

OS Departmental Detailed Risk Report

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Rows are sorted by Risk Score

Code & Title: OSD Department of Open Spaces Risk Register

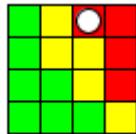
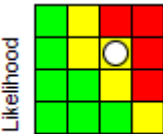

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
*OSD 005 Pests and Diseases summary risk 30-Aug-2017 Colin Buttery	<p>This risk summaries the pest and disease risks across the Open Spaces Department.</p> <p>Causes: Inadequate biosecurity; purchase or transfer of infected trees, plants, soil and/or animals; ‘natural’ spread of pests and diseases from neighbouring areas.</p> <p>Event: Sites become infected by animal, plant or tree diseases e.g. Oak Processionary Moth (OPM), foot and mouth, Massaria, Ash Die Back, <i>Salmonella</i> (DT 191a), Leaf Miner Moth</p> <p>Impact: Service capability disrupted, public access to sites restricted, animal culls, tree decline, reputational damage, increased cost of monitoring and control of invasive species, risk to human health from OPM or other invasives, loss of key native species, threat to existing conservation status of sites particularly those with woodland habitats.</p> <p>This risk is felt to be of departmental concern due to the potential biodiversity, financial and human health impacts associated with this risk.</p> <p>The actions for this risk are the open actions from each of</p>	<p>Likelihood</p> <p>Impact</p>	16	<p>The increasing risk score reflects the very high level of concern around the continued spread of pests, particularly Oak Processionary Moth (which can be damaging to human health). The department continues to engage proactively with the Forestry Commission to monitor and control OPM, but it is continuing to spread.</p> <p>Epping Forest has also been affected by Ramorum this year.</p> <p>We are not anticipating a reduction in this risk.</p> <p>27 Sep 2017</p>	<p>Likelihood</p> <p>Impact</p>	12	31-Mar-2018	<p>↑</p> <p>Increased Risk Score</p>

Appendix 2 – Departmental risk register with divisional actions (option 3)

	the divisional risk registers.						
Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date		
OSD CC 011 a Tree surveys	Regular monitoring of trees Engagement of specialists where required	The proactive approach taken to monitor trees resulted in OPM being recognised and reported to the Forestry Commission. Expert advice on the management of OPM has been sought and is acted upon. Regular inspections and the use of pheromone traps will continue.	Gary Burks	08-Aug-2017	31-Mar-2018		
OSD EF 007 a Massaria survey	Implement actions arising from Massaria survey. Survey to be undertaken twice yearly	ongoing	Geoff Sinclair	18-Apr-2017	08-Apr-2018		
OSD EF 007 c Survey Oaks for Acute Oak Decline	Yearly inspection of 600 of the ancient oaks across the centre of the forest. Annual activity.	ongoing inspection	Jeremy Dagley	18-Apr-2017	31-Dec-2017		
OSD EF 007 d Sudden Oak Death	Yearly inspection of all Rhododendron and Larch. Tender of Larch removal. To be done yearly	SOD found at Wanstead park in Rhododendrons	Jeremy Dagley	18-Apr-2017	15-Apr-2018		
OSD EF 007 e Biodiversity policy	Need to develop a biosecurity policy and then implement.	Have discussion and create plan for biosecurity feasibility of implementation. Plan to take to Jan EFCC.	Jeremy Dagley	30-Aug-2017	16-Oct-2017		
OSD EF 007 f Pennywort removal	Removal of Pennywort in Wanstead Park	Ongoing monitoring. All sweetchestnut sites need annual checking for several different diseases and pests.	Jeremy Dagley; Paul Thomson	30-Aug-2017	08-Apr-2018		
OSD NLOS 004 a Tree and Plant Procurement	Sourcing of plants / trees through approved suppliers. Review six monthly	As previously, Staff continue to use approved suppliers for the procurement of trees and plants. Evidence of tree disease in Division Early warning notices to be displayed , e.g. OPM.	Richard Gentry	27-Sep-2017	31-Mar-2018		
OSD NLOS 004 b OPM monitoring	Trained arboricultural contractors carrying out spraying of Oak in previously infected areas	As previously, Spraying has been carried out. Notices were displayed raising awareness. Staff to be advised & updated about OPM and what they should be observing when on patrol.	Richard Gentry	27-Sep-2017	31-Mar-2018		
OSD P&G 004	Ensure staff training is kept updated to enable timely	Provision of staff training ongoing, information is shared within the department	Lucy Murphy;	27-Sep-	01-Jul-		

