

## **East Boldre Parish Council**

### **Allotment risk assessment, 21 March 2024**

#### **Introduction**

Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, parish council representatives carrying out duties, members of the public, *bona fide* visitors and volunteers.

#### **Responsibilities**

Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment garden. Allotment tenants have a duty of care to anyone on their allotment, regardless of whether they have given permission for them to be there.

East Boldre Parish Council will inform allotment tenants of issues that are directly relevant to them.

Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

#### **Risk Assessments**

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment. Risk assessments shall be carried out at least once per year, and will look at risks such as ground hazards, e.g. broken glass on derelict plots, may be hidden by summer weed and grass growth.

Risk assessments apply to the general site which includes plots, thus ensuring that allotment holders are complying with the policy, which is part of their tenancy agreement.

Where possible, Allotment tenants shall be informed in advance of the date of the risk assessment and level of access required on each plot. Every effort will be made to undertake the assessment on a day that is not busy, to minimise intrusion on plot holders' privacy.

#### **Risk Assessment Execution**

Risk assessment will be carried out by a member of the Parish Council. The assessment shall include the full site, and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working way around the internal boundary, the communal areas and each allotment garden.

From the assessment, the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the parish council.

While undertaking the assessment the privacy of allotment tenants will be respected at all times, ensuring, for example, that the assessors remain on paths and limit walking on allotment gardens.

#### **Risk Assessment Completion**

Once the risk assessment has been completed it shall be taken to the rest of the committee, who will then decide how to deal with the identified risks. Records of risk assessments undertaken (along with remedial action notices) will be kept by East Boldre Parish Council.

#### **Remedial Action**

East Boldre Parish Council will determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with East Boldre Parish Council or the Allotment Tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than East Boldre Parish Council itself, written notification will be sent immediately.

A collective 'notice to remedy' will be posted at the allotment site detailing all hazards found on plots, correction required and deadline for completion. Allotment tenants will be reminded of their duty of care in the notice.

If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' will be given to the Allotment Tenant concerned. If subsequent notices are ignored ultimately a 'notice to quit' will be served in accordance with the tenancy agreement.

### Emergency Action Plan

In the case of fire, allotment tenants and visitors should leave the allotment site immediately, and gather at the main gate. Allotment tenants should ensure that all people working on their allotment garden are accounted for. Allotment tenants are encouraged to look out for other gardeners or visitors on adjoining allotment gardens to ensure their safety.

In the case of fire or serious accident the allotment tenant must ring the appropriate emergency service and inform the Parish Council.

### RISK ASSESSMENT REPORT

|                                       |   |  |  |   |                    |
|---------------------------------------|---|--|--|---|--------------------|
| East Boldre Parish Council Allotments |   |  |  | Date of Assessment<br>21/3/2024               |                    |
| <b>RISK ASSESSMENT</b>                |   |  |  |   |                    |
| <b>People at Risk</b>                 |   |  |  |   |                    |
| <b>Allotment Holder/Tenants</b>       | <b>Volunteers</b>                           | <b>Parish Council Representatives</b>  |  | <b>Visitors</b>                               | <b>Contractors</b> |
| <b>COMMON HAZARDS</b>                 | <b>STANDARD CONTROL MEASURES</b>            | <b>FURTHER ACTION / COMMENTS</b>   |  | <b>ACTION LEVEL<br/>(HIGH / MEDIUM / LOW)</b> | <b>ACTION DATE</b> |
| Slips trips and falls                 | Maintain paths / mow / keep clear of debris | Long grass on paths and outer track can cover holes and gullies. Parish to be responsible for maintaining outer track Council in consultation with the Allotment Association (EBAA) Committee; holders asked to maintain paths surrounding their plot. |  | Medium. Clerk email holders                   | Ongoing            |

