

Speen Allotment Association CIO

Hazard	Risk	Persons affected	Control measures	Proposed additional control measures	Residual risk factor
Any	See below	SAA members & visitors	SAA has Public Liability Insurance cover details of which are available from the SAA Secretary upon request	Everyone on site whether they are SAA members, their family or friends or merely visiting should take care when on site and should take reasonable effort to ensure they do not have an accident or cause one. Plotholders are encouraged to take out their own insurance cover	Low
			A First-aid kit is available for members use and is located in Shed 4 which is always unlocked	If a member using the First-aid kit notices that an item is missing or they used the last one they should inform the Secretary as soon as possible so that replacement items can be obtained.	
			The SAA Trustees provide Members with a set of Rules. The Rules are reviewed annually and the review will take into account any matters brought to the Trustees' attention by individual members	Each Member will be provided with a copy of the Rules and is expected to both read them and inform their family and friends who may visit the site, accordingly.	
COVID-19	Cross-infection from a third party could prove to be fatal	Anyone on site	Government rules and guidance about social distancing, handwashing and wearing of facemasks are to be observed at all times.	Allotment holders who have or think they might have the symptoms are to stay away from the allotments, self-isolate, take the necessary Covid-19 test and immediately inform the SAA Secretary and anyone else from the allotments with whom they have been in reasonably close contact with on- or off-site. The SAA Secretary will liaise with West Berkshire Council (WBC) COVID-19 Team, as appropriate.	Low

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			Plotholders are encouraged to bring hand sanitiser or wet-wipes with them on site as there is no clean water supply for hand-washing.	If any plot-holder has been on site and within 24 hours thereafter tests positive for Covid they should inform the SAA Secretary immediately. the Trustees will then decide if the site should be closed down until everyone at risk has been identified and contacted. The Trustees will then decide when the site can re-open.	Low
			The gates at the entrance may be closed but not fastened during the current COVID-19 emergency to reduce the need to use hands to open the gate	If the site has to be closed down the gate will be padlocked and an appropriate COVID-19 Warning notice fixed to the gate accordingly	Medium
			During any Government-imposed lockdown yellow & black tape will be used to cordon-off areas or equipment that is shared-use	SAA equipment should not be used by any member during any lockdown period(s).	Medium
SAA machinery, powered tools and equipment. SAA and privately owned Sheds	Damage to equipment by misuse or using wrong fuel;	Plot holders; visitors; SAA funds	All SAA-owned equipment is serviced at least annually; the Equipment Shed is secured by a combination lock	Guidance on the use of SAA equipment will be reviewed annually by the Trustees ahead of the AGM (March).	Low
			Two-stroke fuel is used and a small supply is available within the Equipment shed, suitably marked, 'Fuel'.	If fuel runs out the SAA Trustees must be advised as soon as practicable.	Low
	Damaged or broken-down equipment not reported for repair or remedial action	SAA; Plotholders	SAA equipment is to be used by members only for the purpose intended. Guidance is available in the equipment shed about use of the equipment and the correct fuel to be used. Ear-defenders are available.	General advice given by the SAA Trustees to members is to ensure that the SAA Equipment shed is to be locked securely at all times and equipment put away after use.	Low
			If, during use, equipment becomes damaged or breaks down, the user must return it to the equipment shed and place a suitable notice on the item to let other members know not to use it.	Any member using or attempting to use SAA equipment must notify one of the Trustees as soon as possible so that appropriate action can be taken to have the equipment repaired and put back into use.	Med
			SAA funds	An 'Honesty' box is kept in the Equipment Shed for users to pay for fuel used by the equipment at £1 per use.	The Honesty Box is emptied by an SAA Trustee and used to purchase supplies of fuel and oil. The contents are recorded by the SAA