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a Staff training	identification of pest and knowledge of correct treatment/prevention.		Jake Tibbets	2017	2017
OSD P&G 004 b Inspections	Annual tree inspections undertaken through qualified personnel through framework contract	New tree contract now in place	Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018
OSD P&G 004 c Emergency alerts	Alerts issued to staff enabling additional checks to be undertaken as part of everyday working practice	Email alert used regarding presence of OPM found on 28/3/17 at Epping	Martin Rodman	04-Apr-2017	31-Mar-2018
OSD P&G 004 d Information and communication	Maintain relationships with industry bodies and neighbouring local authorities to ensure free flow of information.	Officers continue to keep up to date with industry best practice and to share information within the department	Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018

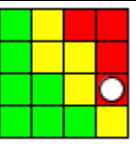
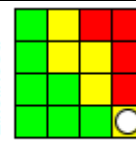
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
*OSD 006 Impact of development summary risk 30-Aug-2017 Colin Buttery	<p>This risk summaries the risks associated with housing and/or transport development across the Open Spaces Department.</p> <p>Cause: Pressure on housing and infrastructure in London and South East; failure to monitor planning applications and challenge them appropriately; challenge unsuccessful; lack of resources to employ specialist support or carry out necessary monitoring/research, lack of partnership working with Planning Authorities</p> <p>Event: Major development near an open space</p> <p>Impact: Increase in visitor numbers, permanent environmental damage to plants, landscape and wildlife, air and light pollution, ground compaction and resulting associated effects on tree and plant health. Wear and tear to sports pitches. Lack of budget to facilitate repairs, potential for encroachment.</p> <p>This risk is felt to be of departmental concern due to the high level of work required across the open space divisions to defend against the impact of development and the serious nature of the impact.</p> <p>The actions for this risk are the open actions from each of the divisional risk registers.</p>	 <p>Likelihood</p> <p>Impact</p>	16	This risk continues to be rated red due to the work required across the open spaces sites to protect the sites from the impact of developments. Each of the Superintendents and their teams continues to monitor planning applications with the local area and to respond to applications of concern 27 Sep 2017	 <p>Likelihood</p> <p>Impact</p>	12	31-Mar-2018	 Increased Risk Score

Appendix 2 – Departmental risk register with divisional actions (option 3)

