

## **HEALTH & SAFETY POLICY**

Allotment sites and the activity of gardening is relatively risk free if people are aware of the hazards and take steps to ensure that they, other people and wildlife are not put at risk.

### **Physical activity**

Allotments and gardening provide you with a lot of physical exercise. Which is good, but don't overdo it. Divide large jobs into small manageable tasks and take a break between them, making sure you drink plenty of fluids.

Digging the soil is one of the most physically demanding tasks in gardening, as it involves continued bending and straightening of the back when lifting a spade of soil. It needs to be approached with care, particularly if you are not used to heavy work.

- Sensible clothing and footwear is essential to save you from a forked foot or worse.
- Do not do too much work in one go, have regular rests, and never carry out dangerous jobs when you are tired, as this is often when accidents happen

### **Health Risks**

All gardeners should be aware of the risk of catching Tetanus (Lockjaw). This is a serious infection caused by bacterium that lives in the soil and especially manured soil. It enters the body through cuts and abrasions and a few days or weeks later the illness hits. Please make sure that you have a vaccination that protects you against tetanus.

- Wear gloves and other suitable protection when in close proximity to plants and insects that can sting, bite or cause other skin irritations
- Be mindful that in very hot weather, especially in green houses, it is possible, although very rare, for Legionella (Legionnaire's Disease) to multiply in warm water to potentially harmful levels. Never drink water from water butts or tanks, avoid leaving bottled water on site from one visit to the next and only drink from taps if you know for sure they provide safe drinking water
- Protect yourself from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots when working with stagnant water
- Wash your hands after any gardening activity and always make sure you clean and protect any cuts, scratches and abrasions

### **Tools & Equipment**

Garden tools can be a hazard if they are not stored properly or are left lying around the allotment when not in use. For example, upturned fork or rake. Always reserve that little bit of time to put things away after a day's work. An untidy allotment is a dangerous one.

- Making sure your tools are the right size and style for you and are kept in good condition will help prevent a lot of aches and pains
- Most power tools need a reasonable amount of knowledge and training to be able to use them efficiently and safely e.g. Chainsaws, Strimmer's, Lawnmowers

and Rotavators. A good Rotavator can drastically reduce manual labour, but is also difficult to control, so familiarise yourself with the controls and take a while to get used to it. Always follow the manufacturer's instructions for any powered appliance. Never attempt to repair or maintain a powered appliance whilst it is still connected to the power source

- Use ear-defenders, dust masks and goggles where appropriate

### **Pesticides and fertilisers**

- Ensure that all chemicals are kept securely locked away in clearly marked containers – preferably the original containers. Do not keep them in second-hand food & drink vessels such as bottles, tins or jars.
- When applying pesticides be sure to wear appropriate clothing and only do so when the conditions are suitable.
- Avoid drift and any other contamination to other plots and people
- Always make sure that pesticides and fertilisers are disposed of responsibly. Pesticides should never be included in household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse. If in doubt please seek advice from the site manager or local council
- Do not open a chemical or fertilizer container with your head right over it, the vapours can often be as dangerous as the contents
- Consider organic and natural alternatives

### **First aid**

A first aid kit is a wise addition to the tools kept in the garden shed. A small selection of adhesive plasters, antiseptic ointment, a pair of tweezers for removing thorns and splinters and a gauze or lint pad to use as a compress to stop the bleeding if you are badly cut.

It is a good idea in all aspects of life to have some knowledge of first aid

### **Ponds and water**

A well planned and maintained pond can enhance your allotment, provide numerous benefits to wildlife and enjoyment to people of all ages.

If you wish to have a pond and the site management allow it, keep it shallow, 30-50cm at the deepest point is sufficient for biodiversity and sloping sides also prevent drowning of mammals that come to drink water. In winter use a float to prevent icing-over, otherwise children may be tempted to walk on ice and pond-life will be starved of oxygen.

People at most risk of drowning in ponds are children under three years of age. The risk from drowning decreases as a child's age and understanding of the danger increases. Regard an open water butt as you would a pond in respect of the hazard it presents

### **Wildlife**

The allotment gardener has a responsibility not to cause unnecessary harm to the local wildlife. Such hazards include litter, carelessly applied fruit netting, use of pesticides,

open drains, exposed pest control methods, lack of care when mowing & strimming, broken glass and pre-stacked bonfires.

