

# RISK ASSESSMENT FORM

<b>RISK ASSESSMENT TITLE:</b> Allotments		
<b>APPROVED BY:</b> THE COUNCIL	<b>DATE APPROVED:</b> July 25 full council meeting	<b>NEXT REVIEW DATE:</b> July 26
<b>LOCATION / SERVICE:</b> Back Lane	<b>DATES PREVIOUS REVIEWS CARRIED OUT:</b> July 24	
<b>MANAGER RESPONSIBLE FOR THIS ASSESSMENT:</b> Clerk and Cllr H Cooper. Hugh Davies, Handyman carried out the review.		

HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>• Slipping / tripping hazards</li> <li>• Working at any height</li> <li>• Machinery</li> <li>• Vehicular movement</li> <li>• Flammable materials / sources of origin</li> <li>• Manual handling</li> <li>• Chemicals</li> <li>• Aggressive people / challenging behaviour</li> <li>• Electricity</li> <li>• Noise / vibration / dust / noise</li> <li>• Workplace stressors</li> <li>• Lay-out of workplace</li> <li>• Other things that could cause significant harm</li> </ul>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected. Some examples are:</p> <ul style="list-style-type: none"> <li>• Office Staff / depot staff / reception staff</li> <li>• Peripatetic workers</li> <li>• Machine operators</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Members of the public</li> <li>• People sharing your workplace</li> </ul> <p><b>Pay particular attention to:</b></p> <ul style="list-style-type: none"> <li>• People with disabilities</li> <li>• New or expectant mothers</li> <li>• Young or inexperienced staff</li> <li>• Lone workers</li> <li>• Visitors / children</li> </ul>	<p>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</p> <ul style="list-style-type: none"> <li>• Adequate information, instruction, training and supervision?</li> <li>• Adequate systems or procedures?</li> </ul> <p><b>Do the precautions:</b></p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised industry standard?</li> <li>• Represent good practice?</li> <li>• Reduce risk as far as reasonably practical?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, other council documents giving the information.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible, in the following order:</p> <ul style="list-style-type: none"> <li>• Remove the hazard completely</li> <li>• Substitute a safer alternative</li> <li>• Provide a safe system of work</li> <li>• Prevent access or exposure to the hazard</li> <li>• Organise work to reduce the frequency of exposure to the hazard</li> <li>• Issue personal protective equipment</li> <li>• Provide welfare and first aid facilities</li> </ul>

List hazards here:	List <u>specific</u> groups of staff/other people that are at risk:				List existing control measures/systems and state how individuals at risk are notified of the control measures/systems in place.	For risks that are not adequately controlled, note the actions you will take and who is responsible for ensuring that the action is taken. The timescale for action should be commensurate to the level of risk:		
	<u>RISK</u>	<u>PEOPLE</u>				<u>ACTION</u>	<u>BY WHEN</u>	<u>ACTIONED</u>
Loss of Ramsbury Estates land for allotment	Impact 5	Likelihood 1	Score 5	The Council Tenants	Maintain high levels of allotment activity (all plots currently taken with a waiting list) and promote high standards of cultivation.	No changes July 25  Several plots now available for hire. Actively promoting this. Tenants who are not cultivating		

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Flooding – risk of damage to allotments.	Impact 3	Likelihood 4	Score 12	The Council Tenants Environment Public	Recent experience of flash flooding affecting some plots. Mitigation measures in progress including extending ditches but need to ensure flooding risk is not transferred to residential properties. Ensure that ditches are maintained and kept clear – inspect regularly.  Damage to plots/sheds/equipment: the tenants are responsible for insuring their plots.  Council has liability insurance to cover communal areas, public land.	No changes July 25  Hugh has recently strimmed the drainage ditch. Quotes to be reviewed at July 25 full council meeting for further strimming options.		
Risk to safety of allotment holders and their visitors.	2	2	4	The Council Tenants The Public	Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Children to be supervised at all times when on site. Dogs to be kept on lead; only allotment holder dogs are allowed on the allotments.  Allotments holders sign an agreement detailing conditions.	Agreement to be updated 2024.  To include termination of plots not maintained.  No changes July 25		

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					Check the lawnmower is on site in the summerhouse. Check the padlock and chain to secure it is still there and check the lawnmower is in good working order.			
Unauthorised access to allotments by members of the public – risk of theft, vandalism, damage, public safety.	2	5	10	Tenants The Council	Close off any unauthorised access points, for example, entry ways from private land. Allotment holders are responsible for insuring their own plots. Council has liability insurance. Routine inspections conducted and plot holders asked to remove old or potentially dangerous items. Keep fence in good repair and replace damaged fences.	Carry out inspection of fences. Clerk will arrange for this to be done Summer 25.	Routinely, but minimum twice a year.	

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Rodent infestation – risk to public health, damage to equipment and vegetation.	Impact 5	Likelihood 2	Score 10	Tenants Public Environment	Carry out regular inspections and ask allotment holders to keep allotments clear of rubbish. Allotment holders who wish to keep chickens must sign the Chicken Charter. The Parish Council to provide a pest control service as necessary.	Agreement to be updated to not allow food waste to be added to compost heaps. June 24  Chickens on plots to be discussed July 25 full council		
Uncovered water butts – risk of contamination, spillage, risk to children's safety.	4	3	12	Tenants Public Wildlife Environment	Routine inspections conducted and plot holders asked to remove old or potentially dangerous items.  Inform allotments holders of their responsibilities  Remind allotments holders they are responsible for insuring their plots.  Allotment holders are responsible for supervising children at all times.  Allotment holders sign an agreement alerting them to these hazards and responsibilities.	Clerk will arrange reminder letter to be sent Aug 25		
Loss of income due to unpaid rent and abandoned allotments.	1	2	2	The Council	Systems in place for rent ledger control and credit control.  Rental year has been changed to run from October in order to facilitate the identification of abandoned plots.	No changes July 25  System for payments working well. No debtors.		

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Council non-compliance with the law.	Impact 2	Likelihood 2	Score 4	The Council Tenants	Councillor training provided as necessary.  Allotment managers to seek advice of Clerk where necessary.	Review councillor training when new allotment managers appointed. Allotment managers should identify gaps in their training.  The Council hold an allotment handbook that can be referred to – ask the Clerk  Item on July 25 full council agenda to join allotment society.	Annually – May  Ongoing.	The Council Allotment Managers.  Allotment managers
Abandoned allotments – risk of additional costs to the Council. Risk that empty allotments are not let.	2	2	4	The Council	Tenants agreements set out rules regarding end of Tenancy. Deposits not returned in event of abandoned allotments.	Regular inspections to check for rubbish and debris on allotments.  Write to tenants requesting them to clear allotments of rubbish.  Chase up suspected abandoned allotments.	Ongoing	Allotment Managers.