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 010 a Local authorities/Cou nties Local Plans and Core Strategies	Epping Forest DC local plan - Attend meetings and respond to consultation on the local plan so that can influence the content of the plan and the Memorandum of Understanding between EFDC and Natural England LB Redbridge core strategy and other LA actions plans - respond to any further consultation.	MoU complete, signed. Mitigation strategy in place.	Jeremy Dagley	30-Aug-2017	31-Dec-2017
OSD EF 010 b Natura 2000/Special Area of Conservation (SAC)	Agree a joint approach with Natural England and responses to development pressure on SAC	Joint approach meeting complete. Letter of concern sent in July.	Jeremy Dagley	30-Aug-2017	19-Dec-2017
OSd EF 010 c Forest transport strategy	Negotiate renewal with Essex County Council and extend to cover London Borough's	Still on Essex radar with traffic modelling works undertaken. Agree a forest transport strategy to agree mitigation strategy.	Jeremy Dagley	30-Aug-2017	10-Mar-2019
OSD EF 010 d NGAP package	Meet with LBE and influence outcome of their NGAP project	delayed by London borough of Enfield	Jeremy Dagley	18-Apr-2017	07-Apr-2019
OSD NLOS 011 a Local Authority relationships	Maintain a close partnership with Planning Authorities. Supt and Officers in contact with the London Borough of Camden, Barnet and Haringey in regard to planning issues which may impact the open spaces.	As previously, this is on-going and the Division will make representation when appropriate.	Richard Gentry	27-Sep-2017	31-Mar-2018
OSD NLOS 011 b Local planning documents	Respond to consultation on the local plans to help influence the content of the documents.	As previously, response to planning issues given as and when required.	Richard Gentry	27-Sep-2017	31-Mar-2018
OSD NLOS 011 c Planning applications	A Consultant is monitoring planning activity and will assist the Superintendent with specialist support in regard to resisting planning applications that impact on the Open Spaces.	The Division continues to monitor local planning issues	Richard Gentry	27-Sep-2017	27-Jul-2018
OSD P&G 007 a Local authorities Local Plans and Core Strategies	Attendance at meetings and respond to consultation on the local plans to help influence the content of the document.	LBN planning portal updates received, flagging latest consultations. Close working relationship with Planning colleagues in City.	Lucy Murphy; Martin Rodman; Jake Tibbets	27-Sep-2017	31-Mar-2018

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OSD TC 002 a Local authorities/Cou nties Local Plans and Core Strategies	Inclusion in core strategy planning documents - where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when	Monitoring of activity and submission of responses as appropriate continues	Hadyn Robson	27-Sep-2017	31-Mar-2018
OSD TC 002 b Monitoring of impacts	Active monitoring of pollution where possible Active monitoring of environmental impacts - where possible Undertake research - where appropriate and where resources allow Ongoing	As previously, action is ongoing. Continuing monitoring of dust and reviewing regular reports from contractors Reviewing results of hydrology monitoring from quarry operator and chasing when required Currently undertaking 5 yearly review of visitor numbers Received interim report on repeat survey of visitor footfall	Hadyn Robson	27-Sep-2017	31-Mar-2018


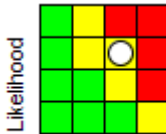

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
*OSD 007 Maintaining the City's water bodies summary risk	This risk summaries the property maintenance risks across the Open Spaces Department. The City is responsible for a number of water bodies, some of which are classified as "Large Raised Reservoirs" under the provisions of the Reservoirs Act 1975 and the Flood & Water Management Act 2010. Failure to adequately manage and maintain the City's reservoirs and dams could result in leaks, dam collapse or breach. For some of the City's large raised reservoirs there is the potential for loss of life, damage to property and infrastructure in the event of dam collapse or breach, and the associated reputational damage. This risk is felt to be of departmental concern due to potential for serious consequences, the possibility of legislative change and the possibility that significant capital projects could be required. The actions for this risk are the open actions from each of the divisional risk registers.	 Likelihood Impact	16	This risk is currently rated red in reflection of the City Engineer's advice to reflect the worst case scenario. Open Spaces and City Engineers will be holding a workshop to consider the risks associated with each of the water bodies. This will give consideration to a range of factors including those water bodies which are in cascade, so could be impacted by provisions in the Flood & Water Management Act 2010 coming into force. The City Engineers and the Panel Engineer continue to monitor and manage the City's water bodies in accordance with best practice and relevant legislation.	 Likelihood Impact	8	31-Mar-2018	↔

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30-Aug-2017				27 Sep 2017				No change
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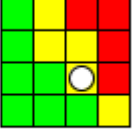

