East Boldre Parish Council
Allotment risk assessment, 21 April 2026

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 looking 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 21 April 2026**	
RISK ASSESSMENT				
People at Risk				
Allotment Holder/Tenants	**Volunteers**	**Parish Council Representatives**	**Visitors**	**Contractors**
COMMON HAZARDS	**STANDARD CONTROL MEASURES**	**FURTHER ACTION / COMMENTS**	**ACTION LEVEL *(HIGH / MEDIUM / LOW)***	**ACTION and DATE**
Slips trips and falls	Maintain paths / mow / keep clear of debris	The outer track is in a reasonable condition. However, the surface is not even. Plot-holders to be reminded to take care when driving or walking on the track. Plot holders to be reminded to maintain the paths on	Medium. Clerk email holders	Ongoing; plot holders reminded in 2026 renewal email. Notice on gate to warn uneven surface own risk.

	Paint site pegs when installing	their plots and the paths surrounding the perimeter of their plot. Parish Council to provide standard site pegs and paint to EBAA Committee as needed.	Medium.	
Communal pathways	Danger of slips and trips	See above.		Ongoing
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	Ongoing
Plastic, metal, material and wooden debris	Remove from site as part of general rubbish clearance	Nothing substantial. Committee to remind holders to remove rubbish and not to place on vacant plots	Medium	Clerk to send email reminder
Bonfires and BBQs	Risk of burning or damage to property / risk to health/ risk to wildlife	Agreed policy of following Forestry England guidance, incorporated into allotment rules.	Medium	Ongoing
Emergency contact details	999 police/ambulance/fire	List of up-to-date emergency contacts available in community shed.	Clerk/EBAA	Ongoing
Compost bins / manure storage	Risk of splinters 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	Ongoing
Fuel storage	Explosion, fires	Not kept on site.	None observed	N/A
Gates / hedging / fencing	Scratches, bruises and other injuries	Hedge trimming excellent - same contractor to be used for 26/27 with request to cut	Medium	Call for free HCC hedging when open

		front hedge slightly lower. Clerk to explore possibility of free hedging from HCC.		
Glass and metal	Cuts and Tetanus	All allotment tenants have a responsibility to remove broken glass immediately. There is an active policy by the association to centralise and dispose of metal.	None observed	Ongoing
Animals	Bites / Stings / Disease	No animals to be kept on site without Parish Council's permission. Revised Rules 2026 Allotment rules revised April 2024 to discourage uncultivated plots that could attract adders. All visiting dogs must be kept on a lead and supervised at all times	None observed	Clerk to email plot holders regarding adders, Dogs on leads 2026.
Water troughs	Drowning /sickness from drinking dirty water/ contamination	Water troughs to be kept free of litter and not contaminated by chemicals or debris. Children must not be left unattended. Troughs should not be used to dispose of pesticides or other forms of contaminates.	None observed	Ongoing
Wood (used)	Danger of tetanus	Check for rusty nails	No issues observed	Ongoing
Refuse or building materials	Slips / trips /disease	Allotment inspections to identify rubbish on plots and hazardous materials. Warnings to be issued accordingly		Ongoing
Signs	Splinters / cuts	Check for rough edges, exposed nails	None observed	Ongoing
Structures / sheds / polytunnels	Collapse, splinters	Allotment inspections to identify unstable structures. Warnings to be issued accordingly.		Reminder regarding PC permission issued with renewal pack 2026
Vermin	Diseases / bites	Association installed new inner fencing and replaced posts where necessary to discourage rabbits. Plot-holders encouraged	No issues observed	Ongoing

		to keep plots tidy and ensure poultry holders use vermin proof feeders/bins.		
Water storage	Collapse, trips	Rainwater to be stored in specially designed water butts with lids	No issues observed	Email encouraging plot holders to use water butts
Poisonous Plants	Poisoned by accidental ingestion or skin damage	Poisonous plants such as Thorn Apple and Deadly Nightshade can appear on the site. Plot holders encouraged to remove and dispose of safely	Some observed	On going – Concerns can be raised with EBAA Chair Poster for identification will be on new notice board
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	Ongoing

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 under the age of 18 must be supervised at all times by parents and / or carers**
- **Dogs must remain supervised and on a lead at all times**

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, East Boldre Allotment Association Committee representatives Steph Bennett, Debra Rickman, Stuart Newey.
Date: 21/4/26

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