



It is acknowledged that are different types of risk present which affect the council's ability to perform its objectives.

- IDENTIFICATION.** - This document deals with risks at ALL allotment sites.
- ASSESSING THE RISK.** - A matrix is used to identify assess the risk. All our risk assessment templates use the below methodology.

Hazard Severity (Impact)			Likelihood of Occurrence (Odds)		
1	Nil	Trivial or insignificant harm to persons, property or business activities	1	Not likely	There is no real likelihood of it occurring.
2	Slight	Causing minor harm allowing work / activities to continue	2	Possible	Possible occurrence, but potential is minimal.
3	Moderate	More Serious, capable of resulting in 3 or more days off work for one or more individuals, or property damage resulting in a temporary interruption to business activities with some financial loss.	3	Quite Possible	Incident will only happen if several factors are present.
4	High	Possible fatality or serious injury to an individual. Longer term interruption to business and/or high financial costs.	4	Likely	Regular incidents occur, but no injury. May result in injury with additional factors introduced.
5	Very High	Multiple fatality and/or destruction to work environment. Long term or permanent business interruption and/or very high financial costs.	5	Very Likely	Almost 100% certainty that an incident will occur, or it is a common occurrence.

A risk factor can be found using the equation, ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen with potentially disastrous results). However, it is important to judge both the severity and the likelihood independently. Having identified the numerical risk factor, the 'risk matrix' will help determine the urgency of the action.

RISK ASSESSMENT MATRIX.

		Hazard Severity (IMPACT)					Score	Risk	Tolerable?	Result
Likelihood (ODDS)	1	2	3	4	5	1-5	Low	✓	Little or no action required	
	2	4	6	8	10	6-9	Medium	✗	Some action required and perhaps monitoring during an event.	
	3	6	9	12	15					
	4	8	12	16	20	10-25	High	✗	Urgent action required. Stop process. Compensatory measures or procedures must be put in place within 24hrs. Resolving the issue may take longer, but must be in hand. (People may need to be removed during this time.)	
	5	10	15	20	25					



3. **ADDRESSING THE RISK.** Once a risk has been identified, there are four courses of action that can be followed:

Tolerate the risk	<ol style="list-style-type: none">1. Where risk is low or can be contained by a simple contingency plan2. Where controls are not proportional to the risk3. Where risk is unavoidable. (Terrorism.)4. Where the activity is important to the community and risk can be accepted
Treat the risk	<ol style="list-style-type: none">1. Introduce controls or procedures.2. Delegate to staff.3. Implement councillor scrutiny.4. Setting up prevention techniques
Transfer the risk	<ol style="list-style-type: none">1. Buying in service from a specialist2. Subcontract.3. Take professional advice.4. Taking insurance to cover the risk
Terminate the risk	<ol style="list-style-type: none">1. Stopping the activity or not starting where the risk is intolerable.

4. **REPORTING THE RISK.** Once actions have been decided they must be documented, as this allows for future reviews.



Safety & Physical risks.

Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Slips		3	3	8	✓	✓		✓	<ul style="list-style-type: none"> Wear suitable footwear, (no open toed sandals) Check for mud / ice depending on weather conditions. Monitor during visit & postpone visit if necessary. 	Immediate	All Officers Contractors tenants	3	2	6
Trips	<ul style="list-style-type: none"> Injury Bruising Broken bone Drowning Burns 	3	2	8	✓	✓			<ul style="list-style-type: none"> Vigilance looking for hazards to be reported for tenant/council action (tools, poorly maintained footpaths etc) Overhanging branches can cause injury, if noticed report to the Allotment Officer or site Warden so appropriate action can be taken. Ponds and water butts could be a hazard to all visitors but particularly children. It is the responsibility of the tenants that their own children are supervised. There is an inherent risk of bonfires spreading if unattended therefore it is the responsibility of the tenant to confirm to the rules covering bonfires. Means of extinguishing bonfires should always be at hand. All tenants should supervise their own children if on site and bonfires are present to prevent injury. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	3	1	3
Assault Or Kidnap	<ul style="list-style-type: none"> Mental Trauma Physical Injury Threat to life. 	4	2	8		✓			<ul style="list-style-type: none"> Although the allotment sites are not remote (with the exception of Ox Drove) there is little to no through traffic, so people who attend the allotment sites are advised to tell friends or family when/where they are going and carry a mobile phone with them. Make sure that they know the emergency number to call (112). To mitigate harassment, all Allotment Gates should be always locked so only those that should be there are. Try to go with a partner, friend where possible. Be a good neighbour check on elderly tenants before leaving. 	Immediate	All Officers Contractors Tenants	4	1	4



Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Garden tools and equipment	<ul style="list-style-type: none"> Injuries to hands and feet. Trip hazard 	3	3	9					<ul style="list-style-type: none"> Garden tools and equipment should be used correctly, and appropriate gloves and footwear worn as necessary. Garden tools and equipment should not be left out on common ground/paths where they could be a trip hazard. Children should be always supervised by their responsible adult; 	Immediate	All Officers Contractors tenants	3	2	6
Exposure to cold	<ul style="list-style-type: none"> Becoming ill Pneumonia 	3	2	6	✓	✓		✓	<ul style="list-style-type: none"> Dress appropriately and take a thermos with a hot drink. Minimise length of time at each site Defer visit to a different day if conditions are very poor. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	3	1	3
Exposure to the sun	<ul style="list-style-type: none"> Heatstroke Sunburn Dehydration 	2	3	6	✓	✓		✓	<ul style="list-style-type: none"> To visit sites first thing in the morning on the given day. To be aware of weather forecast and to use sunscreen if necessary. Take a water bottle, sunhat, dress appropriately. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	2	1	2
Animals	<ul style="list-style-type: none"> Rats Squirrels 	1	1	1	✓	✓		✓	<ul style="list-style-type: none"> Rats can carry Weil's Disease so the presence of rats should be reported to the Allotment Officer or Warden. Where rat poison has been laid down, notices should be displayed to inform tenants/contractors/Officers. Poison for rats should only be used by the Town Council appointed pest controller. There are a significant population of squirrels on all allotment sites, tenants/contractors and Officers are forbidden to specifically feed them. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	1	1	1



Risk	Result	Risk BEFORE action			Action required				Mitigation of Risk / control measures	Target date	By whom	Risk AFTER action		
		Impact score	Odds	Risk Score	Tolerate	Treat	Transfer	Terminate				Impact score	Odds	Risk Score
Machinery	<ul style="list-style-type: none"> Injury to hands, eyes, feet, and face Stone flicking/cuts 	2	3	6	✓	✓		✓	<ul style="list-style-type: none"> Instructions for the use of machinery lie with the owner/operator. It is a requirement that they wear appropriate recommended safety equipment. Any one operating machinery within the allotment sites should be aware of the proximity of other people and stop use until sufficient and safe distance is reached. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	1	2	2
Vehicles	<ul style="list-style-type: none"> Collison 	4	2	8	✓	✓		✓	<ul style="list-style-type: none"> Vehicle access should be kept to a minimum. Drivers and pedestrians should always be vigilant and drive and at an appropriate speed for the conditions. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	2	2	4
Irritation from Pollen	<ul style="list-style-type: none"> Hayfever symptoms 	2	3	6	✓	✓		✓	<ul style="list-style-type: none"> Check weather forecast, if pollen count is high, take antihistamine tablets or defer visit to another day. Ensure that visits are conducted in the early part of the day. Cut the visit short if symptoms become troublesome. Any children on site should be closely supervised by their responsible adult. 	Immediate	All Officers Contractors tenants	2	2	4
Weedkillers and pesticides	<ul style="list-style-type: none"> Injury Poisoning Chemical burns 	2	3	6	✓	✓		✓	<ul style="list-style-type: none"> All chemicals should be used in accordance with the manufacturer's instructions. All chemicals should be stored securely, clearly identifiable, and out of reach of children. Troughs/standing water must not be used to rinse sprayers/containers or equipment. All children must be supervised by their responsible adult when on site. 	Immediate	All Officers Contractors tenants	2	2	4