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD EF 004 a Panel engineer inspections	Statutory inspection visits by engineer - 6 monthly in May and October	Panel Engineer visited. Next inspection October..	Martin Newnham; Geoff Sinclair	30-Aug- 2017	23-Nov- 2017
OSD EF 004 b Eagle Ponds	Complete works on the Eagle ponds and obtain approval for distribution of responsibilities. Survey the outward toe of the dam pending decision on shared responsibility with London Borough of Redbridge	Piling wall present giving LBR responsibility as statutory undertaker. Conservation statement to be used to determine all statutory undertakers.	Geoff Sinclair	30-Aug- 2017	01-Apr- 2018
OSD EF 004 c Internal inspection regime	Weekly inspection of reservoirs / dam. Review the use of penstock gates	all mandatory checks are done and blue books filled in as per engineer panel requests	Martin Newnham	18-Apr- 2017	08-Apr- 2018
OSD EF 004 e Baldwins Pond and Birch Hall Park Pond	Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond	Statement of concern from the panel engineer. Awaiting November committee gateway 4. Subject to EA response.	Geoff Sinclair	30-Aug- 2017	03-Sep- 2017
OSD TC 006 a Project development	Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16	Project remains an aspiration in the business plan	Hadyn Robson	27-Sep- 2017	31-Dec- 2018
OSD TC 006 b Monitoring	Inspections / monitoring of outflow condition Ongoing	All water bodies are monitored by DBE and the Panel Engineer in accordance with best practice and legislation	Hadyn Robson	27-Sep- 2017	31-Dec- 2018

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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	Current Risk score change indicator
OSD TBM 001 The Effect of Terrorism on the Tourism Business at Tower Bridge & Monument 09-Mar-2015 Chris Earlie	Cause: An act of terrorism in the heart of London. Event: Tourists avoiding visitor attractions in London including those owned/ operated by the City of London Corporation (in particular The Monument and Tower Bridge). Impact: Significant loss of income and footfall over a prolonged period, service budget reconfiguration.	 Likelihood	12	No change to current assessment. Attend C of L Security Advisory Board every month to liaise with Town Clerk and colleagues at other high profile sites. All staff attend Project Griffin and Tower Bridge Security Awareness Training. 08 Sep 2017	 Likelihood	12	31-Mar-2018	 No change

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
OSD TBM 001a CoLP Counter Terrorism Section Liaison	Regular Liaison meetings held with CoLP Counter Terrorism Section and any actions identified are implemented.	Regular liaison and Protective Security Improvement Activity Assessments are undertaken with the counter terrorism team.	Chris Earlie	27-Sep-2017	29-Dec-2017
OSD TBM 001b Site Security	Maintain vigilant and effective on-site security systems at Tower Bridge.	A continuous programme of improvements to CCTV hardware as well as security staff learning and development is in place.	Chris Earlie	27-Sep-2017	29-Dec-2017
OSD TBM 001c Staff Training	Ensure all Tower Bridge staff are appropriately trained and made aware of security issues with refresher training as appropriate.	All staff attend Project Griffin/ Argus and also in house security awareness workshops. Daily briefing also highlight any on going/ current issues.	Chris Earlie	27-Sep-2017	29-Dec-2017

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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	Current Risk score change indicator
*OSD 004 Repair and Maintenance of buildings summary risk	<p>This risk summaries the property maintenance risks across the Open Spaces Department.</p> <p>Causes: Inadequate planned and/or reactive maintenance; failure to identify and communicate maintenance issues</p> <p>Event: Fail to meet statutory regulations and checks. Operational, OS residential or public buildings deteriorate to unusable/unsafe condition.</p> <p>Impact: Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance and lack of budget to replace. Delay will have operational impact. Poor condition of Assets, loss of value.</p> <p>This risk is felt to be of departmental concern due to the importance of building maintenance, the maintenance bow-wave and the historical concerns around poor maintenance.</p> <p>The actions for this risk are the open actions from each of the divisional risk registers.</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>This risk has been given a decreased risk score which reflects the positive feedback about the new maintenance contractor. The new contractor has been familiarizing themselves with the sites, conducting asset verification exercises and have started repairs and maintenance onsite.</p> <p>The new contract was let on a different basis to the previous contract, and a number of specialist areas were left out, including crematoriums and swimming pools. It is anticipated that the appointment of specialist contractors for these areas will improve performance in the future. The crematorium contract has been let and the swimming pool contract is in progress.</p> <p>27 Sep 2017</p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Mar-2018	<div style="text-align: center;">↓</div> <p>Decreased Risk Score</p>
30-Aug-2017 Colin Buttery								

