

## ALSAGER GARDENS ASSOCIATION - RISK ASSESSMENT REPORT

Cedar Avenue/ Coronation Road/ Lawton Road/ Talke Road				Date of Assessment 20 / 11 / 2018	
<b>RISK ASSESSMENT</b>					
<b>People at Risk</b>					
Allotment Holder/Tenants	Volunteers	Alsager Town Council Representatives (ATC)		Visitors	Workmen
<b>Common Hazards</b>	<b>Standard Control Measures</b>	<b>Further Action / Comments</b>		<b>Degree of risk Likelihood x severity</b>	<b>Action</b>
					FOR THIS SECTION ALL BELOW APPLY
Slips trips and falls	Maintain paths / mow / keep clear of debris	Take extra care after snowfall, as any objects left on pathways will be hidden.		2 x 2 = 4	AGA Ongoing Inspection
Cuts Tools, Glass, Plastic, metal, material, broken pots and wooden debris	Take care with sharp tools. Remove from site as part of general rubbish clearance. Any glass must be removed from the site. Remove or make safe sharp edges on planters. Each allotment tenant will take equal responsibility	Regular inspection by site managers. Alsager Gardens Association (AGA) Rules do not allow glass to be taken onto the allotment sites.		2 x 2 = 4	AGA Ongoing Inspection Allotment Rules re written providing full details of tenant's responsibilities. Copy issued to all tenants along with Autumn Newsletter.
Use of shared machinery	Continue policy of demonstrating safe use of equipment to people wishing to use shared machinery.	Health and Safety advise issued. Tenants advised to make sure they have received any required safety and handling training and always follow the manufactures instructions.		2 x 4 = 8	Tenants to be advised of Health and safety advise in Autumn Newsletter December 2018. Health and Safety advise also to be placed on notice boards when available and issued to all New Tenants. Also available on the Website <a href="http://www.alsagergardensassociation.org.uk">www.alsagergardensassociation.org.uk</a>

Site specific hazards	What is the danger?	Control measures	Degree of risk Likelihood x severity	Action and Date
For all hazards	Plot tenants need to know who to contact in emergencies	Site managers and committee contact details displayed on site Notice Board and contained in the News Letter and on the Association Web Site. <a href="http://www.alsagergardensassociation.org.uk">www.alsagergardensassociation.org.uk</a>	2 X 4 = 8	All sites to be provided with a Notice Board
Falling Branches	Risk of serious injury or death	Ongoing Inspection by site manager to report any concerns to AGA committee for referral to Alsager Town Council (ATC). Tenants to report any potential issues. Annual Inspection by Alsager Town council Surveyor and subsequent removal of potential hazard. Tenants issued with Health and Safety advise to avoid allotments in bad/windy weather	4x 5 =20	AGA Ongoing Inspection. Issues and concerns referred to Alsager Town Council (ATC) for action. Annual Inspection by Eddi Attu ATC, and Keith Thelwell from ANSA on 16th July 2018. ATC Risk Assessment produced.
Legionella from stored water and potting matter	Risk of disease	No water is stored at the temperature that would promote this bacterium. Health and safety advise has been issued in respect of legionella in water in greenhouses and potting matter.	1 x 5 = 5	
Bonfires	Risk of burning or damage to property / risk to health / risk to wildlife	Bonfires are not allowed as detailed in the Association Allotment rules. Persons lighting a bonfire risk loss of tenancy.	1 x 2 = 2	
Communal pathways	Danger of slips and trips	Each tenant has a responsibility for paths adjoining their plot(s) as detailed in the Association Allotment rules. Paths To be kept mown and clear of debris	2 X 3 = 6	AGA Ongoing Inspection.

Compost bins / manure storage	Risk of splinters Flies spreading diseases	Compost bins should be checked and made safe and manure should be covered. Individual compost bins should be secure	2 X 2 = 4	
Fuel storage	Explosion, fires	Not to be kept on site. As detailed in the Association Allotment rules.	1 X 2 = 2	
Gates / hedging / fencing	Scratches, bruises and other injuries	Check for loose hinges, awkward locks, unsafe structure, ease of use. To be kept clear and well maintained, fencing / hedging to be well maintained	1 x 2 = 2	Annual Inspection by Alsager Town Council Eddi Attu 22/06/18
Glass and metal	Cuts and Tetanus	All allotment tenants have a responsibility to remove broken glass, immediately as detailed in the Association Allotment rules	1 x 2 = 2	
Animals	Bites / Stings / Disease	No live stock to be kept on allotment sites as detailed in the Association Allotment rules. Health and safety advise issued to tenants. First aid kit kept in toilet block.	2 x 2 = 4	
Water troughs	Drowning / sickness from drinking dirty water / contamination	Water troughs and butts 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.	1 x 2 = 4	
Refuse	Slips / trips /disease	Debris to be removed from site by each allotment holder as detailed in the Association Allotment rules	2 x 3 = 6	
Signs	Splinters / cuts	Check for rough edges, exposed nails	1 x 2 = 2	
Structures / sheds / polytunnels	Collapse and injury, splinters minor cuts/bruises	Inspection. To be well maintained by allotment tenants as detailed in the Association Allotment rules	2 x 3 = 6	AGA Ongoing Inspection.
Vermin	Diseases / bites	All allotment tenants to monitor continuously and report any significant sightings to Association as detailed in the	1 x 3 = 3	

		Association rules. If required AGA will arrange to lay poison and put up appropriate notices Transmittable diseases should be reported to the local Health Protection Team (HPT). As detailed in the Association Allotment rules.		
Water storage	Collapse, trips	Rainwater to be stored in specially designed water butts	1 x 3 = 3	
Wood (used)	Danger of tetanus	If wood is taken onto the allotment site it should be free from nails. Tenants must check for rusty nails and remove.	1 x 3 = 3	
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Poison and contamination of water supplies / environment	Always use pesticides as a last resort. Identify the pest correctly. Determine if pesticides are actually required. Advise other allotment holders if you are intending on using pesticides. As detailed in the Association Allotment rules.	1 x 3 = 3	
Stakes, canes and poles	Eye injury or cuts	Allotment tenants should cover protruding ends with can caps.	1 x 3 = 3	

**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
- Continued misuse of allotment plots or careless actions towards others may result in eviction from the site if deemed necessary by the Association

**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.

Likelihood	Severity	Rating
1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
2 – Unlikely	2 – Minor	5 - 9 Adequate
3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 - Catastrophic	

This Risk Assessment was reviewed and approved and signed off at the AGA Committee Meeting held on Tuesday 27 November 2018.

Next Risk Assessment due November 2019