Furthermore, it is worth noting that certain wildlife such as badgers, slowworms, some birds of prey and reptiles have legal protection. Research protected species if in doubt.

Unfortunately though, some level of pest control is often required to control vermin. Rats in particular can carry many diseases including Weil's Disease, which can cause human death via contaminated water. Authority to administer pest control is often reserved for those responsible for the site, but if individual plot-holders are permitted to tackle the problem themselves always follow the instructions and apply responsibly

Try to discourage rats by securing rubbish in bins and not putting food on the compost heap. Compost heaps can also be covered with wire mesh to prevent entry

### **Bonfires**

Individual sites are likely to have their own rules about bonfires so make sure you know where you stand. Irrespective of the site rules, the government Environmental Protection Act, stipulates laws pertaining to such things as nuisance being caused by smoke and drift over a public highway

- Always check the weather to make sure conditions are suitable and to know which way the smoke will drift.
- Never leave a fire unattended and make sure that it is completely put out (with water if necessary) before you leave.
- Check your bonfire for wildlife before lighting it and keep any children under close supervision at all times – they tend to have a fascination for bonfires!

### **Personal safety**

Allotment gardeners often spend long periods of time on their own, so think about what would happen if you had an accident or fell ill. Whilst it's very appealing to escape the daily toil of our modern technology-filled lives, if you own a mobile phone, keep it with you – it could save your life in times of need! Otherwise, at least let a friend or relative know where you are and how long you intend to be.

- Be aware of the weather conditions. It's so easy to get caught out with a heavy downpour, bitterly cold wind or the one that catches most people unaware – sunstroke!
- Do not undertake excessively strenuous or dangerous work on your own or when neighbouring gardeners are not about.
- Before you start a potentially dangerous job (e.g. carrying heavy items or using a power tool), stop and think about how you might hurt yourself or others on the site. If there is a safer way to undertake the work, do so. All risk cannot be eliminated but take any action to reduce the risks such as wearing appropriate safety equipment and warning other users in advance of what you are doing and to stay clear.

- Stopping for a lunch break helps restore energy after lots of work. Always wash your hands after gardening and especially before eating. The use of hand sterilising gel is highly recommended
- Children should be accompanied by an adult and supervised at all times
- Always wash your fruit and vegetables thoroughly before eating them

### **Contractors**

All contractors must provide the following information when submitting an estimate or tender for work to the RAA.

- A detailed method statement to meet the job specification and fulfil all Health and Safety requirements with specific respect to the welfare of allotment tenants during the period the contract.
- Measurements and quantities as necessary
- Removal of rubbish etc. The site must be left in an acceptable condition on conclusion of the work, as determined by the ASA.
- Third party indemnity insurance cover of £5 million whilst completing the work
- Agreement to carry out full Health and Safety risk assessment if contract secured.
- Date at which contractor could start work and length to completion.

### **Site Inspections - Risk Assessments**

**(See Site inspections procedure and – Site Inspection / Risk Assessment forms attached)**

It is the responsibility of the RAA and/or Allotment Society to complete site inspections and any resultant risk assessments for each allotment site at least annually during the period November to February. These site inspections/risk assessments will be completed by agreed society representatives or RAA representatives. There is a need for all risk assessments to be completed to a uniform standard to avoid anomalies. A risk assessment should be carried out before any 'one off' project is undertaken, for example if a vacant plot is being cleared for cultivation. A risk assessment should be completed immaterial of whether the work is being carried out by a contractor or volunteer group.

The results of the site inspections - risk assessments will be displayed on the RAA or the society web site. Any significant risks on individual allotment plots will be brought to the attention of the plot holder for immediate attention and necessary enforcement will apply if the matter is not resolved within the specified period.

### **Allotment H&S Protocol**

#### **Rules for Allotments to be adhered to by all users of the allotment:**

#### **No one on site must endanger themselves or others by their acts or omissions**

- No alcohol / illegal substances should be consumed on the allotment site, allotment tenants and/or their guests should not be under the influence, of alcohol or illegal substances while on site.
- Everybody needs to be willing to share, co-operate and communicate.
- Be aware that everybody has different abilities and skills and not everybody can make an equal contribution.
- Each individual has to take personal responsibility for their safety, particularly if working on their own.
- At all times, each individual using the allotments must act in a responsible, considerate manner; mindful of others working in the allotment.