Action no, Title,	Description	Latest Note	Managed By	Latest Note Date	Due Date
DCHL 004a Updated Asset Registers	Work with City Surveyor's to ensure that asset registers relating to properties through which CHL services are delivered are kept up to date.	Asset registers are currently being compiled by incoming contractor, Skanska, and City Surveyors should verify these with Tower Bridge operations manager.		01-Jun-2017	27-Oct-2017
DCHL 004b Engagement with FM processes	Engage with corporate processes around the review of FM services and stress the importance of FM across everything delivered by CHL.	Open Spaces has reps on the BRM Working Group.		01-Jun-2017	27-Oct-2017

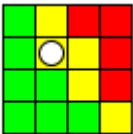
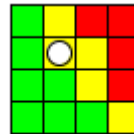
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DCHL 004c Issue reporting	Ensure all problems or maintenance issues are reported in a timely fashion.	Staff liaise with the City Surveyor's Property Service Desk and raise any urgent issues with their Property Facilities Manager.		01-Jun-2017	27-Oct-2017
OSD CC 003 b Building R&M	Continue to develop relationship with City Surveyors and ways of working to ensure CWP works are delivered Regular meetings with CS's Property Facilities Managers The Superintendent was engaged in the development of the 2017 R&M specification and tender documents	Actions are ongoing. Superintendent now sits on the BRM working Group to monitor the new contract as it progresses	Gary Burks	08-Aug-2017	31-Oct-2017
OSD EF 002 a Forest asset register	Creation of a forest hydrological asset register for city surveyors	Still awaiting decision on division of responsibility between DBE and OSD. Incorporation into Citymaps. Staff are meeting at Guildhall soon to agree service level agreement.	Geoff Sinclair	30-Aug-2017	10-Sep-2017
OSD EF 002 b Forest furniture audit and maintenance	Database to be created by CS Creation of maintenance plan of all forest furniture and then implement actions arising from plan	Operations team updating own database of inspections on reportable structures currently dragons teeth and height barrier Review of care and maintenance and agreements to agree maintenance of furniture.	Martin Newnham; Geoff Sinclair	30-Aug-2017	28-Dec-2017
OSD EF 002 d Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CS or delegated to site	Asbestos Management Plan created and implemented for all buildings at EF. Schedule of audit visits being drawn up at the moment Awaiting completion of all legionella management works by CS.	Jo Hurst	30-Aug-2017	30-Nov-2017
OSD EF 002 e Annual building inspections	Joint inspection of all buildings including residential by site and CS to capture maintenance needs. Required annually	2016 completed . 2017 programme being devised. Review of list required to included tenanted and other buildings.	Jo Hurst	30-Aug-2017	17-Dec-2017
OSD EF 002 g Upkeep of Great Gregories farm	Put actions and processes in place that ensures the upkeep and development of the site. Need to register the new building under the corporate insurance and create a maintenance budget for the upkeep if the building.	Discussions with business manager and superintendent to create maintenance budget line. Building now insured. Budgets to be included in revised estimates as far as is possible. Adoption of 20 year plan by October 2018.	Jeremy Dagley	30-Aug-2017	30-Sep-2017
OSD KH 002a Security maintenance	KH to ensure CSD feature the regular maintenance and upkeep of effective security system in the CWP.	This is ongoing and Keats House are included in City Surveyor liaison arrangements managed by the broader division		27-Sep-2017	31-Mar-2018
OSD NLOS 008 a Review of Property Assets	Asset review is being carried out with Surveyor' Dept. Review of assets is an ongoing process	Asset review by the Surveyors Dept. is on-going. Client Liaison Meetings continue. Development of an Asset Management Plan has commenced.	Richard Gentry	27-Sep-2017	30-Jun-2017
OSD NLOS 008 a Training	Training for lifeguards Training is ongoing activity Review annually	Training is identified and arranged at a local Divisional level and reflected in PDRs When necessary, Dept. or Organisational training is rolled out to staff and completed, e.g. Driver Awareness	Richard Gentry	27-Sep-2017	30-Apr-2017

