



OLD CATTON PARISH COUNCIL

Allotment Risk Assessment Policy

1. Policy Purpose

The purpose of this risk assessment policy is to identify, assess, and manage risks associated with the use of allotments provided by the Old Catton Parish Council.

This policy is designed to ensure the safety of allotment holders, visitors and Old Catton Parish Council staff and to reduce the likelihood of harm or damage.

2. Scope of the Policy

The site at Spixworth Road is managed by the Old Catton Parish Council.

3. Risk Identification

The risk assessment will focus on various hazards that could pose a risk to health, safety, and the environment. Examples include, but are not limited to:

- Physical hazards (e.g., uneven ground, trip hazards)
- Environmental hazards (e.g. adverse weather)

4. RAG Rating System

The risks identified will be rated using the RAG system:

- **Red:** High risk, immediate action required.
- **Amber:** Medium risk, action required within a reasonable timeframe.
- **Green:** Low risk, no immediate action required but should be monitored.

5. Risk Assessment Process

- **Step 1:** Identify the hazard
- **Step 2:** Evaluate the risk (likelihood and impact)
- **Step 3:** Apply the RAG rating based on likelihood and severity
- **Step 4:** Implement controls measures to manage the risk
- **Step 5:** Monitor the effectiveness of the controls and review periodically

Old Catton Parish Council – Allotments at Spixworth Road, Old Catton			Date of Assessment July 2025	
RISK ASSESSMENT				
People at Risk				
Allotment Holder/Tenants	Volunteers	Parish Council Representatives	Visitors	Workers / other personnel
Common Hazards	Standard Control Measures	Further Action / Comments	Action Level <i>(High / Medium / Low - Red / Amber / Green)</i>	Action Date
Slips trips and falls	Maintain paths / mow / keep clear of debris	Allotment holders are responsible for maintaining pathways adjacent to the Allotment & Parish Council the main concourse.	refer to Tenancy Agreement item 9T Medium	
Cuts	Take care with sharp tools. Remove or make safe edges on planters.	Personal responsibility. <u>Note</u> : no glass on site	Low	
Broken plant pots	Remove from site each allotment to take responsibility	Personal responsibility.	Low	
Plastic, metal, material and wooden debris	Remove from site as part of general rubbish clearance	Personal responsibility.	Low	

Site specific hazards	What is the danger?	Additional local control measures	Further Action / Comments	Action Level and Date
Emergency contact details	Allotment Holders need to know who to contact in emergencies	Office contact details made available In the interest of safeguarding, at a minimum, please lock gate on entry when lone working.	Low	
Maintain concourse pathway	Danger of slips and trips	To be kept mown by Parish Council and all to endeavour to keep clear of debris Note: Plot holders maintain pathways adjacent to the Allotment Gardens	Medium	
Compost bins / manure storage	Risk of splinters Flies spreading diseases Vermin	Personal responsibility. Compost bins should be checked and made safe, manure should be covered. Individual compost bins should be secure	High	
Fuel storage	Explosion, fires	Not to be kept on site	N/A Must not be on site	
Gates / hedging / fencing	Scratches, bruises and other injuries	Personal responsibility. Allotment Holders to check for loose hinges, awkward locks, unsafe structure, ease of use. Fencing / hedging to be kept clear and well maintained	Re. hedging & fencing; refer to Tenancy Agreement 9(K) & 9(L) Medium	
Glass and metal	Cuts and Tetanus	Personal responsibility. All Allotment Holders have a responsibility to remove any glass, immediately Note: no glass on site.	Medium	
Water storage	Drowning / sickness from drinking dirty water / contamination	Water storage to be kept free of litter should not be used to dispose of pesticides or other forms of contaminants. Children must not be left unattended	Re. children; refer to Tenancy Agreement item 9P Medium	

Site specific hazards	What is the danger?	Additional local control measures	Further Action / Comments	Action Level and Date
Refuse / Rubbish on site	Slips / trips /disease	Personal responsibility. To be removed from site by each Allotment Holder. Note: general waste is not permitted, garden waste only.	Medium	
Signs	Splinters / cuts	Personal responsibility. Check for rough edges, exposed nails	High	
Structures / polytunnels 2x3 m/fruit cages 2x2m	Collapse, splinters	Personal responsibility. To be well maintained and anchored by Allotment Holders	Medium	
Vermin	Diseases / bites	Personal responsibility. All Allotment Holders to monitor continuously and report any significant sightings to the Parish Council	refer to Tenancy Agreement item 9(U) High	
Wooden structures / boundaries	Danger of tetanus	Personal responsibility. Check for rusty nails	High	
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers)	Poison and contamination of water supplies / environment	Encourage the use of pesticides as a last resort. Identify the pest correctly. Determine if pesticides are actually required. Advise other Allotment Holders if you are intending on using pesticides.	High	
Stakes, canes and poles	Eye injury or cuts	Personal responsibility. Allotment Holders should cover protruding ends with can caps.	Medium	
Personal Protective Equipment (e.g. gloves, boots)	Injury from lack of appropriate footwear or gloves	Personal responsibility - use appropriate personal protective equipment	Medium	
Manual Handling (lifting heavy objects)	Back injury, muscle strain	Personal responsibility - use correct lifting techniques, if necessary use mechanical aids and ensure items are stored at appropriate heights.	Medium	

Site specific hazards	What is the danger?	Additional local control measures	Further Action / Comments	Action Level and Date
Weather (e.g. extreme heat, storms)	Heatstroke, dehydration, exposure to lightning, or high winds causing injury	Personal responsibility - wear sun protection, bring an adequate supply of drinking water, monitor weather forecasts and seek shelter for extreme weather conditions.	High	
1. Animals 2. Insect Bites (e.g. mosquitoes, ticks) 3. Wildlife (e.g. wasps, nettles)	1. Bites / Stings / Disease 2. Skin irritation, infections, allergic reactions 3. Stings, allergic reactions, skin irritation	1. Livestock or poultry are not permitted; Note: no dogs on the Allotment Garden (except disability assistance dogs) 2. Personal responsibility - wear long sleeves and pants, use insect repellent, and regularly check for ticks after visits. 3. Personal responsibility - be aware of seasonal risks, wear protective clothing, and keep an eye out for nests or hazards in the area.	1. Livestock on Allotments; under Clause 9(D) of the Tenancy Agreement, livestock and poultry (including hens and rabbits) are not permitted. This is due to site-specific health, safety and nuisance concerns. Regarding dogs; refer to Tenancy Agreement item 9(P) 1,2,3 Medium	

COMMENTS / ADDITIONAL INFORMATION

- Each allotment holder responsible for their actions and use of allotment gardens
- Each allotment holder is responsible for their health and safety and the health and safety of others
- All children must be supervised at all times by parents and / or carers
- Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary by the Parish Council

N.B: The main focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.

As Assessors we have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.

Reviewed and approved at Council Meeting on July 14th 2025, signed by: Ms. Sarah Vincent, Clerk to the Council.

