility of an increase in cases, and need for new cremator installation. Reviewed and agreed by Bronze group on 9/6/20.</p> <p>At present, key statutory responsibilities are being delivered, and plans to tackle heightened pressure on key services have been implemented.</p> <p>The most significant risk is the failure of the cremators due to the increased pressure on the crematorium over a 2-3month period. The increased pressure would also significantly impact the gravedigging team. This remains the most significant red risk of the Open Spaces Department.</p> <p>09 Jun 2020</p>	<p>Likelihood</p> <p>Impact</p>	16	01-Sep-2020	<p>Constant</p>

## Appendix 7 – COVID-19 Risks Relevant to OSCG

Colin Buttery						
---------------	--	--	--	--	--	--

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 18 001	Actions undertaken by the Cemetery & Crematorium to preserve statutory responsibilities.	<ul style="list-style-type: none"> <li>• Excess death plan in place.</li> <li>• Staff are under pressure at present, due to self-isolation/quarantined staff members affecting rotas.</li> <li>• Legislation allows for closure of some non-statutory functions if necessary; not currently required.</li> <li>• Cremators are ageing and are planned for replacement this summer – increased usage may result in increased chance of breakdown and need for repair. Critical staff and suppliers will be needed to address this.</li> <li>• Specialist roles / expertise of a limited number of staff particularly in the operation of the crematoria to be monitored/staff shadowed as impact on service provision could be significant if a high percentage of those staff are unavailable to work at the same time.</li> <li>• Non-essential inquiries (e.g. grave record searches from members of the public) are being declined at present to preserve capacity for essential work</li> </ul>	Gary Burks	09-Jun-2020	01-Sep-2020

## Appendix 7 – COVID-19 Risks Relevant to OSCG

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
CVD19 SGPS 32 <b>Income Generation and Financial Management (OSD)</b>  29-Apr-2020 Colin Buttery	Cause: COVID-19 has led to closure or deferral of many of the income-generating aspects of our business, as well as the incursion of significant additional costs. In combination with existing financial pressures, we are likely to run significantly overbudget. Event: Significant overspend due to underachievement of expected income. Impact: Financial impact, potentially leading to permanent cessation of services. High likelihood of requiring additional financial support from the corporate centre.	 Likelihood	16	Target of maintaining the risk at current level, rather than escalating, was achieved for 1st June. Target date for review now moved to September. We are not able to moderate the risk at this time, and therefore the current and target risk will remain the same.  This risk should be cross-referenced with <b>CVD19 SG BE 09: Loss of Income (Culture)</b> . Tower Bridge is at risk of losing around £500k per month.  <b>09 Jun 2020</b>	 Likelihood	16	01-Sep-2020	  Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 32 001	Departmental overview of actions taken to help mitigate this risk.	<ul style="list-style-type: none"> <li>Working closely with Chamberlains to monitor budget lines and keep them informed as financial situation develops.</li> <li>Predictions on loss of income being worked up to aid longer term decision making, including rentals, sports provision, catering and retail.</li> </ul> <p>Tower Bridge due for reopening 4 July, with various financial scenarios forecasted based on reduced visitor capacity in order to ensure social distancing. Estimated to reduce £500k/month loss to £250k/month loss.</p>	Colin Buttery	09-Jun-2020	04-Jul-2020