<b>Risk</b>	<b>Persons at risk</b>	<b>Control measures</b>
Blisters, minor cuts, abrasions	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear work gloves, not fabric.</li> <li>2. Keep hands as clean as possible.</li> <li>3. Keep up to date with tetanus inoculations.</li> <li>4. First aid kit available should contain plasters and wipes.</li> </ol>
Accidents with tools	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear appropriate footwear and clothing</li> <li>2. Inspect site prior to work for hazards</li> <li>3. Exclude public if necessary.</li> <li>4. Keep tools well-maintained to be safe to use.</li> <li>5. Discard all faulty equipment.</li> <li>6. Only use appropriate tools in correct manner.</li> <li>7. Get basic training in tool safety.</li> <li>8. Where non-standard, (e.g. powered,) equipment is required seek appropriate advice and follow manufacturer's instructions</li> </ol>
Sharps: knife, blades etc	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear appropriate footwear, gloves and clothing</li> <li>2. Inspect site prior to work for hazards dispose of any sharp items using safe approved methods</li> <li>3. Do not compact with feet or hands; do not force items into waste bags with hands or feet.</li> </ol>
Moving, lifting and handling loads	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Assess load and location.</li> <li>2. Seek help if required.</li> <li>3. Get basic training in manual handling.</li> </ol>
Uneven ground, trip hazards	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Be aware of the state of ground being worked on. Inspect site prior to work for hazards</li> <li>2. Wear footwear with a good grip.</li> <li>3. Take extra care if working on slippery ground.</li> <li>4. All access routes must be kept free from materials/debris</li> </ol>
Bacterial infections	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Be aware that illness/ infection can be caused by poor garden hygiene.</li> <li>2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening.</li> <li>3. Wash hands carefully before eating, drinking or smoking.</li> <li>4. Cover cuts or grazes with waterproof dressings whilst working in the allotment</li> <li>5. Garden produce should be washed thoroughly before eating.</li> </ol>

Plant allergies	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Be aware you may be allergic to certain plants if so avoid contact.</li> <li>2. Try to wear gloves at all times.</li> <li>3. Wash hands thoroughly at the end of each session.</li> </ol>
Garden chemicals	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. All chemicals should be clearly marked and stored and used according to manufacturer's instructions by competent people only.</li> </ol>
Sunburn	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear suitable clothing (hats, long sleeves etc)</li> <li>2. Wear a high factor protective sun cream, it is the individual's own responsibility to use it.</li> <li>3. Drink adequate (non-alcoholic) fluids to stay hydrated.</li> <li>4. Take breaks in the shade when required. Avoid exposure 12pm-3pm.</li> </ol>
Hypothermia	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear warm outdoor clothing – waterproof clothing if required.</li> </ol>
Fire	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Emergency evacuation procedures to be in place and understood by all participants.</li> <li>2. No smoking in enclosed spaces or near garden chemicals.</li> </ol>
Bee and wasp stings	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Be aware of environment and do not provoke bees or wasps.</li> <li>2. Stay clear of bee or wasp hives / bikes.</li> <li>3. If stung by bee or wasp seek medical advice</li> <li>4. Leave area if necessary.</li> </ol>
Poly tunnels, sheds & loose equipment	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Keep in a good state of repair</li> <li>2. Ensure tethered in case of high winds</li> </ol>
Composting	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear face mask and gloves when turning compost heaps.</li> </ol>
Animal manures	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.</li> </ol>
Water butts	Tenants / Co-workers and their guests	<ol style="list-style-type: none"> <li>1. Garden produce and hands should not be washed with water from the water butts.</li> <li>2. Do not drink from water butts.</li> </ol>

