



# Wellington Fields Allotments

## ALLOTMENT 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, parish council 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. The details about these risk assessments are found in this document.

### **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.

Wellington Fields Allotment Association will 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.

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.

## **Risk Assessments**

The objective of the risk assessment is 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.

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 risk assessment and level of access required on each plot. Every effort will be made to undertake the assessment on a day that is not busy, to minimise intrusion on plot holders' privacy.

## **Risk Assessment Execution**

Risk assessment shall be carried out by a member of the Allotment Association. The assessment shall include the full site, and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working way around the internal boundary, the communal areas and each allotment garden.

From the assessment, 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 parish council.

While undertaking the assessment 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.

## **Risk Assessment Completion**

Once the risk assessment has been completed it shall be taken to the rest of the committee, who shall then decide how to deal with the identified risks. Records of risk assessments undertaken (along with remedial action notices) will be kept by the Secretary of the Association.

## **Remedial Action**

Wellington Fields Allotment Association shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with Hixon Parish Council the Land owner or Allotment Tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Wellington Fields Allotment Association 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.

### **In Case of fire or Serious incidents**

In the case of fire, allotment tenants and visitors should leave the allotment site immediately, and gather at the main gate. 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 Committee.

### **Policy Implementation**

Wellington Fields Allotment Association 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. Prior to this the plot holder will be advised of remedial action that will be taken and warnings given.

## RISK ASSESSMENT REPORT

<b>Wellington Fields Allotments</b>			<b>Date of Assessment</b> 08/02/2022	
<b>RISK ASSESSMENT</b>				
Allotment Holder/Tenants/All			Visitors Working party/Committee /Plot holders	
<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>
<b>Slips trips and falls</b>	Maintain paths / mow / Strim/keep clear of debris	<ul style="list-style-type: none"> <li>• Wear appropriate footwear.</li> <li>• Take extra care after snowfall, as any objects left on pathways will be hidden.</li> <li>• Take care on muddy slippery surfaces.</li> <li>• Beware of the conditions.</li> <li>• Take extra care on slippery ground.</li> <li>• All access routes must be kept free from Materials and debris.</li> </ul>	<b>Medium</b>	<b>Spring</b>
<b>Cuts</b>	Wear gloves. Take care with sharp tools remove any broken glass from site. Remove or make safe glass edges on planters.	<ul style="list-style-type: none"> <li>• Ensure appropriate safety equipment is used.</li> <li>• Store tools correctly.</li> <li>• Remove glass or any sharp objects / Ensure all are safe.</li> <li>• <b>First Aid Kit available to all. (Karen Appleton's Shed marked with a First Aid sign)</b></li> <li>• Training on basic first aid.</li> </ul>	<b>Medium</b>	<b>Constant review / Monthly checks</b>
<b>Broken glass / glass bottles / broken plant pots/ other garden materials.</b>	Remove from site each allotment tenant will take equal responsibility	<ul style="list-style-type: none"> <li>• Monitor plots to ensure the actions are being followed - Site surveys and checks. Inform plot holders when potential issues are spotted.</li> <li>• Wear gloves when removing.</li> </ul>	<b>Medium</b>	<b>Constant review / Monthly checks</b>

<b>Plastic, metal, material and wooden debris</b>	Remove from site as part of general rubbish clearance	<ul style="list-style-type: none"> <li>Monitor plots to ensure the actions are being followed - Site surveys and checks. Inform plot holders when potential issues are spotted. Wear gloves when removing.</li> </ul>	<b>Medium</b>	<b>Constant review / Monthly checks</b>
<b>Asbestos Debris</b>	Remove in plastic any asbestos debris	<ul style="list-style-type: none"> <li>Ensure placed in the designed bins by the composting area. The Parish Council will remove the debris from the bin and dispose of it.</li> </ul>	<b>High</b>	<b>Constant review / Monthly checks</b>
<b>Site specific hazards</b>	<b>What is the danger?</b> <u>Remind people of Hazards- What they are!</u>	<b>Additional local control measures</b>	<b>Further Action / Comments</b>	<b>Action Level and Date</b>
<b>Bonfires (Covered bins only)</b>	Risk of burning or damage to property / risk to health / risk to wildlife	<ul style="list-style-type: none"> <li>Bonfires to be lit away from property.</li> <li>Check wind and wind direction before lighting and during the bonfire.</li> <li>Check bonfires for wildlife before lighting.</li> </ul>	Tenants must ensure they have a means to extinguish the fire. Only covered fires can be used as per the rules. <b>Medium</b>	<b>Present Season</b>
<b>Emergency contact details</b>	Plot tenants need to know who to contact in emergencies	Emergency contact details will be on the site noticeboard.	Tenants to use the contact details to inform of emergency or gain help from the emergency services. <b>Low</b>	<b>March</b>
<b>Communal pathways. Across the site and the main drive way</b>	Danger of slips and trips	<ul style="list-style-type: none"> <li>To be kept mown and clear of debris.</li> </ul>	Monthly Checks and then remedial action where necessary. <b>Medium</b>	<b>Monthly checks</b>

