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 & S	Score	Target Date/Risk Approach	Current Risk score change indicator
ENV-CO-GC 018 Negative impacts of public behaviour	Cause: Problematic, anti-social and criminal behaviour. Event: Litter; public urination and defecation (human and dog); dog fouling, dog attacks, street drinking; drug use; vandalism; wanton damage and theft. Effect: Damage and loss of assets; reduction in user experience and satisfaction; increased costs of cleaning and repairing damage; reputational harm.	Impact Impact	16	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. 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.	Impact	6	31-Mar- 2025	
04-Aug-2022 Jake Tibbetts				17 Apr 2024			Reduce	Constant

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

ENV-CO-GC 018a	and the Outreach Team in regard to rough sleepers. Maintain and develop relationship with City Police.	We continue to work to identify a solution and improve the situation. 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.	Jake Tibbetts	17-Apr- 2024	31-Mar- 2025
ENV-CO-GC 018b	Officers to enforce byelaws within City Gardens.	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. We will work with City Solicitor's Department to assess how appropriate it would be to introduce PSPO's across the City Gardens.	Jake Tibbetts	17-Apr- 2024	31-Mar- 2025

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 011 Tree and plant diseases and other pests 24-Feb-2022 Nicola Smith; Jake Tibbetts	Cause: 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. Event: Sites become infected by plant or tree diseases. Effect: 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.	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. 17 Apr 2024	Impact	12	Accept	Constant

Action no	Action description		Latest Note Date	Due Date
011a		Provision of staff training is continuing. Information on training is shared through the Departmental Health and Safety Group, Equalities Board, SLT, and other avenues.	17-Apr- 2024	31-Mar- 2025
	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.	17-Apr- 2024	31-Mar- 2025
011c		Relationships with industry bodies, internal partners and neighbouring local authorities continue to be maintained.	17-Apr- 2024	31-Mar- 2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating &	& Score	Risk Update and date of update	Target Risk Rating & Scor	ore	Target Date/Risk Approach	Current Risk score change indicator
ENV-CO-GC 016 Staff resources 04-Aug-2022 Jake Tibbetts	Cause: Aging workforce combined with difficulties in recruitment and retention of younger workforce due to remuneration and benefits package becoming increasingly uncompetitive for the market sector. Event: Reduction in skill and human resources within the service. Effect: Increased staff absence due to sickness; inability to deliver the necessary level of service or meet business objectives; increased number of complaints from the public; negative publicity/reputational damage.	Document Document	12	Gardening resource will increase in recognition of the increased volume of work, with four additional posts currently going through the recruitment process. This should increase staff satisfaction in the workplace. In addition, we recruited four new apprentice gardeners in January. As a result of this progress, we have reduced the risk score to 12 and now aim to reduce it further by the end of the year.	Impact	8	31-Dec- 2025	Decreasin g

Action no	Action description		Latest Note Date	Due Date
ENC-CO-GC 016a		The new Corporate People Strategy has been published. We will re-evaluate the situation as the reward and development elements are clarified.		30-Sep- 2024
ENV-CO-GC 016c		We recruited four new levy-funded apprentices in January 2024. The next recruitment of apprentices will take place in September 2025		30-Sep- 2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating &	k Score	Risk Update and date of update	Target Risk Rating & So	core	Target Date/Risk Approach	Current Risk score change indicator
ENV-CO-GC 017 Decline in condition of assets	Cause: Poor maintenance of assets; failure to implement recommendations. Event: Failure to meet statutory regulations and checks. Built assets deteriorate to unusable/unsafe condition. Effect: Poor condition of assets; service failures; loss of value; cost of repair; potential fines from statutory bodies and insurance claims.	Impact	12	Lack of investment in building and infrastructure maintenance over the past few years has greatly increased leading to the potential for major failures in the future. We continue to liaise with City Surveyor's Department (CSD) to make them aware of issues and to compile an accurate, comprehensive, asset register for City Gardens. Current priority concerns which we are seeking to resolve with the assistance of CSD include the northwestern boundary wall at Bunhill Fields. Funds to address the bow wave of maintenance works have now been approved but we are waiting for details of how the money will be allocated and works resourced. However, the risk score has now reduced from a 16 to a 12. We aim to reduce it further once works are underway.	Impact	8	31-Mar- 2025	Decreasin
Jake Tibbetts				17 Apr 2024			reduce	g