## **RISK ASSESSMENT REPORT** – for all Allotment Sites

Site Inspection Report completed by -				Date of Assessment				
RISK ASSESSMENT								
People at Risk:		Tenants	Co-Workers	Volunteers	RAA Representatives	Visitors	Contractors	Residents
Common Hazards	Actions / Standard Control Measures	Further Action / Comments			Action Level (High / Medium / Low)	Action Date		
Slips, trips and falls	Maintain paths / mow grass / keep clear of debris. Wear appropriate footwear for the conditions	Tidy up plots regularly. Public areas mowed regularly during summer months Seek medical advice if required			Low	Ongoing		
Contact with sharp objects / use of hand-tools	Injury resulting from discarded objects / use of hand tools. Remove any Broken glass / glass bottles / broken plant pots / from site.	Allotment is fenced and locked to reduce the risk of unauthorised access Tenant responsibility to remove Wear gloves / appropriate PPE Use tool as per manufacturer's instructions / training Ensure fit-for-purpose and maintained regularly			Low	ongoing		
Waste	Injury resulting from plastic, metal and wooden debris	1 skip per year provided to each site Advise tenants not to bring onto site non-allotment related items Inspections to identify plots / areas to be cleared			Medium	Ongoing		
Site specific hazards	What is the danger?	Additional local control measures			Further Action / Comments	Action Level and Date		
Gates / Locks	Injury from contact with sharp edges / risk of swinging / trapping fingers etc.	Check that locks / gates work and easily opened / closed / pinned back			Check periodically	Low Ongoing		
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife	Follow Bonfire Guidelines Use burning bins where possible Only have fires when considerate to do so Don't burn items other than woody/dry materials Have hose etc. ready to extinguish			Re-iterate bonfire guidelines. Issue fire bans on problem sites Don't leave fires burning unattended	Medium Ongoing		
Emergency contact details	Lone-workers. Threat to life / serious – dial 999	Always have a mobile phone in possession. Inform family members of location			N/A	Low Ongoing		

Communal pathways / roadways	Danger of slips and trips	Maintain access paths. Fill in ruts created by vehicles	Re-surface where required	Low Ongoing
Storage of flammable substances	Explosion, fires	Only store in secured area in approved storage containers.	Advise tenant own responsibility	Low Ongoing



**RISK ASSESSMENT / SITE INSPECTION REPORT – for Allotment Site Located at .....**

Site specific hazards	What is the danger?	Additional local control measures	Further Action / Comments	Action Level and Date
Hedging / fencing	Scratches, bruises and other injuries Trespassing by member of public	Cut back nuisance / overhanging branches. Annual hedge cutting programme in winter Inspect perimeter fences	Tenants to report overhanging branches / damage	Low Periodically
Pesticides and Fertilisers (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)  Harmful materials e.g. asbestos	Ingestion, inhalation, absorption through skin Poison and contamination of water supplies / environment	Encourage use of organic methods Use only as per manufacturer's instructions Appropriate PPE worn when using chemicals Approved person only for professional products  Don't touch / move materials	Monthly pest control visits by authorised person  To be reported to RAA so removal by professional can be arranged	Medium Ongoing
Livestock	Bites / Stings / Disease / Nuisance	Livestock kept as per law / DEFRA guidelines Waste products removed from the site Membership to British Beekeeping Association for beekeepers	Proof of membership required Inform Animal Welfare of any alleged neglect Seek medical advice	Low Ongoing
Water hazards and storage	Contamination, disease, drowning	Check water troughs / butts for foreign objects Don't drink or wash hands / garden produce with water from water troughs / butts Enclose ponds to deter falling in Tenants responsible for children onsite	Mains water onsite is safe to drink	Low Ongoing
Signs	No information available / hazard identified Splinters / cuts	Safety signs to be in place where appropriate Maintain or replace damaged or faded signs	Use purpose-built notice boards where possible	Low Ongoing
Structures / sheds / greenhouses / polytunnels	Injuries from collapse, splinters, flying debris	Keep in a good state of repair Inspect derelict or dangerous structures and advise tenant of required actions Advise of severe wind conditions	Encourage use of plastic in greenhouses / sheds. Self-built structures to be made from fit-for-purpose materials.	Medium Ongoing



			Ensured secured well into the ground	
Vermin	Diseases / bites	Limit possible food sources i.e. animal feed and reduce nesting places, i.e. under sheds etc. Wear gloves	Monthly pest control on sites with prolific problems	Medium Ongoing
Use of machinery – lawn mowers / strimmers etc.	Cuts / damage	Ensure machines are maintained regularly Use as per manufacturer’s instructions Use adequate / appropriate PPE Tenants own responsibility to get training to use equipment if required	Machinery used at tenant’s own risk	Medium Ongoing