<p><b>Compost bins / manure storage</b></p> <p><b>Use of the ramp in the compost area.</b></p>	<p>Risk of splinters Flies spreading diseases</p> <p>Falling in the compost bin from a great height</p> <p>Slipping when wet</p> <p>Falling on tools</p>	<ul style="list-style-type: none"> <li>Compost bins should be checked and made safe and manure should be covered. Individual compost bins should be secure.</li> <li>Use the provided ramp for the composting area. (Do not use it when it is empty. Use when it is at least half full.)</li> <li>Do not use when it is wet, caution to be taken to secure it.</li> <li>Fork your waste into the compost area from the hard standing when the bins are empty because of the drop and danger.</li> </ul>	<p>Individual plot holders maintain their own Communal volunteers and the landowner maintain and check.</p> <p>Non slippery surface to be added to the ramp.</p> <p><b>Medium</b></p>	<p><b>Medium</b></p> <p><b>March</b></p> <p><b>June</b></p> <p><b>July</b></p>
<p><b>Lone working</b></p>	<p>Although the allotment site is not remote, there is little/no traffic so if a tenant or visitor were to be incapacitated they may not be discovered for some time.</p>	<ul style="list-style-type: none"> <li>Members to inform family or friends of their whereabouts, carry a mobile phone. Dial for emergency services if they are able. Leave the gate open to signal that someone is on site.</li> <li>Consider the risk of malicious intruders be observant to visitors entering the site.</li> </ul>	<p>Inform the tenants</p> <p><b>Low</b></p>	
<p><b>Fuel storage</b></p>	<p>Explosion, fires</p>	<ul style="list-style-type: none"> <li>Not to be kept on site.</li> </ul>	<p>Inform tenants</p> <p><b>Medium</b></p>	
<p><b>Gates / hedging / fencing</b></p>	<p>Scratches, bruises and other injuries</p>	<ul style="list-style-type: none"> <li>Check for loose hinges, awkward locks, unsafe structure, ease of use. To be kept clear and well maintained, fencing / hedging to be well maintained.</li> </ul>	<p>Build into the site checks and take remedial action where necessary.</p> <p><b>Low</b></p>	
<p><b>Glass and metal</b></p>	<p>Cuts and Tetanus</p>	<ul style="list-style-type: none"> <li>All allotment tenants have a responsibility to remove broken glass, immediately.</li> </ul>	<p>Inform tenants of the responsibility and hazard.</p> <p><b>Low</b></p>	<p><b>Spring</b></p> <p><b>Newsletter</b></p> <p><b>/Facebook/</b></p> <p><b>website</b></p>
<p><b>Animals</b></p>	<p>Bites / Stings / Disease</p>	<ul style="list-style-type: none"> <li>No animals to be kept on site. Dogs are permitted if they are on a lead.</li> </ul>	<p>Inform tenants via newsletter /website and</p>	<p><b>Spring</b></p> <p><b>Newsletter</b></p>

		<ul style="list-style-type: none"> <li>• First Aid kit on site for stings.</li> </ul>	<p>Facebook. Monitor /Review.</p> <p><b>Low</b></p>	
<b>Water troughs</b>	Drowning / sickness from drinking dirty water / contamination	<ul style="list-style-type: none"> <li>• Water troughs to be kept free of litter and not contaminated by chemicals or debris. Children must not be left unattended. Troughs should not be used to dispose of pesticides or other forms of contaminants.</li> <li>• Be aware that illness can be caused by poor hygiene.</li> <li>• Do not put your hands in your mouth after using the trough.</li> <li>• Do not drink the water on the site. Bring your own bottled water and drinks.</li> </ul>	<p>The troughs will be cleaned and drained at the end of the season. People advised about water safety.</p> <p><b>Low</b></p>	<b>Throughout the season Covers Spring (April)</b>
<b>Refuse</b>	Slips / trips /disease	<ul style="list-style-type: none"> <li>• To be removed from site by each allotment holder.</li> <li>• Please see the separate entry for asbestos.</li> </ul>	<p>Individual plot holders responsible for their plot. Communal issues will be dealt with by the committee and the landowner.</p> <p><b>Low</b></p>	<b>Removed throughout the Season</b>
<b>Structures / sheds / polytunnels</b>	Collapse, splinters	<ul style="list-style-type: none"> <li>• Inspection – to be well maintained by allotment tenants</li> </ul>	<p>Regular plot checks throughout the season.</p> <p><b>Low</b></p>	<b>Monthly plot site checks</b>
<b>Vermin</b>	Diseases / bites	<ul style="list-style-type: none"> <li>• All allotment tenants to monitor continuously and report any significant sightings to the parish council. Transmittable diseases should be reported to the local Health Protection Team (HPT)</li> <li>• Please be aware of the rat poison traps provided by our specialist Vermin control contractor. (Staffordshire)</li> </ul>	<p>The committee will inform the tenants of the main location of vermin removal activity. This is largely around the composting areas.</p> <p><b>Low</b></p>	<b>Information Via the Spring Newsletter</b>

