

H and S Risk Assessments 2014

What are the hazards?	Who might be harmed and how?	What are you already doing?	Any other actions required to control these risks?	Action by whom?	Action by when?	Done?
Asbestos containing materials (ACM's)	Plot holders, visitors Exposure to asbestos fibres can cause serious lung disease.	Known asbestos monitored by HTC.	Suspect material to be left undisturbed, details must be reported to the Site Rep. and hence to Trustees who advise HTC asap.	All to be aware and report anything suspicious.	Ongoing	
Bonfires	Plot holders, visitors Risk of burns, spread of fire.	Strict guidelines issued to plot holders. No fires to be lit between 31st March and 1st October.	Ensure compliance with Society rules and regulations.	All users	Ongoing	
Children and visitors safety	Plot holders, visitors. Slips, trips, general injuries	Visitors must be accompanied by plot holder.	Standard procedure to be established for children and visitors to allotment sites.	Committee and members.	ASAP	
Communal pathways	Plot holders, visitors Slips and trips.	Communal pathways kept clear and regularly maintained.		All plot holders.	Regular inspection	
Compost bins / manure storage	Plot holders, visitors Collapse of structure. Splinters, flies, spread of disease.		Compost bins to be maintained in a safe condition, manure should be covered. No cooked food to be composted.	All plot holders with compost bins. Site Reps for communal bins.	Regular inspection	
Fuel storage	Plot holders, visitors Explosions, fires.	Guidelines in place re fuel storage. Notices in sheds and on site boards about spillages and safe handling of fuel, and 'No smoking' signs in sheds.	Ensure signage is in place and up to date.	All users. Site Reps	Ongoing ASAP	
Garden tools and equipment	Plot holders, visitors Slips, trips. General injuries, joint and muscle problems	Tools stored safely after use. Tools to be used correctly, with appropriate PPE. Adequate supervision of visitors by plot holders.		All users	Ongoing	
Gates / hedges / fencing	Plot holders, visitors. Scratches, bruises and other injuries.	Plot holders to report any problems to Site Rep. who then instigates repair. Annual inspection by HTC.	Check structure and ease of use. All to be kept clear and well maintained.	Constant awareness by all on the site.	Ongoing	Annually

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Glass	Plot holders. Visitors. Cuts and Tetanus.	Safe disposal of any glass found on site. Plot holders discouraged from using glass on their plots.	Continue to discourage use of glass on plots and increase awareness of dangers.	All plot holders.	Ongoing	
Hanging branches	Plot holders, visitors Cuts, bruises, minor injury.	Annual inspection by HTC to identify problems and remedy them. Ongoing awareness by all on site.	Subsequent instances referred to HTC for attention.	Site Reps. HTC.	Ongoing	Annually.
Hazardous substances.	Plot holders, visitors. Contact with and /or inhalation of harmful substances, fire.	Plot holders advised to store and use all chemicals as to manufacturers' instructions on product label. All chemicals sold in shop comply with current regulations. No smoking in site buildings.	Plot holders periodically reminded in newsletters and emails to take care when using chemicals.	All plot holders, Committee and Distribution Manager.	Ongoing	
Machinery	Plot holders, visitors Injuries to feet, and to face and eyes from flying objects. Back injuries.	Only competent plot holders are to use the machines. Up to date instructions for use are displayed in site shed, help is available on request from the Site Rep. All users must follow equipment guidelines No one under the age 18 to use the machinery. Check area for stones and hazards before use.	Instructions to be updated when new equipment is purchased. Damaged machinery to be taken out of use and reported to the Site Rep.	All users ASAP. Site Rep to report problem to Machinery Manager who will arrange repair.	Ongoing	
Manual handling of machinery and heavy objects.	Plot holders, visitors Physical injuries.	Assistance from other plot holders if lifting or moving heavy equipment. Correct posture.	Advice on correct manual handling in newsletter and monthly email. Vigilance by all on site.	All users	Ongoing	
Refuse / bags	Plot holders, visitors Slips, trips ,disease, hazardous to wildlife	Plot holders responsible for removal of refuse from site	Regular inspection for items 'blown in' or dumped.	Regular basis by all plot holders on site.	Ongoing	

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Signage	Plot holders, visitors splinters, cuts etc	Regular inspection for rough edges, exposed nails / screws etc.	Condition to be monitored and recorded during annual site inspection and signs replaced if necessary.	All plot holders and Site Reps.	Ongoing. Annual site inspection.	
Smoking	Plot holders, visitors. Fire hazard.	No smoking in allotment site buildings.	Constant awareness.	All users	Ongoing	
Structures / sheds / polytunnels etc	Plot holders, visitors. Collapse of structure causing injury.	Regular inspection and good maintenance.	Any new structures to meet Society's rules.	All plot holders.	Ongoing	
Toilets	Plot holders, visitors Unhygienic conditions.	Regular cleaning. All using the facilities to leave it in a clean condition. Hand washing facilities provided.	Regular cleaning and maintenance.	Agreed cleaning rota.	Regular basis	
Vermin	Plot holders, visitors Diseases and bites	All plot holders to be vigilant and report any sightings to the Site Rep.	Constant awareness.	All plot holders.	Ongoing	
Water storage	Plot holders, visitors Collapse of structures. Drowning hazard for small children.	Recommendations that water should be in specially designed water butts with child-proof lids. Regular	Ensure only proper water butts are installed.	All plot holders.	Ongoing	
Wood (new and used)	Plot holders, visitors Cuts, splinters and infection.	Check for rusty nails. Use gloves when handling.		All plot holders.	Ongoing	