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Use of SAA equipment	Theft from or damage to personal sheds	SAA & Plot holders	Sheds are not permitted on individual allotments. Applications will be considered by the SAA Trustees for permission to have a shed on site and its location will be at the Trustees' discretion.	Although the SAA has public liability insurance it does not cover theft from personal sheds. Plotholders are advised to seek their own insurance cover.	Low
			SAA advice to plotholders who own or rent SAA sheds on site is not to leave money or valuables in the shed overnight or whilst not on site. Advice received for the local Police Community Support Officer is to place screening at windows to prevent potential 'rough-sleepers' from identifying places of refuge. SAA Trustees recommend locking sheds but suitable security is left to the individual shed owner.	If members notice any incidents of theft from or damage to sheds or their allotments they are to notify the SAA Secretary immediately. The Trustees will contact the Police and a Case Unique Number obtained to facilitate any possible insurance claim	Low
	Damage to SAA equipment by user untrained in its use	Plot holders; visitors	Any faulty equipment or damage to the equipment must be reported as soon as practicable to the SAA Secretary or another SAA Trustees member. Names and plot numbers are shown on the Allotment Notice Board by the Station Road entrance	SAA equipment will be repaired* as and when required. Equipment will be serviced annually and a case made for replacement if deemed appropriate*.	Low
	Injury to operator or third party; damage to allotments and site;	Plot holders; visitors	Plotholders are to take reasonable care when using the equipment and be aware of other people on adjacent plots or pathways in terms of both noise and flying objects (e.g. stones) caused by the use of the equipment.	Plotholders will be issued with a personal copy of this Risk Assessment by email or recorded delivery mail. Provision of the Risk Assessment in this way will be deemed as the SAA notifying plotholders of the perceived risks.	Low
	Children using powered tools/equipment on site	Plot holders; visitors and children	Children are not allowed to operate SAA equipment without the presence and supervision of an adult and then only within the confines of their parent's allotment.	See above	Low

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Water; water shortages; drought conditions	Drowning in water storage tanks. Disease/sickness from contaminated water; loss of supply;	Plot holders; visitors and children	Water is drawn off from the natural watercourse entering the existing allotment site in the south-west corner and is gravity-fed via underground pipework to various water storage tanks located within the existing site.	SAA rules advise that during hot weather watering should be before midday and/or after 6pm to conserve water. Plot holders are not allowed to water their plots using a hosepipe connected to the water storage tanks	Low
		Children	Children are not to play in or around water storage tanks and should be supervised at all times when on the site with the plotholder.		Low
	Leaking water storage containers; lack of water from the natural spring feeding the watercourse. Blockages caused by opening valves at more than one storage tanks simultaneously. Blockages to the natural watercourse anywhere within the curtilage of the allotment site	SAA & Plot holders	Signage on each tank advise plotholders how and when to turn on the supply at individual tanks. Plotholders are told to notify the SAA Trustees if a leak is discovered to enable remedial action to be taken. Signs are posted along the course of the stream telling members not to block the ditch or otherwise adversely affect the natural water supply	Plot holders are encouraged to bring their own water to their allotments during prolonged or severe hot weather conditions. The SAA Trustees organise periodic checks on the flow of water within the system and working parties of volunteers to maintain the ditch through which the water flows to the river (ultimately).	Medium
	Shortages of natural water supply	SAA & Plot holders	Plotholders are encouraged to have their own water storage facilities on their plots and to trap rainwater wherever possible and practicable without causing damage or obstruction	Plotholders are not permitted to fill up their own water storage facilities directly from the SAA storage tanks	Medium
Plotholders are advised to water their plots sparingly and at the optimum time (early morning or late evening) to conserve supplies				Medium	
Mains water supply	Leakage; theft & misuse; loss of SAA funds	SAA & Plot holders	Mains water will become available and the SAA Trustees will agree a procedure for accessing the mains water supply when the existing natural water supply dries up due to weather conditions or ceases as a result of other factors.	The natural water supply to the various storage tanks on site will continue. New allotments have become available and the Trustees will review the arrangements for those plotholders to access water on site	Medium