<b>Water storage</b>	Collapse, trips	<ul style="list-style-type: none"> <li>Rainwater to be stored in specially designed water butts.</li> </ul>	Care should be taken in the construction. <b>Low</b>	
<b>Pesticides (weed killers, fungicides, rodenticides, soil treatments, wood preservers)</b>	Poison and contamination of water supplies / environment	<ul style="list-style-type: none"> <li>We try to maintain organic standards and we discourage the use of pesticides and chemical weed killers. Please use natural and organic methods to control weeds and pests.</li> </ul>	The committee will monitor the situation and keep plot holders informed. <b>High</b>	Advise the tenants via the website/Facebook and Newsletters.
<b>Stakes, canes and poles</b>	Eye injury or cuts	<ul style="list-style-type: none"> <li>Allotment tenants should cover protruding ends with can caps.</li> </ul>	<b>Medium</b>	Throughout the season
<b>1. Use of power tools</b> <b>2. Use of power tools plot holders</b>	Accidents caused through a lack of awareness or training or not wearing the appropriate safety equipment.	<ul style="list-style-type: none"> <li><b>Nominated committee members should read the manuals and wear the appropriate PPE (Protection)</b></li> <li>Wear the appropriate safety materials and ensure you have read the manuals.</li> <li><b>Plot holders use power tools at their own risk.</b></li> </ul>	Monitored by the committee. <b>Medium</b>	
<b>Use of vehicles on site (Gaining Access and Leaving)</b>	Accidents caused by moving vehicles	<ul style="list-style-type: none"> <li>Care taken at the entry and egress from the site as visibility is poor.</li> <li>Care should be taken when moving within the site.</li> <li>Use the provided parking area.</li> <li>Only use the track to drop off /pick up equipment thereby reducing traffic movements within the site.</li> </ul>	This will be monitored by the committee and if necessary inform individuals or plot holders in general if issues occur. <b>High Priority</b>	Throughout the season.
<b>Pandemic Covid 19</b>	Spread to plot holders	<ul style="list-style-type: none"> <li>All plot holders must follow the guidance placed around the site and communicated via email and social media.</li> </ul>	The committee will ensure that plot holders must follow the guidelines. This is monitored and plot holders advised if any	/Website/Facebook/Newsletter/Social media/on the plot



			issues arise.	
			High	
COMMENTS / ADDITIONAL INFORMATION				
<ul style="list-style-type: none"> <li>• It is recommended that, particularly at quiet times, plot-holders inform someone where they are, and their likely return time.</li> <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 by the committee.</li> <li>• <b>Please take care when arriving in a vehicle take care of other plot holders. Be aware of pedestrians, farm vehicles and cars when leaving or arriving at the site. Please do not leave your engines running for a period of time.</b></li> <li>• Only park near your plot when unloading ... Vehicles should be parked in the main car park and moved away from plots.</li> <li>• Attached are the Pandemic Emergency measures.</li> <li>• We will have a themed approach to health and safety issues.</li> </ul>				
<p><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.</p>				
<p>As Assessors we have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.</p>				

A separate risk assessment exists for the composting construction.

### **Methodology I producing this new set of risk assessments**

1. Use of the NGA documentation to develop the appropriate documents based on the correct legislation. (See NGA Document)-  
The Occupiers Liability Acts both 1984 and 1957 will be applicable to the Association, under the 1957 Act you owe a duty of care to all lawful visitors and under the 1984 Act a duty is owed in respect of trespassers.
2. Sample policies and risk assessments from a range of other allotment associations.
3. Members risk assessed in March reviewing and adding to the present arrangements.
4. The committee went through the documents in meetings testing the appropriateness of each area.
5. Risk assessments and a new policy were written to accommodate all the above areas.
6. New guidelines for safety were written based upon this work. (Please see the policy)
7. Members were asked to comment on the risk assessments- We were specifically asked for a ramp for the composting area.
8. We added more detail in relation to the new ramp in the composting area.
9. Subsequent additions include: more detail in relation to the water troughs, storage of petrol in relation to the strimmer, reverse parking, the entrance/exit safety.
  - The first aid box has been replenished; we have added a safety book and near miss document. (This is checked periodically.) The shed containing the first aid box is clearly marked.
  - All plot holders have received information re this process by personal emails and updates via our newsletter. Our recent theme for safety has been reverse parking.

### **Added to these risk assessments (08/02/2022)**

- A separate section on power tools for nominated people and plot holders.
- Safety advice about the composting area and use of the ramp.
- Ensuring the communal path areas are free of hazards for slips and trips.
- Lone working and letting people know that you are working the plots.
- Where the First Aid Kit and accident book is.