



## **HEALTH & SAFETY ALLOTMENT SITE INSPECTION - RISK ASSESSMENT**

### **Introduction**

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, RAA 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.

### **Responsibilities**

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.

RAA inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities.

Site inspections and risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

### **Site Inspections (Risk Assessments)**

The objective of the site inspection - risk assessment is to identify and assess risks 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 at least once per year, and will look at risks such as ground hazards, e.g. broken glass on derelict plots, may be hidden by summer weed and grass growth.

Site inspections - 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.

Where possible, Allotment tenants shall be informed in advance of the date of the site inspection and level of access required on each plot. Every effort will be made to undertake the inspection on a day that is not busy, to minimise intrusion on plot holders' privacy.

### **Site Inspections (Risk Assessment) Execution**

Site inspections should be carried out by a member/s of Allotment Society Committee or Representative of RAA for Allotment sites with no Society. The inspection shall include the full Allotment site, and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working around the internal boundary, the communal areas and each allotment garden.

From the inspection, the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the Allotment Society Committee of RAA.

While undertaking the inspection 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.

### **Site Inspections Completion**

Once the site inspection has been completed it shall be considered by the Allotment Society Committee or RAA Board, who will then decide how to deal with the identified risks. Records of site inspections - risk assessments undertaken (along with remedial action notices) must be retained by the Allotment Society or RAA.

### **Remedial Action**

The Allotment Society or RAA will determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with the Allotment Society, RAA or the Allotment Tenant, depending on the nature of the issue.

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

A collective 'notice to remedy' shall be posted at the allotment site detailing all hazards found on plots, correction required and deadline for completion. Allotment tenants shall be reminded of their duty of care in the notice.

If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the Allotment Tenant concerned. If subsequent notices are ignored ultimately a 'notice to quit' shall be served in accordance with the tenancy agreement.

### **Emergency Action Plan**

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. 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 Allotment Society and/or RAA.

### **Policy Implementation**

The Rotherham Allotment Alliance will oversee Health and Safety issues.

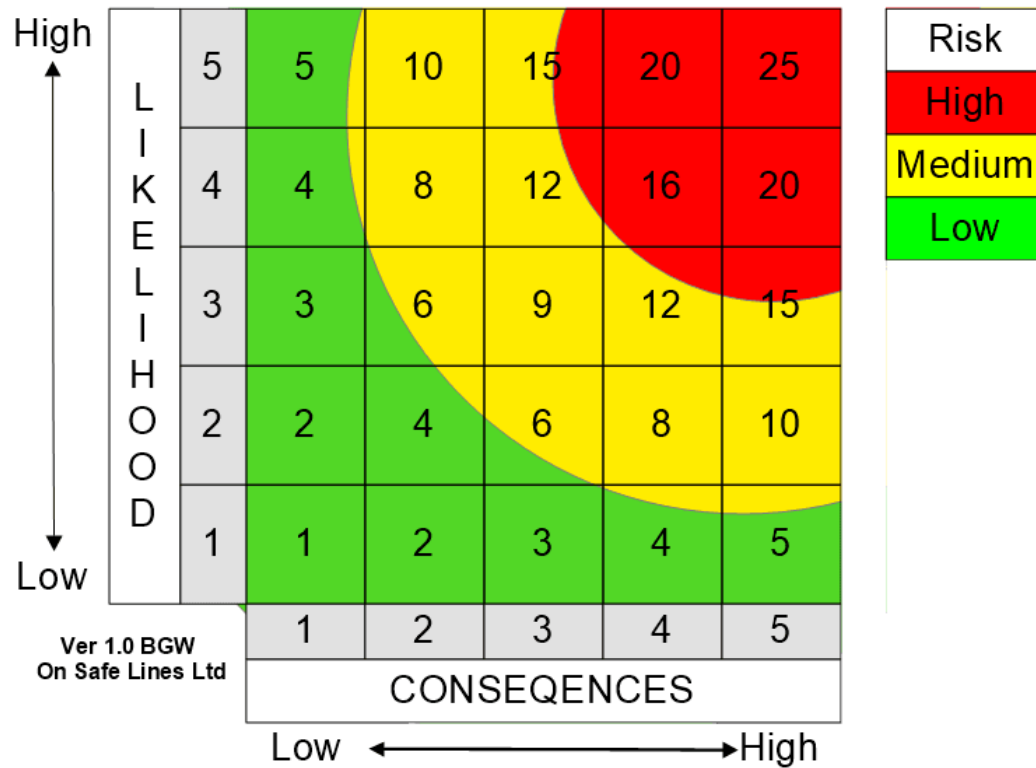
### **Enforcement**

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

**SITE INSPECTION REPORT** – for Allotment Site Located at .....

Site Inspection Report completed by -			Date of Assessment	
<b>RISK ASSESSMENT</b>				
<b>People at Risk</b>				
Allotment Holder/Tenants	Volunteers	RAA Representatives	Visitors	Workmen
<b>Common Hazards</b>	<b>Standard Control Measures</b>	<b>Further Action / Comments</b>	<b>Action Level</b> <i>(High / Medium / Low)</i>	<b>Action Date</b>
Slips trips and falls	Maintain paths / mow / keep clear of debris			
Cuts	Remove any broken glass from site. .			
Broken glass / glass bottles / broken plant pots	Remove from site each allotment tenant will take equal responsibility			
Plastic, metal, material and wooden debris	Remove from site as part of general rubbish clearance			
<b>Site specific hazards</b>	<b>What is the danger?</b>	<b>Additional local control measures</b>	<b>Further Action / Comments</b>	<b>Action Level and Date</b>
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife			
Emergency contact details				
Communal pathways	Danger of slips and trips			
Fuel storage	Explosion, fires			
Gates / hedging / fencing	Scratches, bruises and other injuries			

Glass and metal	Cuts and Tetanus			
Animals	Bites / Stings / Disease			
Water hazards and storage	Location			
Refuse	Slips / trips /disease			
Signs	Splinters / cuts			
Structures / sheds / polytunnels	Collapse, splinters			
Vermin	Diseases / bites			
Water storage	Collapse, trips			
Wood (used)	Danger of tetanus			
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Poison and contamination of water supplies / environment			
Stakes, canes and poles	Eye injury or cuts			
<b>COMMENTS / ADDITIONAL INFORMATION</b>				
<ul style="list-style-type: none"> <li>● Each allotment holder responsible for their actions and use of allotment gardens</li> <li>● Each allotment holder is responsible for their health and safety and the health and safety of others</li> <li>● All children must be supervised at all times by parents and / or carers</li> <li>● Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary.</li> </ul>				
<b>N.B:</b> The main focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.				



All risks should be assessed utilizing the above matrix based on LIKELIHOOD AND CONSEQUENCES. Scores within the green LOW sector may require no further action, those in yellow MEDIUM risk may require measures to reduce risk and those in red HIGH zone need immediate action to reduce or remove the risk completely.