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			A stand-pipe has been located on site inside the Station Road entrance. Access to the water meter is also located there. There will be no access by Members to mains water from that stand-pipe except with the SAA Trustees' permission	A stand-pipe to be used for the flow of mains water is located within the SAA Equipment shed as a means of security and to prevent access and misuse. Connections will be made to ensure there is a continuity of water supply at times when the existing natural water supply ceases.	
Weed-killers & pesticides	Chemical weedkillers & pesticides could cause serious health problems if they are not used according to manufacturers' instructions or are not held securely away from children and visitors.	Plot holders; visitors and children	All chemical weedkillers & pesticides must not be left out in the open except when in use and must be used according to manufacturers' instructions. They should be held securely by ploholders when not in use.	Containers or equipment used to apply such chemicals must not be washed out in the water storage tanks on the allotments site.	Low
	COSHH Regulations		Incidents or suspected incidents are to be reported to the SAA Secretary who will record the incident in the Incident Book and report the matter to WBC Environmental Health Team.	Incident Book to be maintained by SAA Secretary	Low
Bonfires	Personal injury; damage to sheds and equipment; damage to neighbouring plots and/or domestic residential properties	Plot holders; visitors and children; equipment; neighbouring property	SAA Rules prohibit bonfires during British Summer Time, Bank Holidays and Sundays. Outside of these dates burning of waste from plots is allowed in appropriate incinerators at the appropriate time of day. The SAA Trustees may decide to hold a bonfire in which case it will be supervised by one or more Trustee and water will be on hand as a precautionary measure.	Ploholders are to adhere to the SAA rules and guidance on bonfires and be mindful of the neighbouring properties. West Berkshire Fire & Rescue Services provides guidance on bonfires on allotments.	Low

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Pests/vermin, including e.g. rats, mice, moles	Rats carry Weils disease and this might be present on/in soil.	Plot holders; visitors and children	The Trustees will seek advice from the British Pest Control Association (BPCA) and arrange for the site to be surveyed by suitably qualified operatives	The Trustees may decide to commission a pest control strategy that involves the installation of traps/boxes containing non-toxic poisons and regular surveys by an accredited organisation recommended by the BPCA.	Low
	Traps/boxes may contain poison and/or animals, alive or dead.		Members will be advised to be watchful for signs of rats and other types of pests around the site and to take care when working on their plots. Regular and frequent sightings of rats are to be reported to the SAA Trustees with details of the date, timing and locations of such incidents	The SAA Trustees may authorise traps to be placed and will notify plotholders regarding their whereabouts on site. Members are required to pass on this advice to their families and visitors. Warning notices will also be placed in the SAA Noticeboard(s). We should report findings to West Berkshire Council on a routine basis for monitoring purposes	Low
	Injury & possible disease from bites/stings etc.		Everyone, especially children, is to avoid touching pests or other animals with which they may come in contact on site.	Members should wear gloves at all times when working on their plots,	Low
			Moles are intrusive and can cause damage. Their presence is easily identifiable and is to be reported to the SAA Trustees as soon as practicable	Plot holders, their families and visitors are to avoid touching their faces with their hands following any contact with soil on site.	Low
			Plot holders are advised that bee hives are located on site, now at A6. Plot holders should seek advice from the beekeeper if they are in doubt about how to manage their plots if they are close to A6.	If trapped- or other animals are seen on site that may cause harm to people they are not to be approached. Members are to contact the Trustees in the first instance to report the incident and seek advice.	Low
			BCPA guidance on pest control will be made available to Members and posted on SAA Notice boards		Low
Vehicles & bicycles	Personal injury & damage to vehicle and third party property; damage to bicycles	Plot holders; visitors and children	Vehicular access is prohibited except for delivery of manure or other materials needed on site and which have been pre-ordered by the SAA Trustees.	Bicycles are not banned but it is good practice for cyclists to dismount at the site entrance and wheel their bicycles to their plots.	Low

