

Allotments Site - General Risk Assessment

Address of site	Number
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SHEET NUMBER	RA	1	SIGNATURE
SITE MANAGER COMPLETING ASSESSMENT			
DATE			

<u>RISK CALCULATION</u>				
<u>Likelihood of Occurrence (L)</u>		<u>Hazard Severity (S)</u>		<u>Risk Rating (R)</u>
1 Very Unlikely	X	1 Negligible	=	1 to 5 LOW
2 Unlikely		2 Slight		5 to 10 MEDIUM
3 Possible		3 Moderate		Above 10 HIGH
4 Likely		4 High		
5 Very Likely		5 Very High		

<u>RISK PROCESSING</u>	
<u>Risk Rating</u>	<u>Action</u>
LOW	May be acceptable; however, review task to see if risk can be reduced.
MEDIUM	Task should be reviewed with senior managers / safety advisor. Where possible, task should be refined prior to commencement.
HIGH	Task must not proceed. It should be refined or further adequate control measures put in place to reduce risk prior to commencement.

HAZARDS	PERSONS AFFECTED	RISK			CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Blisters, Cuts, Abrasions, leading to infections or skin complaints	Members, visitors	4	2	8	1. Wear Sturdy work gloves, Not fabric 2. Keep hands as clean as possible 3. Keep up to date with tetanus inoculations	2	2	4
Accidents with tools	Members, visitors	3	4	12	1. Wear appropriate PPE at all times 2. Check work area for before work starts 3. Ensure the area is clear of people not involved with the task 4. Ensure tools are well maintained, are safe to use and all guards are fitted and operational 5. Faulty equipment must be discarded and not used. 6. Only use tools for the purpose they were designed and intended. 7. Get proper training before using tools(especially power tools) 8. Ensure all tools are stored correctly	1	4	4
Injury from Sharps - Needles, Razor blades, etc.	Members, visitors	2	4	8	1. Do not lift Leaves etc. with bare hands, use rakes etc. 2. Wear Boots and appropriate gloves. 3. Inform site manager if sharps are found 4. Do not use bare hands or feet to compact waste into bag or piles.	1	4	4
Moving, lifting or handling loads.	Members, visitors	3	3	9	1. Seek basic training in manual handling 2. Assess the load and location moving it to and from. 3. Lift only what is comfortable - Seek help if necessary	1	3	3
Bonfires. (reference tenancy agreement section 7)	Members	3	4	12	1. Do not use any type of fuel oil on the fire. 2. Have access to a water supply or Buckets of water to hand.	1	4	4
Uneven ground, trip hazards	Members, visitors	2	3	6	1. Assess condition of ground being worked on 2. Wear footwear with good grip 3. Take extra care when ground is slippery. 4. Ensure all access routes are kept clear from materials and debris.	1	3	3

Bacterial infections	Members, visitors	2	3	6	1. Be aware illness and infection can be caused by poor garden hygiene. 2. Take care not to put dirty hands in mouth or around mouth, nose or eyes while gardening. 3. Wash hands thoroughly before eating. 4. Cover cuts and grazes with waterproof dressing while working in the garden 5. Garden produce should be washed before being consumed.	1	3	3
Plant allergies	Members, visitors	3	4	12	1. Be aware certain plants may cause allergies and avoid using them. 2. Try to wear gloves at all times 3. Wash hands thoroughly after every session.	1	4	4
Garden Chemicals	Members	3	4	12	1. All chemicals should be clearly marked and stored. 2. All chemicals should be stored according to the manufacturers instructions and kept in a locked container/shed away from children,	1	4	4
Fire	Members, visitors	2	5	10	1. Emergency evacuation procedures to be in place for Communal areas. IE:- Shop etc.... 2.No smoking in enclosed spaces or near garden chemicals or fuel oils.	1	5	5
Bee, wasp, Insect stings -	Members, visitors	3	4	12	1. Be aware of environment and do not provoke or antagonise stinging insects. 2. Stay clear of Insects hives/Nests. 3. If stung by an insect, Seek help, medical if necessary. 4. Call emergency services if breathing becomes difficult after a sting. 5. Leave the area if required. 6. Where Bees are to be kept in a hive on site a separate Risk assesment must be followed - available by request from site management	1	4	4
Greenhouse	Members	2	3	6	1. Be aware of the state of your greenhouse and seek help if panels etc are damaged. 2. Gloves and safety glasses should be worn when removing damaged panels. 3.The greenhouse should be disinfected once a year.	1	3	3
Composting	Members	2	3	6	1. Wear gloves and respiratory protection when turning compost heaps and wash hands thoroughly afterwards.	1	3	3
Animal Manures	Members	2	3	6	1. Wear gloves and respiratory protection when turning compost heaps and wash hands thoroughly afterwards.	1	3	3
Water Butts	Members, visitors	2	3	6	1. Garden produce and hands should not be washed with water from the water butts. 2. Water from water butts must not be drunk. 3. Water butts should have lids.	1	3	3
Project work being carried out on site	Volunteers, member's and contractors.	2	4	8	1. Wear the correct PPE. IE - High viz jacket, boots, gloves etc.. 2.Exclude other members if necessary by segregating work areas	1	4	4
Rodents	Members, visitors	2	4	8	1. Be aware of conditions of buildings and stores, 2. Wear gloves if necessary 3.No waste or food to be kept in sheds 4. Clean and disinfect areas if rodents are evident. 5. Pest control substances will be handled by the plot holder, site Management must be aware when these are being used. 6. Be aware of the symptoms of Weils disease and seek medical help if suspected.	1	4	4
Children on site	Members, visitors	3	3	9	1. Children under the age of 16 must be accompanied by an adult at all times. 2. Children under the age of 18 must no operate powered tools/equipment on site. 3. Children must be under control at all times and are the reponsibility fo the accompanying adult.	1	3	3
Dogs/pets on site	Members, visitors	2	3	6	1. Dogs / Pets must be under control at all times. 2. They must not be allowed to stray onto others plots 3. All fouling must be cleared up and removed form site. There are no disposal facilities on site for animal waste.	1	3	3

- This document must be read in conjunction with the Allotment tenancy agreement(which all allotment holders must sign) further copies are available from the site manager on request
- It is advisable to have a first aid kit available on your plot
- Everybody needs to be willing to share, Co-operate and communicate
- Be aware that everybody has different abilities and skills and not everybody can make equal contribution
- Everyone must take personal responsibility for their safety, particularly when working alone.
- At all times, everyone using the allotment site must act in a responsible, considerate manner, mindful of others working on the site
- Keep all gates and sheds, shut and locked.

Updated and approved by the committee - 07.01.25

Signature

Site manager at

Next review 07.01.27