

OSD The Commons Detailed Risk Register

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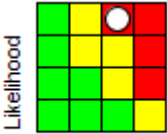
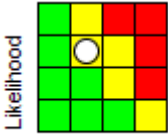

Rows are sorted by Risk Score

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

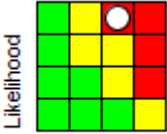
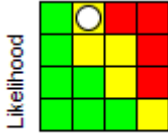

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 002 Local Planning Issues 09-Jun-2015 Andy Barnard	<p>Causes: Pressure on Planning 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</p> <p>Event: Large housing or other developments on land affecting the Open Spaces.</p> <p>Impact: 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.</p>	Likelihood Impact	16	The Division is now exposed to several local plans, however, the risk stays the same but workload increased 10 Apr 2017	Likelihood Impact	12	31-Mar-2018	 No change

Action no, Title,	Description	Latest Note	Managed By	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	Action is ongoing	Hadyn Robson	18-Apr-2017	31-Mar-2018
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	Action is ongoing. Continuing monitoring of dust and reviewing regular reports from contractors Reviewing results of hydrology monitoring from quarry operator and chasing when required Currently undertaking 5 yearly review of visitor numbers Received interim report on repeat survey of visitor footfall	Hadyn Robson	18-Apr-2017	31-Mar-2018

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
OSD TC 004 Tree Diseases and Other Pests 10-Jun-2015 Andy Barnard	Causes: 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 Event: Sites become infected by animal, plant or tree diseases Impact: 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	16	OPM was identified on Ashted Common and was managed locally 10 Apr 2017	 Likelihood	6	31-Mar-2018	 No change

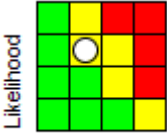
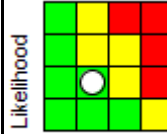

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date	
OSD TC 004 a	Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention.	Ongoing.	Hadyn Robson	21-Nov-2016	31-Mar-2018
OSD TC 004 b	Inspections	Annual tree inspections undertaken through qualified personnel	OPM monitoring programme in place, ongoing.	Hadyn Robson	21-Nov-2016	31-Mar-2018
OSD TC 004 c	Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing		21-Nov-2016	31-Mar-2018
OSD TC 004 d	Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Biosecurity measures are in place across the Division for staff, volunteers and contractors.	Hadyn Robson	21-Nov-2016	31-Mar-2018

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OSD TC 007 Rural Payment Agency Grants 10-Jun-2015 Andy Barnard	Causes: Amendments to EU 'Common Agriculture Policy' legislation/UK interpretation. Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services across the Division. Impact: 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	16 Impact	29 March 2017 - update on note of 24 June 2016. The funding gap period has now been identified as 2018-19 29 Mar 2017	 Likelihood	8 Impact	31-Mar-2018	 No change

Action no, Title,	Description	Latest Note	Managed By	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	Confirm if funding gap to be realised, length and viability of maintaining operations in the interim.	Hadyn Robson	21-Nov-2016	31-Mar-2018
OSD TC 007 b Submissions	Submit forms according to RPA guidance	Ongoing.	Hadyn Robson	21-Nov-2016	31-Mar-2018

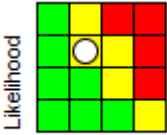
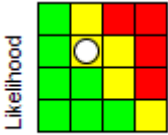
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 005 Climate and Weather 10-Jun-2015 Andy Barnard	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced Event: Severe weather/climate impacts at one or more sites Impact: 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	12	Monitoring of Met office weather warnings 21 Nov 2016	 Likelihood	8	31-Mar-2018	 No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD TC 005 a Fire management	Review and update plan Fire management and monitoring policies and plans in place and link to staff training and local emergency services	Site information/resources shared with emergency services. Plan reviewed annually. Ongoing.	Hadyn Robson	21-Nov-2016	31-Mar-2018
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training	Monitoring continues.	Hadyn Robson	21-Nov-2016	31-Mar-2018
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	Hadyn Robson	21-Nov-2016	31-Mar-2018

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
OSD TC 001 Health and Safety Failure 09-Jun-2015 Andy Barnard	Causes: 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 Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of staff, contractor, volunteer or member of the public	 Likelihood Impact	6	H&S audit results are being implemented. Sites are becoming more confident in joined-up procedures. 21 Nov 2016	 Likelihood Impact	4	31-Mar-2018	 Decreased Risk Score

Action no, Title,	Description	Latest Note	Managed By	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	Ongoing item.	Hadyn Robson; Andy Thwaites	21-Nov-2016	31-Mar-2018
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. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.	Ongoing item	Hadyn Robson	18-Apr-2017	31-Mar-2018
OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits	Ongoing item	Hadyn Robson	18-Apr-2017	31-Mar-2018

	Ensure risk assessments and safe systems of work are up to date. Ongoing				
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OSD TC 009 Glider operations – Kenley Airfield 18-Nov-2016	Causes: 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 Event: Public incursion on to active airfield Impact: Death, injury, damage to corporate reputation, site closure, potential loss of HLF funding.	 Likelihood	6	A SOP is inactive. Flying continues in absence. CoL officers have raised the risk with RAF and SHGC. RAF and SHGC have been asked for SOP and have agreed actions to ensure safe operations in place forthwith. Operations to be monitored by CoL until SOP is seen to be effective and maintained as such. 18 Nov 2016	 Likelihood	6	31-Mar-2018	↔ No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD TC 009 a H&S Actions agreed between RAF, SHGC and CoL		Actions recorded and circulated to all parties New MOD signage installed and Safety Board meetings active to achieve SOP. Risk level stays the same 29 March 2017		29-Mar-2017	21-Nov-2016
OSD TC 009 b Staff to note if safe operating procedures are in place and are being observed.		Ongoing.		18-Nov-2016	01-Jan-2017
OSD TC 009 c Report any breaches or non-compliance of safe systems		As of implementation of SOP.		18-Nov-2016	01-Jan-2017

to HSE					
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