

# Risk Assessment

Compiled by *CSRM (Complete Safety and Risk Management)*

<b>Site details:</b>		Braddon Road Allotments		<b>Job No.:</b>		WAA/BRAD/RA/01	
<b>Activity:</b>		Allotment Site General Risk Assessment					
<b>Assessment carried out on behalf of:</b>		Woodley Allotment Association					
<b>Assessment made by:</b> Carl Cleaver Tech IOSH AIIRSM	<b>Date of Assessment:</b> 23 <sup>rd</sup> Jan 2014	<b>Assessment No.:</b> 01	<b>Review Frequency:</b> 12 months minimum	<b>Copy to:</b>	Allotment Committee	All Plot Holders	Stockport MBC

## Persons or other Factors Exposed

Plot Holders and associates		Non Plot Holders		
General Plot Holders And Associates	Allotment Buildings Allotment land/ Environment	Council Workers Other Contractors Attending site	Members of Public/Visitors	Local Residents/ Local adjacent Buildings and Land/Environment

## Risk Evaluation (Without Control Measures)

Hazards Identified	Likelihood of Injury	Severity of Injury	Risk Rating
	<ol style="list-style-type: none"> <li>1. Improbable (unlikely to happen)</li> <li>2. Low (may occur)</li> <li>3. Medium (could occur)</li> <li>4. High (near certain to occur)</li> <li>5. Near certainty (will occur)</li> </ol>	<ol style="list-style-type: none"> <li>1. Minor</li> <li>2. Moderate</li> <li>3. Serious - fractures, major lacerations</li> <li>4. Very serious - permanent disability</li> <li>5. Fatality or multiple fatalities</li> </ol>	<b>Scores Multiplied</b> Likelihood x Severity
(Slips, Trips, Falls): Ground Conditions/Paths/ Materials	4	4	16
(Cuts): Materials/Tools/ Machines/Waste	4	3	12
(Sprains and Strains/Manual Handling): Material Storage/ movement	4	3	12
(Environmental Pollution/ Fire/Burns): Hazardous Substances	3	3	9
(Environmental Pollution/ Fire): Waste Materials	2	2	4

(Crush Injuries): Vehicles	2	5	10
(Illness/First Aid): Lone Working	2	5	10
(Unexpected/Unplanned Conditions): Unauthorised Entry/ Persons	3	3	9
Drowning, Bacteria Water butts	2	5	10

## Hazards (Identified)

## Precautions to be applied

Hazards Identified- Highest scores first	Precautions/Control Measures	By Who:
(Slips, Trips, Falls): Ground Conditions/Paths/ Materials	<p>Always keep main pathways clear and free of any rubbish or materials and tools.</p> <p>Endeavour to keep main pathways free of mud and any vegetable/flower cut offs and weeds and if need be scrape/brush appropriately and place any waste/droppings in compost heaps or bins provided.</p> <p>Store tools and materials neatly in the confines of your plot/sheds.</p> <p>Where possible prevent any foliage from overhanging main pathways where leaves may drop off and create a slip hazard.</p> <p>Inform any visitors of any known areas of uneven pathways advising them of suggested routes to follow and any 'restricted areas' eg 'dell area'.</p> <p>The allotment sites piped water facility will be isolated and drained in the winter months by the committee to prevent from bursts and possible leaks creating icy walkways.</p>	All plot holders Committee members
(Cuts): Materials/Tools/ Machines/Waste	<p>Always use any tools and machinery how they are designed to be used and if you are comfortable using them. If unsure, ensure that you refer to the manufacturers instructions and always wear correct protective equipment eg. Gloves, goggles, coveralls, sturdy</p>	All plot holders and anybody undertaking 'works' on the allotment.

	<p>footwear etc....Always ensure that tools or machinery are suitably, securely stored away when not being used, ideally in locked sheds.</p> <p>If any waste materials, branch off cuts. Timber/metal posts, fencing etc...is created store neatly within your plot and remove as appropriate. Always endeavour to keep all materials stored neatly within your plot area and do not obstruct main or communal pathways. Any waste or broken glass should be stored in suitable containers and removed from the site at the earliest opportunity ensuring suitable protective equipment is worn. If repairs are needed to greenhouses etc...only essential replacement glass should be brought onto the allotment.</p>	
<p>(Sprains and Strains/Manual Handling):</p> <p>Material Storage/Movement</p>	<p>Where possible if you have any heavy loads use a mechanical aid to help you eg. Wheelbarrow or sack truck and do not be shy in asking a fellow plot holder to assist you in sharing a load. Never force yourself to move/carry anything if you do not feel that you can comfortably or safely do so.</p>	<p>All plot holders and anybody undertaking 'works' on the allotment.</p>
<p>(Crush Injuries):</p> <p>Vehicles</p>	<p>Always pay great attention on the immediate public roadways adjacent to the allotment site as these can be heavily populated with parked cars and local children playing.</p> <p>The main vehicle entry point for the site is off Braddon Road leading to an on site parking area of which should be entered by vehicles in a slow and cautious manner observing any 'people' movement in the area remembering children may also be on the site. If manouvering/reversing your vehicle, particularly with a trailer always endeavour to have a second person available to act as 'lookout'.</p>	<p>All plot holders and anybody assisting with deliveries to the site.</p>
<p>(Illness/First Aid):</p> <p>Lone Working</p>	<p>It is highly recommended that all plot holders have a stocked first aid kit available to them when at the allotment and ideally a means of communication (mobile phone).</p> <p>It is strongly advised that you inform a friend or family member if you are intending visiting the allotment alone for any lengthy period of time and ideally make contact with them at appropriate times so they know your</p>	<p>All plot holders</p>

