



Risk Assessment Form

Date of this risk assessment review: 24/04/2023

Number of risk assessment: 005

Name of activity to be assessed	Allotment holders maintaining plots at the Romsey Allotment Holders Association (RAHA) site Disclosure: All 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
--	--

Location of activity	Romsey Allotment Holders Association (RAHA) site Southampton Rd, Romsey SO51 8AF
People who may be at risk	Allotment holders

Assessor's Name	Alf J Tilt	Assessor's Role in association	Committee member
Chair of Association Name	Carole Allen-Morley	Date Reviewed by Chair: 4 th May 2023	

Next Review Date of this Risk Assessment (1, 2 or 5 years)	2 Years unless changes made to the Allotment site (24/04/2025)

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 to be kept in good repair (gravel-made roads so pot-holes are inevitable). All access roads are kept free from foreign materials and Allotment debris at all times. All Paths are accessible and kept in reasonable state / mowed when needed. Paths to be maintained wide enough for access to the plots (for pedestrians, 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 plot holders only (Public do not have any 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 paths or crossing plots. This should be checked and reported on during the plot monthly inspections.
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 when needed. 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 paths or crossing plots. Do not cross other peoples plots, adhere to pathways. 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 CONTROLS 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. Always 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/goggles, long trousers/sleeves). Inspect site prior to work and exclude bystanders if necessary. Keep tools well-maintained and safe to use. Discard all /any 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 whilst on the allotment site.
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 or pumps. 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 including appropriate headwear. 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 whilst on the allotment site.
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	Only dry allotment waste is burnt. Burning waste must not cause any inconvenience to other plot holders, road users or neighbouring houses. Bonfire are kept under control at all times and never left untended. Bonfires are not allowed during high risk periods (HOT/Dry Spells) or Overnight. Bonfires only in cooler months (October through April) for a limited period (first seven days of the month).	3x2=6 RISK IS HIGH	Fires must only be lit strictly in accordance with the allotment rules.

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	Only dry allotment waste is burnt. Burning waste must not cause any inconvenience to other plot holders, road users or neighbouring houses. Bonfire are kept under control at all times and never left untended. Bonfires are not allowed during high risk periods (HOT/Dry Spells) or Overnight. Bonfires only in cooler months (October through April) for a limited period (first seven days of the month).	3x2=6 RISK IS HIGH	Fires must only be lit strictly in accordance with the allotment rules
Bee and wasp stings	Allotment holders	Do not provoke bees or wasps. Stay clear of bee or wasp hives and report to Committee member.	2x1=2 RISK IS LOW	
Poly tunnels, sheds, greenhouses & loose equipment	Allotment holders	Keep in a good state of repair. Ensure loose items are tethered in case of high winds. Clear broken glass using gloves at once and dispose of off site.	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, report for investigation only

Severity - Hazard rating scale

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

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 score¹

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'.

