

# City Gardens Risk Register

Generated on: 20 April 2024



Rows are sorted by Risk Score

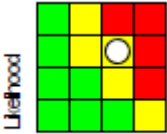
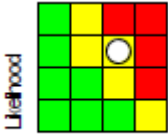
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-CO-GC 018 Negative impacts of public behaviour  04-Aug-2022 Jake Tibbetts	<p><b>Cause:</b> Problematic, anti-social and criminal behaviour.</p> <p><b>Event:</b> Litter; public urination and defecation (human and dog); dog fouling, dog attacks, street drinking; drug use; vandalism; wanton damage and theft.</p> <p><b>Effect:</b> Damage and loss of assets; reduction in user experience and satisfaction; increased costs of cleaning and repairing damage; reputational harm.</p>		16	<p>Irresponsible public behaviour continues to be an issue in and around our sites. Actions are in place to address anti-social, criminal and other problematic behaviours.</p> <p>We are in the process of recruiting a Keeper who will have enforcement duties. Once this individual is in post, we hope to be able to reduce the risk score.</p>		6	31-Mar-2025	
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date

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ENV-CO-GC 018a	Continue to use Park Guard to engage with ASB offenders, and the Outreach Team in regard to rough sleepers. Maintain and develop relationship with City Police.	<p>We continue to work to identify a solution and improve the situation.</p> <p>We continue to work in partnership with ParkGuard to engage with ASB offenders, and with the City's Outreach Team to engage with rough sleepers. We are feeding into the ASB Working Group and providing data to them.</p>	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 018b	Explore the possibility of using Street Enforcement Officers to enforce byelaws within City Gardens.	<p>We are working more closely with 'Street Environment Officers (SEOs). We are in the process of recruiting a Keeper who will have powers to enforce legislation.</p> <p>We will work with City Solicitor's Department to assess how appropriate it would be to introduce PSPO's across the City Gardens.</p>	Jake Tibbetts	17-Apr-2024	31-Mar-2025

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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-CO-GC <b>011 Tree and plant diseases and other pests</b>  24-Feb-2022 Nicola Smith; Jake Tibbetts	<b>Cause:</b> Inadequate biosecurity, purchase or transfer of infected plants and soil. Invasion of pests and diseases from neighbouring areas e.g. Oak Processionary Moth, Massaria, Xyella. <b>Event:</b> Sites become infected by plant or tree diseases. <b>Effect:</b> 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 (temporary) and associated access; increased costs for reactive maintenance.	 Liveliness Impact	12	This risk includes plant diseases such as Xyella which, while not known to be present in the UK, has spread in Europe, including France.  <b>17 Apr 2024</b>	 Liveliness Impact	12		Constant
							Accept	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 011a	Ongoing action: Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/ prevention.	Provision of staff training is continuing. Information on training is shared through the Departmental Health and Safety Group, Equalities Board, SLT, and other avenues.	Nicola Smith	17-Apr-2024	31-Mar-2025
ENV-CO-GC 011b	Ongoing action: Annual tree inspections undertaken by qualified personnel through framework contract.	An annual programme is in place for cyclical inspections and targets are being met.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 011c	Ongoing action: Maintain relationships with industry bodies, internal CoL departments, and neighbouring local authorities to ensure free flow of information.	Relationships with industry bodies, internal partners and neighbouring local authorities continue to be maintained.	Jake Tibbetts	17-Apr-2024	31-Mar-2025

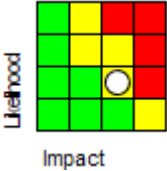
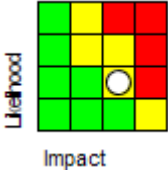





