

Eden Park Allotment Association Risk Assessment Form



Date assessment was carried out: 18.10.23

Updated 26.03.2024 due to unusual weather conditions (SS)

Updated 07.08.2024 site review (SS)

Assessment carried out by JS and SS

Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, members of the public, bona fide visitors and volunteers. This includes both authorised and unauthorised visitors. As an Association, we have a communal duty to ensure that common areas, such as main access paths are safe.

The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety. Although unlikely, a claim could be made for negligence when an individual suffered an injury because we didn't take reasonable precautions. It is not possible in English law to exclude liability, for example by way of a notice. The Association has taken advice from Chris Knott Insurance in regards to the safety of pathways. For example during extreme wet weather, an email to plot holders advising them to take care moving round the site, in addition signage may be posted on site to ensure awareness for all those on site.

The EPAA will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities. 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.

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.

A hazard is something that can cause injury, for example exposed sharp edges. Hazards can sometimes be removed, but may be inevitable. Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge, a vehicle accident. Risks can usually be avoided. Injuries and

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“near-misses” and any other safety-related issues must be reported to a member of the Committee so that any existing hazard or risk can be eliminated and prevented in the future. Updated 26.03.2024 Updated 07.08.2024

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Risk/Hazard	Risk Level	Status	Action Required	Persons responsible	Date for completion/review
1) Notice Board: Check emergency contact details and Terms and conditions	1	All notices are on the board	None- just keep up to date	Kimberley Susanne John	09/2024 Review regularly
2) Boundary: Check for overhanging trees/obstacles or other hazards from outside the site. Check fences and gates for any security risks. Check that there are no risks to users of the adjacent public footpaths and fields caused by objects from within the site.	3	Overhanging tree on the south side of the site from adjacent non association leased land. <ul style="list-style-type: none"> No plots in the immediate vicinity Branches do overhang the compost area which plot holders do access regularly 	<ul style="list-style-type: none"> To trim branches back to boundary line during winter ready for spring 2024 	John	March 2024
3) Communal Areas: Check that they are well maintained and safe for tenants and visitors.	3	North end and middle paths are very slippery and muddy when there is a lot of rainfall.	<ul style="list-style-type: none"> Remedial works planned when materials are sourced. Tree surgeons and landscapers contacted for woodchip and hardcore. 	John Michael	March 2024 Regular site checks especially before and after inclement weather. Update 09/24
4) Car Park and Tracks: Check for any sharp debris or other hazards to vehicles.	1	Carpark, clear. Carpark boundary needs additional wiring by the stop cock after water pipe installation <ul style="list-style-type: none"> 07/08/24- Wire fencing around the perimeter of the car park is difficult to see and therefore may pose a hazard to people walking into it- particularly children. Temporary metal fencing gates are now showing signs of damage and many are 	<ul style="list-style-type: none"> None Addition wire between association posts to stop persons walking near the stop cock 07/08/24- To construct a post and rail fence around the carpark to mitigate injuries from unseen/visible wire fence line These are to be disposed of and broken ones not used. 	John Susanne Mike, John Mike, Susanne	March 2024 Reviewed regularly August 2024 August 2024

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		broken with vertical wire struts becoming detached- posing a hazard of impaling injuries to all but particularly to children's eyes/face area			
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5b) Gate Security	1	Front metal gate- Lock secure, oiled and working. Wooden council entrance- secure and good condition	Non	John Council	Update 09/24 Review regularly
6) Water: Check for leaks or hazards. Check that the main shut-off tap is operable and that the key is kept in the correct location. Water troughs- are they covered? Clean?	3	Water butts or storage must be covered. Ponds on plots must be covered with rebar. Ensure water butts or containers are stable and sited appropriately. Water troughs covered.	Key to the water stop cock changed as keys to current cannot be accounted for.	John Kimberley	November 2023 and 09/24 Monthly water meter readings starting Nov3 3rd 2023
7) EPAA site rules: Check plots for compliance with tenancy agreement and constitution.	3	Plot walk conducted September 23. Some non compliance identified. Structures safe, most paths clear of rubbish, etc- 5 non-compliant plots contacted.	Just cultivation, weed and rubbish notices to be issued. Site clearance organised and completed Autumn 23	Amy John Susanne	September 2023 March/August 2024 August/September 2024
8) Hazardous Equipment: Check for presence of any hazardous materials on site. Check for equipment with hazards eg sharp or pointed edges left close to paths.	4	All equipment stored securely in the committee shed and locked up with a shackle. Petrol not stored on site or in committee shed. Empty petrol cans stored only. Small amount of petrol within the lawnmower.	Keep the committee shed tidy and secure. Bring petrol on site only in petrol cans from the Committee shed.	All committee	09/24 Regular checks

