



Peacehaven Town Council


Peacehaven Town Council, Meridian Centre, Meridian Way, Peacehaven, East Sussex. BN10 8BB

Risk Assessment – SUPERVISED SITE VISITS TO THE ALLOTMENTS BY RESIDENTS

Background: Residents are able to carry out an inspection of their fences by booking in a visit with the Town Council.

What are the hazards?	Who might be harmed and how?	How will we control this risk?	How controls will be checked?
Slips trips and falls	Staff and public	<ul style="list-style-type: none">• Sensible footwear to be worn.• Avoid carrying out visits if the weather is inclement	<ul style="list-style-type: none">• To be assessed before entering the allotment.
Contamination of the plots.	Crops	<ul style="list-style-type: none">• All visitor to stick to walking only on the pathways	<ul style="list-style-type: none">• Two PTC employees to supervise any visits.
Abuse of staff, Tenants, and residents	Staff and public	<ul style="list-style-type: none">• Two PTC employees to supervise any visits.• Tenants to be informed about any visit that might take place around their plot.• Site visit to take no more than 15 minutes• Zero tolerance policy on abuse – staff instructed to leave immediately and phone line manager.	<ul style="list-style-type: none">• Staff to complete a written report about the site visit and keep it on file.• Staff should not give any opinion on anything bought up by the residents or Tenants during the site visit, these should be either emailed to the clerk or a letter written to the council.• Staff carry a mobile phone whilst on visits.
Injuries	Staff and public – particularly if tools, equipment, or other items are left laying around.	<ul style="list-style-type: none">• Visits to be conducted in daylight hours only.• Paths and walkways are maintained as per requirements in Allotment T&Cs.	<ul style="list-style-type: none">• Visits planned at appropriate times.• 6 monthly inspections of allotment site planned.• Conditions set in T&Cs.

		<ul style="list-style-type: none"> • Staff are first aid trained and have access to suitable first aid equipment. 	
Travel to/ from Allotment site	Staff travelling to the site by Council owned vehicle.	<ul style="list-style-type: none"> • Vehicle suitably serviced, maintained and MOT'd. • Staff hold full, valid, driving licence. • Staff member carries mobile phone in the event of an accident or breakdown. • Staff driving Council owned vehicles are observed driving by a line manager periodically to ensure competence. 	<ul style="list-style-type: none"> • Records kept on file.

Completed By	Kevin Bray	Role	Parks Officer
Signature		Date	06/03/2023
Review Date	06/03/2024		