

Appendix 3 – Parks & Gardens Risk Register

OSD Parks and Gardens (WHP & CG) Risk Register

Report Author: Martin Falder

Generated on: 25 June 2021



Rows are sorted by Risk Score

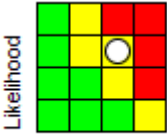
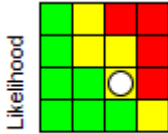
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
OSD P&G 002 Maintenance of buildings, memorials, play areas and equipment 25-Nov-2015 Stella Fox;	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	16	Lack of investment in building & infrastructure maintenance over the past few years has greatly increased bow wave issues and potential for major failures in the future. The risk has risen to Red as a result. Target score has risen to Red in order to reflect that we do not currently have a path to remediation on these issues. WHP: Nursery site surveys are being undertaken including, asbestos, remediation, topographical and utilities for disposal options. P&G: A new process for inspections and monitoring will be implemented in the next few months.	 Likelihood Impact	16	31-Mar-2022	 Increasing
							Reduce	

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Martin Rodman						
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 002 a	Schedule of statutory checks and visits held and carried out by CSD or delegated to site	On site reactive work on operational buildings continuing to be monitored and issues fed back at Client Liaison meetings.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 002 b	Joint inspection of all buildings including residential by site and CSD to capture maintenance needs. Required annually	Lodge defects reported and rectified as breakdown but no formal inspection due to Covid. Planned for Autumn.	Martin Rodman; Jake Tibbets	23-Jun-2021	30-Nov-2021
OSD P&G 002 c	20 year programme of investment and maintenance of all built assets. Review annually.	AWP reviewed quarterly at the P&G client Liaison Meeting. Ongoing action.	Martin Rodman	23-Jun-2021	31-Mar-2022
OSD P&G 002 f	Development of detailed design and implementation of the new playground project at West Ham Park.	Still aiming for start in Autumn 2021 with completion spring 2022 to help reduce risk and future maintenance liability.	Martin Rodman	23-Jun-2021	31-Mar-2022

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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>As per the departmental risk register, we expect this risk to be higher in spring and lower in winter. This risk is to be reviewed six-monthly.</p> <p>We may need to increase risk levels as Caterpillars are likely to be active from March onwards so will continue to monitor.</p> <p>In addition, tree assessor has recommended strategic tree removal programme in order to reduce future risk from massaria and minimise unnecessary expenditure.</p> <p>23 Jun 2021</p>	 <p>Likelihood</p> <p>Impact</p>	8	01-Nov-2021	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 004 a	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention.	Provision of staff training is continuing. Info on training shared through HSI, Equalities Board, SLT, and other avenues. OPM identification and management training was planned for spring 2020, but has been delayed due to COVID restrictions. We aim to restart as soon as guidance allows. Online training is taking place.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 004 b	Annual tree inspections undertaken through qualified personnel through framework contract	Tree inspections for Summer 2020 and Spring 2021 completed and resultant works being carried out. Annual programme is in place for cyclical inspections and is being met.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 004 d	Maintain relationships with industry bodies and neighbouring local authorities to ensure free flow of information.	Relationships with industry bodies and neighbouring local authorities continue to be maintained.	Martin Rodman; Jake	23-Jun-2021	31-Mar-2022

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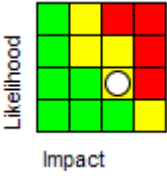
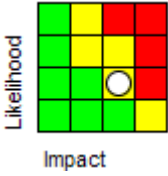

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OSD P&G 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure 25-Nov-2015 Stella Fox; Martin Rodman	Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with 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	8	Priority has been review of RA and SSOW in light of COVID and changing government guidance. Work on Health and Safety statement for City Gardens has been completed and has been shared with WHP. 23 Jun 2021	 Likelihood Impact	8	31-Mar-2022	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 001 a	Continue to develop a good culture of reporting accidents, incidents and near misses.	Officers are continuing to report accidents and near misses. Accidents are subject to investigation and review by the Health & Safety Improvement Group.	Patrick Hegarty; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 001 b	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 as required. Regular progress meetings with CSD and contractor for larger projects. P&G team are reviewing new corporate guidance to see if we need to update our local guidance.	Patrick Hegarty; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 001 c	Net improvement of standards of H&S following regular validation visits.	Undertook desk based Audit in 2020 due to COVID restrictions. 2021 review due in October / November.	Patrick Hegarty	23-Jun-2021	30-Nov-2021
OSD P&G 001 d	Staff roles linked to essential and desirable training needs. Continual and annual review	Training programme is regularly reviewed. First Aid training is currently a focus for City Gardens team, although this is delayed due to COVID-19. We are investigating corporate options for this training as programme begins to restart. First Aid certification has been extended in light of this.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 001	Clear role and responsibilities set out in documentation	COVID risks assessments for staff duties and workplaces to ensure that they are COVID safe.	Martin	23-Jun-	31-Mar-