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			owner	Date	
ENV-CO-GC 017a	Undertake an annual review of the 20 year programme of investment and maintenance of all built assets.	The 20-year works programme is reviewed on an annual basis.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 017b	Carry out inspections and report defects as they arise. Ensure that unresolved actions are highlighted to City Surveyor's Department.	This is an ongoing action. All necessary inspections are carried out and any defects are reported to City Surveyor's Department.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 017c	Undertake regular internal review and monitoring of condition and safety of assets.	Internal checks are carried out on an ongoing basis. These are monitored every quarter to ensure they have been completed.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 017d	Re-establish regular liaison meetings with City Surveyor's Department (CSD).	Due to the complexity of City Gardens' sites, several teams from the City Surveyor's Department are involved in the repair and maintenance of our assets. We are working to establish six-monthly meetings with all relevant CSD contacts in order to improve communication and awareness of our requirements.	Jake Tibbetts	17-Apr-2024	30-Jun-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
<b>ENV-CO-GC 009 Risk to health and safety</b>  24-Feb-2022 Nicola Smith; Jake Tibbetts	<b>Cause:</b> Failure to adhere to 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. <b>Event:</b> Staff, volunteers, contractors or licensees undertake unsafe working practices, notably working at roadside or at height in City. <b>Effect:</b> Injury to staff, volunteers, contractors or member of the public; prosecution and fine by HSE and/or Police; increased insurance premiums; reputational damage.		<b>8</b>	While we cannot remove this risk, we continue to take actions to mitigate it as far as possible and maintain the score at the current level.  Health and safety procedures are kept under regular review and the Emergency Plan will be reviewed and updated during the coming months.  A recent review of City Gardens' health and safety procedures produced positive results. Some additional practices were recommended, such as increasing the number of external audits that are carried out, and we are working to implement these.		<b>8</b>	Accept	  Constant

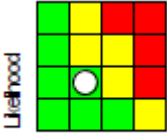
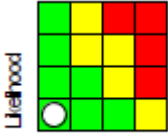

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 009a	Ongoing action: Continue to develop a good culture of reporting accidents, incidents and near misses.	Officers continue to report accidents, incidents and near misses. Accidents are subject to investigation and review by the Departmental Health and Safety Group.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC 009b	Ongoing action: Monitor compliance by contractors (City Surveyor's and external) with the Contractor Protocol. Regularly review documentation and processes in light of investigation findings and changes in legislation.	The Contractor Protocol covers works undertaken by City Surveyor's Department and external contractors. All contractors are required to sign up to, and comply with, the Protocol: it has been implemented with existing contractors and is rolled out to new contractors as required. Regular progress meetings are held with City Surveyor's Department and other service areas when working on larger projects.	Jake Tibbetts	17-Apr-2024	31-Mar-2025

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ENV-CO-GC-009d	Ongoing action: Essential and desirable training needs are identified for each staff role. All staff are required to undertake security and terrorism training, e.g. Project Griffin, Argus and Prevent. Completion of appropriate training is kept under review.	<p>The staff training programme is regularly reviewed, and individual training is monitored.</p> <p>City Gardens staff have attended counter-terrorism training. Mandatory corporate e-learning on ACT ('Action Counters Terrorism') has been rolled out to all staff. The 'Protect UK' App has been downloaded to the mobile phones of all staff.</p> <p>First Aid training is currently a focus for the City Gardens Team.</p>	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC-009f	Review and update the Emergency Plan.	The Emergency Plan is to be updated and reviewed, taking into consideration the revised departmental and divisional structure.	Jake Tibbetts	17-Apr-2024	31-Mar-2025
ENV-CO-GC-009g	Seek options for a greater number of external audits.	We will look at options for introducing more external audits of City Gardens' health and safety practices.	Jake Tibbetts	17-Apr-2024	31-Dec-2024



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ENV-CO-GC 015 Electric vehicles  04-Aug-2022 Jake Tibbetts	<p><b>Cause:</b> Replacement of the entire fleet is required in order to meet the corporate requirement to operate an entirely electric fleet. There is a lack of electric vehicle options for the type of fleet we run, and lead-in periods are longer than the current contract runs for. The existing contract has been extended to the maximum permitted spend.</p> <p><b>Event:</b> Existing contract expires before we are able to receive new vehicles, leaving us without a fleet.</p> <p><b>Effect:</b> Service failure due to lack of vehicles, or significantly increased costs from procurement of a new temporary fleet.</p>	 <p style="text-align: center;">Impact</p>	4	<p>We have awarded a contract for the lease hire arrangement of new vehicles. We have received one vehicle and two more are due to be delivered imminently.</p> <p>In addition, we have purchased one vehicle which is now in use. This vehicle is diesel as no electric option is available for this type of use.</p>	 <p style="text-align: center;">Impact</p>	1	30-Jun-2024	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 015a	Negotiate a contract with a supplier who can provide replacement vehicles but also temporary vehicles to bridge the period between the end of the existing contract and delivery of the new vehicles.	We have awarded a contract for the lease hire arrangement of the new vehicles. One has been received and two further vehicles are expected imminently.	Jake Tibbetts	17-Apr-2024	30-Jun-2024



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012c	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.	appropriate actions.  The Policy includes procedures to close sites with trees, where it is possible to do so, when there are severe alerts of amber and red with gusts of 45mph or more. An action log of these decisions is maintained in order to monitor patterns.	Tibbetts	2024	2025
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