



### Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors. As an association, we have a communal duty to ensure that common areas, such as main access paths are safe. The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety. Although unlikely, a claim could be made for negligence when an individual suffered an injury because we didn't take reasonable precautions. It is not possible in English law to exclude liability, for example by way of a notice

Note that some areas of the assessment below – specifically relating to machinery safety and leasing out are covered by a separate set of in depth assessments that must be used and receipts of information given signed for before any use of such tools.

***This assessment is subject to a review every 6 months by committee and / or if in any situation a change occurs or extra items identified***

The Hart Allotment site is not self-managed or self-governing – the landlord for the site is the Phil and Ian White who also must assess their own applicable liability and risks – no acceptance of any liability for any item the association may be responsible for is accepted as part of the society conducting its own exercise to identify risk on the Hart Allotment site.

Risk assessments are subject to review at least twice a year. Additional assessments may be undertaken should the situation change.

A hazard is something that can cause injury, for example exposed sharp edges. Hazards can sometimes be removed, but may be inevitable. Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge, a vehicle accident. Risks can usually be avoided.

Injuries and “near-misses”, and any other safety-related issues must be reported to a member of the Committee so that any existing hazard or risk can be eliminated and prevented in the future.

## Allotment Risk Assessment Log



No.	Hazard	Risk (Before)	Actions / Controls	Risk (After)	Further controls / Responsibility
1	Slips, trips and falls	H	Maintain internal and field access paths. Ruts created by vehicles. Regular moving of grass. Keep clear of debris.	L	Regular tidy up sessions arranged Farmers to mow main areas Warning signs on main gate Wear appropriate footwear for the conditions
2	Contact with sharp objects	M	Injury resulting from discarded objects e.g. glass	L	Allotment is fenced and locked to reduce the risk of unauthorised access Wear gloves First aid kit on site containing plasters and wipes
3	Use of hand tools	M	Injury from contact with sharp edges	L	Tools are provided which are suitable for tenants. Covers are provided for the tools. Clean tools after use. Wear gloves
4	Gate at entrance – barbed wire/Padlock	H	Injury from contact with sharp edges Check lock still works	L	Periodically on walk rounds
5	Lawn mowers	H	Risk assessments and training to the operators, fully serviced and maintained	L	Owners to service regularly and adhere to manufacturers guidance on appropriate Personal Protective Equipment (PPE) when using the equipment
6	Strimmers	H	Risk assessments and training to the operators, fully serviced and maintained	L	Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment
7	Rotovators	H	Risk assessments and training to the operators, fully serviced and maintained	L	Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment

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8	Roadway surfaces (at entrance)	L	Review on regular basis suitability and coverage/condition and repair as required (HCC responsibility)	L	Annual or on walk round review and repair as required
9	Pesticides and fertilisers	H	Ingestion, inhalation, absorption through skin	L	Encourage use of organic methods. If chemical pesticides are used, tenants must wear appropriate PPE and follow instructions provided.
10	Exposure to the sun/heat	M	Sunburn, sunstroke	L	Sunscreen and hats to be worn
11	Exposure to the cold	M	Hypothermia	L	Wear appropriate warm/dry clothing for the weather conditions
12	Exposure to bacteria, pathogens, etc	H	Disease/infection	L	Areas checked for faeces. Cuts and grazes covered. Wear gloves when handling compost and animal manure. Wash hands thoroughly or use hand sterilising gel
13	Tenants Building's Safety	M	Inspect derelict or dangerous structures individually and advise tenant of required actions and timescales to address the issues	M	Periodic walk rounds and enforcement required
14	Rubbish	H	Wood, nail, plastic, glass and general waste	L	Organise tidy days to help remove rubbish from site
15	Bonfires and BBQ's	H	Bonfires are not allowed Burns/cuts Food poisoning Waste	L	Fire extinguisher, fire blanket and first aid kit on site Food handling certificate an advantage Tenants to clean up afterwards to deter vermin
16	Boundaries and fencing	M	Wire fencing overhanging internal paths. Canes without toppers.	L	Periodic walk round

