# Image result for romsey allotment holders association Risk Assessment Form

###  **Date of risk assessment review**: **24/04/2023** **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** | **Alf J Tilt.** | **Assessor’s Role in association** | **Committee member** |
| **Chair of Association Name** | **Carole Allen-Morley** | **Date Reviewed by Chair:****4th May 2023** |  |

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| **Next Review Date of this Risk Assessment (1, 2 or 5 years)** | 2 Years unless changes made to the Allotment site (24/04/2025) |
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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 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=2RISK IS LOW | Wear appropriate footwear with a good gripBe observant when walking on uneven ground.Avoid leaving paths or crossing plotsThis should be checked and reported on during the plot monthly inspections |
| 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 with the exception of trades vehicles (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=3RISK IS MED | Be observant when walking on roads/car park |
| Plant Sensitivity:allergies/Irritation/stings/ lacerations | General Public and Allotment holders | All Paths are kept in good repair / mowed when needed.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 any right of way). | 2x2=4RISK IS MED | Wear gloves when handling unknown or hazardous plantsDo not enter plots areas that you do not rent |
| Garden chemicals | Committee Members | All chemicals are clearly marked and stored securely, and used according to manufacturer’s instructions by competent people only. | 3x1=3RISK IS MED | Do not touch any unknown chemicals, report 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)