



## West Dereham Parish Council

### Allotment Risk Assessment

#### **About the site**

The Site is at Hilgay Road and is accessed through a side road field gate. Vehicles can be brought onto site and parked in the designated area. No vehicles are allowed beyond this point. The Council holds a plan of the site; tenants have allotment agreements and are issued with rules and regulations.

#### **Who is at risk?**

Plot holders, visitors including children.

#### **General Risk Management**

Risks are minimised for site users and visitors through a regular inspection regime- bi-monthly; by displaying the rules and regulations for the site on the Council's website and on the noticeboard adjacent to the allotment entrance and all allotment holders with a copy of the rules and regulations.

Any children on the site should be accompanied and supervised at all times by an adult. There should be no play equipment on site. Any pets on the site should be kept under control and on a short leash on the pet owners plot only. Vehicles taken on site must use the clearly marked parking and turning area only (deliveries of manure are an exception). Nothing should be left on pathways.

#### **What else can be done to minimise risk?**

The allotment rules and regulations are reviewed annually. Details relating to bonfires, structures and trees are in the rules and regulations for the site. Rules and regulations are included in your tenancy agreement, the policy provided. Tenants may raise concerns about the site to the Co-Ordinator or the Parish Clerk.

The Council undertakes a **formal inspection annually which assesses the maintenance of each plot** – the standard of its cultivation and the management of the plot. In addition, there is a bi-monthly **inspection** undertaken for health and safety.

The Council has a budget for the management of the allotment site.

The Council holds public liability insurance for its allotment site.

The Council has a Policy relating to the management of the site, which is reviewed annually.

The Council cannot be held responsible for individual plot holders' sheds and their contents. Plot holders should seek their own insurance for their sheds and the contents of the shed.

This risk assessment is reviewed annually by West Dereham Parish Council

Dated.....