

## Appendix 3 – The Commons Risk Register

### OSD The Commons Detailed Risk Register

Report Author: Martin Falder

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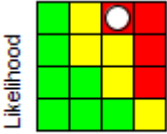
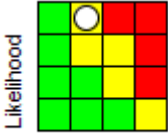

Rows are sorted by Risk Score

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/Risk Approach	Current Risk score change indicator
<b>OSD TC 004 Tree Diseases and Other Pests</b>  10-Jun-2015 Andy Barnard	<b>Causes:</b> 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 <b>Event:</b> Sites become infected by animal, plant or tree diseases <b>Impact:</b> 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.		<b>16</b>	This risk remains seasonal; it increases to red during summer to reflect OPM, and then reduces to Amber in winter. Winter target score has increased slightly to recognise ongoing OPM risk during the winter. OPM is now on Stoke Common. Other pests and diseases are reflected below.  Ash die-back: Local tree safety inspections would consider this a low risk locally due to active zoning and targeted work. There are ongoing biosecurity concerns, however.  <b>23 Jun 2021</b>		<b>12</b>	01-Dec-2021	
							Reduce	

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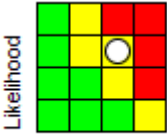
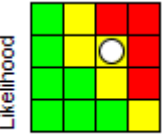

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 004 a	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention.	Ongoing. Training needs reviewed at regular team meetings, and proactively promoted via HSIG and other corporate boards.  Needs also reviews at 6 monthly divisional H&S meetings.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	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	23-Jun-2021	31-Mar-2022
OSD TC 004 c	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	31-Mar-2022
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 Ashtead Common.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	31-Mar-2022
OSD TC 004 e	Review of divisional tree Safety Policy tri-annually and local site policy annually.	Divisional policy reviewed every three years. Next due in July 2021. Local site policy review annually (July 2021).	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	01-Aug-2021
OSD TC 004 f	Actions for the management of OPM at Stoke Common.	OPM management plan developed and implemented for Stoke Common in summer 2021 in line with Natural England advice / restriction and Forestry Commission requirements - survey and nest removal undertaken as required - ongoing.	Martin Hartup	23-Jun-2021	31-Mar-2022

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OSD TC 007 Rural Payment Agency Grants  10-Jun-2015 Andy Barnard	<p><b>Causes:</b> Amendments to EU ‘Common Agriculture Policy’ legislation/UK interpretation.</p> <p><b>Event:</b> Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services across the Division.</p> <p><b>Impact:</b> 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.</p>	 <p>Likelihood</p> <p>Impact</p>	16	<p>Form submission is in process for some sites. Application process is ongoing. Further update in actions below.</p> <p>RPA is reassessing agreed grant. There is the potential to reduce it by 75% which would cause a significant funding gap. We are exploring options in this area, but the risk has risen to Red, 16 to reflect the significant financial impact this could cause.</p> <p><b>24 Jun 2021</b></p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Mar-2022	 Increasing
							Reduce	

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	Currently drafting Countryside Stewardship grant applications for Ashted Common and West Wickham & Coulsdon Commons. This leaves a funding vacuum of 12 months.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	30-Mar-2022
OSD TC 007 c	Seek clarity/advice from RPA/Natural England (NE) and agree any possible mitigation to limit the negative impacts of proposed changes in payments, for the existing Countryside Stewardship Scheme (CSS) agreement, for Burnham Beeches and Stoke Common (BBSC).	A 10 year CSS grant funding agreement was secured for BBSC in 2019/20 – however in 2021 the RPA has revised guidance criteria on one grant item - BE6, payments relating to old/veteran tree works. These changes could result in a reduction in annual grant payments to BBSC of around 75% for the next 8 years. This would result in serious and ongoing funding gap of around £40k/year. Negotiations to try and resolve /mitigate this position are in progress with Natural England and the RPA, however it is uncertain that the negotiations will fully achieve the highlighted shortfall, if at all.	Martin Hartup	24-Jun-2021	31-Mar-2022

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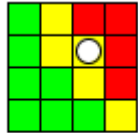
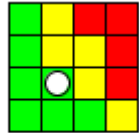

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
OSD TC 002 <b>Local Planning Issues</b>  09-Jun-2015 Andy Barnard	<p><b>Causes:</b> 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><b>Event:</b> Large housing or other developments on land affecting the Open Spaces.</p> <p><b>Impact:</b> 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>	 <p>Likelihood</p> <p>Impact</p>	12	<p>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, but staff are under significant pressure and there may be issues with staff resource in future. In the future this risk may increase again as volume increases / capacity reduces.</p> <p>We accept the risk at the current level.</p>	 <p>Likelihood</p> <p>Impact</p>	12	31-Mar-2022	  Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 002 a	<p>Inclusion in core strategy planning documents or equivalent.</p> <p>Close partnership working with local planning authorities</p> <p>Active monitoring of planning applications with responses as appropriate</p> <p>All ongoing and/or as and when</p>	<p>Monitoring activity continues. Ongoing action. Mitigation strategy with Bucks council completed and projects within in underway. Plan / mitigation strategy still a work in progress with Slough BC. Watching brief with other local authorities.</p>	Helen Read	23-Jun-2021	31-Mar-2022
OSD TC 002 b	<p>Active monitoring of pollution where possible</p> <p>Active monitoring of environmental impacts - where possible</p> <p>Undertake research - where appropriate and where</p>	<p>Planning for implementation of section 106 funded project on air quality work.</p>	Helen Read	23-Jun-2021	31-Mar-2022

