

South Ward Allotments Site Risk Assessment

- All outdoor activities carry an element of risk, allotment gardening included. Members are asked to take health and safety seriously.
- Children must always be supervised by parents or another designated responsible adult.
- Members have a duty of care to themselves and each other to act responsibly and comply with all aspects of the [Constitution and Rules](#).
- Plotholders have a responsibility to anyone on their plot, regardless of whether they have given them permission.
- Allotments can never be fully secure, but we all need to be careful about security to deter antisocial activity, theft and vandalism.
- This policy is implemented through our Constitution and Rules, newsletters, website, and is also outlined verbally to new members. Please let the committee know if there are other hazards you are aware of that are not listed here.
- Plotholders will be reminded by email and newsletters about any recent, reported or ongoing problems.

Known hazards	Precaution
Terrain injury from uneven ground. Much of the site has uneven ground and there can be hidden dangers like tree stumps, metal, glass and slippery surfaces.	Take care when walking. Wear suitable footwear and clothing. Ensure that your feet are on firm ground and watch out for wire/ roots / rubbish / glass.
Injury due to unstable piles of wood, wood chip, leaf mould, green waste, metal. They could contain rubbish and sharp edges.	Don't walk, climb or jump on any of these piles. Children must always be supervised.
Bonfires	Members may have bonfires on their own plots, but they must follow the OCC code .

Personal safety	Our site is quite isolated and members are often alone on the site. Plotolders are advised to let someone know where they are, and to carry a mobile phone in case of difficulties.
Muscular injury or strain from lifting heavy objects.	Use basic lifting technique – bend the knees, not the back; make sure you have a firm grip good footing and test the object for weight before lifting. Do not handle weights above 10kg without help. It may be possible to break the load down into several lighter lifts.
Tools and machinery – injury from using tools and machinery without due care and attention for themselves and others. Injury from unsafe tools. Risk of cuts from secateurs, loppers, scythes etc.	Members may only borrow site machinery (eg. strimmer) after training from a member of the committee. Check all equipment prior to use to make sure it is safe to use. Do not use any tool, whether your own or borrowed, if you are not sure how to do it correctly, or have forgotten. Do not use machinery when tired or unwell. Take care. Wear appropriate clothing.
Reporting concerns. Contact details for key committee members are on our website and the noticeboard. Visitors to the site should be made aware of any health and safety issues.	Plotolders are asked to report concerns about health and safety on their plot, or the site, to the Secretary or Chair as soon as they occur.
Safe disposal of hazardous material. Plotolders have a duty of care to store, use and dispose of glass, pesticides, fertilisers, oil, petrol, asbestos, and any other potentially harmful substances safely. These must always be stored well out of reach of children and locked away.	Plotolders should contact the council waste management department for information for the safe disposal of these or other potentially dangerous materials. These should never be burnt, placed in skips, or poured away.
Members becoming unwell due to extreme weather conditions.	Members should wear clothes appropriate to the weather conditions. Warm clothes if cold/sunscreen, water if hot etc.
Risk of cuts from sharp edges on items	Put any glass or items with rough or sharp edges in a safe container.
Injury from sharp or toxic vegetation.	Wear gloves for protection. Be aware of the vegetation that is sharp or toxic (eg. brambles, hemlock).
Bacteria in piped water	Piped water to the site is intended for irrigation, not drinking. Members should bring their own drinking water when working on site.