# Image result for romsey allotment holders association Risk Assessment Form

### **Date of risk assessment**: **31/08/2019** **Number of risk assessment**: **003**

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| **Name of activity to be assessed** | Committee Members undertaking plot inspections at the Romsey Allotment Holders Association (RAHA) site |
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| **Location of activity** | Romsey Allotment Holders Association (RAHA) site Southampton Rd, Romsey SO51 8AF |
| **People who may be at risk** | Committee Members |

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| **Assessor’s Name** | **Melissa Doherty** | **Assessor’s Role in association** | **Committee member** |
| **Chair of Association Name** | **Carol Allen-Morley** | **Date Reviewed by Chair** |  |

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| **Review Date of this Risk Assessment (1, 2 or 5 years)** | 2 Years unless changes made to the Allotment site (31/08/2021) |
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| **List Hazards**  These are things which can potentially cause harm | | List existing control measures **What are you already doing?** | **Risk rating SxL**  **Refer to table below**  (IF RISK IS HIGH OR MEDIUM REDUCE THE RISK WITH EXTRA CONTROLS) | List extra controls **Do you need to do anything else?**  (ADD EXTRA CONROLS UNTIL THE RISK LEVEL IS ACCEPTABLE) |
| **NAME**  **What are the hazards?** | **HAZARD**  **Who might be harmed and how?** |
| Uneven ground:  Slips, Trips and Falls | Committee Members | All access roads are kept in good repair (gravel made road so pot holes are inevitable )  All access roads are kept free from foreign materials and Allotment debris at all times  All Paths are level and are kept in a good repair / mowed regularly  All paths are wide enough for access to all plots( for pushchairs, wheelbarrows and stretchers)  All Paths are kept free from overhanging materials that could cause injury  Gated entrance and exit with signs stating access to allotment holders only (Public do not have right of way) | 1x2=2  RISK IS LOW | Wear appropriate footwear with a good grip  Be observant when walking on uneven ground especially paths between plots  Avoid leaving to paths or crossing plots |
| Moving Vehicles:  Collision | Committee Members | Speed limit of 5 miles per hour is set for all vehicles and sign posted  Vehicles must only drive on the designated roads and car park areas  All Vehicles are privately owned (assumption that all vehicles are road legal, insured and driven by competent license holders)  Road ways are kept clear from obstructions; vehicles are parked so as to allow other Members access to their plot | 3x1=3  RISK IS MED | Be observant when walking on roads/car park |
| Plant Sensitivity:  allergies/Irritation/stings/ lacerations | General Public and Allotment holders | All Paths are level and are kept in a good repair / mowed regularly  Weeds such as stinging nettles are kept under control in public areas  Gated entrance and exit with signs stating access to allotment holders only (Public do not have right of way) | 2x2=4  RISK IS MED | Wear gloves when handling unknown or hazardous plants  Do not enter plots areas that you do not rent |
| Garden chemicals | Committee Members | All chemicals should be clearly marked and stored, and used according to manufacturer’s instructions by competent people only | 3x1=3  RISK IS MED | Do not touch any unknown chemicals, repot for investigation only |
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**Severity - Hazard rating scale**

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| **Rating** | **Score** | **Consequence** |
| High | 3 | Hazard capable of resulting in death, severe/life changing injury or illness |
| Medium | 2 | Hazard capable of resulting in injury/illness requiring hospital treatment. |
| Low | 1 | Hazard resulting in minor injury requiring first-aid treatment. |

**Likelihood rating**

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| **Rating** | **Score** | **Consequence** |
| High | 3 | Likely to occur imminently – hazard exists permanently e.g. fire. |
| Medium | 2 | Likely to occur in time – hazard exists intermittently or the hazardous operation occurs occasionally. |
| Low | 1 | May occur in time – hazard exists infrequently and there is a low expectation of occurrence. |

**Quantifying the risks**

Risk = Hazard score x Likelihood score[[1]](#footnote-1)

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| --- | --- | --- | --- |
| **Likelihood rating** | **Severity rating** | | |
| **Hazard Low**  **1** | **Hazard Medium**  **2** | **Hazard High**  **3** |
| **High 3** | **Medium**  **3** | **High**  **6** | **High**  **9** |
| **Medium 2** | **Low**  **2** | **Medium**  **4** | **High**  **6** |
| **Low 1** | **Low**  **1** | **Low**  **2** | **Medium**  **3** |

A score of 2 or below is defined as ‘low risk’, and no further action would be needed.

Scores of 3 or 4 are defined as ‘medium risk’ and further control measures would need to be considered to reduce the risk so far as is reasonable practicable.

Score of 6 or 9 are defined as ‘high risk’ and activity should not proceed until additional control measures are put in place to reduce the risk to ‘medium’ or ‘low’.

1. [↑](#footnote-ref-1)