

Appendix 2 - Departmental Risk Tracker	Owned By	Director of Open Spaces	Version	Q3 2014/15
	Administered By	Departmental Business Manager	Date	9th January 2015

Risk No.	Risk	Gross Risk		Risk Owner / Lead Officer	Existing Controls	Net Risk			Planned Action	Control Evaluation
		Likelihood	Impact			Likelihood	Impact	Risk Status & Direction		
1	Threat of death or serious injury as a result of failure of health and safety procedures	4	5	Director of Open Spaces	<ul style="list-style-type: none"> • Health and Safety Departmental Policy • Departmental and site specific policies • Risk assessments and safe systems of work • Ongoing programme of staff training in Health and Safety • Departmental audit system and departmental working group to ensure policies and procedures are understood and implemented • Monitoring of incidents/accidents data and follow up corrective actions • Tree Safety Policy implemented Autumn 2014 	2	4	A ↔	<ul style="list-style-type: none"> • Ongoing annual audits and completion of follow up actions, monitored by the departmental technical manager; • Ongoing monitoring of incidents/accidents data; • Development and agreement of further policies (Departmental health and safety plan implemented September 2014, to be reviewed in 2015) • Quarterly meeting of departmental H&S group to share best practice • Supporting the trial of new health and safety accident reporting system at City Gardens and Epping Forest 	A
2	Extreme weather or changing environmental conditions affecting site operations and visits	4	5	Superintendents	Monitoring of weather forecasts (short and long term); preparation and exercising of emergency plans; monitoring of reservoirs as required by the Environment Agency; regular lessons learnt exercises following adverse weather events (for example storms in autumn of 2013)	4	3	A ↔	Monitoring of reservoirs required to meet Environment Agency; Monitoring of meteorological reports, preventative engineering works (Ponds Projects)	A

3	Financial failure through failure to deliver service to budget; failure to deliver SBR savings and/or failure to develop income streams to targets	5	3	Superintendents	<ul style="list-style-type: none"> Monthly monitoring of income at all sites; annual review of all fees and charges Project boards for SBR projects set up to deliver progress 	3	3	A ↔	Monitoring by Project Boards of SBR projects; development of new income streams	A
4	Deterioration of buildings through lack of maintenance leading to health and safety risks, disruption to operations and reputational impact	4	3	Superintendents / City Surveyors	Regular meetings between officers from City Surveyors and officers at sites to plan and prioritise works; delivery of the Additional Works Programme	4	3	A ↑	Development of strategy to rationalise operational buildings across open spaces. City Surveyor to develop improvements to service delivery of corporate building repairs and maintenance contract.	A
5	Impact on landscape management of outbreak of animal, plant or tree disease leading to increased costs and declining visitor numbers	5	2	Superintendents	Monitor Defra and Forestry Commission websites for updates, meet all Defra guidance on animal welfare, movements and, if outbreak occurs, protection zones. Train relevant staff. Inform public/restrict access as required. Regularly survey trees, in line with the departmental policy, and carry out recommended works.	5	1	A ↔	Monitoring of grazing and overwintering strategies to ensure animal health risks are minimised. Continuing monitoring and surveying of tree health, in particular Oak Processionary Moth and Ash die-back.	G
6	Impact of anti-social behaviour at sites incurring increased risks to visitors/staff, increased costs and negative publicity	5	2	Superintendents	Regular staff presence at sites; liaison with local police	3	1	G ↔	Development of links with police forces in areas neighbouring sites.	G
7	Housing and highways development close to Open Spaces have negative environmental impact on the sites	4	4	Superintendents	Planning applications monitored closely by Superintendents. Adjoining land is purchased when possible to effect a buffer zone	3	3	A ↑	Continued monitoring of planning applications, involvement in development of LDFs	A

8	Fly-tipping , including hazardous substances	5	3	Superintendents	CCTV at sites where there is repeat fly-tipping; enforcement action against offenders.	4	2	G ↓	Preventative design and maintenance at sites; increased litter picking team at Epping Forest	G
9	Project management failure leads to delays in project delivery, failure to secure budgets, failure to secure external grant funding, public relations difficulties	5	2	Superintendents	Corporate project management support and processes	4	1	G ↑	Project skills training of key staff	G
10	Failure to recruit and retain staff with required skills	4	2	Superintendents	<ul style="list-style-type: none"> • Departmental training plan agreed; investment in ongoing training. • IIP reviews. 	4	2	A ↑	Outcome of IIP first review received December 2014. Corporate and departmental improvements under review.	A
11	Risk of theft due to cash handling in offices with few members of staff	3	1	Superintendents	Cash handling guidance notes in place at all sites; use of CCTV cameras on safes; appropriate insurance in place	2	1	A ↔	Review of all cash handling guidance notes	G