## Appendix 7 – COVID-19 Risks Relevant to OSCG

30 001	maintain key H&S works.	<ul style="list-style-type: none"> <li>• Staff are under pressure at present, due to self-isolation/quarantined staff members affecting rotas. Possible need for redeployment from other areas in due course.</li> </ul>		2020	
CVD19 SGPS 30 002	Actions undertaken at the Commons to maintain key H&S works.	<p>Public H&amp;S work continues.</p> <ul style="list-style-type: none"> <li>• Social distancing messages erected and reviewed/renewed. Latest renewal 15 May</li> <li>• Car parks closed to reduce risk of incident Reopened WWCC Friday 15th May. Early evening closures where required. Reopened at BB Monday 18th May</li> <li>• At BB, cafe is open for takeaway, toilets closed to reduce risk of incident</li> <li>• Equipment inspections have continued as required so far – changes and relaxations of legal obligations are being monitored. CSD/Skanska have postponed some electric/boiler inspections.</li> <li>• Fleet and equipment checks continue ‘in-house’</li> <li>• OPM work (nest removal) discussion ongoing with term contractor.</li> <li>• Risk assessments and SSOWs revised and circulated in light of COVID-19 risks – particularly re provision and use of PPE. Procurement of necessary PPE and cleaning material needs identified. Cleaning contract standards and frequency remain a concern and is being monitored.</li> </ul>	Andy Barnard	09-Jun- 2020	04-Jul-2020
CVD19 SGPS 30 003	Actions undertaken at Epping Forest to maintain key H&S works.	<ul style="list-style-type: none"> <li>• Public H&amp;S work continues.</li> </ul> <p>Golf reopened following changes to Government guidelines – with strict limits to promote Social Distancing. Other sports facilities are monitored by staff undertaking basic maintenance to deter informal play. Goal posts removed, line marking ceased and flags removed.</p> <p>One-way systems being implemented at honey pot areas to reduce risk of overcrowding/incident.</p> <p>Larger double-gated car parks have reopened as well as manageable overspill parking. Highways partner organisations (NEPP) have introduced red-line scheme in High Beach which is leading to a high level of customer contacts.</p> <p>Mothballed buildings being monitored for legionella risk with flushing regimes being reassessed.</p> <p>OPM work continues with survey for nests planned in mid to late June with a revised methodology to reduce costs but cover same areas of risk</p> <p>Equipment inspections have continued as required so far – changes and relaxations of legal obligations are being monitored. CSD/Skanska have postponed some electric/boiler inspections.</p> <p>6monthly vehicle service and inspections are continuing in-house. Where parts are becoming more difficult to procure (close of manufacture), items are being quarantined</p>	Paul Thomson	09-Jun- 2020	04-Jul-2020

## Appendix 7 – COVID-19 Risks Relevant to OSGC

		Risk assessments revised in light of COVID-19 risks – particularly wrt to provision and use of PPE. Procurement of necessary PPE and cleaning products remains a concern and is being monitored daily.			
CVD19 SGPS 30 004	Actions undertaken at North London to maintain key H&S works.	<ul style="list-style-type: none"> <li>• Public H&amp;S work continues</li> <li>• Staff are working an emergency roster, this is under review</li> <li>• Ponds are staffed during core hours to reduce illegal entry. Swimming ponds remain closed as does the Lido facility</li> <li>• Running Track open</li> <li>• Car Parks have now re-opened to the general public, NHS are utilising East Heath Car Park, this is under review. NHS will be offered the fairground site, EH Car Park will then be available for public use</li> <li>• Staff deliver the four ‘Es’ and are working in partnership with other Local Authority officers and the MPS delivering COVID 19 advice, e.g. Stay Alert, control the virus, save lives</li> <li>• Staff continue to carry out weekly H &amp; S checks and these are recorded, e/g water flushing, fire safety checks</li> <li>• PPM visits continue</li> <li>• Tree safety works continue including treatment of OPM across the open space. Bad weather has impacted on this work recently</li> <li>• Reservoir checks continue</li> <li>• Risk Assessments and Safe Systems of Work have been reviewed and shared with staff across the Division. Recent updates include Tennis RA following advice from the LTA</li> <li>• All tennis courts have re-opened, booking is online via ClubSpark</li> </ul> <ul style="list-style-type: none"> <li>• Bowls &amp; croquet lawn reopened</li> <li>• Staff have access to PPE including masks, gloves and cleaning materials</li> <li>• Signage and social media is being used effectively to promote COVID 19 guidance and regulations.</li> </ul>	Bob Warnock	09-Jun-2020	04-Jul-2020
CVD19 SGPS 30 005	Actions undertaken in the Parks & Gardens division to maintain key H&S works.	<ul style="list-style-type: none"> <li>• Public H&amp;S work continues.</li> <li>• Visual tree assessments and remedial works continue under contracted services that are able to do so under social distancing measures.</li> <li>• Treatment of Oak Processionary Moth nests has been completed.</li> <li>• Numerous measures put in place to protect staff through social distancing both whilst travelling to and from work, as well as in the workplace (see local protocols).</li> <li>• Play and gym equipment currently remain secured against public use, however now investigating measures to enable re-opening.</li> </ul> <p>In line with latest Government advice, Risk Assessment has been prepared for the re-opening of the toilets. Currently awaiting sign-off.</p>	Martin Rodman	26-Jun-2020	04-Jul-2020

