

Laceby Village Council

Allotment Risk Assessment

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, village 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 the Health and Safety policy is being adhered to, risk assessments will be carried out on the site.

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.
- Laceby Village Council will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities.
- 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. Reduction levels are defined by the grading system in the risk assessment. Risk assessments shall be carried out at least once per year, and will look at risks such as ground hazards, e.g. broken glass on derelict plots, and what 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 policy, which is part of their tenancy agreement.
- The risk assessment will be carried out on a day that is not busy in order to minimise intrusion on plot holders' privacy. Access to individual plots may be required.
- The risk assessment will be carried out by a member of the Village Council or the Clerk.
- The assessment shall include the full site, and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working way around the internal boundary, the communal areas and each allotment garden.
- Risks and any recommended remedial action required to remove or minimise the risk will be decided at the time of identification.
- While undertaking the assessment, the assessors will try to ensure they remain on paths and limit accessing allotment gardens.
- Once the risk assessment has been completed it will be discussed at the Full Council and Planning Meeting.
- Records of risk assessments undertaken (along with remedial action notices) will be kept by Laceby Village Council.

Remedial Action

- Laceby Village Council shall determine who is responsible for carrying out remedial action for each identified risk.
- Depending on the nature of the issue, responsibility may lie with Laceby Village Council, the Allotment Association or the Allotment Tenant.
- If remedial action is the responsibility of any person or organisation other than Laceby Village Council itself, written notification shall be sent immediately.
- A collective 'notice to remedy' shall be posted at the allotment site detailing all hazards found on plots, correction required and deadline for completion.
- Allotment tenants shall be reminded of their duty of care in the notice.
- If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the Allotment Tenant concerned.
- If subsequent notices are ignored ultimately a 'notice to quit' shall be served in accordance with the tenancy agreement.

Emergency Action Plan

- In case of fire or serious incident or serious accident, phone 999 immediately.
- In the case of fire, allotment tenants and visitors should leave the allotment site immediately, and gather at the main gate.
- 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.
- In the case of fire or serious accident the allotment tenant must inform the village council immediately.

Enforcement

- Enforcement of the policy will be by Risk Assessments and remedial action notices. In some circumstances a 'Notice to Quit' may be issued.

| Section 1: Assessment Details | | | | | | | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------|----------|-----------------------------------------|------------|
| Initial Assessment Date: 1/4/2024 | | Next Review Date: 1/4/26 | | | Assessor/s Name: Nicola Ashton - Clerk | | | |
| Date of Reassessment: V2 - 1/4/2025 | | | | | | | | |
| Activity to be Assessed: | | Laceby Allotments | | | | | | |
| Persons at Risk: | | Employees | Children | Public | Contractors | Visitors | Others, (Detail) Village Councillors | Volunteers |
| Section 2: Risk Assessment | | | | | | | | |
| Hazard: | Nature of Risk: | Existing Risk: (Low, Med, High) | Control Measures: | Residual Risk: (Low, Med, High) | Further Actions and Control Measures Taken: | | | |
| Machinery | <p>Users: Operating machinery carries a medium level of risk unless the appropriate safety equipment and the machinery operated correctly.</p> <p>Tenants and Visitors: When strimmer's, hedge cutters or mowers are being used on adjacent plots or the pathways, be aware of stones, debris and flying objects.</p> <p>Children: Can act unpredictably exposing themselves to risk from machinery.</p> | Medium | <p>Operators of Machinery must be aware of surroundings when using machinery.</p> <p>Injuries to limbs, body and face need to be guarded against.</p> <p>The appropriate PPE and safety equipment must be worn whilst using Machinery.</p> <p>Instructions in the use of the machinery lie with the owner / operator.</p> <p>It is the responsibility of the operator of the machinery to take due care.</p> <p>It is the responsibility of the tenant to ensure that children are supervised. No children to operate machinery.</p> | Low | | | | |
| Garden Tools and Equipment | Injuries to hands, arms, and feet if equipment is not used correctly or safely. | Low | <p>Appropriate gloves and footwear to be worn as necessary.</p> <p>Garden tools and equipment should not be left on common paths or left available for others to use.</p> | Low | | | | |

| | | | | | |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|
| <p>Security of the Allotments</p> | <p>Vandalism Theft Antisocial behaviour</p> | <p>Medium</p> | <p>Gates must be closed and locked with the padlock when leaving site.</p> <p>Keys to padlock only to be issued to tenants and must be recovered when someone leaves the allotments.</p> <p>Tenants must not keep anything of significant value on the site – to do so is at their own risk.</p> <p>Securely mark anything of value or that might be attractive to thieves.</p> | <p>Low</p> | |
| <p>Slips, Trips and Falls</p> | <p>Slips – paths can be slippery when wet</p> <p>Trip hazards – tools and equipment left on paths can cause trips.</p> <p>Falls – anyone can fall at the allotments as a result of a slip or trip.</p> | <p>Medium</p> | <p>Paths are maintained through mowing and clearing of debris by the groundskeeper.</p> <p>Any identified debris to be removed by tenants using the path.</p> <p>Sensible footwear should be worn when on allotments.</p> <p>Additional care to be taken following snowfall for any hidden hazards / objects on paths.</p> <p>Allotment holders should have a mobile phone in case of need to call for help, and have let someone know where they are and when expect to be home.</p> | <p>Low</p> | |
| <p>Rubbish and non-combustible material – i.e. glass, plastic, metal, wood, nails etc.</p> | <p>Could create a slip / trip hazard.</p> <p>Could cause cuts, bruises or serious injury.</p> <p>Risk of tetanus</p> | <p>Low</p> | <p>All general rubbish should be removed from site by the tenant. Should it not be removed, the council are permitted to remove and recharge the tenant.</p> <p>Tenants must report any concerns or issues.</p> <p>Tenants to be aware of rusty nails and risk of tetanus.</p> <p>LVC to inspect site and notify tenants of any concerns, where appropriate notice to quit may be executed.</p> | <p>Low</p> | |

