

ENV NE Keats House

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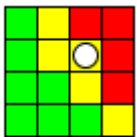
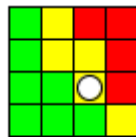
Rows are sorted by Risk Score

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	Flight path
ENV-NE-KH 003 Insufficient maintenance 07-Apr-2017 Rob Shakespeare	<p>Cause: Building deteriorates due to insufficient maintenance.</p> <p>Event: City of London required to carry out maintenance on property which may cause inconvenience to visitors, including closure of building for extended periods.</p> <p>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).</p>	Likelihood Impact	12	CWP budgets have reduced across the department, and maintenance works are currently outstanding for both Keats House and Ten Keats Grove. The risk score has been raised from Amber 8 to Amber 12 to reflect an increased likelihood of the risk occurring because Ten Keats Grove is currently affected by a number of maintenance issues. The risk will be maintained at Amber 12 pending completion of the works programme scheduled for 2022/23. We are actively working with the City Surveyor's Department to reduce this risk. 02 Nov 2022	Likelihood Impact	8	31-Mar-2023 Reduce	

Appendix 2



Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 003a Relationship management	Keats House to continue developing relationship with City Surveyor's Department (CSD) and attend, when necessary, client liaison meetings.	A representative from Keats House is invited to, and attends, divisional client liaison and specific project meetings as required. The Principal Curator is liaising with the City Surveyor's Project Team to schedule urgent maintenance works for 2022/23	Rob Shakespeare	02-Nov-2022	31-Mar-2023

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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	Flight path
ENV-NE-KH 006 Delivery of major projects 27-Jul-2022 Rob Shakespeare	Cause: Lack of staff capacity and relationships to deliver major projects beyond the scope of the Keats House team's expertise. Event: Priority projects unable to progress. Effect: Reduced outcomes for Keats House and the CoL.	 Likelihood	12	A number of major projects are currently stalled due to reduction in team capacity across departments, including the City Surveyor's and IT Departments. Major priorities have been identified for progression in 2022/23: Access improvements to Keats House grounds; and implementation of the recently procured Collections Management System. 02 Nov 2022	 Likelihood	8	31-Mar-2024	
							Reduce	

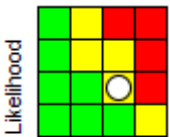

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 006a Liaison with City Surveyor's Department	Maintain ongoing liaison with the City Surveyor's Department.	Working with City Surveyor's Department to establish revised costs and schedule works once budgets have been approved.	Rob Shakespeare	02-Nov-2022	31-Mar-2023

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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	Flight path
ENV-NE-KH 001 Health and Safety 07-Apr-2017 Rob Shakespeare	<p>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.</p> <p>Event: Staff, volunteer or contractor undertakes unsafe working practice.</p> <p>Impact: Death or injury of staff, contractor, member of public or volunteer.</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>Understanding of health and safety has been strengthened through: regular item for discussion at team meetings; adoption of high level and bespoke risk assessments produced for property and specific activities/events; representative attends service area Health & Safety meetings as appropriate.</p> <p>Fire risk audits for Keats House and Ten Keats Grove have been completed and are being acted upon in liaison with City Surveyors to the required deadlines. Projects to replace the fire monitoring systems for both buildings are in process but the likelihood of the risk occurring has been raised from 'rare' to 'unlikely' pending their completion.</p> <p>02 Nov 2022</p>	 <p>Likelihood</p> <p>Impact</p>	4	31-Mar-2023	
							Reduce	

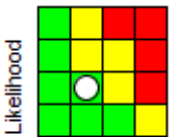

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ENV-NE-KH 001a Participation in H&S meetings	Keats House staff attend Health and Safety meetings as appropriate.	A representative of Keats House attends North London Open Spaces Management Team meetings, where H&S is a standing agenda item, and divisional/departamental meetings as required. The Principal Curator is liaising with the City Surveyor's Project Team to progress fire alarm replacement works at both buildings.	Rob Shakespeare	02-Nov-2022	31-Mar-2023