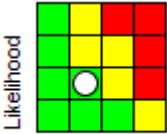
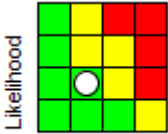

## Appendix 7 – COVID-19 Risks Relevant to OSCG

		<ul style="list-style-type: none"> <li>• Fleet and equipment checks continue in-house.</li> <li>• Areas of West Ham Park restricted for certain activities: running and walking routes set out away from the enclosed ornamental gardens; one-way entry/exit system in place.</li> <li>• Tennis Courts reopened with social distancing measures in place (queue markings, signage and cleansing stations).</li> <li>• Cricket nets re-opened with similar restrictions.</li> <li>• Ice cream concession has re-opened.</li> <li>• Risk Assessments completed and signed off for each building occupied by staff in line with central government guidelines (messrooms, tool stores, etc), mitigation measures put in place, and blue posters displayed.</li> </ul> <p>Adequate supplies of PPE currently in stock.</p>			
CVD19 SGPS 30 006	Actions undertaken at Tower Bridge and The Monument to maintain key H&S works.	<p>Statutory and essential works continue:</p> <ul style="list-style-type: none"> <li>• PPM's undertaken by in-house staff and external contractors,</li> <li>• Generic Covid Risk Assessment undertaken and all security and operational risk assessments currently being reviewed,</li> <li>• Tower Bridge Management Group meet regularly to review position and are planning for re-opening of attraction when advised to do so</li> </ul>	Chris Earlie	09-Jun-2020	04-Jul-2020





## Appendix 7 – COVID-19 Risks Relevant to OSCG

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>CVD19 SGPS 31 Care and Husbandry of Animals Across the Estate (OSD)</b> 29-Apr-2020 Colin Buttery	Cause: Open Spaces has a variety of livestock and other animals in captivity which require care from specialist staff. Event: COVID-19 related issues lead to loss of specialist staff, preventing us from being able to care for these animals correctly. Impact: Loss of livestock; reputational impact; failure of critical service.	 Likelihood	4	Item moved to green as this is now being managed and is not currently considered a major risk by our divisions. Target date set to October, and if it remains at green, we anticipate closing down this risk. <b>09 Jun 2020</b>	 Likelihood	4	01-Oct-2020	  Decreasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CVD19 SGPS 31 001	Actions undertaken at the Commons to ensure delivery of essential duties.	<ul style="list-style-type: none"> <li>• Livestock work continues.</li> <li>• Animal welfare is being maintained daily</li> <li>• Livestock grazing on sites as far as safely and reasonably practicable</li> <li>• Access to local vets is available</li> <li>• Food, bedding etc is available through existing suppliers.</li> </ul>	Andy Barnard	09-Jun-2020	01-Oct-2020
CVD19 SGPS 31 002	Actions undertaken at Epping Forest to ensure delivery of essential duties.	<ul style="list-style-type: none"> <li>• Livestock work continues. Duty rota continues to ensure 7-day cover remains unchanged.</li> </ul>	Andy Barnard	09-Jun-2020	01-Oct-2020
CVD19 SGPS 31 003	Actions undertaken at North London to ensure delivery of essential duties.	<ul style="list-style-type: none"> <li>• Livestock work continues.</li> <li>• Staff are working an emergency roster</li> <li>• Animal welfare is being maintained daily</li> <li>• Contact with IZVG is maintained and visits / inspections carried out observing social distancing</li> <li>• Access to local vets is available</li> <li>• Food, bedding etc is available through existing suppliers.</li> <li>• Children's Farm -Queen's Park remains closed to public access</li> </ul>	Bob Warnock	09-Jun-2020	01-Oct-2020