

OSD Keats House

Report Author: Esther Sumner

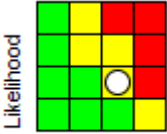
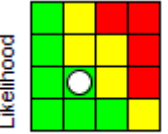

Generated on: 19 April 2017



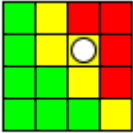
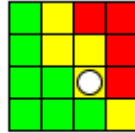

Rows are sorted by Department Code

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 KH 001 Health and Safety of staff, volunteers, visitors and contractors 07-Apr-2017 Bob Warnock	Cause: Poor understanding and/or delivery of H&S policies and procedures; inadequate training; failure to implement results of divisional H&S audits; security; anti-social behaviour; dealing with members of the public Event: staff, volunteer or contract undertakes unsafe working practice Impact: Death or injury of staff, contract, member of public or volunteer	 Likelihood Impact	8	Keats House now integrated into Open Spaces. Staff will be included within Open Spaces H&S procedures and supported by the broader management team. 07 Apr 2017	 Likelihood Impact	4	31-Oct-2017	

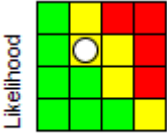
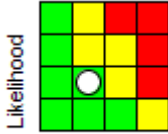

Action no, Action owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD KH 001 a	Keats House staff to be invited to attend divisional H&S meetings	The H & S lead for NLOS sends invites to key staff inviting them to Divisional H & S meetings.	Bob Warnock	18-Apr-2017	31-Mar-2018

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 KH 002 Theft or damage to Keats House or its contents 07-Apr-2017 Richard Gentry	Cause: Theft by people visiting the museum during opening hours, or a break in when the museum is closed; deliberate or accidental damage to items during museum opening or events. Event: City of London are unable to open the property to the public to show items of interest due to theft of item or damage caused in effecting theft and necessity to carry out repair, or install new collection Impact: Loss of or damage to heritage collection items; loss of equipment or personal belongings; reputational damage	 Impact	8	Keats House has security procedures in place, including: shutters on ground floor windows, CCTV, monitored intruder alarm 19 Apr 2017	 Impact	4	31-Mar-2018	

Action no, Action owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD KH 002a	KH to ensure CSD feature the regular maintenance and upkeep of effective security system in the CWP.	This is ongoing		19-Apr-2017	31-Mar-2018

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OSD KH 003 Insufficient maintenance 07-Apr-2017 Richard Gentry	Cause: Building deteriorates due to insufficient maintenance Event: City of London required to carry out maintenance on property which may cause inconvenience to visitors, including closure of building for extended periods. Impact: Reputational damage, poor visitor experience, poor working conditions, long-term survival of the heritage asset compromised, damage to collection due to poor environmental conditions (e.g. in case of heating failure)	Likelihood  Impact	12	Keats House has moved under the auspices of the Hampstead Heath property team. Considerable work has been done to get the CWP programme up to date and to address longstanding maintenance issues. 19 Apr 2017	Likelihood  Impact	8	31-Mar-2018	

Action no, Action owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD KH 003a	KH to continue developing relationship with CSD and attend, when necessary, client liaison meetings.	This is ongoing		19-Apr-2017	31-Mar-2018

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OSD KH 004 Loss of staff expertise 07-Apr-2017	Cause: Staff move on to new roles Event: Keats House staff not experienced in collection, unable to offer positive visitor experience. Impact: Loss of expertise; recruitment and training costs; short-staffing leading to operational issues	 Likelihood Impact	6	Keats House has already recruited a pool of casual staff to assist with covering staff absence. 19 Apr 2017	 Likelihood Impact	4	31-Mar-2018	

Action no, Action owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD HK 004a	All interpretation staff to be familiarised with the collection to ensure retention of collections-related knowledge	This is ongoing		19-Apr-2017	31-Mar-2018
OSD KH 004b	Improved collections management system to be purchased	This is an action for next year		19-Apr-2017	31-Mar-2019