



Risk Assessment Form

Location/Dept: Great Linford Parish Council			Date Assessed: 15 th October 2021		Assessed by: A. Hornshaw		
Task/ Activity: Allotments in GLPC			Review Date: October 2022		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Path maintenance	Slips, Trips and Falls	Tenants, Volunteers, PC Representatives, Visitors, Workmen	Maintain paths / mow / keep clear of debris.	2	2	4	After snowfall, additional care required as object left on pathways will be hidden.
Allotment housekeeping	Cuts and Tetanus	As above	Care required for sharp tools. Broken glass, bottles and plant pots to be removed from site. Remove or make safe glass edges on planters. Broken metal objects to be removed from site.	2	2	4	All tenants to take responsibility to remove broken items immediately.
Rubbish/Refuse removal	Slips, Trips and Disease		Allotment holders are responsible for removing all rubbish from site (including plastic, metal, material and wooden debris)	2	2	4	Inspections will indicate if there are concerns and Letter process followed as detailed in the handbook.
Bonfires	Burns and damage to property, risk to health and wildlife		No BBQ or fires are allowed on the allotment sites of GLPC.	5	1	5	
Emergency contact details	Plot tenants need to know who to contact in emergencies.		Emergency contact details are displayed in the on site noticeboards.	2	2	4	
Communal Pathways	Slips and Trips.		Pathways to be kept mown and clear of debris at all times.	2	2	4	



Compost bins / manure storage	Risk of splinters and risk of disease (through flies)		Compost bins to be checked and made safe by tenants and manure should be covered. Individual compost bins should be secure.	2	2	9	
Fuel storage	Explosion, Fires.		Fuel is NOT to be kept on site.	5	1	5	
Gates, hedging, fencing	Scratches, bruises and other injuries		Tenants to check for loose hinges, awkward locks, unsafe structure, ease of use. Fences to be kept clear and both fences and hedging to be well maintained.	2	2	4	
Animals	Bites, stings, disease		No animals to be kept on site without PC's permission. Note: Dogs are allowed if on a lead and only on own plot. All waste to be disposed of appropriately. Subject to change if the Parish manager has concerns.	2	3	6	
Water troughs	Drowning, sickness from drinking dirty water, contamination		Water troughs to be kept free of litter and not contaminated by chemicals or debris. Children must not be left unattended. Troughs should not be used to dispose of pesticides or other forms of contaminates.	2	2	4	
Signage	Splinters/cuts		Wooden signage to be checked for rough edges, exposed nails.	1	3	3	



Structures, sheds, polytunnels	Collapse, splinters		Structures to be well maintained by allotment tenants (and periodically inspected).	2	3	6	
Vermin	Diseases/bites		All allotment tenants to monitor continuously and report and significant sightings to the PC.	2	2	4	Transmittable diseases should be reported to the local Health Protection Team.
Water Storages	Collapse, trips		Rainwater to be stored in specially designed water butts.	1	3	3	
Wood (used), Stakes, canes and poles	Danger of tetanus, eye injury or cuts.		Tenants to check for rusty nails. Allotment tenants should cover protruding ends with can caps.	1	3	3	
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Poison and contamination of water supplies / environment.		Tenants to use pesticides as a last resort. Identify the pest correctly. Determine if pesticides are actually required. Advise other allotment holders if intending to use pesticides.	3	3	9	
<ul style="list-style-type: none"> • Each allotment holder is responsible for their actions and their use of the allotment gardens. • Each allotment holder is responsible for their health and safety and the health and safety of others. • All children must be supervised at all times by parents and / or carers. • Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary by GLPC. 							



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so



Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, parish council representatives carrying out duties, members of the public, *bona fide* visitors and volunteers. There are also environmental laws to be observed. In order to make sure that the Health and Safety policy is being adhered to, risk assessments will be carried out on the site.

Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment garden. Allotment tenants have a duty of care to anyone on their allotment, regardless of whether they have given permission for them to be there.

Great Linford Parish Council will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this document to give advice about individual gardening activities.

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment. Risk assessments shall be carried out once per year, and will be looking at risks such as ground hazards, e.g. broken glass on derelict plots, may be hidden by summer weed and grass growth.

Risk assessments apply to the general site which includes plots, thus ensuring that allotment holders are complying with the policy, which is part of their tenancy agreement. Risk assessments shall be carried out by a member of the Parish Council. The assessment shall include the full site, and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working way around the internal boundary, the communal areas and each allotment garden.

While undertaking the assessment the privacy of allotment tenants will be respected at all times, ensuring, for example, that the assessors remain on paths and limit walking on allotment gardens.

Great Linford Parish Council shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with Great Linford Parish Council or the Allotment Tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Great Linford Parish Council itself, written notification shall be sent immediately.

The Emergency Action Plan is posted on the noticeboards of each site. In case of fire or serious accident, phone 999 on a mobile phone if available. In the case of fire, allotment tenants and visitors should leave the allotment site immediately and gather at the main gate. Allotment tenants should ensure that all people working on their allotment garden are accounted for. Allotment tenants are encouraged to look out for other gardeners or visitors on adjoining allotment gardens to ensure their safety.

In the case of fire or serious accident the allotment tenant must inform the parish council.

Enforcement of the policy will be by Risk Assessment and remedial action notices, and in extreme circumstances a 'Notice to Quit' may be issued.