

West Wickham & Spring Park Detailed Risk Register

Generated on: 29 August 2023



Rows are sorted by Risk Score

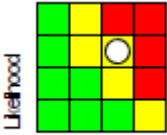
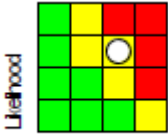

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WWSP 009 Maintenance of buildings and other structures 15-Jun-2022	<p>Cause: Poor condition of buildings and other structures, combined with inadequate planned and/or reactive maintenance, reduced CWP budget and limited capital programme.</p> <p>Event: Structures deteriorate to an unsafe condition.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>		<p>16</p>	<p>The key issue at West Wickham and Spring Park is the large, wooden corporate image (byelaw) boards located across the sites.</p> <p>The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, further boards have been found defective and removed. In the last five years, there have been three near-misses where boards have collapsed.</p> <p>Concerns about the general situation are raised at monthly client liaison meetings with CSD. Issues continue to be raised at the monthly meetings with the Assistant Property Facilities Manager (APFM).</p> <p>29 Aug 2023</p>		<p>12</p>	<p>31-Mar-2024</p> <p>Reduce</p>	<p>Constant</p>

Appendix 5

Allan Cameron							
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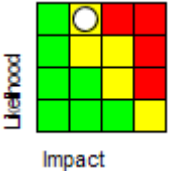
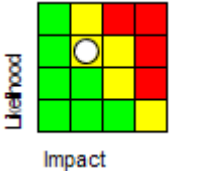

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 009a	Monthly site infrastructure checks.	Continual monitoring of byelaw boards and other structures	Allan Cameron	29-Aug-2023	31-Mar-2024

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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
ENV-NE-WWSP 002 Damage to sites 24-Feb-2022 Allan Cameron	<p>Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly.</p> <p>29 Aug 2023</p>	 <p>Likelihood</p> <p>Impact</p>	12		 Constant
							Accept	

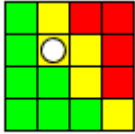
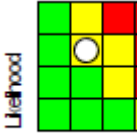
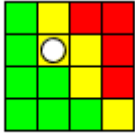
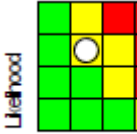
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 002a	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys. Recruitment has been delayed due to the ongoing TOM Phase Two process but should proceed soon.	Allan Cameron	29-Aug-2023	31-Dec-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	Current Risk score change indicator
ENV-NE-WWSP 005 Tree Diseases and Other Pests 24-Feb-2022 Allan Cameron	Cause: 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 (OPM) and foot and mouth disease. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.		8	Ash Dieback: Cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 29 Aug 2023		6	31-Mar-2025	 Constant
							Reduce	


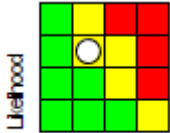
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 005a	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via the Department Health & Safety Group and relevant corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings	Allan Cameron	29-Aug-2023	31-Mar-2024
ENV-NE-WWSP 005b	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	29-Aug-2023	31-Mar-2024
ENV-NE-WWSP 005c	Active involvement with leading partners such as Forestry Commission and Natural England	This is ongoing.	Allan Cameron	29-Aug-2023	31-Mar-2024
ENV-NE-WWSP 005d	Measures in place for staff, volunteers and contractors including public messages	This is ongoing.	Allan Cameron	29-Aug-2023	31-Mar-2024
ENV-NE-WWSP 005e	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	29-Aug-2023	01-Aug-2024

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		 Likelihood Impact	6		 Likelihood Impact	6		
ENV-NE-WWSP 001 Budget reduction and income loss 24-Feb-2022 Allan Cameron	<p>Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties.</p> <p>Event: Reduced budget and income.</p> <p>Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.</p>	 Likelihood Impact	6	<p>A Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts.</p> <p>Car parking income was lower than estimated during 2022/23 (52% of estimated levels).</p> <p>The Assistant Director is currently reviewing income generation opportunities for the Commons.</p> <p>We will review the current and target risk scores again when the 2024/25 budgets are confirmed.</p> <p>29 Aug 2023</p>	 Likelihood Impact	6	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 001a	Keep risk under regular review.	This risk is kept under regular review.	Allan Cameron	29-Aug-2023	31-Mar-2024

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ENV-NE-WWSP 006 Climate and Weather 24-Feb-2022 Allan Cameron	<p>Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced</p> <p>Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency).</p> <p>Effect: Service capability disrupted; 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> <p>Impact</p>	6	<p>We are unable to reduce this risk but work on site continues to mitigate the impact of extreme weather events should they happen.</p> <p>29 Aug 2023</p>	 <p>Likelihood</p> <p>Impact</p>	6	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 006a	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Detailed fire maps have been completed and shared with the fire services. The next review of the Fire Management Plan will be undertaken in 2024.	Allan Cameron	29-Aug-2023	30-Apr-2024
ENV-NE-WWSP 006b	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	29-Aug-2023	31-Mar-2024
ENV-NE-WWSP 006c	Understand the potential impacts of climate change on West Wickham and Spring Park. Engage in climate change research and debate.	Ongoing research and dialogue.	Allan Cameron	29-Aug-2023	31-Mar-2024