

## ALLOTMENT SITE RISK ASSESSMENT

<b>HAZARD</b>	<b>PERSON AT RISK</b>	<b>CONTROL/MONITORING</b>
Blisters, minor cuts, abrasions	Committee Members, Allotment Holders, Visitors, Members of the Public	<ol style="list-style-type: none"> <li>1. Wear gloves (not fabric)</li> <li>2. Keep hands clean as possible</li> <li>3. Keep up to date with tetanus inoculations</li> <li>4. Ensure location of first aid kit on site is well signposted and contains plasters and wipes</li> </ol>
Accidents with tools	Committee Members, Allotment Holders,	<ol style="list-style-type: none"> <li>5. Wear boots or other appropriate footwear</li> <li>6. Inspect site prior to work</li> <li>7. Exclude public if necessary</li> <li>8. Keeps tools well maintained to be safe to use and store safely at all times</li> <li>9. Discard all faulty equipment</li> <li>10. Only use appropriate tools in correct manner</li> <li>11. Only use tools if the appropriate training has been received</li> </ol>
Power Tools	Committee Members, Allotment Holders,	<ol style="list-style-type: none"> <li>12. Check the power tool before use.</li> <li>13. Ensure the necessary training has been undertaken where appropriate</li> <li>14. Follow manufacturer's guidelines at all times and wear appropriate eye and other protection</li> </ol>
Sharp Items: needles, razors, blades etc	Committee Members, Allotment Holders,	<ol style="list-style-type: none"> <li>15. Do not lift leaves with hands, use rakes etc</li> <li>16. Wear boots and gloves</li> <li>17. Securely wrap sharp items and dispose in a safe manner</li> <li>18. Do not compact soil with hands or feet, unless wearing appropriate footwear</li> <li>19. Do not force items into waste bags with hands or feet</li> </ol>
Moving, lifting or handling loads	Committee Members, Allotment Holders,	<ol style="list-style-type: none"> <li>20. Assess load and location</li> <li>21. Seek help if required</li> <li>22. Get basic training in manual handling if lifting on a regular basis</li> </ol>

Uneven ground, trip hazards	Committee Members, Allotment Holders, Visitors, Members of the Public	23. Be aware of the state of ground being worked on 24. Wear footwear with a good grip 25. Take extra care if working on slippery ground 26. All access routes must be kept free from materials and debris at all times
Bacterial infections	Committee Members, Allotment Holders, Visitors, Members of the Public	27. Be aware that illness can be caused by poor allotment hygiene 28. Take care not to put hands in mouth or around mouth, nose or eyes while gardening 29. Wash hands thoroughly before eating 30. Cover cuts or grazes with waterproof dressings while working in the allotment 31. Allotment produce should be washed thorough before eating
Plant allergies	Committee Members, Allotment Holders, Visitors, Members of the Public	32. Be aware you may be allergic to certain plants and if so, please advise a Member of the Committee where known allergies exist 33. Try to wear gloves at all times 34. Wash hands thoroughly at the end of each session
Chemicals	Committee Members, Allotment Holders, Visitors, Members of the Public	35. Only chemicals approved for garden use should be used and must be clearly marked, stored and used according to manufacturer's instructions by competent persons only.
Sunburn	Committee Members, Allotment Holders, Visitors, Members of the Public	36. Wear suitable clothing 37. Wear a high factor protective sun cream 38. Drink adequate fluids to stay hydrated 39. Take breaks when required
Hypothermia	Committee Members, Allotment Holders, Visitors, Members of the Public	40. Wear warm outdoor clothing; waterproof clothing if required
Fire	Committee Members,	41. Emergency evacuation procedures to be in place and understood by all

	Allotment Holders, Visitors, Members of the Public	allotment users 42.No smoking in enclosed spaces or near chemicals
Bee and wasp stings	Committee Members, Allotment Holders, Visitors, Members of the Public	43.Be aware of environment and do not provoke bees or wasps 44. Stay clear of bee or wasp hives
Greenhouses	Committee Members, Allotment Holders,	45.Regular maintain any greenhouses, ensuring no broken glass contaminates the soil
Composting	Committee Members, Allotment Holders,	46.Wear gloves and mask when turning compost heaps and wash hands thoroughly afterwards
Animal manures	Committee Members, Allotment Holders,	47. Wear gloves and wash hands thoroughly afterwards
Water butts	Committee Members, Allotment Holders, Visitors, Members of the Public	48.Allotment produce and hands should not be washed in water butts 49. Ensure water butts do not present a drowning hazard to young children
Ponds and water	Committee Members, Allotment Holders, Visitors, Members of the Public	50.Children MUST be supervised at all times
Rodents	Committee Members, Allotment Holders, Visitors, Members of the Public	51.Ensure sheds are kept clean and free from waste wherever possible 52. Pest control substances should not be used without the knowledge of the Committee
Wildlife	Committee Members, Allotment Holders, Visitors, Members of the Public	53. Report any concerns about wildlife to the Committee, as there are restrictions eg nesting birds, crested newts etc. 54. Check bonfire piles for hedgehogs etc, prior to igniting

Poultry	Committee Members, Allotment Holders, Visitors, Members of the Public	55. All poultry keepers must continue to practise strict disease prevention measures, following Defra's guidance to take steps to reduce the risk of infection, such as Avian Flu, via the environment.
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## ALLOTMENT ASSOCIATION RISK ASSESSMENT

<b>AREA</b>	<b>RISK</b>	<b>CONTROL/MONITORING</b>
Assets	Protection of physical assets	Asset register maintained Assets insured Insurance reviewed annually Significant purchases notified to insurer in year
	Theft or damage	Report all incidences of theft or damage to the Police and Council Ensure site gates are locked Provide security advice to allotment holders
Finance	Non-payment or late payment of allotment fees	Monitor collection of allotment fees Process in place to collect late payment
	Banking	Little or no cash handled Majority of income paid direct into bank Cheques paid into bank within 3 days of receipt
	Loss of cash through theft or dishonesty	Cash seldom handled Regular audit to identify anomalies
	Insufficient funds	Regular reporting of income against expenditure Agree budget for minimum of 3 years
Boundaries	Encroachment from neighbouring properties	Regular monitoring of boundaries and report any issues to the Council
Legal Obligations	Non-compliance of enactments affecting the allotment site	Regular monitoring by designated member
	Termination of Agreement	Ensure all terms of the Management Agreement are complied with by regular monitoring