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9) Hazardous Substances: Fertilisers and pesticides with statutory approval are permitted on site if used according to product label and stored securely. Petrol / fuel for mowers etc. not to be stored on site	4	No hazard substances on site. Committee Petrol see above. Plot holders can have weed killer is not gyphsopile	None See above	All Committee	09/24 Checks during site walk periods
10) Plot fixtures and fittings: Check plots for any items which could be a hazard to other allotment users especially where these are close to paths.	3	Some obstructions identified on pathways	Contact plot holders to remove/reposition items	Amy Susanne Kimberley	November 2024 Review March/April 2024
11) Paths: Check that these are maintained in a safe condition for use by other tenants.	3/4	At time of assessment all paths dry and passable and acceptably even. Update: March 2024- site extremely slippy due to consistent rainfall	There are known issues when wet weather is present. Remedial works are planned to increase drainage to help with passability. NSLAG contacted on 25/03/24 for advice re-path/plot holder safety ‘Regarding the condition of the pathways, I would simply suggest taking what reasonable measures that you can but I would not recommend closing the site. to a certain extent,	Committee	Winter 2023 Review regularly during inclement weather Updated 26.03.24

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			<p>plot holders enter the site and accept a level of risk given that they are aware of the recent weather conditions and that the path is not covered anyway. I would suggest looking to remove sharp or dangerous objects that are on/near the path and you may also want to try levelling out any parts of the path that have sudden dips or bumps that could lead to trips and falls. I would agree with your suggestion of warning the tenants as a simple email/Facebook post can help with the awareness.'</p> <p><u>Email sent to all plotholders</u> on 26th March highlighting advice from legal advisor at NSALG and advising caution on site.</p> <p><u>Site pathways inspected</u> with HW (48) and SS (Sec) Site pathways clear of dangerous objects as of 26/03/24 at 11am</p>		
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			Chris Knott Insurance contacted re- measures taken so far. Advice email to plot holders covers the allotment. Signage added on 26th March to ensure all visitors are aware of current pathway conditions. Email from insurance re their advice is kept on record in [06] site folder- [02] Risk assessments.		
12) Untenanted Plots: Check whether any attention is required.	2	All unattended plots are either covered or trimmed	none	John	Review again during site walk periods

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13) Trees on Plots:	3	Some trees planted close to bordering plots and pathways which could lead to overhanging branches onto paths.	Propose amendment to rules to include clause about neighbouring plots pruning overhanging branches and encroaching roots	Committee and AGM Plot holders	November 2023 09/24
14) Other: Note below and other hazards, risks or observations not detailed above.					
16) Parking and gate access	2	Parking and gate access good	Reminder to plot holders re delivery removals from centre of site.	Committee and plot holders	Review 09/24
17) Defra Restrictions on poultry	3	No restrictions at present	Keep up to date with defra restrictions	Kimberley	Review 09/24
18) Monitor use of the car-park and tractor access.	3	Vehicles are only permitted on the EPAA car-park (insurance requirement). Tractor access is needed to the gate at the South-East corner.	Plot holders to be informed when the tractor access will be used; site closed to visitors if necessary.	Kimberley John	Review 09/24
19) Insect bites / allergic reactions incl. plants	2	Be aware that you may be allergic to anything you touch or encounter on site.	Wear protective gloves whenever possible when handling plants. Wash hands thoroughly at the end of each session. First aid kit in sand bin for quick access	Committee Plot holders	Review 09/24

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23) Polytunnels, sheds and other structures	3	Only commercially available sheds and polytunnels to be erected.	Additional amendment to Site rules to include liability clause for damaged caused to others.	All on site	Nov 23 AGM 09/24 review
24) Manure	2	Plot holder manure on site only	Wear gloves, wash hands after handling.	All plot holders	Review 09/24

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