**RISK ASSESSMENT / SITE INSPECTION REPORT – for Allotment Site Located at .....**

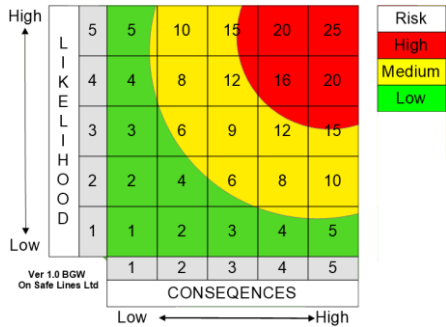
<b>Site specific hazards</b>	<b>What is the danger?</b>	<b>Additional local control measures</b>	<b>Further Action / Comments</b>	<b>Action Level and Date</b>
Exposure to the elements: Cold and sun / heat	Hypothermia, sunburn, Sunstroke, dehydration	Dress appropriately to weather conditions (coats / hats / gloves etc.) Use sunscreen. Avoid sun in peak hours Take regular breaks to reduce exhaustion	Plan for every weather type Always have drinking water	Low Ongoing
Exposure to bacteria, pathogens, allergens etc.	Disease, infection, allergic reaction, anaphylactic shock	Check areas for faeces. Cover cuts and grazes Wear gloves when handling compost and animal manure Wash hands thoroughly or use hand sanitising gel Use appropriate medication when required	Use PPE where required Ensure vaccinations are up to date, e.g. tetanus Advise of severe allergies	Medium Ongoing
Use of compost bins	Contamination / attracts vermin	Keep lids on compost bin if applicable Wear gloves Wash hands thoroughly or use hand sterilising gel Block access / nesting points	Check regularly	Low Ongoing
Toilets (where applicable)	Disease, blocked drains	Leave clean after every use Follow good hygiene practices Don’t flush inappropriate items	Use own disposable products / hand sanitiser	Low Ongoing
Vehicles	Accidents, damage	Ensure full drivers license, tax and insurance Drive at 5mph maximum onsite Park in designated areas only Don’t obstruct access for tenants / residents	Walk to sites where possible	Low Ongoing

Inappropriate conduct and anti-social activities	Verbal / Physical abuse, intimidation and damage / theft of property	Incidents to be reported to the RAA for investigation. Criminal acts to be reported to South Yorkshire Police. Remove yourself from situations	Tenant to follow terms of Tenancy Agreement / Allotment Rules at all times	Low Ongoing
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**COMMENTS / ADDITIONAL INFORMATION**

- Each allotment holder responsible for their actions and use of 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.

**N.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 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.



## **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	
SITE INSPECTION CRITERIA				
Area assessed	Description / Observations	Further Action / Comments	Action Level (High / Medium / Low)	Action Date
Gates and Locks				
Entrance path / driveway				
Car parking				
Communal pathways / roadways				
Perimeter fencing				
Internal / plot fencing				
Communal Buildings				
Toilet				
Site specific hazards	Description / Observations	Further Action / Comments	Action Level (High / Medium / Low)	Action Date
Waste areas				
Bonfires				
Emergency contact details				
Pesticides and Fertilisers (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)				

Storage of flammable substances				
Harmful materials e.g. asbestos				

**SITE INSPECTION REPORT (cont)** – for Allotment Site Located at .....

Site specific hazards	Description / Observations	Further Action / Comments	Action Level (High / Medium / Low)	Action Date
Livestock				
Water supply and storage				
Display Signs				
Plot numbers				
Tenant Structures / sheds / greenhouses / polytunnels				
Vermin Control				
Use of machinery – lawn mowers / strimmers etc.				

**COMMENTS / ADDITIONAL INFORMATION**

- Each allotment holder responsible for their actions and use of 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.
- Allotment holders must report any instances where a health and safety risk is posed.

**N.B:** The main focus of undertaking site inspections is to identify areas where there is a significant risk, with the requirement to identify and implement improvements which will reduce the level of risk to the lowest acceptable level. To be used in conjunction with the general risk assessment.