| | | | | | |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------|
| Dangerous Hazardous Substances / | <p>Under COSHH any hazardous substance has potential to cause injury or harm.</p> <p>Harm could be burns, irritation, allergy, environmental, toxicity etc.</p> <p>Risk to wildlife when using hazardous substances</p> <p>Poison and contamination of water supplies.</p> | Medium | <p>All chemicals and sprayers should be used in accordance with the manufacturers and COSHH, and used as last resort.</p> <p>Chemicals should not be stored on site.</p> <p>Petrol should not be stored on site.</p> <p>Any items used on the allotment must be stored securely and be clearly identifiable with any risks detailed on the container.</p> | Low | |
| Overhanging Branches | Overhanging branches may cause injury to those on the allotments. | Low | <p>Regular Inspections by LVC.</p> <p>Tenants to report any problems to the Clerk.</p> | Low | |
| Unoccupied untidy plots / | Become overgrown and hazardous for vermin, slips, trips and falls. | Low | <p>Regular inspections by LVC.</p> <p>Tenants to report any problems or concerns to the Clerk.</p> <p>Plots could be cut back by the council and recharged to the tenant.</p> | Low | |
| Water butts, ponds and troughs | <p>Risk of legionella and Weil's Disease</p> <p>Risk of drowning.</p> <p>Risk of contamination from drinking dirty water.</p> <p>Risk to wildlife</p> | Medium | <p>Responsibility lies with plot holder.</p> <p>Not suitable for drinking.</p> <p>Must be kept free from debris, pesticides and chemicals and not contaminated.</p> <p>Children must not be left unattended.</p> | Low | Rainwater should be stored within specially designed water butts. |
| Carpark | <p>Risk of fall when walking across the carpark.</p> <p>Risk of being run over by car.</p> | Low | <p>Speed limit of 5mph in place and designated parking area.</p> <p>Tenants must be alert, aware and responsible whilst driving through the carpark.</p> | Low | |

| | | | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| Toilets and Container | Risk of slip, trip, fall. Risk of injury using the units. | Low | The responsibility for these facilities lie with the Allotment Association. LVC will monitor and inspect and advise AA when hazards are identified. Area outside the units must be kept clear of debris and rubbish. | Low | |
| Gates, fences and hedges | Risk of injury – scratches, bruises, etc. | Low | Gates checked for loose hinges, locks to be checked to ensure in working order. Ensure fences and gates are safe structures, and hedges are well maintained. | Low | |
| Bonfires | Burns from Bonfire. Risk of bonfire spreading to other plots / sheds / locations. Bonfire getting out of control. Risk to health / wildlife. | High | Bonfires must be lit away from property / sheds etc. Bonfires must be lit away from trees / dry twigs / grasses. Tenants must check weather conditions before starting a bonfire. Bonfires must not be started in strong winds. Tenants must check wind direction before lighting and during the fire. Bonfires must be checked for wildlife before they are lit. Tenants must not use flammable liquids to start fires. Tenants must have the means to extinguish the fire at the ready. Bonfires must be supervised whilst lit. Children must always be supervised. | Low | |

| | | | | | |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|
| Animals / Vermin | <p>Risk of bites, stings or disease.</p> <p>Rats attracted to allotments, and carry the risk of Weils disease.</p> <p>Rats attracted to unkept allotment plots.</p> <p>Bird Flu</p> | Medium | <p>Problems with vermin should be reported to the Allotment Association. If poison is put down, this must be clearly marked to inform tenants of the poison.</p> <p>Problems with vermin as a result of an unattended plot should be reported to the Clerk.</p> <p>Animals can only be kept on site in line with tenancy agreement, and at the agreement of the Council.</p> <p>Angry Bees can cause issues with tenants, any stings or concerns should be discussed with the beekeeper/tenant of the plot. The Council has the right to request removal of bees from the plot in extreme circumstances.</p> <p>Transmittable diseases should be reported to the local Health Protection Team.</p> <p>All tenants with birds, must ensure that they are registered with the local authority and follow the required rules regarding keeping birds on plots.</p> | Low | |
| Structures, sheds, greenhouses and polytunnels | <p>Risk of collapse</p> <p>In bad weather risk of being blown away / glass broken / shed roof blown off etc.</p> | Low | <p>Structures on the allotment plots are the responsibility of the tenant.</p> <p>Village Council to ensure not unsafe or a H&S risk during inspection.</p> | Low | |
| Stakes, canes, poles | <p>Eye injury</p> <p>Cuts</p> | Low | <p>Allotment holders should take precautions and consider using can caps on protruding ends.</p> | Low | |

Section 3: Further Actions and Information

- Each allotment holder is responsible for their actions and use of the allotment gardens
- Each allotment holder is responsible for their own health and safety and the health and safety of others on the allotment gardens.
- All children must be supervised at all times by parents / carers / responsible adult.
- Continued misuse of the allotment gardens, or careless actions towards others may result in eviction from the site if deemed necessary by Laceyby Village Council.

