

Appendix 3 – The Commons Risk Register

OSD The Commons Detailed Risk Register

Report Author: Martin Falder

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Rows are sorted by Risk Score

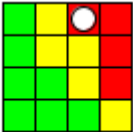
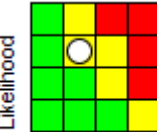

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 011 Riddlesdown Quarry (Proposed Risk) 30-Jan-2020	<p>Causes: Natural wear to rock face in the quarry as a result of erosion and land movements. Additionally, development beneath the rock face.</p> <p>Event: Structural failure of landscape feature. Collapse or rock fall from quarry cliff face through natural events and management operations.</p> <p>Impact: Continuing deterioration of landscape feature; reputational damage; injury or death to person.</p>	<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Likelihood</div> </div> <div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Impact</div> </div>	24	<p>Proposed new risk due to recent major rock fall into car park beneath the quarry cliff face. Rock fall did not lead to any injuries or damage, but if it occurs while people are present there is significant risk of death or serious injury.</p> <p>Details of work carried out to mitigate this risk can be found in the actions section below.</p> <p>10 Jun 2020</p>	<div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Likelihood</div> </div> <div style="display: flex;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold;">Impact</div> </div>	4	30-Oct-2020	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 011 a	Consultant to produce an action plan once analysis has	Material samples analysed and further analysis commissioned. Once reason for failure is	Allan	10-Jun-	30-Oct-

Appendix 3 – The Commons Risk Register

	been completed and options for future management of risk and stabilisation.	<p>established a plan can be developed to resolve the issue. Likely to be of significant financial cost.</p> <p>Consultants (Campbell Reith) have carried out physical examination using rope access- report due on 20th June</p> <p>Report will include an assessment of current risk and recommendations for future management and stabilisation</p> <p>Risk rating assessed to take account of actions already taken which include introduction of a no parking zone in the location at the foot of the cliff face.</p>	Cameron	2020	2020
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Appendix 3 – The Commons Risk Register




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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 Impact	Current score remains the same. OPM continues to be evident on Ashtead Common. A programme of nest removal is underway. This risk reflects departmental pest & disease risks, in that we expect it to be reviewed six-monthly; this risk is expected to be at Red in spring and reduced to Amber by winter. 18 Jun 2020	 Likelihood	6 Impact	01-Dec-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 004 a	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. Needs also reviews at 6 monthly divisional H&S meetings.	Allan Cameron; Martin Hartup; Hadya Robson; Andy Thwaites	18-Jun-2020	31-Mar-2022
OSD TC 004 b	Annual tree inspections undertaken through qualified personnel	Ongoing. Inspections continue on a schedule basis or if-and-when the need arises.	Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun-2020	31-Mar-2022
OSD TC 004 c	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing.	Allan Cameron;	18-Jun-2020	31-Mar-2022

Appendix 3 – The Commons Risk Register

			Martin Hartup; Andy Thwaites		
OSD TC 004 d	Measures in place for staff, volunteers and contractors including public messages	Ongoing. Tick / lyme disease information cards produced for volunteers / contractors / visitors to Ashted Common.	Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun-2020	31-Mar-2022
OSD TC 004 e	Review of Tree Safety Policy tri-annually	Reviewed at Divisional health & safety meeting.	Allan Cameron; Martin Hartup; Andy Thwaites	10-Jun-2020	29-Oct-2020

Appendix 3 – The Commons Risk Register

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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	12	Moratorium on recruitment caused some issues. Additionally, COVID-19 related pressure on staff has had an impact on non-essential H&S work. Critical work has been maintained. We aimed to maintain this risk at the level reported last year (amber, 8), but these issues have resulted in a risk increase. We aim to reduce the risk back to its previous level by the end of the year. 22 Jun 2020	 Likelihood Impact	8	31-Mar-2021	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 001 a	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. Attendance and reporting at quarterly departmental health and safety meetings. This has been maintained over the past year, although pressure on staff has increased due to current situation.			Allan Cameron; Martin Hartup; Andy Thwaites	22-Jun-2020	31-Mar-2021
OSD TC 001 b	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,	Ongoing item.			Allan Cameron; Martin Hartup; Andy	18-Jun-2020	31-Mar-2021

Appendix 3 – The Commons Risk Register

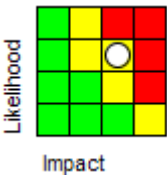
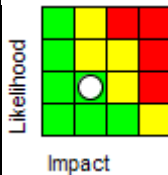

	staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used.		Thwaites		
OSD TC 001 c	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to date. Ongoing	Ongoing item.	Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun- 2020	31-Mar- 2021

Appendix 3 – The Commons Risk Register

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OSD TC 002 Local Planning Issues 09-Jun-2015 Andy Barnard	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 Event: Large housing or other developments on land affecting the Open Spaces. 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.	 Likelihood Impact	12	Ongoing - 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. We accept the risk at the current level. 18 Jun 2020	 Likelihood Impact	12	31-Mar-2021	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 002 a	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	18-Jun-2020	31-Mar-2021
OSD TC 002 b	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	18-Jun-2020	31-Mar-2021

Appendix 3 – The Commons Risk Register

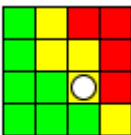
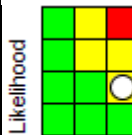

