|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK** | | **Inc likelihood  →** | | |  | **Level of Risk** | **Action** |
| **1** | **2** | **3** |
| **Inc. severity →** | **1** | **1** | **2** | **3** | 1-2 | Low risk: no further action |
| **2** | **2** | **4** | **6** | 3-4 | Medium risk: ensure compliance with guidance notes and SWOW |
| **3** | **3** | **6** | **9** | 6-9 | Risk unacceptable: modify procedures to reduce risk |

**Prepared by:** Wendy Thompson 26/01/21

**Review:** 5 - Annually thereafter (or in the event of incident)

**Reviewed by:**  Chris Blake: 16th February 2025

**Next review:** 16th February 2030.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step1**  *List significant hazards and harm here* | **Groups at risk** | **Step 2**  *Assess risk (likelihood x severity)* | **Step 3**  *Mitigation: List existing controls* | **Step 4**  *Residual risk (likelihood x severity)* | **Step 5**  *Further action needed (by whom and when)* |
| Individual health related incident  (eg heart attack, asthma attack) | Tenants  Volunteers  Visitors  Children | 1x3 (3) | * Remind plot holders that fatigue causes accidents * Recommend that tetanus vaccinations are up to date * Recommend that cuts and grazes are covered with a waterproof dressing * First aid kit in Timber Tool Shed * First aid guide in Timber Tool Shed * Notices displayed in Timber Tool Shed and on Apple Packing Shed providing details of   + Location of first aid kits   + Location of fire extinguishers   + Location of Public Access Defibrillators   + Site Address   + Accident Report Book   + First Aid guides   + Emergency Contact Numbers * *H&S01 - Colwall Village Garden Emergency Site Plan* * *SWOW17 - Allotment Gardening* * *Colwall Village Garden Emergency Arrangements and First Aid* | 1x2 (2) |  |
| Tools causing injury | Tenants  Volunteers  Children | 2x2 (4) | * Guide to arrangements for provision and safe use of allotment tools displayed in Timber Tool Shed * Check monthly that shared tools are safe to use * Check monthly that shared tools are safely stored in Timber Tool Shed and easily accessible * Remind allotment plot holders to place broken tools in repair box * Children to be supervised by adults on site at all times * *SWOW16 - Allotment Tool Shed* * *SWOW17 - Allotment Gardening* * *Arrangements for Provision and Safe Use of Allotment Tools document* | 1x2 (2) | · |
| Slips, trips and falls | Tenants  Volunteers  Visitors  Children | 2x2(4) | * Maintain paths / mow / keep clear of debris * Remind plot holders to keep plots tidy and carry out necessary repairs quickly * Check site for trip hazards monthly and remove/make safe or provide signs * Remind tenants to keep paths clear of obstacles between plots * *SWOW17 - Allotment Gardening* | 1x2(2) | Annual reminder to tenants |
| Poles, canes, sticks causing injuries inc to eyes | Tenants  Volunteers  Visitors  Children | 2x2(4) | * Check and remove hazards on monthly clean up days. * Remind tenants to store materials safely and remove hazards and to cover cane ends * Protect ends of brown plastic plot markers with tennis balls * Children to be supervised by adults on site at all times * *SWOW17 - Allotment Gardening* | 1x2(2) | Annual reminder to tenants |
| Broken glass, pots or other debris causing cuts | Tenants  Volunteers  Visitors  Children | 2x1(2) | * Check and remove hazards on monthly clean up days. * Remind tenants to store materials safely and remove hazards * *SWOW17 - Allotment Gardening* * Children to be supervised by adults on site at all times |  | · Annual reminder to tenants |
| Vehicles on site hitting pedestrians | Tenants  Volunteers  Visitors  Children | 1x3(3) | * Supervision of bulk deliveries to site * *SWOW17 - Allotment Gardening* * *SWOW18 - Arrangements For Bulk Deliveries* * Children to be supervised by adults on site at all times | 1x3(3) | · |
| Bonfire – causing burns | Tenants  Volunteers  Visitors  Children | 1x3(3) | * Bonfires have now been banned on site. * *SWOW02 - Bonfires* | 1x1(2) | · |
| Fuel and other hazardous subsidies – risk to children and vulnerable adults | Children  Vulnerable adults | 1x3(3) | * Children to be supervised by adults on site at all times * Remind allotment plot holders of risks from toxic substances * All COG owned toxic chemicals and flammables (eg fuel) to be locked in Flamvault located in Apple Packing Shed. * *SWOW17 - Allotment Gardening* | 1x1(2) |  |
| Bees, wasps and other insects | Tenants  Volunteers  Visitors  Children | 2x2(4) | * Contact number for beekeeper displayed inside timber tool shed and on Apple Packing Shed door * *First aid guide available on treating stings and bites* * *SWOW17 - Allotment Gardening* * *Colwall Village Garden Emergency Arrangements and First Aid* | 2x1(2) | · None |
| Cattle or sheep on site - risk of injury from livestock or electric shock from electric fence | Tenants  Volunteers  Visitors  Children | 2x1(2) | * Kissing gates have string to ensure secure closure and a sign to remind people to close gate. * Contact number for Sheep Grazier displayed inside timber tool shed and on Apple Packing Shed door * Signage displayed to warn site users of electric fence hazard * Signage displayed to warn people of grazing sheep * *Colwall Village Garden Emergency Arrangements and First Aid* | 1x1(1) | · None |
| Water butts and sheep troughs – risk of drowning, legionnaires disease or contaminants | Tenants  Volunteers  Children | 1x2(2) | * Warn allotment holders of drowning risk and not to drink water * *SWOW17 - Allotment Gardening* * Provide emergency drinking water | 1x1(1) | · None |
| Water tank – risk of child or anyone climbing or falling into tank | Children | 1x3(3) | * Galvanised Water Tank covered with metal grid * Warn allotment holders of drowning risk and not to drink water * *SWOW17 - Allotment Gardening* * Children to be supervised by adults on site at all times | 1x2(2) | · None |
| Strimmers and Mowers cause injury due to accident, mis-use or mal-function | Tenants  Volunteers | 2x2(4) | * Do not allow use of COG owned mechanical tools by allotment plot holders unless they have had training on equipment use * *ARA09 - Strimming* * *ARA10 - Grass Mowing* | 1x2(2) | · Review annually |
| Criminal emergency – assault, theft, vandalism and any other antisocial behaviour: both to a tenant or witnessed by a tenant |  | 1x3(3) | * Recommend that lone workers notify someone where they are and their expected return home time and that they carry a mobile phone. * *SWOW17 - Allotment Gardening*   · | 1x2(2) |  |

