

HYTHE TOWN COUNCIL

RISK ASSESSMENT FORM

Activity: ALLOTMENTS - EATON LANDS, TWISS ROAD, LONGBRIDGE AND HORN STREET

Assessment Date: August 2020

Review Date: August 2021

Hazard and Risk	People at risk	Controls	Please read in conjunction with allotment tenancy agreement	Future Controls	Risk Level	Target date & by whom
Overgrown vegetation - Personal injury - Rodents	Allotment tenants	Plans and Works Clerk / Town Sergeant to monitor allotments on quarterly basis and ensure that Town Clerk is notified of overgrown areas. Council to send action to cultivate letter to tenant to ensure that area is cleared. Followed up and notice to terminate issued, as necessary. Paths to be cleared on a regular basis as necessary.			Low	
Mowing and/or strimming - Personal injury	Operatives/Public	Grass cutting carried out by contractor. Contractors to provide and service their own equipment. Petrol and fuel oil is stored off-site			Medium	



<p>Trees - Personal injury</p>	<p>Employees/Public</p>	<p>Council responds to complaints from employees and public if concern raised about tree condition. Tree stock, (particularly on allotments) identified and inspected by an arboriculturalist. Trees re-inspected on a regular basis, according to level of risk. Records relating to inspections kept, including where no defect is found and retained for min 6 yrs.</p>			<p>Medium</p>	
<p>Hedge Trimming - Personal injury</p>	<p>Employees/Public</p>	<p>SPECIFIC RISK ASSESSMENT FOR AND BY CONTRACTORS DOING WORK. Work done by competent contractor every year. Contractor provides PPE, training and equipment to his staff. Contractors own Risk Assessments done for the work and copies obtained.</p>			<p>Low</p>	



<p>Unauthorised visitors in allotments – particularly children and dogs</p> <ul style="list-style-type: none"> - Personal injury - Vandalism - Access to hazardous equipment or chemicals 	<p>Unauthorised visitors, particularly children.</p>	<p>Warning Notices and Dog on Lead signs in situ. Secured gates and perimeter fence provided to all allotments where practicable. Repairs done asap. Any vandalism immediately and formally reported to TC/Police. Damage dealt with as quickly as practically possible. Petrol and fuel oil is not permitted to be stored on site. Warning signs erected</p>			<p>Medium</p>	
<p>Use of LPG</p> <ul style="list-style-type: none"> - Fire and explosion 	<p>Public/Tenants/unauthorised visitors</p>	<p>LPG not permitted. Tenants monitored to ensure no LPG on site.</p>		<p>Warnings to be issued with rental renewal notices in 2020.</p>	<p>High</p>	
<p>Rodent control</p> <ul style="list-style-type: none"> - Human contact with rodent bait and dead rodents – Weil’s Disease 	<p>Employees/Public Tenants/children</p>	<p>Society and members notified that poison to be laid, prior to work being done. Notices displayed at entry points advising when bait is in use. Licensed pest control officer carries out all baiting. Society/plot holders are provided with information regarding Weil’s disease. To be sent out with renewal notice.</p>			<p>Low</p>	



<p>Smoke from fires</p> <ul style="list-style-type: none"> - Breathing difficulties, particularly for those suffering from asthma. - Fire Spread 	<p>Tenants/Public</p>	<p>Fires permitted only with specific permission.</p> <p>Tenants monitored to ensure compliance with local rules. Signs/information located at entry to each allotment, detailing the restrictions on the sites.</p> <p>Restriction to be added to future tenancy agreements.</p> <p>Tenants advised to have extinguishers available where burning is permitted.</p> <p>Tenants advised of fire policy at their site.</p>			<p>Low</p>	
<p>Rubbish and Extraneous Material such as corrugated iron</p> <ul style="list-style-type: none"> - Rat infestation - Personal injury 	<p>Tenants/Public</p>	<p>Allotment Tenancy Agreement refers.</p> <p>Letters to be sent to allotment holders to ensure that they are referred to their allotment tenancy agreements which regulate the conditions of the allotment plots.</p>			<p>Medium</p>	



Fencing and Gates -Collision -Personal Injury	Tenants/ Public	Fencing and gates to be permitted subject to the approval of the Town Council. Barbed wire etc is not permitted on the allotments.			Low	
Sheds -Unsightly -Forced entry -Burglary	Tenants/Pu bli c	All equipment and chemicals locked away. Members only allowed sheds on allotments with explicit permission. Sheds to be secured when not in use. Design and size of sheds to be in accordance with the allotment tenancy agreement and as agreed by Town Clerk. Propriety sheds only.			Mediu m to High	
Assessor's Signature: Date:			Town Clerk's Signature: Mrs M Stewart Date: 19 August 2020			