|  |  |   |                  |          |
|--|--|---|------------------|----------|
|  | Paint site pegs when installing  | Parish Council to provide standard site pegs and paint to EBAA Committee as needed.   | Medium.          | March 24 |
| Communal pathways                                | Danger of slips and trips  | See above.  |                  |          |
| Cuts   | Take care with sharp tools remove any broken glass from site. Remove or make safe glass edges on planters. |   | Nothing observed | Ongoing  |
| Broken glass / glass bottles / broken plant pots | Remove from site each allotment tenant will take equal responsibility                                      | Nothing observed  | Low              |          |
| Plastic, metal, material and wooden debris       | Remove from site as part of general rubbish clearance  | Nothing substantial. Committee to remind holders to remove rubbish.   | Low              |          |
| Bonfires and BBQs                                | Risk of burning or damage to property / risk to health/ risk to wildlife                                   | Agreed policy of following Forestry England bans, incorporated into allotment rules. Clerk to review allotment rules now that PSPOs are in force.                       | Medium           | 2024     |
| Emergency contact details                        | 999 police/ambulance/fire  | List of up-to-date emergency contacts available in community shed   | Clerk/EBAA       |          |
| Compost bins / manure storage                    | Risk of splinters<br>Flies spreading diseases  | Compost bins should be secure with no materials protruding to communal paths. Manure should be covered. Individual compost bins should be secure in the event of storms | Not observed     |          |
| Fuel storage                                     | Explosion, fires   | Not kept on site.   | None observed    |          |
| Gates / hedging / fencing                        | Scratches, bruises and other injuries  | Parish Council to pay for hedge trimming.   | Medium           |          |
| Glass and metal                                  | Cuts and Tetanus   | All allotment tenants have a responsibility to remove broken glass immediately  | None observed    |          |

|  |   |  |                    |  |
|--|---|--|--------------------|--|
| Animals  | Bites / Stings / Disease                                    | No animals to be kept on site without Parish Council's permission.<br>Allotment rules revised April 2024 to discourage uncultivated plots that could attract adders.   | None observed      |  |
| Water troughs  | Drowning /sickness from drinking dirty water/ contamination | Water troughs to be kept free of litter and not contaminated by chemicals or debris.<br>Children must not be left unattended.<br>Troughs should not be used to dispose of pesticides or other forms of contaminates. | None observed      |  |
| Wood (used)  | Danger of tetanus   | Check for rusty nails  | No issues observed |  |
| Refuse or building materials   | Slips / trips /disease                                      | Allotment inspections to identify rubbish on plots and hazardous materials. Warnings to be issued accordingly  |                    |  |
| Signs  | Splinters / cuts  | Check for rough edges, exposed nails   | None observed      |  |
| Structures / sheds / polytunnels   | Collapse, splinters   | Allotment inspections to identify unstable structures. Warnings to be issued accordingly.  |                    |  |
| Vermin   | Diseases / bites  | Poultry keepers required to use vermin proof feeders and storage bins  | No issues observed |  |
| Water storage  | Collapse, trips   | Rainwater to be stored in specially designed water butts with lids   | No issues observed |  |
| Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers) | Poison and contamination of water supplies / environment    | Always comply with manufacturers guidelines. Respect neighbours  | No issues observed |  |

**COMMENTS / ADDITIONAL INFORMATION**

- Each allotment holder responsible for their actions and use of allotment plots
- Each allotment holder is responsible for their health and safety and the health and safety of others
- All children must be supervised at all times by parents and / or carers

**N.B: The main focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.**

As assessors we have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.

Name(s): Cllr Hawker; Liz Welch, East Boldre Allotment Association Committee representatives Steph Bennett, Debra Rickman, Stuart Newey.  
Date: 21/3/24

## **USEFUL CONTACT NUMBERS:**

999 Medical emergencies; fire service; police  
111 Urgent medical help or if you're not sure what to do  
07562 985631 Parish Clerk (non-emergency issues only)  
07803 927828 Secretary East Boldre Allotments Association  
0344 346 2020 Bournemouth Water 24 hour emergency service – mains only

East Boldre Allotments entrance gate is situated to the left of East Boldre Village Hall, SO42 7WD