Appendix 2 – Departmental risk register with divisional actions (option 3)

OSD NLOS 008 b Liaison with Surveyors' Dept.	Client Liaison meetings are held regularly to discuss issues and raise concerns about Building Repairs and Maintenance and Projects. Regular review process	Action Complete: Client Liaison meetings are taking place. APFM in regular contact with internal Divisional stakeholders.	Richard Gentry	27-Sep-2017	31-Jul-2017
OSD NLOS 008 c East Heath Car Park Capital Project	East Heath Car Park Capital Project	Gateway 3/4 submitted to Committee in September	Richard Gentry; Esther Sumner; Bob Warnock	27-Sep-2017	31-Mar-2019
OSD P&G 002 a Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by CSD or delegated to site	Skanska have now replaced Mitie as the BRM contractor	Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018
OSD P&G 002 c AWP	20 year programme of investment and maintenance of all built assets. Review annually.	AWP reviewed monthly at the P&G client Liaison Meeting.	Martin Rodman	27-Sep-2017	01-Jul-2017
OSD P&G 002 d Division of responsibilities	Documented agreement on repairs and maintenance responsibilities across all built assets between open spaces and city surveyors	Action Complete: SLA between Open Spaces and City surveyors has been signed off and circulated.	Martin Rodman	27-Sep-2017	31-Jul-2017
OSD P&G 002 e Memorial Management	Agreement on management of memorials between CSD, OSD and Diocese. Subject to regular inspection regime and topple testing (City Gardens section only).	Action complete: Bunhill Fields now documented and fully compliant. Schedule of statutory memorial checks and visits to be arranged, undertaken across all City Gardens by Diocese complete. 20 year programme of investment and maintenance of all memorial assets to be agreed. Review annually. A comprehensive survey of all memorials across City churchyards was completed in Sep 2016	Jake Tibbets	27-Sep-2017	01-Jul-2017

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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	Current Risk score change indicator
*OSD 001 H&S Summary Risk	This risk summaries the H&S risks across the Open Spaces Department. Causes: Poor understanding or utilisation of health and safety policies, procedures and safe systems of work; inadequate training; failure to implement results of audits; dynamic risk assessments not undertaken; contractors not complying with procedures and processes Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of a member of the public, volunteers, staff or a contractor This risk is felt to be of departmental concern due the types of activities and the nature of our sites which means constant vigilance is required. The actions for this risk are the open actions from each of the divisional risk registers.	Likelihood  Impact	6	This risk remains static and is likely to remain so. This reflects the high level of effort which is put into managing health & safety together with a belief that it is not practical to bring this risk any lower. The target risk has therefore been adjusted accordingly. Timely investigation of accidents is one of the performance indicators within the business plan. Last year the speed of investigations was significantly below target. The H&S manager has advised that investigation times probably reflect the complexity of some of the occurrences and also the impact of shift patterns on the speed of investigations. This matter has however been referred to the Health & Safety Improvement Group to consider further. The department continues to manage risk through the Health & Safety Improvement Group; use of generic and dynamic risk assessments; post-accident investigations and shared learning; and regular audits.	Likelihood  Impact	6	31-Mar-2018	↔
30-Aug-2017				27 Sep 2017				No change