Action no	Action description	Latest Note	Action	Latest Note	Due Date	١
-----------	--------------------	-------------	--------	-------------	----------	---

			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		is is an ongoing action. All necessary inspections are carried out and any defects are ported to City Surveyor's Department. Jake Tible		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	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

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 009 Risk to health and safety 24-Feb-2022 Nicola Smith; Jake Tibbetts	Cause: 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. Event: Staff, volunteers, contractors or licensees undertake unsafe working practices, notably working at roadside or at height in City. Effect: Injury to staff, volunteers, contractors or member of the public; prosecution and fine by HSE and/or Police; increased insurance premiums; reputational damage.	Literhood part of the proof of	8	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.	Licehood page 2	8	Accept	Constant

Action no	Action description		Latest Note Date	Due Date
		Officers continue to report accidents, incidents and near misses. Accidents are subject to investigation and review by the Departmental Health and Safety Group.	· · · · · · · · · · · · · · · · · · ·	31-Mar- 2025
009b	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.	. 1	31-Mar- 2025

ENV-CO-GC 009d	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.	The staff training programme is regularly reviewed, and individual training is monitored. 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. First Aid training is currently a focus for the City Gardens Team.		17-Apr- 2024	31-Mar- 2025
ENV-CO-GC 009f		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

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 015 Electric vehicles	Cause: 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. Event: Existing contract expires before we are able to receive new vehicles, leaving us without a fleet. Effect: Service failure due to lack of vehicles, or significantly increased costs from procurement of a new temporary fleet.	Impact	4	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. 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.	Impact	1	30-Jun- 2024	•
04-Aug-2022				17 Apr 2024			Reduce	Constant
Jake Tibbetts								

Action no	Action description		Latest Note Date	Due Date
015a		8	. I	30-Jun- 2024

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 012 Climate and weather 24-Feb-2022 Nicola Smith; Jake Tibbetts	Cause: Severe wind events; prolonged drought conditions; extreme temperatures; prolonged precipitation or restricted precipitation. May be climate change influenced. Event: Severe weather/climate at one or more sites. Effect: 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; damage/loss of habitats and species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; in the case of extreme temperatures, direct negative impact on the health of members of staff.	Literhood	3	The Extreme Weather Policy is in place and improves our ability to reduce risk by closing sites before extreme weather events occur. The 'working in heat' risk assessment incorporates current guidance from the HSE regarding working in heat. The staff 'Working Safely' manual has been updated to reflect the changes in the risk assessment. We have now produced a plant species list which is being employed on future projects. Completion of these actions has reduced the risk score to the target of 3 (possible/minor).	Literhood	3	Accept	Decreasin g

Action no	Action description			Latest Note Date	Due Date
012a	risk', e.g. more drought tolerant species and those better	We have produced a plant species list which we will review and improve annually as lessons are learnt. We will also share the list with external partners and ask for their feedback. This is captured in strategic documents e.g. CoL Tree Strategy SPD.		1	31-Mar- 2025
ENV-CO-GC	Ongoing action: Monitor weather warnings: fire severity	An Extreme Weather Policy is in place to monitor extreme weather conditions and take	Jake	17-Apr-	31-Mar-

, , ,	At a transfer of the second of	Tibbetts	2024	2025
Use staff email to advise on reactive reporting of weather				
warnings received through MET office and Resilience	The Policy includes procedures to close sites with trees, where it is possible to do so, when			
Forum.	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.			