# Image result for romsey allotment holders association Risk Assessment Form

### **Date of risk assessment**: **31/08/2019** **Number of risk assessment**: **005**

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| **Name of activity to be assessed** | Allotment holders maintaining plots at the Romsey Allotment Holders Association (RAHA) site  Disclosure:  Plot holders must take personal responsibility for his / her own safety, particularly if working on their own and the safety of their visitors  At all times, each individual using the allotments must act in a responsible, considerate manner; mindful of others working in the allotment.  Plot holders must adhere to the Romsey Allotment Holders Association (RAHA) rules at all times |
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| **Location of activity** | Romsey Allotment Holders Association (RAHA) site Southampton Rd, Romsey SO51 8AF |
| **People who may be at risk** | Allotment holders |

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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 | Allotment holders | 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 | Allotment holders | 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 | Allotment holders | All Paths are grass and are kept in a good repair / mowed regularly  Weeds such as stinging nettles are kept under control in public areas  Be aware you may be allergic to certain plants and if so avoid contact.  Wash hands thoroughly at the end of each session. | 1x2=2  RISK IS LOW | Avoid leaving to paths or crossing plots  Wear Gloves if you are aware of sensitivity |
| Blisters, minor cuts, abrasions | Allotment holders | Wear gloves when working on site  Keep hands as clean as possible  Keep up to date with tetanus inoculations | 1x2=2  RISK IS LOW | It is advisable for plot holders to keep a First aid kit on site that should contain plasters and wipes |
| **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?** |
| Moving, lifting or handling loads:  Sprains and strains | Allotment holders | Assess load and location before moving  Seek help if required | 2x2=4  RISK IS MED | Get basic training in manual handling |
| Accidents with tools (including all hand tools, petrol and battery powered tools):  Cuts, blunt trauma, amputations | Allotment holders | Wear appropriate protective equipment for tool in use (e.g. Footwear, gloves, face shield/googles, long trousers/sleeves.)  Inspect site prior to work and exclude bystanders if necessary  Keep tools well-maintained and safe to use  Discard all faulty equipment.  Only use appropriate tools in correct manner  Ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool | 2x2=4  RISK IS MED | Get basic training in tool safety.  Where non-standard, e.g. powered, equipment is required, seek appropriate advice.  Avoid alcohol consumption |
| Bacterial infections | Allotment holders | Be aware that illness and infection can be caused by poor garden hygiene  Take care not to put hands in mouth or around mouth, nose or eyes while gardening  Wash hands carefully before eating  Cover cuts or grazes with waterproof dressings while working Produce should be washed thoroughly before eating  Produce should not be washed with water from the water butts | 2x2=4  RISK IS MED | Do not drink from the water butts  Wear face mask and gloves when turning compost heaps or handling animal manure  wash hands thoroughly afterwards |
| Sunburn/Sunstroke:  Heat exhaustion and burns | Allotment holders | Wear suitable clothing.  Wear a high factor protective sun cream  Drink adequate fluids to stay hydrated  Take breaks when required | 2x2=4  RISK IS MED | Avoid alcohol consumption |
| Hypothermia  Exposure to extreme cold | Allotment holders | Wear suitable clothing for weather conditions  Wear warm outdoor clothing  Wear waterproof clothing if required | 2x1=2  RISK IS LOW |  |
| Air Pollution (Bonfire smoke)  Eye and respiratory irritation | Allotment holders | Do not burn any material other than dry allotment waste.  burning waste must not cause any inconvenience to other plot holders, road users or neighboring houses  Fires must only be lit in suitable containers during suitable conditions and kept under control at all times  Fires must never be left unattended Fires must not be burnt during high risk periods (HOT/Dry Spells) | 3x2=6    RISK IS HIGH | Fires must not be lit without prior agreement from the estate's manager. |
| **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?** |
| Fire | Allotment holders | Do not burn any material other than dry allotment waste.  burning waste must not cause any inconvenience to other plot holders, road users or neighboring houses  Fires must only be lit in suitable containers during suitable conditions and kept under control at all times  Fires must never be left unattended Fires must not be burnt during high risk periods (HOT/Dry Spells) | 3x2=6    RISK IS HIGH | Fires must not be lit without prior agreement from the estate's manager. |
| Bee and wasp stings | Allotment holders | Do not provoke bees or wasps  Stay clear of bee or wasp hives (report) | 2x1=2  RISK IS LOW |  |
| Poly tunnels, sheds & loose equipment | Allotment holders | Keep in a good state of repair  Ensure loose items are tethered in case of high winds | 2x1=2  RISK IS LOW |  |
| 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 |

**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)