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|  Risk Assessment Form  |
| **Activity: Allotments** | **Assessment Date: 16.01.2019** | **Review Date: 16.01.2020** |
| **Hazard and Risk** | **People at risk** | **Optional Controls** | **Our Controls** | **Our Future Controls** | **Risk Level** | **Target date & by whom** |
| **Overgrown vegetation**- Personal injury- Rodents | Allotment tenants | Town Council Staff monitor allotments and list any defects.Council ensure that area is cleared.General maintenance check of plots carried out by employees once a year.On receipt of complaint, site is inspected and level of risk assessed to prioritise work.  | Allotment holders monitor the plots and report on overgrown areas and unused plots.Regular inspections by responsible officer. Recorded and action taken where necessary.Improved inspection regime |  | LOW |  |
| **Mowing and/or strimming****-** Personal injury | Staff/public | Grass cutting carried out by Tenants. They provide and service their own equipment. Petrol and fuel oil is stored off-site. | Paths are strimmed regularly by Council. |  | LOW |  |
| **Trees****-** Personal injury | Employees/public | Council responds to complaints from employees and public if concern raised about tree condition. Tree stock, (particularly on allotments and adjacent to buildings/public rights of way), identified and inspected by an arboriculturalist.Trees re-inspected on a regular basis, according to level of risk. Records relating to inspections kept, including where no defect is found and retained for min 6 yrs. | Trees are inspected regularly by District Tree Officer. |  | LOW |  |

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| Risk Assessment (Continued) |
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| **Hedge Trimming****-** Personal injury | Employees/public | SPECIFIC RISK ASSESSMENT FOR EMPLOYEES DOING WORK. | Hedge to be maintained by the allotment holder if adjacent to their plot |  | LOW |  |
| **Unauthorised visitors in allotments – particularly children.****-** Personal injury- Vandalism- Access to hazardous equipment or chemicals | Unauthorised visitors, particularly children. | Tenants warn unauthorised visitors away.Secured gates and perimeter fence provided to allotments. Fence regularly inspected by Council staff and any damage reported. Repairs done asap.All equipment and chemicals locked away. Tenants only allowed sheds on allotments with explicit permission. Sheds secured when not in use.Any vandalism immediately and formally reported to TC/Police. Damage dealt with as quickly as practically possible.Petrol and fuel oil is not permitted to be stored on site. | Secured gates and perimeter fence provided to all allotments. Fence regularly inspected by allotment society and any damage reported. Repairs carried out by P.T.CSheds secured when not in use. |  | LOW |  |
| **Use of LPG****-** Fire and explosion | Public/Tenants/unauthorised visitors | LPG not permitted.Tenants monitored to ensure no LPG on site.. | Tenants monitored to ensure no LPG on site. | LPG not permitted. | MED |  |

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| Risk Assessment (Continued) |
| **Hazard and Risk** | **People at risk** | **Optional Controls** | **Our Controls** | **Our Future Controls** | **Risk Level** | **Target date & by whom** |
| **Rodent control**- Human contact with rodent bait and dead rodents– Weil’s Disease | Employees/publicTenants/children | Tenants notified that poison to be laid, prior to work being done. Notices displayed at entry points advising when bait is in use. Poison safety data/information sheet provided at allotment sites.Licensed pest control officer carries out all baiting.Plot holders are provided with information regarding Weils disease. | Plot holders notified that poison to be laid, prior to work being done. Plot holders provided with information regarding Weils disease.Ensure that compost is checked by the Tenant |  | LOW |  |
| **Smoke from fires****-** Breathing difficulties, particularly for those suffering from asthma.**-** Fire Spread | Tenants/public | Fires permitted only with permission from PTCBurning of household waste not permitted.Tenants advised of fire policy at their site.Tenants monitored to ensure compliance with local rules.Letting agreement includes rules on burning.Tenants advised to have extinguishers available where burning is permitted. | Fires permitted only if no nuisance will be caused to residents or users.Tenants advised of fire policy at their site.Tenants monitored to ensure compliance with local rules. |  | MED |  |
| **Assessor’s signature:****Date:**  | **Clerk’s signature****Date:** |