**SUMMARY OF SPECIFIC RISKS**

1. **Health related incident - heart attack, asthma attack, general illness**
2. **Tools causing injury**
3. **Slips, trips, falls causing injury**
4. **Poles, canes, sticks causing injury**
5. **Broken glass causing cuts/ injury**
6. **Vehicles hitting pedestrians**
7. **Bonfire causing burns**
8. **Fuel and other hazardous substances causing illness**
9. **Bees, wasps and other insects causing illness**
10. **Cattle and sheep causing illness/injury**
11. **Water butts causing legionnaires disease or other conditions/diseases**
12. **Water tanks risk of drowning**
13. **Strimmers/mowers causing injuries**
14. **Criminal emergency - assault, theft, antisocial behaviour causing physical or mental injury**

**SUMMARY OF SPECIFIC SAFETY EQUIPMENT**

1. **None**

**RELATED DOCUMENTS**

1. **Activity Risk Assessment : ARA99 - General Site Risks**
2. **Activity Risk Assessment : ARA09 - Strimming**
3. **Activity Risk Assessment : ARA10 - Grass Mowing**
4. **Site Based Risk assessment : SR01 - Colwall Village Garden**
5. **Safe Way of Working : SWOW02 - Bonfires**
6. **Safe Way of Working : SWOW16 - Allotment Tool Shed**
7. **Safe Way of Working : SWOW17 - Allotment Gardening**
8. **Colwall Village Garden Emergency Arrangements and First Aid**
9. **Arrangements for Provision and Safe Use of Shared Allotment Tools**