



City Gardens Risk Register

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-CO-GC 018 Negative impacts of public behaviour 04-Aug-2022 Jake Tibbetts	<p>Cause: Problematic, anti-social and criminal behaviour.</p> <p>Event: Litter; public urination and defecation (human and dog); dog fouling, dog attacks, street drinking; drug use; vandalism; wanton damage and theft.</p> <p>Effect: Damage and loss of assets; reduction in user experience and satisfaction; increased costs of cleaning and repairing damage; reputational harm.</p>	 Likelihood Impact	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> <p>12 Sep 2024</p>	 Likelihood Impact	6	31-Mar-2025	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-CO-GC 018a Partnership working	Continue to use Parkguard to engage with ASB offenders, and the Outreach Team regarding rough sleepers. Maintain and develop relationship with City	<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</p>			Jake Tibbetts	12-Sep-2024	31-Mar-2025

Appendix 2

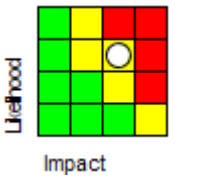
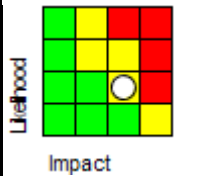
	Police.	and providing data to them.			
ENV-CO-GC 018b Enforcement of byelaws	Explore the possibility of using Street Enforcement Officers to enforce byelaws within City Gardens.	We are working more closely with Street Environment Officers (SEOs). We are in the process of recruiting a Keeper who will have powers to enforce legislation. We will work with City Solicitor's Department to assess how appropriate it would be to introduce PSPOs across the City Gardens.	Jake Tibbetts	12-Sep-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	Flight path
ENV-CO-GC 011 Tree and plant diseases and other pests 24-Feb-2022 Nicola Smith; Jake Tibbetts	<p>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; Box blight.</p> <p>Event: Sites become infected by plant or tree diseases.</p> <p>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.</p>	<p>Lifehood</p> <p>Impact</p>	12	<p>This risk includes plant diseases such as Xyella which, while not known to be present in the UK, has spread in Europe, including France.</p> <p>City Gardens have been working to remove box hedging throughout the City. 85% of all box hedging has now been replaced with a range of pest-resilient species.</p> <p>12 Sep 2024</p>	<p>Lifehood</p> <p>Impact</p>	12		
							Accept	

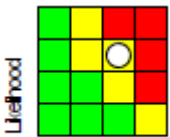
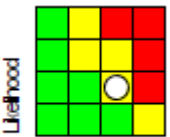
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 011a Staff training	Ongoing action: Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Provision of staff training is continuing. Information on training is shared through the Departmental Health and Safety Group, Equalities Board, SLT, and other avenues.	Nicola Smith	12-Sep-2024	31-Mar-2025
ENV-CO-GC 011b Inspections	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	12-Sep-2024	31-Mar-2025
ENV-CO-GC 011c Information and communication	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	12-Sep-2024	31-Mar-2025

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ENV-CO-GC 016 Staff resources 04-Aug-2022 Jake Tibbetts	<p>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.</p> <p>Event: Reduction in skill and human resources within the service.</p> <p>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.</p>	 <p>Lifehood Impact</p>	12	<p>Gardening resource will increase in recognition of the increased volume of work, with four additional posts currently going through the recruitment process. In addition, we recruited four new apprentice gardeners in January. With the increase in staff numbers, the overall average age of our gardeners is reducing. Greater resource should also increase staff satisfaction in the workplace.</p> <p>We aim to reduce the score of this risk when recruitment is complete and the Ambition 25 outcomes are realised.</p>	 <p>Lifehood Impact</p>	8	30-Sep-2025	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENC-CO-GC 016a Job desirability	Review the overall work package and consider how the offer can be developed to increase desirability of roles.	The new Corporate People Strategy has been published. We will re-evaluate the situation as the reward and development elements are clarified (Ambition 25).	Jake Tibbetts	12-Sep-2024	30-Sep-2025
ENV-CO-GC 016c Apprentice programme	Work towards securing a rolling apprentice programme to ensure continuous apprentices in City Gardens.	We recruited four new levy-funded apprentices in January 2024. The next recruitment of apprentices will take place in September 2025.	Jake Tibbetts	12-Sep-2024	30-Sep-2025

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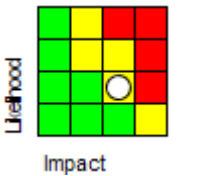
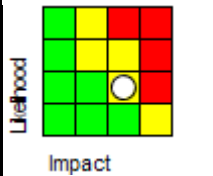
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ENV-CO-GC 017 Decline in condition of assets 04-Aug-2022 Jake Tibbetts	<p>Cause: Poor maintenance of assets; failure to implement recommendations.</p> <p>Event: Failure to meet statutory regulations and checks. Built assets deteriorate to unusable/unsafe condition.</p> <p>Effect: Poor condition of assets; service failures; loss of value; cost of repair; potential fines from statutory bodies and insurance claims.</p>	 <p>Lifehood</p> <p>Impact</p>	12	<p>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.</p> <p>Funding to address the backlog of maintenance works has been approved. We are working with CSD to identify priority works but are aware of a resource issue within CSD to deliver the works. We aim to reduce the risk score further once priority works are underway.</p>	 <p>Lifehood</p> <p>Impact</p>	8	31-Mar-2025	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date	
ENV-CO-GC 017a	Investment and maintenance	Undertake an annual review of the 20 year programme of investment and maintenance of all built assets.	Jake Tibbetts	The 20-year works programme is reviewed on an annual basis.	12-Sep-2024	31-Mar-2025
ENV-CO-GC 017b	Regular inspections and reporting of defects	Carry out inspections and report defects as they arise. Ensure that unresolved actions are highlighted to City Surveyor's Department.	Jake Tibbetts	This is an ongoing action. All necessary inspections are carried out and any defects are reported to City Surveyor's Department.	12-Sep-2024	31-Mar-2025

