



# Risk Assessment Form – Allotments

## APPENDIX 2

<b>Date</b>	14 <sup>th</sup> March 2024
<b>Assessed by</b>	Lucinda Edwards (Clerk)
<b>Location</b>	Broadbridge Heath Parish Council – Weston Avenue Allotments
<b>Assessment number</b>	APPENDIX 2 TO PARISH COUNCIL'S ADOPTED RISK MANAGEMENT SCHEME
<b>Circumstance, activity, task, system or area being assessed</b>	Allotment site at Weston Avenue
<b>Review date</b>	May 2025

<b>Severity</b>		<b>Likelihood</b>		<b>Risk (Severity x Likelihood)</b>	
1	<b>Negligible outcome</b> - Minor injuries, self-treated, slight transient / reversible effects.	1	<b>Very Unlikely</b> - Extremely unlikely to occur	1 - 4	Low risk
2	<b>Minor outcome</b> - Minor Injuries requiring First Aider treatment with no days lost other than the incident	2	<b>Unlikely Occurrence</b> - can happen, but unlikely	5 - 9	Medium risk
3	<b>Moderate outcome</b> - Moderate Injuries requiring hospital treatment (i.e. taken from the scene of the accident to hospital), or work absences of one or more days due to injury or occupational ill health + RIDDOR	3	<b>Possible</b> - Would not be surprised if happened	10 – 25	High risk
4	<b>Major outcome</b> - Major injuries of one or more persons, including permanent disablement (e.g. amputation, loss of sight, serious burns, requires resuscitation and/or hospitalised for > 24 hours).	4	<b>Likely</b> - This event is more likely to occur than not		
5	<b>Extreme outcome</b> - Fatality (death of one or more persons), reportable diseases (e.g. asbestosis), explosion (gas)/serious fire.	5	<b>Very Likely</b> - This will happen. Probably more than once		

No.	Hazard Activity / plant / materials, etc that could cause harm	Risk What the harm might be	No. & type of people in danger e.g. staff, visitor, young person, disabled etc	Current control measures The measures actually in place, not supposedly in place	Risk with current control measures			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act & when?	Risk if further controls implemented		
					Severity 1-5	Likelihood 1-5	Risk S x L			Severity 1-5	Likelihood 1-5	Risk S x L
1.	Children and Visitors Safety	Slips, trips, general injuries	Plot holders, visitors	Visitors must be accompanied by plot holders. Signage stating no unauthorised access.	2	1	2	Ensure compliance with Allotment Rules.	Committee and plot holders			
2.	Communal pathways - Slip, trips and falls	Potential for cuts and grazes. Possible twisting of ankles sprains and strains	Plot holders, visitors	Communal pathways to be kept clear and maintained routinely.	3	1	3	Keep clear and maintain regularly.	All plot holders			
3.	Trees	Risk of branches and tree falling.	Plot holders, visitors	Trees are inspected every 3 years. Tree work is carried out by an external contractor	3	1	3					
4.	Compost Bins/Manure Storage	Collapse of structure, splinters, flies, spread of disease.	Plot holders, visitors					Compost bins to be maintained in a safe condition.	Plot holders with compost bins.			
5.	Gates/hedges and fencing	General injuries, scratches, bruises and other injuries.	Plot holders, visitors	Plot holders to report any problems to officers to instigate repairs. Annual inspection by BBHPC.	2	1	2	Check structure and ease of use. All to be kept clear and well maintained.	Constant awareness by all on site.			
6.	Garden tools and equipment	General injuries, joint and muscle problems.	Plot holders, visitors	Tools to be stored safely after use. Tools to be used correctly with appropriate PPE. Adequate supervision of visitors by plot holders.	2	2	4		<b>All plot holders.</b>			
7.	Signage	Splinters/cuts etc	Plot holders, visitors	Inspection quarterly for rough edges/exposed nails. Condition to be monitored and recorded during annual site inspection and repairs if necessary.	3	1	3	Plot holders advise to report any noted issues to officers.	All plot holders.			
8.	Communal Shed	Collapse of structure causing injury.	Plot holders, visitors	Quarterly inspection and good maintenance.	2	1	2		BBHPC			
9.	Plot structures/Sheds/poly tunnels	Collapse of structure causing injury.	Plot holders, visitors	Any new structures on plots to meet rules requirements.	2	1	2		All plot holders			
10.	Water storage/ponds	Collapse of structures, drowning hazard for small children.	Plot holders, visitors.	Ensure only proper water butts are installed. Ensure allotment rules relating to pond structures are followed.	3	2	6					

				Adequate supervision of visitors by plot holders.							
11.	Security	Unauthorised access.	Plot holders, visitors.	Locks are added all access gates and shed. Plot holders to ensure adequately secured after use and to report any issues to officers.	3	1	3				