

Seaton Town Council Allotments
RISK ASSESSMENT



Activity Name and date:

What are the hazards?	Who might be harmed	Risk Rating before control measures			Control Requirements	Risk Rating after control measures			Actioned by who
		Severity 1-3	Likelihood 1-3	RISK RATE		Severity 1-3	Likelihood 1-3	RISK RATE	
Machinery	Tenant, General Public	2	1	2	<p>Instructions for the use of machinery lie with the owner/operator. It is a requirement that tenant's wear the recommended safety equipment when operating machinery (irrespective of the owner).</p> <p>When strimmer's and mowing machines are being used on an adjacent plot, stones and other flying objects can cause injuries. The instructions for these items of equipment refer to the dangers. It is the responsibility of the operator to take due care.</p> <p>Children can act unpredictably exposing themselves to risk from machinery. It is the responsibility of the tenant to ensure that children are supervised. When young children are present on a plot, cultivators or strimmer's should only be used where there are two adults – one operating, one supervising.</p>	1	1	1	

Activity Name and date:

					No children to operate machinery under any circumstances.				
Weedkillers, wood preservatives & pesticides	Tenant, General Public	3	2	6	<p>Biodegradable chemical free Weedkillers & Pesticides should be used as an alternative, if at all needed.</p> <p>There is a risk if chemicals are not used in accordance with the manufacturer's instructions. All chemicals should be used and sprayers etc. rinsed after use, in accordance with the manufacturers' instructions.</p> <p>If chemicals are held on a tenant's plot they should be stored securely and clearly identifiable. Troughs must not be used to rinse sprays or containers.</p>	2	2	4	
Garden tools & equipment	Tenant, General Public	2	3	6	<p>Injuries to hands and feet if equipment is not used correctly.</p> <p>Garden tools and equipment should be used correctly and appropriate gloves & footwear worn as necessary.</p> <p>Garden tools and equipment should not be left on common paths where they could be a trip hazard or left available for others to use.</p>	2	2	4	

Activity Name and date:

					Garden tools should be stored or taken away after use.				
Garden structures, i.e., Sheds, Glasshouses, wooden plant boxes etc. Asbestos on Structures.	Tenant, General Public	2 3	2 1	4 3	Structures to be maintained to a good standard and any loose material, secured, and repaired to a good condition. Hazards on the ground should be clearly visible and identified to avoid trip, slips, or falls. If the hazard is not fixed or a part of the garden allotment, then it should be removed and disposed of, or stored securely If asbestos material identified. Contact STC and proper removal by qualified personnel needs to take place and disposed of in the correct manner	1 1	1 1	1 1	
Adverse weather – strong winds: risk of injury to person and damage to equipment, structures	Tenant, General Public	2	2	4	Weather forecast and predicted windspeeds, including gusts, will be monitored. All tenants and members of the public should dress appropriately for the weather conditions. Tenants to inspect and take necessary action to secure any owned pieces of equipment and structures on their allotment plot. So that it is not a danger to others.	2	1	2	STC Officers

Activity Name and date:

					<p>Tenants to make good choices and not attend the allotments in poor weather conditions.</p> <p>STC staff to regularly check allotments after extreme weather events.</p>				
<p>Adverse weather – heavy rain: risk of injury due to wet, muddy ground</p> <p>Frozen ground and ice</p>		2	2	4	<p>Weather forecast and predicted rain, will be monitored. If flooding occurs, council staff members will decide on whether to close the allotments for a short period, depending on the severity to minimise the risk.</p> <p>All tenants and members of the public should dress appropriately for the weather conditions.</p> <p>Tenants to make good choices and not attend the allotments in poor weather conditions.</p> <p>Do not try and cross ice patches and avoid. Select an alternative route if necessary.</p> <p>STC staff to regularly check allotments after extreme weather events.</p>	2	1	2	STC Officers
Tracks and Paths	Tenant, General Public	1	2	2	Grass paths to be cut on a regular basis, to expose any hazards, lying underneath in the long grass.	1	1	1	

Activity Name and date:

					<p>Tracks to be regularly inspected to identify hazards that could potentially damage vehicles or be a trip hazard.</p> <p>Track damage to be closed off and alternative access found, if hazards are identified, until suitable repairs to the surface can be conducted.</p> <p>Signage to be put in a place to let the tenants and public know that there is a hazard identified on a road or path.</p> <p>Tenants to be informed via email of any changes to the allotment imposed by structural damage and hazards identified.</p>				
Water Ditches/Channel	Tenant, General Public	3	2	6	<p>Water ditches to be maintained and cleared of any material that impedes the flow of water to reduce the risk of flooding.</p> <p>Banks should be cleared of vegetation, to identify the edges of a ditch/water channel and signage placed to identify the hazard.</p> <p>Drain grates, road storm drains to be cleared of vegetation or mud/stones that can restrict the flow of water into the channels.</p>	2	2	4	STC Officers

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Wooden Bridges	Tenant, General Public	3	2	6	<p>Wooden bridges to maintained to a safe and good condition. With a regular inspection conducted to the stability and condition of the material.</p> <p>Abutment of bridges on water channel embankments, will be regularly checked for erosion. After major rain events, where volume of water will be high, the checks for erosion will be immediate.</p> <p>Any hazards identified with wooden bridges, will be cordoned off from the tenant/public, until repairs can be conducted.</p> <p>Signage to be put in a place to let the tenants and public know that there is a hazard identified on a bridge.</p> <p>Tenants to be informed via email of any changes to the allotment imposed by structural damage and hazards identified.</p>	2	1	2	STC Officers
Allotment Fence Lines.	Tenant	2	2	4	Tenants should keep all boundaries in good condition and free from obstructions.	2	1	2	

