

Pitstone Allotment Association

Risk Assessment Form

Risk Levels

Date of inspection: 30.01.2021

- 1 – No action required
- 2 – Acceptable level of risk
- 3 – Possible action required
- 4 – Substantial risk – action required
- 5 – High risk – Urgent action required

By: John Lowe (Site Manager)

Risk/Hazard	Risk Level	Status	Action Required	Date for completion/review
1) Notice Board: Check emergency contact details and Terms and conditions	1	All OK Note Board always full.	Up date committee list re Sarah leaving, Dai joining	John to provide Julie with copy to laminate
2) Boundary: Check for overhanging tress/obstacles or other hazards from outside 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.	1	All OK	Trees in hedge under powerlines to be kept reduced to hedge height during winter cutting.	Done during hedge cut. All hedges cut
3) Communal Areas: Check that they are well maintained and safe for tenants and visitors.	1	All OK		
4) Car Park and Tracks: Check for any sharp debris or other hazards to vehicles.	2	All OK. Large puddle in car park, Not a hazard more of a nuisance	Track completed Dec 2020. Draining and leveling	Brian consulting with John as to best solution re puddle
5) Gate: Check for loose hinges, sharp projections and wear and tear. Check for any visibility problems for vehicles entering or leaving the site.	2	All OK. Gate swells and can be a bit sticky in wet weather	Minor Hinge adjustment required	John to undertake

Gate Security	1	All Ok		
6) Water: Check for leaks or hazards. Check that main shut-off tap is operable and that key is kept in correct location.	1	System all ok		
7) PAA and PPC rules: Check plots for compliance with tenancy agreement and handbook.	1	Having taken advice re COVID 19 pandemic plot inspections limited to immediate safety issues and not full compliance with handbook and tenancy agreement	Gill and Marge undertook such inspection in December. No safety issues reported	Gill and Marge to resume full inspections when advised its permissible
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 OK. None noted		
9) Hazardous Substances: Fertilizers 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	1	Odd empty slug pellet container noted	Clarify handbook in next update	ASAP handbook under review.
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.	1	All OK.		

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11) Paths: Check that these are maintained in a safe condition for use by other tenants.	2	Some very muddy and slippery when wet. But in good condition generally throughout the year	Some plot holders had installed paving, some have closed off extremely muddy paths	Actions only required when conditions dictate
12) Untenanted Plots: Check whether any attention is required.	1	All OK - no untenanted plots		
13) Trees on Plots:	2	All OK generally, one or two encroach paths	Individuals with trees causing a nuisance are advised following inspections	
14) Other: Note below any other hazards, risks or observations not detailed above.	-	-	None noted.	-
15) Bee hives	2	All OK.		
16) Check Site Liability Insurance is current	1	All OK.		Renews in July – Marge & Brian take care of this
17) Parking and gate access	1	All OK. Other than puddle mentioned above		
18) Defra Restrictions on poultry	2	Restrictions in place regarding avian flu. Particularly food and water to be covered.	Both sets of hens on site fully compliant, Both hen keepers aware not to use drinking water from troughs.	Julie will update all when restrictions are lifted or changed.