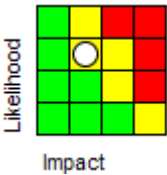
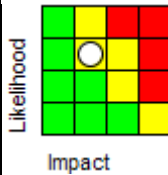
Action no, Title,	Description	Latest Note	Managed By	Latest Note	Due Date
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OSD CC 001 a Regular reviews	Regular reviews of risk assessments and safe systems of work are undertaken.	This action is ongoing	Gary Burks	27-Sep-2017	31-Mar-2018
OSD CC 001 b Operational Learning	Investigations undertaken and learning taken from all accidents and incidents and near misses. Training and development of staff	This action is ongoing	Gary Burks	27-Sep-2017	31-Mar-2018
OSD EF 001 c Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review	Annual improvement being addressed by Business SMT and Equalities Board.	Jo Hurst	30-Aug-2017	15-Apr-2018
OSD EF 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	Reinforcement from the superintendent that all members of the Health and safety committee have a duty to attend the meeting and cascade the outcome of discussions. Also if they cannot attend they have to nominate a replacement and brief them accordingly prior to the meeting	Paul Thomson	30-Aug-2017	08-Apr-2018
OSD EF 001 g Breaking Ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used. Much of the above will be captured through the implementation of a locally adapted version of the Epping piloted Contractor Protocol.	With the mandatory implementation of the breaking ground permit with have limited to the maximum of our knowledge the risk to staff and contractors. Breaking ground has been captured through the implementation of the Epping Contractor Protocol.	Patrick Hegarty	30-Aug-2017	08-Apr-2018
OSD P&G 001 a Accident Reporting	Continue to develop a good culture of reporting accidents, incidents and near misses.	Officers are continuing to report accidents and near misses. Accidents are subject to investigation and review by the Health & Safety Improvement Group	Patrick Hegarty; Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018
OSD P&G 001 b Contractor protocol	A contractor protocol is in place including works undertaken by City Surveyors and external contractors. Continued monitoring is required and all contractors to sign up and comply. Regular review of documentation and processes in light of investigation findings and change in	P&G contractor protocol implemented with existing contractors and rolled out to new contractors as required	Patrick Hegarty; Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018

Appendix 2 – Departmental risk register with divisional actions (option 3)

	legislation.				
OSD P&G 001 c Biennial review of site health and safety by peer review	Net improvement of standards of H&S following biennial validation visits.	Audit validation completed Nov 2016. Next audit due 2018.	Patrick Hegarty	27-Sep-2017	31-Mar-2018
OSD P&G 001 d Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review	Training programme in place.	Lucy Murphy; Jake Tibbets	27-Sep-2017	31-Mar-2018
OSD P&G 001 e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	As previously, Departmental Fire Policy and Fire Management plan implemented.	Martin Rodman	27-Sep-2017	31-Mar-2018
OSD TC 001 a Appropriate resourcing	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing	This is an ongoing action	Hadyn Robson; Andy Thwaites	27-Sep-2017	31-Mar-2018

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	Current Risk score change indicator
*OSD 002 Extreme weather summary risk	This risk summaries the risks associated with extreme weather across the Open Spaces Department. Causes: Severe wind, prolonged heat, heavy snow, heavy rainfall – potential to increase with climate change Event: Severe weather at one or more site Impact: Service capability disrupted , incidents increase demand for staff resources to respond to maintain public and site safety. temporary site closures; increased costs for reactive management. Strong winds cause tree limb drop, prolonged heat results in fires, snow disrupts sites access, rainfall results in flooding and impassable areas.		6	Each of the sites was able to respond well to the hot summer days and were well prepared for fire and crowd issues. As we move through the autumn, sites will ready themselves for the winter and the increasing potential for heavy winds and rain. The current static amber rating reflects a continued concern about the frequency of extreme weather events.		6	31-Mar-2018	↓