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Accidents; Slip & Trip hazards	Personal injury arising from a slip/trip on uneven ground, potholes or tools and equipment not securely put away; damage to allotment and/or equipment or third party	Plot holders; visitors and children; equipment; neighbouring property	Gardening tools and equipment are to be used correctly and where appropriate, protective gloves/shoes are to be worn.SAA rules require plot holders to ensure that footpaths around their plots are kept cut and trim, and free of obstacles.	During construction work there will be notices posted on the SAA Notice Board(s)advising of heightened risks of slip &/or trip garden tools are not to be left on pathways. Plot holders will be reminded to always place rakes, etc., with their sharp edges facing downwards when not being used. Plot holders will be reminded that children are not to use the allotment site like a playground and should walk not run around the site. The SAA Trustees monitor pathways routinely.	Low
	Death; serious injury necessitating hospitalisation	Plot holders; visitors and children	Call 999 Ambulance immediately	Notify SAA Trustees for Incident Book and possible report to WBC	Low
Overhanging branches	Personal injury including eye damage; danger to wildlife during the nesting/breeding season (March to August)	Plot holders; visitors and children	Annually the SAA uses a contractor to prune trees on the northern boundary and uses volunteer plot holders to manage the hedge on the eastern boundary. No cutting back during the breeding season		Low
Lone working	Self-inflicted injury or sudden loss/shortage of breathing, etc. Family does not know location of plot holder.	Plot holders & their families	Each plot will have a visible Plot number sign post, e.g A1. It will be the plot holder's responsibility that this is clearly visible at all times and is kept weed-free.	Plot holders should always let someone know where they are if working on site alone. Plot holders should have a mobile phone with them and should have an ICE contact number logged. Plot holders to phone 112 from their mobile phone if on site alone and feeling unwell	Low

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Construction work on allotments and adjoining land	Noise and disruption from construction work on development and construction of emergency access alongside southern border of allotment site. Also some disruption and presence of construction vehicles on site during initial phase of building new southern and western boundary fences and the creation of the new allotment plots that will form the new western boundary of the site. The natural water course may be adversely affected by the construction work once it starts.	Plot holders, families and visitors on the allotment site	Outline planning consent requires all construction traffic to enter development area from A4 (Bath Road) and Lambourn Road. Construction of emergency access/cycleway can only start after 50th dwelling on site is occupied. A new 70-year lease negotiated with landlord (Sir Richard Sutton Limited (SRSL)) provides for new allotments on land outside the western boundary of existing allotments site (new Row A) and for new sheds to be erected to replace those removed to make way for the new boundary fence on southern border of site. The outline planning consent requires the developer to have in place documented and approved plans to mitigate any adverse affect on the water supply.	When the start date of construction is known this risk assessment will be updated and communicated to all plot holders. New pathways will be created through the existing western boundary to create access to the new plots. Once any construction work commences health & safety advice will be sought from both landlord and developer (if different). The SAA Trustees will monitor the construction work to ensure that compliance is maintained where it affects the impact on the allotments, including the natural water supply. If compliance adversely affects SAA the Trustees will notify the West Berkshire Council Chief Planning Officer and SRSL	Low
	Damage to allotments; personal injury; theft of personal or SAA items	Plot holders, families and visitors on the allotment site	SAA Trustees will ask Landlord (SRSL) to give advance notice of works starting and copies of contractors' risk assessments and method statements, and an indication of timescale for works	SAA Trustees will notify members of nature, scale and timing of works and will advise caution whilst on site and the need for more care & security when using/storing SAA or their own equipment while works are on-going	Medium
			Contractors' employees will be required to wear hi-viz clothing and hard-hats whilst on site.		
Composting; manure	Health & safety issues	Plot holders; visitors and children	Plot holders are encouraged to recycle as much as possible and the use of compost bins and wooden enclosures are encouraged. Areas set aside on plots are to be kept tidy and not allowed to overflow on to pathways.	As and when available the SAA will enable the provision of a commercial quantity of manure for plot holders use and arrangements will be communicated to plot holders	Low

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Other	Risks not specified	Plot holders; visitors and children; equipment; neighbouring property	Plot holders will be issued with a personal copy of this Risk Assessment by email or recorded delivery mail. Distribution of the Risk Assessment in this way will be deemed as the SAA notifying plot holders of the perceived risks at that time.	Plot holders will be encouraged to notify the SAA Trustees of any risk(s) on site that have not been identified within this Risk Assessment. The Risk Assessment will be reviewed as and when new risks are identified or annually, whichever is the sooner.	Low