

Ambrosden Parish Council

Allotment Risk Assessment Report

The Allotment Gardens are private property. No individual shall trespass on a tenanted plot without the consent of the tenant.

Please notify the Parish Council via the Clerk (clerk@ambrosdenpc.org.uk) of any hazards or hazardous practices. In an emergency call 999.

- Each allotment holder is responsible for their actions and use of allotment gardens
- Each allotment holder is responsible for their health and safety. It is suggested that you carry a mobile phone in case you need to call for help.
- All children must be supervised at all times by parents and/or guardians and/or carers who are fully responsible for the actions of the child(ren) whilst on site. No unaccompanied minors (under 16) are permitted at any time.
- Be aware that any equipment or tools stored are at the tenant's risk.
- Keep the allotment gardens free of rubbish and waste materials

The Parish Council holds and maintains a register/waiting list. Allotment holders are issued with a tenancy agreement annually and rents are collected as part of the annual invoicing process. Allotment rents and charges will be reviewed annually as an integral part of the annual budget process.

The allotments are insured and biannual inspections of the plots are carried out. Regular monitoring of the site and enforcement of tenancy agreements.

No.	Hazard	Person at risk	Control/Monitoring
1.	Blisters, minor cuts, abrasions	Members, Visitors	1. Wear sturdy work gloves 2. Keep hands clean 3. Keep up to date with tetanus inoculations
2.	Accidents with tools	Members, Visitors	1. Wear boots and other appropriate P.P.E. 2. Inspect plot/site prior to work 3. Keep tools well maintained and always store safely. Do not leave pronged tools where they may cause a hazard. 4. Discard faulty equipment 5. Only use tools in correct manner 6. Get basic training in using any (power) tools
3.	Sharps	Members, Visitors	1. Do not lift leaves etc. with hands, use rakes etc. 2. Wear boots and gloves 3. Do not compact with feet or hands. For example do not force items into waste bags with hands and feet
4.	Moving, lifting or handling	Members, Visitors	1. Assess loads and location 2. Seek help if required 3. Get basic training in manual handling

5.	Uneven ground, trip hazards	Members, Visitors	1. Wear footwear with good grip 2. Take extra care if working on slippery ground 3. Keep all access routes clear of materials and debris
6.	Bacterial infections	Members, Visitors	1. Be aware that illness and infection can be caused by poor garden hygiene 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening 3. Wash hands thoroughly before eating 4. Cover cuts or grazes with waterproof dressings while working in the garden. 5. Wash produce thoroughly before eating
7.	Plant allergies	Members, Visitors	1. Be aware of allergies to certain plants 2. Try to wear gloves at all times 3. Wash hands thoroughly at the end of each session
8.	Garden chemicals	Members, Visitors	1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by the plot holder. Only use pesticides & fertilisers marked suitable for home/garden use. 2. All chemicals should be kept in a locked container/shed away from children.
9.	Sunburn	Members, Visitors	1. Wear suitable clothing 2. Wear a high-factor sunscreen 3. Drink enough fluids (not from the tap on site) 4. Take breaks
10.	Hypothermia	Members, Visitors	1. Wear warm outdoor clothing - waterproof clothing if required
11.	Fire	Members, Visitors	1. No smoking in enclosed spaces or near garden chemicals
12.	Bee and wasp stings	Members, Visitors	1. Be aware of environment and do not provoke bees or wasps 2. Stay clear of bee or wasp hives/nests 3. Seek medical advice if stung by a bee or wasp
13.	Structures and sheds	Members, Visitors	1. All structures must be of sound construction and not pose a hazard to others. 2. Care must be taken with any glass greenhouses (agreed structures erected during tenancy year 2019-20 are required to replace glass with a non-glass material as and when it needs replacing)
14.	Composting	Members, Visitors	1. Wear gloves (and a mask where necessary) when turning compost and wash hands thoroughly
15.	Animal manures	Members, Visitors	1. Wear gloves when handling animal manures and wash hands thoroughly afterwards
16.	Rodents	Members, Visitors	1. Be aware of state of shed/greenhouse or other structure and wear gloves if necessary

			2. No food products to be kept in sheds/structures 3. No waste to be kept or left in sheds/structures 4. Sheds/Structures kept clean
17.	Project work carried out on site	Members, Visitors and Contractors	1. Wear the correct personal protective equipment (PPE) for the task i.e. High-vis jacket, safety footwear and safety eyewear 2. Exclude other Members if necessary by taping off work area
18.	Access via gates	Members, Visitors	1. Use of gates is at users risk 2. Be aware of incoming vehicles to car parks