	<p>wellbeing/status.          Make other plot holders aware of your presence if anyone else present.          It is highly recommended that if you do have any potentially serious medical conditions eg. Diabetes, heart problems, allergic reactions eg. Wasp/bee stings etc...you inform your close fellow plot holders to allow the best information to be provided if emergency services are required and to help you more promptly.          C. Cleaver of plot 12 is a trained first aider and first aid provision is also available there when the plot is occupied. It is recommended that you do not lock the entry gate if on the allotment alone but close it shut - this will assist emergency services if they are required to attend and nobody else present.</p>	
<p>(Drowning, Bacteria)           Water Butts</p>	<p>All water storage facilities on the allotment site should be suitably covered by plot holders to prevent easy access by children whom may inadvertently lean or fall into them or be tempted to cool themselves in hot weather with potentially dirty water.</p>	<p>All plot holders</p>
<p>(Environmental Pollution/          Fire/Burns):           Hazardous Substances</p>	<p>Wherever possible it is encouraged that the use of any hazardous substances be limited and where possible should be stored off the allotment site. Hazardous substances may include but not be limited to fuels for machinery/equipment ie. Petrol, diesel or cerosine (paraffin) or as pesticides or weed killers. If any of these are used, they <b>MUST</b> be stored in appropriate, <b>CLEARLY LABELLED</b> secure containers and whoever is using them <b>MUST</b> be familiar in their use, be aware of the specific material safety information/data sheet and wear correct protective equipment eg. Gloves, goggles etc...and they should only ever be used as directed by the manufacturer. Only current <b>LEGAL</b> substances are permitted for use. It is advised that you inform other local plot holders if you are intending using any pesticides or weed killers.</p>	<p>All plot holders and anybody undertaking 'works' on the allotment.</p>
<p>(Unexpected/Unplanned          Conditions):</p>	<p>There are two nominated entry points for accessing the allotment site of</p>	<p>All plot holders and anybody undertaking 'works' on the</p>

<p>Unauthorised Entry/ Persons</p>	<p>which have secure lockable gates, these should be locked shut if you know there is no one else on the allotment when you leave. Restricted access signs should be displayed to the gates and will be maintained by the committee. The council have a responsibility of ensuring all perimeter boundary fencing remains secure and in place to prevent unauthorised entry by persons onto the allotment and any defects noted should be raised to the committee asap. Plot holders are asked not to interfere with this fencing Do not willingly permit anyone you do not know onto the allotment site. Always visually assess the 'plot' when you attend.</p>	<p>allotment.</p>
<p>(Environmental Pollution/ Fire):  Waste Materials</p>	<p>All waste retained on the allotment should be kept to a minimum and regularly removed. Any waste/surplus hazardous substances/containers should be appropriately removed and discarded of promptly.</p>	<p>All plot holders and anybody undertaking 'works' on the allotment.</p>

### Risk Evaluation (After Control Measures)

Hazards Identified	Likelihood of Injury	Severity of Injury	Risk Rating  Scores Multiplied Likelihood x Severity
<p>(Slips, Trips, Falls):  Ground Conditions/Paths/ Materials</p>	<p>1. Improbable (unlikely to happen) 2. Low (may occur) 3. Medium (could occur) 4. High (near certain to occur) 5. Near certainty (will occur)</p> <p>2</p>	<p>1. Minor 2. Moderate 3. Serious - fractures, major lacerations 4. Very serious - permanent disability 5. Fatality or multiple fatalities</p> <p>3</p>	<p>6</p>
<p>(Cuts):  Materials/Tools/ Machines/Waste</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p>(Sprains and Strains/Manual Handling):  Material Storage/</p>	<p>2</p>	<p>2</p>	<p>4</p>



Movement			
(Crush Injuries): Vehicles	1	5	5
(Illness/First Aid): Lone Working	1	5	5
(Environmental Pollution/ Fire/Burns): Hazardous Substances	1	3	3
(Drowning, Bacteria) Water Butts	1	1	3
(Unexpected/Unplanned Conditions): Unauthorised Entry/ Persons	2	3	6

### RISK ASSESSMENT SCORING MATRIX


Fatality	5	10	15	20	25	Fatality
Very Serious	4	8	12	16	20	Permanent Disability
Serious	3	6	9	12	15	Temporary Disability, Fractures etc
Moderate	2	4	6	8	10	Causing injuries such as lacerations, strains, sprains
Minor	1	2	3	4	5	Causing injuries such as cuts, bruising etc

Improbable	Low	Medium	High	Near Certainty
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Likelihood of occurrence	
Improbable	1/1,000,000
Low	1/10,000
Medium	1/1,000
High	1/100
Near Certainty	1/10

	High
	Medium
	Low

### RISK ASSESSMENT COMPLETION AND REVIEW DETAIL

Personal protective equipment (PPE) should only be used to minimise risk as a last resort.	<b>Assessment made by:</b> Print: CARL CLEAVER  Signature: 	Print Name	Sign	Date