

Risk Assessment Form

Activity: Allotments			Assessment Date: 18/11/2022	Review Date 17/11/2023		
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 arboriculturist. 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	

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.C Sheds secured when not in use.		LOW	
Use of LPG - Fire and explosion	Public/Tenants/un authorised visitors	LPG not permitted. Tenants monitored to ensure no LPG on site.	Tenants monitored to ensure no LPG on site.	LPG not permitted.	MED	

Risk Assessment (Continued)

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Rodent control - Human contact with rodent bait and dead rodents – Weil’s Disease	Employees/public Tenants/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	bonfires are forbidden on all Peacehaven town council land this includes the allotments	Any fires reported to PTC will be investigated and could lead to plot holders being evicted		LOW	

Assessor’s signature: Kevin Bray

Date: 18/11/2022

Clerk’s signature

Date: