

OSD Parks and Gardens (WHP & CG) Detailed Risk Report

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Generated on: 05 April 2017



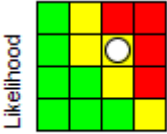
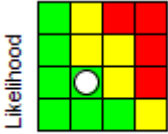
Rows are sorted by Risk Score

Code & Title: OSD P&G Parks & Gardens 8

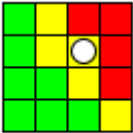
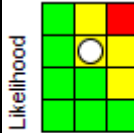

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD P&G 002 Maintenance of buildings, memorials, play areas and equipment 25-Nov-2015 Stella Fox; Martin Rodman	Cause: Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues Event: Operational or public buildings, playground equipment and other assets become unusable Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance. Delay will have operational impact. Overrun of additional work programme. Lack of budget to replace.	 Likelihood Impact	12	Assets inspected regularly by OSD and CSD staff (APFM). Budget set aside when available to undertake supported works 16 Nov 2016	 Likelihood Impact	6	01-Aug-2017	 No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD P&G 002 a Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CSD or delegated to site	New contractors appointed and in effect from July 2017	Louisa Allen; Lucy Murphy	04-Apr-2017	31-Jul-2017

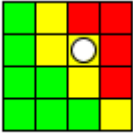
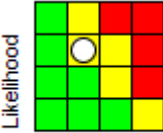

OSD P&G 002 b Annual building inspections	Joint inspection of all buildings including residential by site and CSD to capture maintenance needs. Required annually	All residential lodge inspections at West Ham Park completed October 2016	Louisa Allen; Lucy Murphy	15-Nov- 2016	30-Oct- 2017
OSD P&G 002 c AWP	20 year programme of investment and maintenance of all built assets. Review annually.	AWP reviewed monthly at the P&G client Liaison Meeting	Martin Rodman	04-Apr- 2017	01-Jul- 2017
OSD P&G 002 d Division of responsibilities	Documented agreement on repairs and maintenance responsibilities across all built assets between open spaces and city surveyors	SLA between Open Spaces and City surveyors has been signed off and circulated.	Martin Rodman	04-Apr- 2017	31-Jul- 2017
OSD P&G 002 e Memorial Management	Agreement on management of memorials between CSD, OSD and Diocese. Subject to regular inspection regime and topple testing (City Gardens section only).	Bunhill Fields now documented and fully compliant. Schedule of statutory memorial checks and visits to be arranged, undertaken across all City Gardens by Diocese complete. 20 year programme of investment and maintenance of all memorial assets to be agreed. Review annually. A comprehensive survey of all memorials across City churchyards was completed in Sep 2016	Louisa Allen	04-Apr- 2017	01-Jul- 2017

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OSD P&G 004 Tree Diseases and other pests 25-Nov-2015 Stella Fox; Martin Rodman	<p>Causes: Inadequate biosecurity, purchase or transfer of infected plants and soil. Invasion of pests and diseases from neighbouring areas e.g. Oak Processionary Moth, Massaria, etc</p> <p>Event: Sites become infected by plant or tree diseases</p> <p>Impact: Threat to human health, either directly or indirectly. 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.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>Staff trained in pest & disease identification and alerts issued through departmental forum. Annual monitoring of tree stock in accordance with Tree Safety Policy. Departmental biosecurity policy adopted.</p> <p>16 Nov 2016</p>	 <p>Likelihood</p> <p>Impact</p>	4	01-Apr-2017	↔ No change

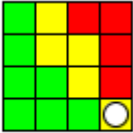
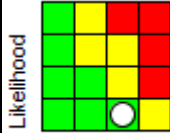
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD P&G 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention.	Some staff have undertaken Lantra tree inspection training at WHP	Louisa Allen; Lucy Murphy	04-Apr-2017	01-Jul-2017
OSD P&G 004 b Inspections	Annual tree inspections undertaken through qualified personnel through framework contract	Tree inspections and associated work carried out for 2016 for P&G. Tree contract awarded from July 2017	Louisa Allen; Lucy Murphy	04-Apr-2017	01-Jul-2017
OSD P&G 004 c Emergency alerts	Alerts issued to staff enabling additional checks to be undertaken as part of everyday working practice	Email alert used regarding presence of OPM found on 28/3/17 at Epping	Martin Rodman	04-Apr-2017	01-Jul-2017
OSD P&G 004 d Information and communication	Maintain relationships with industry bodies and neighbouring local authorities to ensure free flow of information.	Ongoing	Louisa Allen; Lucy Murphy	15-Nov-2016	01-Jul-2017

