**ALLOTMENTS - HEALTH & SAFETY SURVEY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Check for:** | **Hazards noted**  **(if none, enter ‘None’)** | **Actions required to control these risks?** | **Action by who?** | **Action by when?** | **Done** |
| **Vermin** | **e.g. Rats.** |  |  |  |  |  |
| **Water Storage, ponds and taps** | **Lids on water butts.**  **Ponds allowed, size, if fenced.**  **No dangerous containers.**  **No leaks from taps** |  |  |  |  |  |
| **Wood (used & new)** | **Rusty nails, boards encroaching on paths, as a trip hazard.** |  |  |  |  |  |
| **Structures / Sheds / Polytunnels** | **Adequately maintained.** |  |  |  |  |  |
| **Hanging / Rotten Branches** | **Danger to tenants or visitors.** |  |  |  |  |  |
| **Glass** | **Broken glass, no glass on a plot or pathway.** |  |  |  |  |  |
| **Gates / Hedges / Fencing** | **Loose hinges, awkward locks, unsafe structures.** |  |  |  |  |  |
| **Fuel Storage** | **Minimal fuel on site, stored in suitable upright & ‘fit for purpose’ containers.**  **Fuel-use signs are visible and upto date.** |  |  |  |  |  |
| **Communal Pathways / Headlands** | **Clear of trip hazards & with free access.** |  |  |  |  |  |
| **Hazardous Substances / Chemicals** | **Safely stored.** |  |  |  |  |  |
| **Asbestos Containing Materials (ACM’s)** | **Found in site buildings.** |  |  |  |  |  |
| **Refuse / Bags / Rubbish on Plots** | **Plots clear of refuse sacks and rubbish.** |  |  |  |  |  |
| **Children & Visitors Safety** | **Copy of the risk assessment is available.** |  |  |  |  |  |
| **Use of Machinery** | **Machinery Instructions for use, are in machinery sheds.**  **‘Out of Order’ notices are available.** |  |  |  |  |  |
| **Garden Tools & Equipment** | **Tools safely stored and are not lying on plots or pathways.** |  |  |  |  |  |

**Notes:**

**Site: Date of inspection: Site Rep name: Signature:**