

# Pucklechurch Parish Council, Allotment Risk Assessment. Year 2021 - 2022

This risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any potential inherent risks.

The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Pucklechurch Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

In conducting this exercise, the following plan was followed:

- Identify the areas to be reviewed
- Identify what the risk may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise if required

This policy will be reviewed annually or earlier if required by legislation or additional material.

<u>Hazard</u>	<u>Risk Matrix</u>	<u>Control</u>	<u>Review Timing</u>
<b>Administration &amp; Legal</b>			
Provision of adequate insurance cover.	L / 1	Carry out review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by any third parties.	Annually.
Absence of an agreement with every allotment holder.	L / 1	Payment of fees are detailed in the renewal letter as acceptance of agreement of allotment holder. A register of all Allotment holders is held by the Parish Clerk	Annually.
A discrepancy between the tenant and the Parish Council could be difficult to solve in the absence of an agreement.	L / 1	A register is kept of all allotment holders ensuring all amendments are promptly recorded. The Parish Council works in conjunction with the allotment holders.	Annually

<u>Hazard</u>	<u>Risk Matrix</u>	<u>Control</u>	<u>Review Timing</u>
<b>Environmental</b>			
Vandalism	M / 2	Site inspections to take place up to twice a year. The Parish Council carry out inspections of the whole site. Access gates are locked. Any acts of damage or theft are reported to the Police and the Parish Clerk.	Twice Annually
Build-up of non-combustible waste	L / 1	Enforceable controls are within tenancy agreement and rules.	As required
Vermin	L / 1	Responsibility for standards of hygiene/cleanliness of the site defined by the tenancy agreement. Enforce conditions of the tenancy agreement. Physical inspections carried out and appropriate action taken as required to deal with any identified problems in person or by letter.	Annually As required As required
Dumping / Hazardous substances	L / 1	Locks provided for site control and security. Allotment holders to report problems to the Parish Clerk. Enforce the tenancy agreement. Site inspections undertaken twice per annum.	Twice a year As Required
Accumulation of Rubbish	L / 1	The allotments holders are responsible for reporting any problems to the Parish Clerk. Conditions of tenancy agreement to be enforced if necessary.	As Required
Legionella	L / 1	The allotment holder is responsible for maintaining their equipment. Legionella can be created from aerosol through hose pipes used in conjunction with water butts. Regular cleaning and the use of water cans should be encouraged.	As required

<u>Hazard</u>	<u>Risk Matrix</u>	<u>Control</u>	<u>Review Timing</u>
<b>Physical</b>			
Unoccupied plots.	L / 1	Maintenance of waiting list.	Monthly.
Security	L / 1	The responsibilities of allotment holders as clearly defined in the tenancy agreement. Access gates to be locked at all times.	As required
Public injury as a result of Contractors	L / 1	Contractors are required to provide appropriate insurance cover and is inspected prior to any work commencing. Contractor should operate to a safe system of work and have appropriate risk assessments to ensure risks are minimalised.	As required.
Paths / Access routes	L / 1	Paths / access routes become slippery when wet. Overgrowing branches or bushes can cause personal injury. The allotment holder is expected to ensure their plot is always safe and to report any concerns to the parish clerk	Twice per annum
Children / Pets	L / 1	Consideration should be used when allowing children and pets to attend the allotment site. Allotment holders should refer to the allotment agreement for guidance.	As required



<u>Hazard</u>	<u>Risk Matrix</u>	<u>Control</u>	<u>Review Timing</u>
<b>Financial</b>			
Failure to collect rents and charges	L / 1	Collection of income due undertaken annually by Parish Clerk. Records of income received maintained by Parish Clerk against Allotment register. Parish Council enforce provisions of tenancy agreements in line with defined procedure for outstanding debt.	Annually
Failure to review rents & charges	L / 1	Allotment rents and charges reviewed annually as an integral part of the annual budget process.	Annually
Personal Injury	L / 1	Conditions that might lead to personal injury are minimised and properly controlled. Allotment inspected twice per annum.	Twice a year
	H / 3	Health and Safety provisions are contained in the Rules of the Allotments.	Quarterly

Risk Matrix Guide		Severity of Harm (Impact)		
		Low (L)	Medium (M)	High (H)
Likelihood	High (H)	3	4	5
	Medium (M)	2	3	4
	Low (L)	1	2	3

Completed By ANDREW HEMMINGES

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Position PARISH COUNCILLOR