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OSD P&G 005 Climate and Weather 25-Nov-2015 Stella Fox; Martin Rodman	Causes: Severe wind events, prolonged drought conditions, 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 habitats and species.	 Likelihood	12	Continue to monitor and manage site in accordance with controls stated. 16 Nov 2016	 Likelihood	6	01-Apr-2017	 No change

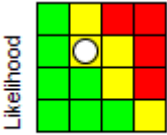
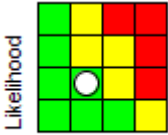

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD P&G 005 a	Plant species Increased variety of species planted in order to 'spread the risk', e.g. more drought tolerant species and those better able to cope with a range of temperatures/ rainfall levels. Captured in strategic documents e.g. CoL Tree Strategy SPD.	11 trees planted at WHP with 7 different species.	Louisa Allen; Lucy Murphy	04-Apr-2017	01-Jul-2017
OSD P&G 005 b	Emergency plan Review and update plan	Emergency plan document completed with roll out and emergency evacuation exercise scheduled in May. Reference to emergency plan in the tree Risk Assessment	Louisa Allen; Lucy Murphy	04-Apr-2017	31-May-2017
OSD P&G 005 c	Monitoring of weather warning systems Monitoring of weather warning: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings received through MET office and Resilience Forum	WHP closed during storm Doris. No trees fell but several branches. Park closed with severe weather alerts of amber and red with gust of 70mph or more.	Martin Rodman	04-Apr-2017	01-Jul-2017

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OSD P&G 007 Population Increase (residential and worker) 25-Nov-2015 Stella Fox; Martin Rodman	Causes: Pressure on planning authorities to meet housing targets and needs Event: Population increases and increased worker numbers in Square Mile creating increased pressure on green space and facilities Impact: Increase in visitor numbers causing additional pollution, ground compaction and resulting associated effects on tree and plant health. Wear and tear to sports pitches. Lack of budget to facilitate repairs.	 Likelihood Impact	12	Continuing to monitor visitor numbers. Ground renovation works undertaken spring 2016 to alleviate compaction issues and allow ground to recover the worst affected areas. 16 Nov 2016	 Likelihood Impact	6	01-Apr-2017	 No change

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OSD P&G 007 a Local authorities Local Plans and Core Strategies	Attendance at meetings and respond to consultation on the local plans to help influence the content of the document.	2016 people counters indicate 1.3 million visits, an increase of 18% since 2012/13, the last full year readings.	Louisa Allen; Lucy Murphy; Martin Rodman	04-Apr-2017	01-Jul-2017

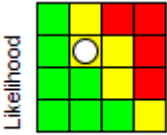
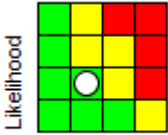

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OSD P&G 008 Major Incident resulting in prolonged 'Access Denial' 09-Jun-2016 Stella Fox; Martin Rodman	Causes: Pandemic; deliberate act of terrorism. Event: Major incident, terrorism,; evacuation of East London; aircraft crash; failure of underground services. Impact: Multiple loss of life; inability to access and manage sites; long-term damage to personnel team, sites, assets and reputation.	 Likelihood Impact	8	Local Authority Civil Contingency Plans; Parks & Gardens Emergency Plan 16 Nov 2016	 Likelihood Impact	4	01-Apr-2017	

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OSD P&G 008 a Emergency Plan	Review and update emergency plan	A review was undertaken in August 2016 and the Emergency Plan was updated accordingly. Next review due August 2017	Martin Rodman	17-Nov-2016	30-Aug-2017
OSD P&G 008 b Resilience Forum	Attendance at Resilience Forum and dissemination of learning therefrom.	Superintendent is Departmental representative.	Martin Rodman	09-Jun-2016	01-Jul-2017
OSD P&G 008 c Training	All staff trained in relevant areas, e.g. Project Griffin, Argus, and Prevent.	Training undertaken by relevant team members spring/summer 2016 and rolled out through staff meetings. Ongoing action.	Louisa Allen; Lucy Murphy; Martin Rodman	09-Jun-2016	01-Jul-2017

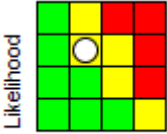
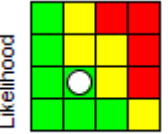

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OSD P&G 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure 25-Nov-2015 Stella Fox; Martin Rodman	Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with adequate procedures; risk assessments and safe systems of work not complied with; inadequate appropriate training; failure to implement the results of audits. Event: Staff, volunteers, contractors or licensees undertake unsafe working practices, notably working at roadside or at height in City. Impact: Injury to staff, volunteer(s), contractor(s) or member of the public. Prosecution and fine by HSE and/or Police; increased insurance premiums; harm to City's reputation.	 Likelihood Impact	6	Biennial Peer Review of Health (due Nov 2016) Contractor Protocol Introduced (April 2015). Vehicle/driver safety currently being reviewed corporately. 16 Nov 2016	 Likelihood Impact	4	31-Mar-2017	 Decreased Risk Score