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OSD TC 012 Farthing Downs Cattle Grid (Proposed Risk) 30-Jan-2020	Causes: A cattle grid within Farthing Downs is at risk of failing. Traffic movements, weather events, natural environment mean it is at the end of its lifespan. Event: Structural failure of asset leading to a major accident. Impact: Continuing deterioration of features; reputational damage; catastrophic injury or death.	 Likelihood Impact	12	Cattle grid on public highway has a high chance of failing imminently, resulting in an accident. Ownership, responsibility for maintenance procedures to be established. 10 Jun 2020	 Likelihood Impact	4	01-Apr-2021	 Decreasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 012 a	Develop an action plan once ownership has been established.	<p>Engineer attended via City Surveyor's property service desk and carried out minor repairs to visible defects. However, this does not resolve the underlying problem of metal fatigue / structural integrity which remains a concern.</p> <p>Ownership remains unclear</p> <p>11th Feb 2020 Issue raised at Client Liaison Meeting on 11th Feb- action for PFM to contact Croydon Council.</p> <p>28th April- no contact has been made with Croydon Council.</p> <p>29th April – Allan Cameron contacts Croydon to ascertain status of highway – response identifies road has been adopted and maintained at public expense. - information shared with Surveyors Department.</p> <p>14th May – AC contacts surveyors department for an update- no update, surveyor suggests AC contacts Croydon again to find out if they have records for the installation / responsibility for cattle grids</p> <p>14th May- AC contacts Croydon Council again</p>	Allan Cameron	22-Jun-2020	22-Jan-2021

Appendix 3 – The Commons Risk Register

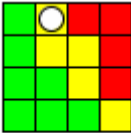
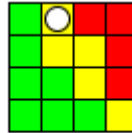

		<p>22nd May – AC receives response from Croydon stating they are unable to locate any records or documents relating to ownership or maintenance of cattle grids.</p> <p>26th May – AC contacts Surveyors department to update on latest information</p> <p>28th May – licence agreement between Croydon Council and City of London (1993)</p> <p>Clearly states that the responsibility for maintenance rests with CofL</p> <p>10th June- Meeting with PFM to progress discussions relating to inclusion on asset list and CWP</p>			
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Appendix 3 – The Commons Risk Register

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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	8	Work on site continues to mitigate the impact of extreme weather events, although this will be monitored over the summer. We accept this at the current level of risk. 22 Jun 2020	 Likelihood	8	01-Mar-2021	 Constant

Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TC 005 a	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 is currently being revised by staff, on schedule.		Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun-2020	01-Sep-2020
OSD TC 005 b	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.		Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun-2020	01-Mar-2021
OSd TC 005 c	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue continues. Work on carbon sequestration is being progressed.		Allan Cameron; Martin Hartup; Andy Thwaites	18-Jun-2020	01-Mar-2021

Appendix 3 – The Commons Risk Register

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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	8	Forms are being drafted at present. Grant funding has been secured for Burnham Beeches, but not the other two sites. Risk remains at target level, but will be monitored. 18 Jun 2020	 Likelihood	8	01-Mar-2021	 Constant

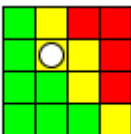
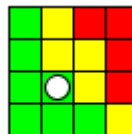

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 007 a	Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures	Grant funding secured. Budget changes and political items being monitored.			Allan Cameron; Martin Hartup; Andy Thwaites	22-Jun-2020	30-Mar-2021

Appendix 3 – The Commons Risk Register

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OSD TC 009 Glider operations – Kenley Airfield (Proposed for Removal) 18-Nov-2016 Andy Barnard	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	Risk to be closed down as work is complete. 30 Jan 2020	 Likelihood	6	31-Oct-2019	 Constant

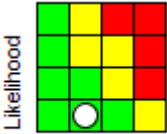
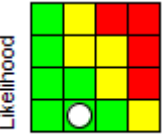

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 009 b	Staff to note if safe operating procedures are in place and are being observed.	Ongoing.			Andy Barnard	24-Jun-2019	31-Mar-2020

Appendix 3 – The Commons Risk Register

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OSD TC 010 Kenley Revival Project – Conservation Works 16-Apr-2019 Andy Barnard	Causes: Substandard works; materials failure; poor works specification, contract administration or workmanship. Event: Structural failure of conserved assets. Impact: Continuing deterioration of at risk heritage features; reputational damage; injury to person.	 Likelihood Impact	6	Analysis of structural report is still being undertaken by consultants. Expected to complete within six months. Contractual issues have delayed remedial works. Target remains the same but due date moved to March 2021. 18 Jun 2020	 Likelihood Impact	4	01-Mar-2021	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 010 a	Develop and implement an action plan once analysis has been completed.	As per main update.			Andy Barnard	18-Jun-2020	01-Mar-2021

Appendix 3 – The Commons Risk Register

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OSD TC 006 Pond Embankments, Burnham Beeches 10-Jun-2015 Andy Barnard	Causes: Erosion, inadequate design quality, lack of maintenance, leaks Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.	 Likelihood	2	Leak has been identified and fixed on one of the pond embankments, reducing this risk to score 2. We will continue to report on this risk even as it remains at low level, as it has potential to escalate again. 18 Jun 2020	 Likelihood	2	01-Mar-2021	 Decreasing

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 006 a	Project development work on pond embankments.	Project at The Commons remains a goal for the future. This does not fit the criteria for Corporate capital funding bids. Ongoing action to mitigate risk, to be updated as project moves forward.			Martin Hartup	22-Jun-2020	31-Dec-2022
OSD TC 006 b	Ongoing monitoring and inspection works.	All water bodies are actively monitored by relevant authorities within the City to ensure they comply with legislation.			Martin Hartup	18-Jun-2020	31-Mar-2021