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ENV-CO-GC 017c Review and monitoring	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	12-Sep-2024	31-Mar-2025
ENV-CO-GC 017d Meetings with CSD	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 have established six-monthly meetings with all relevant CSD contacts in order to improve communication and awareness of our requirements.	Jake Tibbetts	12-Sep-2024	31-Mar-2025

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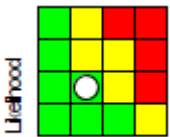
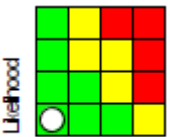

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ENV-CO-GC 009 Risk to health and safety 24-Feb-2022 Nicola Smith; Jake Tibbetts	<p>Cause: Failure to adhere to health and safety policies and procedures. Failure to link work activity with adequate procedures; risk assessments and safe systems of work not complied with; inadequate appropriate training; failure to implement the results of audits.</p> <p>Event: Staff, volunteers, contractors or licensees undertake unsafe working practices, notably working at roadside or at height in City.</p> <p>Effect: Injury to staff, volunteers, contractors or member of the public; prosecution and fine by HSE and/or Police; increased insurance premiums; reputational damage.</p>		8	<p>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.</p> <p>Health and safety procedures are kept under regular review and the Emergency Plan will be reviewed and updated during the coming months.</p> <p>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.</p> <p>12 Sep 2024</p>		8		
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-CO-GC 009a Accident Reporting	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	12-Sep-2024	31-Mar-2025
ENV-CO-GC 009b Contractor protocol	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	12-Sep-2024	31-Mar-2025
ENV-CO-GC	Ongoing action: Essential and desirable	The staff training programme is reviewed regularly and individual training is monitored.	Jake	12-Sep-2024	31-Mar-2025

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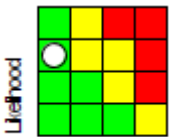
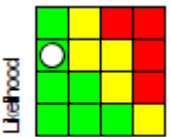

009d Training programme	training needs are identified for each staff role. All staff are required to undertake security and terrorism training, e.g. Project Griffin, Argus and Prevent. Completion of appropriate training is kept under review.		Tibbetts		
ENV-CO-GC-009f Emergency Plan	Review and update the Emergency Plan.	The Emergency Plan is to be updated and reviewed, taking into consideration the revised departmental and divisional structure.	Jake Tibbetts	12-Sep-2024	31-Mar-2025
ENV-CO-GC-009g Greater number of external audits	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	12-Sep-2024	31-Dec-2024

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ENV-CO-GC 015 Electric vehicles 04-Aug-2022 Jake Tibbetts	<p>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.</p> <p>Event: Existing contract expires before we are able to receive new vehicles, leaving us without a fleet.</p> <p>Effect: Service failure due to lack of vehicles, or significantly increased costs from procurement of a new temporary fleet.</p>	 <p>Lifehood</p> <p>Impact</p>	4	<p>We have awarded a contract for the lease hire arrangement of new electric vehicles. We have received two of the three vehicles and the final one is 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>23 Sep 2024</p>	 <p>Lifehood</p> <p>Impact</p>	1	31-Oct-2024	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-CO-GC 015a Source replacement and temporary vehicles.	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	23-Sep-2024	31-Oct-2024

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ENV-CO-GC 012 Climate and weather 24-Feb-2022 Nicola Smith; Jake Tibbetts	<p>Cause: Severe wind events; prolonged drought conditions; extreme temperatures; prolonged precipitation or restricted precipitation. May be climate change influenced.</p> <p>Event: Severe weather/climate at one or more sites.</p> <p>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.</p>	 <p>Lifehood</p> <p>Impact</p>	3	<p>The Extreme Weather Policy is in place and improves our ability to reduce risk by closing sites before extreme weather events occur.</p> <p>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.</p> <p>We have now produced a plant species list which is being employed on all projects as business as usual.</p> <p>12 Sep 2024</p>	 <p>Lifehood</p> <p>Impact</p>	3	Accept	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-CO-GC 012a Plant species	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.	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.		Jake Tibbetts	12-Sep-2024	31-Mar-2025
ENV-CO-GC 012c Monitor weather warnings	Ongoing action: Monitor weather warnings: 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.	<p>An Extreme Weather Policy is in place to monitor extreme weather conditions and take appropriate actions.</p> <p>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.</p>		Jake Tibbetts	12-Sep-2024	31-Mar-2025