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ENV-NE-KH 005 Financial sustainability 25-May-2022 Rob Shakespeare	<p>Cause: Pandemic response and recovery.</p> <p>Event: Covid-19 pandemic caused closure of site and subsequent reduction of income from all sources, particularly admissions, sales and hires.</p> <p>Impact: Inability to meet income targets resulting in reduction/elimination of the Keats House Charity's Reserves and increased liability of the City Corporation as sole Trustee.</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>There was a significant reduction in the Keats House Charity's Reserves in 2021/22 and this is also the case, although to a lesser extent, in 2022/23 and possibly 2023/24.</p> <p>Measures taken to reduce expenditure and rebuild income streams are in progress, but these will need to be monitored and, in the medium to long term, diversified to ensure the future financial sustainability of the Keats House Charity.</p> <p>02 Nov 2022</p>	 <p>Likelihood</p> <p>Impact</p>	4	31-Mar-2024	
							Reduce	




Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 005a Policy and staff development	Develop a three to five year Management Plan for Keats House, supported by a realistic fundraising strategy to be implemented by all staff.	A three to five year Management Plan, supported/followed by a fundraising strategy, is a key priority for 2022/23, both to support the Museum Accreditation and to guide the future sustainability of the Keats House Charity.	Rob Shakespeare	02-Nov-2022	31-Mar-2023

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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	Flight path
ENV-NE-KH 002 Theft or damage 07-Apr-2017 Rob Shakespeare	<p>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.</p> <p>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.</p> <p>Impact: Loss of or damage to heritage collection items; loss of equipment or personal belongings; reputational damage.</p>	 <p>Likelihood</p>	4	<p>The current risk score remains at Green. Keats House is open to the public and staff attend site regularly. Despite a delay from 2021/22 to 2022/23 for replacement of security systems, an intruder alarm and CCTV are still in place and functional. We accept the current level of risk.</p> <p>02 Nov 2022</p>	 <p>Likelihood</p>	4	Accept	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-KH 002a Security maintenance	Keats House to ensure City Surveyor's Department (CSD) address the regular maintenance and upkeep of effective security system in the Cyclical Works Programme (CWP).	PPMs are being completed and CWP projects including future replacement of CCTV, fire alarm and security alarm are in place for 2022/23.		Rob Shakespeare	02-Nov-2022	31-Mar-2023

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ENV-NE-KH 004 Loss of staff expertise 07-Apr-2017 Rob Shakespeare	<p>Cause: Staff move on to new roles.</p> <p>Event: Difficulties in recruitment and new staff not experienced in collection; unable to offer positive visitor experience.</p> <p>Impact: Loss of expertise; recruitment and training costs; short-staffing leading to operational issues.</p>	 <p>Likelihood</p>	4	<p>There has been some change to the core staff team at Keats House, with one Interpretation Officer role remaining vacant pending the outcome of the Target Operating Model process.</p> <p>A module of the same Collections Management System which is in use at Guildhall Art Gallery has been procured and once implemented will maximise efficiency, including staff training and knowledge transfer. This database will be implemented during 2022/23, following which the risk will reduce to the target score of Green (2).</p> <p>02 Nov 2022</p>	 <p>Likelihood</p>	2	31-Mar-2023	
						Reduce		

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-KH 004a Staff training	All staff to be familiarised with the collection and database to ensure retention of collections-related knowledge.	Training on new database to be rolled out from Autumn 2022.	Rob Shakespeare	02-Nov-2022	31-Mar-2023
ENV-NE-KH 004b Collections management system	Improved Collections Management System to be purchased and commissioned.	As per the main risk update, this has been procured and is expected to be initiated by the end of the 2022/23 financial year. This action will reduce the risk of staff change and the commensurate loss of specialist knowledge.	Rob Shakespeare	02-Nov-2022	31-Mar-2023