

Lyndhurst Parish Council – Allotment Risk Assessment – 2020-21 to 2023-24

The Parish Council has a membership with the National Allotment Society. Useful information can be found at <https://www.nsalg.org.uk/>

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 Health and Safety is being adhered to, risk assessments will be prepared.

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.

Lyndhurst Parish Council will inform allotment tenants of issues that are directly relevant to them.

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. Risk assessments shall be reviewed every three years or sooner if significant changes are implemented and will look at risks such as ground hazards, e.g. broken glass on derelict plots which 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 terms and conditions, which is part of their tenancy agreement.

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 limits walking on allotment gardens.

Emergency Action Plan

In case of fire or serious accident, phone 999 on a mobile phone if available. In the case of fire, allotment tenants and visitors should leave the allotment site immediately and gather at the entrance away from the allotments. Allotment 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.

What are the hazards?	What are we already doing?	What further action do we need to take and why?	Who needs to carry out action?	When is the action needed by?
Slips trips and falls	Maintain paths / mow / keep clear of debris	Take extra care after snowfall, as any objects left on pathways will be hidden.	Gardening contractor/allotment holders	Monthly works
Cuts	Take care with sharp tools remove any broken glass from site. Remove or make safe glass edges on planters.	Allotment holders should provide their own first aid kit	Allotment holders	Ongoing
Broken glass / glass bottles / broken plant pots	Remove from site		Allotment holders	Ongoing
Plastic, metal, material and wooden debris	Remove from site as part of general rubbish clearance		Allotment holders	Ongoing
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife	Bonfires to be lit away from property. Check wind and wind direction before lighting and during the bonfire. Do not leave a fire unattended. Dampen down before you leave	Allotment holders	Ongoing
Communal pathways	Danger of slips and trips	To be kept mown and clear of debris	Gardening contractor	Monthly works
Compost bins / manure storage	Flies spreading diseases	Compost bins should be checked and made safe and manure should be covered. Individual compost bins should be secure. Must be rodent proof	Allotment holders	Ongoing

Fuel storage	Explosion, fires	Not to be kept on site	Allotment holders	Ongoing
Gates / hedging / fencing	Scratches, bruises and other injuries	Check for loose hinges, awkward locks, unsafe structure, ease of use. To be kept clear and well maintained, fencing / hedging to be well maintained	Lyndhurst PC for boundary fencing. Allotment holders to report any defects to clerk	Ongoing
Unoccupied Plots/untidy plots	Could become overgrown if vacant. Regular inspection by Clerk.	Allotment tenant holders to report any problems with empty plots. Allotment tenant holders to keep their plots tidy	Allotment holders	Ongoing
Rats/vermin	Rats can carry Weil's disease. Although this is rare it is a serious disease.	Any rats or vermin must be reported to the clerk for action.	Allotment holders	Ongoing
Water Butts	Must not be used for drinking water. Risk of legionella Risk of child falling in water	Water butts must be covered. No water baths are allowed	Allotment holders	Ongoing
Asbestos in ground	Risk of contamination and public health as historical sheds contained asbestos in roof	If asbestos is found, this MUST be reported immediately to the clerk for remedial action to professionally remove it	Allotment holders	Ongoing