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			Ditches dug to drain water		
17	Emergency contact details	<b>M</b>	Committee contact details and emergency services numbers	<b>L</b>	Sign on notice board at main internal gate
18	Individual allotment Paths / Plots	<b>H</b>	Enforce site rules on safety in relation to plot pathways - access and egress, materials, holes, troughs or uneven – restricted width and planting of obstructions such as thorny plants to close to pathway etc.	<b>M</b>	Periodic walk rounds and enforcement required
19	Rest of site	<b>M</b>	Farmers mowing grass	<b>L</b>	Keep safe distance from large farm vehicles
20	Use of compost bins	<b>M</b>	Attraction of vermin	<b>L</b>	Keep lids on compost bin if applicable Wear gloves Wash hands thoroughly or use hand sterilising gel
21	Storage of flammable substances (petrol/gas)	<b>H</b>	Only stored in secured area in approved storage containers – re fills of machines subject to separate assessments)	<b>L</b>	Check on walk rounds that containers secured safely etc. See policy regarding usage and storage (should not be held on site)
22	First Aid Kits, Fire extinguisher, Fire blanket	<b>M</b>	Check contents for expiry dates	<b>L</b>	Annual check
23	Sheds and greenhouses – broken glass	<b>H</b>	Injuries from broken panes of glass	<b>L</b>	Use of plastic windows in sheds. Greenhouses constructed of plastic.
24	Internal gate	<b>M</b>	Injuries from it swinging	<b>L</b>	Notice to all tenants – no swinging
25	Hedge row (Hitches Lane side)	<b>M</b>	Cut back nuisance growth / overhanging branches	<b>L</b>	Annual review
26	Livestock / Bee keeping	<b>M</b>	Chickens	<b>L</b>	

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			Beekeepers to have adequate personal liability insurance and membership of British Beekeeping Association – only permitted in apiary area		Committee to request sight of or copies in tenancy of beekeepers insurance
27	Ponds/watercourse	H	Drowning	M	Notice to tenants to keep away – they are responsible for their children
28	Signs	M	No information available for tenants in case of emergency	L	Periodic check
29	Polytunnels and other structures	M	Injuries from glass or flying debris	L	Constructed of plastic and secured well into the ground
30	Toilets		None on site		
31	Community Area	M	Check walkways and emergency equipment	L	Committee walk rounds inspect as part of site overview
32	Communal shed – housekeeping	M	Check first aid / firefighting provision and housekeeping	L	Periodic for housekeeping
33	Committee Tool Box	M	Check contents	L	Periodic for housekeeping
34	Trees	M	Falling branches	L	Maintain height not greater than 6ft
35	Vermin	M	Disease	L	Report to committee member who will contact local pest control officer. Wash hands thoroughly
36	Vehicles	M	Tenants only. Full drivers licence, tax & Insurance	L	Advise tenants not to drive on site when wet Report issues to 112
37	Water troughs	H	Check and ensure nothing is in them	L	Periodic walk round – enforce site rules Mark trough - not for drinking or playing in
38	Water butts	M	Disease/infection	L	Garden produce and hands should not be washed

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					with water from water butts or troughs All butts should have a lid Not drinking water Wash hands thoroughly or use hand sterilising gel
39	Policy issues	<b>M</b>	Check policies are adequate and cover our requirements	<b>L</b>	Periodic review by committee officers
40	Inadequate / no Liability insurance of officers and society assets	<b>H</b>	Ensure annual premium paid to recognised insurance provider – check assets list annually for coverage	<b>L</b>	Annual – Committee responsibility
41	Violent Tenants	<b>H</b>	No tenant is to be approached if there is an issue	<b>M</b>	Committee to ensure no individual member is left to handle issues.
42	Anti-social activities on site	<b>L</b>	Committee to write to tenants if issues arise and clarify rules and issues. For non-tenants report to local police.	<b>M</b>	Committee to ensure no individual member is left to handle issues

**Complete by:** Signatures \_\_\_\_\_ Names \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Most injuries are easily prevented. Good gardening is safe gardening**