



Risk Assessment Form

Date of risk assessment review: 24/04/2023

Number of risk assessment: 004

Name of activity to be assessed	Allotment holders undertaking Butterfly surveys 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	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 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=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 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=4 RISK IS MED	Wear gloves when handling unknown or hazardous plants. Do not enter plots areas that you do not rent except by invitation.

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'.

