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RISK ASSESSMENT & MANAGEMENT ALLOTMENT GARDENS, QUANTON ROAD

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all 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 Waddesdon 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 so required by legislation or additional material.

Area	Risk	Level	Control
Machinery	To user: Operating machinery carries a medium level of risk unless the appropriate safety equipment is worn and the machinery is operated correctly. Injuries to hands, feet and face need to be guarded against.	M	Instructions for the use of machinery lie with the owner/operator. It is a requirement that tenants wear the recommended safety equipment when operating machinery (irrespective of the owner).
	To other tenants and visitors: When strimmers and mowing machines are being used on an adjacent plot, stones and other flying objects can cause injuries to the face.	L	The instructions for these items of equipment make particular reference to the dangers. It is the responsibility of the operator to take due care.
	To children: Children can act unpredictably exposing themselves to risk from machinery.	H	It is the responsibility of the tenant to ensure that children are supervised. When young children are present on a plot, cultivators or strimmers should only be used where there are two adults – one operating, one supervising. No children to operate machinery.
Garden Tools & Equipment	Injuries to hands and feet if equipment is not used correctly	L	Garden tools and equipment should be used correctly and appropriate gloves & footwear worn as necessary. Garden tools and equipment should not be left on common paths or left available for others to use.
Overhanging branches	Overhanging branches can cause injuries to tenants, visitors and children.	L	Regular inspection by WPC. Tenants to report any problems.
Security of site	Vandalism / Theft	M	Tenants advised not to keep anything valuable on site and to have their tools security marked
	Padlock on both gates – lock could become stiff	L	Lock is regularly oiled
Paths	Slip hazards - paths can be slippery when wet	M	Paths to be kept trimmed during growing season
	Trip hazards – tools on paths, uneven surfaces		Regular inspection by WPC

Accumulation of rubbish and non-compostable material	Could become a slip/trip hazard	L	Regular inspection by WPC. Tenants to report any problems.
Dangerous/hazardous substances	Burns, irritation, allergies etc	M	All chemicals, sprayers etc should be used in accordance with the manufacturers' instructions. If chemicals are held on site, they should be stored securely and clearly identifiable Take constant care and be vigilant when using things like petrol or weed killers
Manure heap	No risk	L	Regular inspection by WPC. Tenants to report any problems.
Water trough	Legionella	L	Trough to be cleaned regularly Sign water trough "NOT SAFE FOR DRINKING"
Bonfires	There is an inherent danger in a bonfire spreading if unattended	L	It is the responsibility of the tenant to conform to the rules covering bonfires. Children must be supervised at all times.
Unoccupied / untidy plots	Could become overgrown & then slip/trip hazard	L	Regular inspection by WPC. Tenants to report any problems.
Rats	Rats can carry Weil's disease. Although this is rare it is a serious disease.	M	Tenants to report any problems to WPC. Where rat poison has been laid down, notices are to be displayed to inform other tenants.