Appendix 2 – Departmental risk register with divisional actions (option 3)

30-Aug-2017 Colin Buttery	Damage/loss of rare/fragile habitats and species. Risk of injury or death to staff, visitors, contractors and volunteers. Damage to property and infrastructure. This risk is felt to be of departmental concern due the potential scale of impact and the fact that each of the open spaces sites could be impacted. The actions for this risk are the open actions from each of the divisional risk registers.			27 Sep 2017				Decreased Risk Score
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Action no, Title,	Description	Latest Note			Managed By	Latest Note Date	Due Date
OSD CC 010 a Wind damage	A significant storm could (and has in the past) cause significant damage to tree stocks and buildings meaning that for a short period of time the cemetery roads could be closed and block, and one or more buildings could be out of action. This is managed through: <ul style="list-style-type: none"> • Tree inspections • Maintain staff with chainsaw qualifications 	As previously <ul style="list-style-type: none"> • Trees are surveyed and inspected with advisory works carried out. A group of staff within the cemetery team are trained in the operation of chainsaws for clearing fallen trees. • It is unlikely that storm damage would close the modern crematorium building but could damage other service chapels and block roads. The cemetery and crematorium service has 6 service chapels 			Gary Burks	27-Sep-2017	31-Mar-2018
OSD EF 009 a Emergency plan	Review and update plan	ongoing review			Martin Newnham	18-Apr-2017	01-Apr-2018
OSD EF 009 e Severe weather protocol	Write, implement a severe weather protocol and ensure protocol is rolled out to all relevant staff	ongoing review			Geoff Sinclair	18-Apr-2017	01-Apr-2018
OSD EF 009 f Weekly monitoring of weather warning systems	Weekly monitoring of weather warning: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings and fire severity index	ongoing done by Business manager on a weekly basis and communicated via email burst			Jo Hurst	18-Apr-2017	01-Apr-2018
OSD NLOS 003 a Review Met Office information	Alerts issued to staff via Met Office. Review processes 6 monthly or following and extreme weather event	Response to 'Trigger Events' over the summer has been effective. Staff involved were nominated for a "Celebrating our People" award			Bob Warnock	27-Sep-2017	31-Mar-2018
OSD NLOS	Site plans reviewed annually or following incident if	SMT have met with residential staff and Lodge Policy now in a draft form.			Richard Gentry	26-Apr-	31-Mar-

Appendix 2 – Departmental risk register with divisional actions (option 3)

003 b Review of site emergency plans	appropriate. Next review date September 2016	Call out procedure is being developed, launch date was April 2017, due to competing priorities, this date will be extended,		2017	2018
OSD P&G 005 a 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. Captured in strategic documents e.g. CoL Tree Strategy SPD.	11 trees planted at WHP with 7 different species.	Lucy Murphy; Jake Tibbets	04-Apr-2017	01-Jul-2017
OSD P&G 005 b Emergency plan	Review and update plan	Emergency plan document completed with roll out and emergency evacuation exercise scheduled in May. Reference to emergency plan in the tree Risk Assessment	Lucy Murphy; Jake Tibbets	04-Apr-2017	31-May-2017
OSD P&G 005 c Monitoring of warning systems	Monitoring of weather warning: 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	Systems are in place to close the park when there are severe alerts of amber and red with gust of 70mph or more.	Martin Rodman	27-Sep-2017	31-Mar-2018
OSD TC 005 a Fire management	Review and update plan Fire management and monitoring policies and plans in place and link to staff training and local emergency services	This action is ongoing Site information/resources shared with emergency services. Plan reviewed annually.	Hadyn Robson	27-Sep-2017	31-Mar-2018
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training	The site continues to monitor and respond to warnings of extreme weather	Hadyn Robson	27-Sep-2017	31-Mar-2018
OSd TC 005 c Climate change	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue continues	Hadyn Robson	27-Sep-2017	31-Mar-2018