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD P&G 001 a Accident Reporting	Continue to develop a good culture of reporting accidents, incidents and near misses.	Continued use of Santia reporting system is helping to achieve this culture as it is easier for staff to report any issues and for continuity of investigations and reports	Louisa Allen; Patrick Hegarty; Lucy Murphy	09-Jun-2016	01-Jul-2017
OSD P&G 001 b Contractor protocol	A contractor protocol is in place including works undertaken by City Surveyors and external contractors. Continued monitoring is required and all contractors to sign up and comply. Regular review of documentation and processes in light of investigation findings and change in legislation.	P&G contractor protocol implemented with existing contractors and rolled out to new contractors daily.	Louisa Allen; Patrick Hegarty; Lucy Murphy	04-Apr-2017	01-Jul-2017
OSD P&G 001 c Biennial review of site health and safety by peer review	Net improvement of standards of H&S following biennial validation visits.	Audit validation completed Nov 2016. Audit recommendations to be implemented over the coming months.	Patrick Hegarty	15-Nov-2016	01-Jul-2017
OSD P&G 001	Staff roles linked to essential and desirable training needs.	Training matrix in place for P&G	Louisa Allen;	04-Apr-	01-Jul-

d Training programme	Continual and annual review		Lucy Murphy	2017	2017
OSD P&G 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	Departmental Fire Policy and Fire Management plan implemented.	Martin Rodman	04-Apr-2017	01-Jul-2017

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OSD P&G 003 Finance - SBR Roadmap 25-Nov-2015 Stella Fox; Martin Rodman	<p>Causes: Lack of skills to deliver projects. Unrealistic scoping targets and deadlines. Conflicting priorities between corporate/departmental change programme and Divisional issues</p> <p>Event: Division is unable to deliver its roadmap programmes to agreed targets and timescales. Adverse workload impact on service delivery. Closure of the Nursery at WHP</p> <p>Impact: Divisional failure - Alternative savings required that may not best suit culture change nor properly support core activities. Departmental failure – Transfer of financial pressures from one area of the Department to another on a reactive basis. Ability to deliver ‘existing level of services’ declines. Negative press, reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	6	All projects are proceeding according to divisional roadmap. 16/17 savings built into Local Risk Budgets. Further non-roadmap projects identified as security against budget shortfall. 16 Nov 2016	 <p>Likelihood</p> <p>Impact</p>	4	31-Mar-2018	 No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD P&G 003 a Financial management and project planning	Deliver the Programmes and projects that will help achieve SBR savings	Nursery options report produced. Gateway 3 report to be taken to committee in May	Martin Rodman	04-Apr-2017	31-Mar-2018

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OSD P&G 006 Public Behaviour 25-Nov-2015 Stella Fox; Martin Rodman	Causes: Crime, irresponsible dog owners, rough sleepers, user conflict, trespass, alcohol. Event: litter, dog fouling, dog attacks, public incursions, anti-social behaviour Impact: Reputational damage, injury to visitors, insurance claims, rise in crime rates. Increase in costs of managing public behaviour	 Likelihood Impact	6	Regular liaison with police and other bodies to assist with incidents in the area e.g. vandalism, burglaries in local areas and break ins at residential and operational properties on site. 16 Nov 2016	 Likelihood Impact	4	01-Apr-2017	 Decreased Risk Score

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date		
OSD P&G 006 b	Develop stronger links and become a trusted partner with LBN. New relationships with officers in local authorities need developing	'Park Guard' patrols Bunhill Fields. Working with met police, schools liaison and and SNT's over recent park issues.	Louisa Allen; Lucy Murphy	15-Nov-2016	01-Jul-2017		
OSD P&G 006 c	Controlling dogs through Dog Control Orders	Dog Control Orders / PSPO's in place where required. Potential for further submissions where and when required	'Park guard' patrols Bunhill Fields	Louisa Allen; Lucy Murphy	15-Nov-2016	01-Jul-2017	
OSd P&G 006 d	Approach to Anti-social behaviour	Ensure multi-disciplinary approach in place	Ongoing	Louisa Allen; Lucy Murphy	15-Nov-2016	01-Jul-2017	
OSD WHP 001	Conflict Management Training	-- enter action details here --	This action is a repetition of P&G 006 a	NLOS delivered a series of training courses in how to manage conflict completed in February 2016 and refresher planned for early 2017		16-Nov-2016	30-Nov-2016