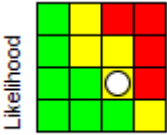
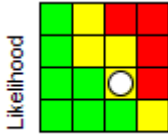
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	resources allow Ongoing and/or as and when.				
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<p><b>OSD TC 012 Farthing Downs Cattle Grid</b></p> <p>30-Jan-2020</p>	<p><b>Causes:</b> A cattle grid within Farthing Downs is at risk of failing. Traffic movements, weather events, natural environment mean it is at the end of its lifespan.</p> <p><b>Event:</b> Structural failure of asset leading to a major accident.</p> <p><b>Impact:</b> Continuing deterioration of features; reputational damage; catastrophic injury or death.</p>	<p>Likelihood</p>  <p>Impact</p>	<p><b>12</b></p>	<p>Risk remains, but will now be managed by the City Surveyors Department under their 20-year CWP.</p> <p>Risk proposed for removal from The Commons risk register.</p> <p><b>23 Jun 2021</b></p>	<p>Likelihood</p>  <p>Impact</p>	<p><b>4</b></p>	<p>01-Apr-2021</p>	<p></p> <p>Constant</p>

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OSD TC 001 <b>Health and Safety Failure</b>  09-Jun-2015 Andy Barnard	<b>Causes:</b> 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 <b>Event:</b> Staff, volunteers or contractors undertake unsafe working practices <b>Impact:</b> Injury or death of staff, contractor , volunteer or member of the public	 Likelihood Impact	8	This risk has reduced from a 12 as systems are now in place for the management of COVID-related pressures, which have reduced significantly since this time last year.  Nonetheless, staffing issues remain and if these are not tackled in the coming year there is a risk that this will increase to 12 again.  <b>23 Jun 2021</b>	 Likelihood Impact	8	31-Mar-2022	↓
							Reduce	

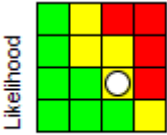
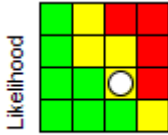
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OSD TC 001 a	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing	This is an ongoing action.  Review of H & S 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	23-Jun-2021	31-Mar-2022
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, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes	Ongoing item.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	31-Mar-2022

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	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.				
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	23-Jun-2021	31-Mar-2022

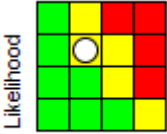
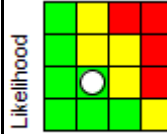



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OSD TC 005 <b>Climate and Weather</b>  10-Jun-2015 Andy Barnard	<p><b>Causes:</b> Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced</p> <p><b>Event:</b> Severe weather/climate impacts at one or more sites</p> <p><b>Impact:</b> 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.</p>	 <p>Likelihood</p>	8	<p>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.</p> <p><b>23 Jun 2021</b></p>	 <p>Likelihood</p>	8	31-Mar-2022	Constant
							Reduce	

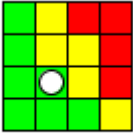
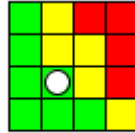

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 005 a	Review and update plan bi-annually. Habitat fire management and monitoring policies and plans in place and link to staff training and local emergency services	Site maps currently under construction in collaboration with local fire services.	Allan Cameron; Martin Hartup; Andy Thwaites	23-Jun-2021	31-Mar-2022
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	23-Jun-2021	31-Mar-2022
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	23-Jun-2021	31-Mar-2022

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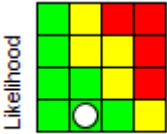
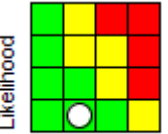
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<b>OSD TC 010 Kenley Revival Project – Conservation Works</b> 16-Apr-2019 Andy Barnard	<b>Causes:</b> Substandard works; materials failure; poor works specification, contract administration or workmanship. <b>Event:</b> Structural failure of conserved assets. <b>Impact:</b> Continuing deterioration of at risk heritage features; reputational damage; injury to person.	 Likelihood	<b>6</b>	Rectification schedule produced, agreed, and funded. Work due to commence during summer / autumn 2021. Project is extended to March 2022 to reflect new timeline.  <b>23 Jun 2021</b>	 Likelihood	<b>4</b>	01-Mar-2022	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TC 010 a	Rectification schedule to be implemented.	As per main update.			Andy Barnard	23-Jun-2021	01-Mar-2022

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<b>OSD TC 011 Riddlesdown Quarry</b> 30-Jan-2020	<p><b>Causes:</b> Natural wear to rock face in the quarry as a result of erosion and land movements. Additionally, development beneath the rock face.</p> <p><b>Event:</b> Structural failure of landscape feature. Collapse or rock fall from quarry cliff face through natural events and management operations.</p> <p><b>Impact:</b> Continuing deterioration of landscape feature; reputational damage; injury or death to person.</p>	 <p>Likelihood</p> <p>Impact</p>	4	Target achieved. Work has been completed and risk is proposed for closure. <b>23 Jun 2021</b>	 <p>Likelihood</p> <p>Impact</p>	4	30-Oct-2020	 Decreasing

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<b>OSD TC 006 Pond Embankments, Burnham Beeches</b>  10-Jun-2015 Andy Barnard	<b>Causes:</b> Erosion, inadequate design quality, lack of maintenance, leaks <b>Event:</b> Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse <b>Impact:</b> Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.	 Likelihood Impact	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.  <b>23 Jun 2021</b>	 Likelihood Impact	2	31-Mar-2022	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 006 a	Project development work on pond embankments.	Investigation works undertaken October 202 - March 2021. Leak and outflow repair plans to be drawn up by DBE officers and costings obtained to allow fundraising options to be explored.	Martin Hartup	23-Jun-2021	31-Dec-2022
OSD TC 006 b	Ongoing monitoring and inspection works.	All water bodies are now actively monitored by local team in line with annual H&S work programmes.	Martin Hartup	23-Jun-2021	31-Mar-2022