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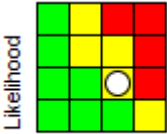
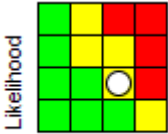

e	<p>and reinforced by training. Structure of H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action</p>	<p>Messaging to public re-government guidance to help prevent the spread of the disease. Review of all RA concerning the public use of facilities including sports and use of building undertaken.</p> <p>One to one conversations are being had to ascertain people's work preferences and plans to return to offices. Programme of reopening offices has started.</p>	Rodman	2021	2022
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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.		8	Impact of lockdown on sites has led to a huge increase in visitor numbers at WHP, and a marked decrease in City Gardens daytime user population. This risk has been reassessed to better reflect current population and visitor numbers at both sites. Current score has been reduced to Amber, 8, and target score has also been changed to Amber, 8, as we currently accept this level of risk. However, if there are future lockdowns or planning issues related to population increase, we will again raise this risk up to Amber, 12, or above as appropriate. 23 Jun 2021		8	31-Mar-2022	 Decreasing
							Reduce	

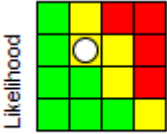
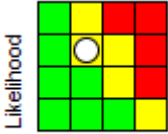
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 007 a	Attendance at meetings and respond to consultation on the local plans to help influence the content of the document.	Relationship with planning colleagues in the city continues. City Gardens have been actively involved in the consultation process of the local plan.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 007 b	Maintain a close partnership with planning authorities including (but not limited to) Newham, Islington, Camden, and Tower Hamlets.	Ongoing risk action based on responding appropriately to relevant planning issues.	Martin Rodman	23-Jun-2021	31-Mar-2022

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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	Risk has been reduced to normal levels as lockdown restrictions have eased with regards to our sites. We will continue to monitor changes to lockdown levels and manage resources accordingly. 23 Jun 2021	 Likelihood Impact	8	31-Mar-2022	 Decreasing
							Reduce	

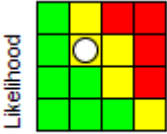
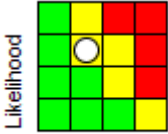

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 008 a	Review and update emergency plan	Emergency plan has been put into active use throughout the Coronavirus pandemic. Schedule a review of document in 2021 following its use.	Martin Rodman	23-Jun-2021	01-Nov-2021
OSD P&G 008 b	Attendance at Resilience Forum and dissemination of learning therefrom. Attendance at Public Realm Security Advisory Board bi-monthly	Superintendent is Departmental representative. Actions and implications are fed back to team and wider department, helping inform decision-making and awareness.	Martin Rodman	23-Jun-2021	31-Mar-2022
OSD P&G 008 c	All staff trained in relevant areas, e.g. Project Griffin, Argus, and Prevent.	City Gardens staff attended terrorism awareness training. On agenda at divisional H&S meeting. Corporate e-learning on ACT has been rolled out to all staff.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022

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OSD P&G 005 Climate and Weather 25-Nov-2015 Stella Fox; Martin Rodman	<p>Causes: Severe wind events, prolonged drought conditions, prolonged precipitation or restricted precipitation. May be climate change influenced</p> <p>Event: Severe weather/climate impacts at one or more sites</p> <p>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.</p>	 <p>Likelihood</p> <p>Impact</p>	6	<p>Extreme Weather Policy was rolled out in January 2020 and has used several times due to recent storms. This improves our ability to reduce risk by closing sites before extreme weather events occur.</p> <p>The risk remains at previous downgraded level (Amber, 6) as we have maintained a steady position on this risk. We accept the current level of risk.</p> <p>23 Jun 2021</p>	 <p>Likelihood</p> <p>Impact</p>	6	31-Mar-2022	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 005 a	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.	P&G are actively working with the Climate Action Strategy Group to research and develop a plant species list.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 005 c	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	Extreme weather policy with procedures in place to close the park when there are severe alerts of amber and red with gust of 45mph or more. An action log of these decisions is held to monitor patterns. Ongoing action.	Martin Rodman	23-Jun-2021	31-Mar-2022

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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	Since the changes to lockdown restrictions, public behaviour has noticeably improved on our sites. However, return of public to the square mile has had an impact on the City Gardens sites (which were previously less affected) and there has been an increase in antisocial behaviour around the St Paul's area. Police are actively managing this issue at present. Nonetheless, we have reduced this risk to Amber, 6, as the most significant issues have receded. We will continue to monitor and escalate as necessary. We accept the current level of risk. 23 Jun 2021	 Likelihood Impact	6	31-Mar-2022	 Decreasing
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD P&G 006 b	Develop stronger links and become a trusted partner with LBN. Develop relationships with officers in local authorities.	Continuing to work with met police, schools liaison and SNT's throughout second lockdown period. West Ham Park and City Gardens are very busy and may increase as weather improves.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022
OSD P&G 006 c	Dog Control Orders / PSPO's in place where required. Potential for further submissions where and when required	DCOs are in place at WHP but not available within CG. Antisocial behaviour involving dogs is managed in City Gardens using Park Guard to monitor and enforce at key City problem sites. We are doing a review of signage to ensure information is available to the public, and are informing police where there have been significant issues.	Martin Rodman; Jake Tibbets	23-Jun-2021	31-Mar-2022

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		Increase in dog ownership during lockdown is having an affect on sites.			
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