Activity Name and date:

					<p>Wooden fence posts should be securely fitted into the ground and replaced if rotten.</p> <p>Mental posts should be secured into the ground and free from sharp edges that can causing snagging.</p> <p>Fence wire should be in good condition and free from sharp edges that can causing snagging.</p>				
Natural hazards: risk of insect bites and stings, cuts and grazes, splinters from hedges.	Tenant, General Public	2	2	4	<p>Allotments to be checked for any wasp, bee, or other insect nests. Tenants to inform the council if there is a danger to the public and advise will be sort from pest control experts.</p> <p>Allotments to be checked for any trailing brambles or nettles and trimmed back or removed.</p> <p>Hedges to be trimmed back on a regular maintenance schedule.</p>	2	1	2	STC Officers
Rats, Rodents & Animals	Tenant, General Public	2	2	4	<p>The presence of rats should be reported to the Parish Council.</p> <p>Where rat poison has been laid down, notices are to be displayed to inform tenants.</p> <p>Poison for rats should only be used in closed off areas such as sheds or</p>	2	1	2	

Activity Name and date:

					<p>chicken runs in the appropriate holders to prevent accidental poisoning of the myriad of animals that use the allotments.</p> <p>Alternatively contact the council, who can seek advice from a pest control expert.</p>				
Overhanging Branches/ Diseased/Fallen Trees	Tenant, General Public	3	1	3	<p>Onsite trees to be inspected on a regular basis by a qualified arborist. Work to trees recommended, will be contracted out to suitable qualified tree company.</p> <p>Tenants to maintain trees to a height of 2m and regularly cut back branches that are obstructing access ways or a bodily contact hazard for a person.</p> <p>Low hanging branches and dangerous branches should be reported to the Council so that appropriate action may be taken.</p>	2	1	2	STC Officers
Bonfires	Tenant, General Public	3	2	6	<p>There is an inherent danger in a bonfire spreading if unattended. It is the responsibility of the tenant to conform to the council rules covering bonfires.</p> <p>Means of extinguishing fire should always be at hand.</p>	2	1	2	

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Vehicles on allotment site	Tenant, General Public	2	2	4	<p>Vehicles should access the allotment site through the bottom entrance gate.</p> <p>Any vehicles that need access through the top wooden gate of the allotment site, should only be accessed by permission from contacting the council to seek arrangements. Top gate is locked to prevent unauthorised access.</p> <p>Vehicles to manoeuvre around the site using the designated tracks.</p> <p>Vehicles to travel at a maximum of 5 mph when on site. Tenants and public to be aware of other persons using the tracks.</p> <p>Vehicle drivers to use hazard warning lights, when darkness falls, if manoeuvring in the winter months.</p> <p>Vehicle drivers to scan area for other vehicles or pedestrians when entering or exiting the allotment site.</p>	2	1	2	
General public safety: risk of harm and/or injury due to inappropriate behaviour	Tenant, General Public	2	2	4	<p>Tenants to respect each other and to conduct themselves appropriately. Any abuse should be reported to the council and an investigation will be activated.</p> <p>Any tenant who is in breach of their tenancy agreement through</p>	1	1	1	

Activity Name and date:

					<p>inappropriate behaviour, maybe removed from the plot, depending on the findings of the investigation.</p> <p>In the event of disorderly or dangerous behaviour, the police will be called via 999 in an emergency or informed through the website channels to record the abusive behaviour.</p>				
Theft/Damage	Tenant, Council	2	2	4	<p>Tenants to secure any items of value in locked storage.</p> <p>Theft from or damage to allotment plots should be reported to the council, where the police will be informed through website channels, so that the discoverer statement can be recorded and a crime number sort for insurance purposes.</p>	2	1	2	
Complaints from neighbouring properties	Tenants, Council	2	1	2	<p>All complaints will be investigated and appropriate action to be taken to resolve the complaint in a timely manner.</p> <p>Complainant to be informed of course of action to resolve the issues in question within a reasonable timeframe, or given a reasonable estimate, if this is not going to be the case.</p>	1	1	1	
Lone Working	Tenant, General Public, Council staff	2	2	4	Tenants to inform family members or friends of whereabouts, carry a mobile phone. Dial 112 or 999 for emergency services from a mobile.	2	1	2	

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					<p>Consider risk from malicious intruders.</p> <p>Council staff to inform colleagues of general movements of activities for the day.</p>				
Vulnerable People Slips and Trips	Tenant, General Public	2	2	4	<p>Manoeuvre around site with caution. Scan area before proceeding.</p> <p>Report any issues to STC as soon as possible, if trip hazard is identified.</p> <p>STC staff to regularly check allotments to identify any potential trip and slip hazards.</p>	2	1	2	

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Completing the risk assessment:

For each hazard that you can identify, you must assess the likelihood of the risk occurring and the impact it would have if it did occur. Score both items on a scale from 1 to 3 (3 being highest) and multiply the two together to get a Risk Rate.

Then identify steps that can be taken to reduce or remove the risk. Does the mitigation give a significantly lower risk score? If not, what further mitigation must be put into place to bring the Risk Rate to an acceptable level? If the risk remains “Intolerable” or “Substantial,” what can you do to remove that activity or area of risk completely?

		Severity/Consequence		
		Slightly harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly unlikely (1)	Trivial risk (Score 1)	Tolerable risk (Score 2)	Moderate risk (Score 3)
	Unlikely (2)	Tolerable risk (Score 2)	Moderate risk (Score 4)	Substantial risk (Score 6)
	Likely (3)	Moderate risk (Score 3)	Substantial risk (Score 6)	Intolerable risk (Score 9)

Signature:	Date:
Name:	
Position at Seaton Town Council:	