

# Baildon Horticultural Society

In conjunction with Baildon Town Council

## HEALTH & SAFETY POLICY ALLOTMENT RISK ASSESSMENT

### RISK ASSESSMENT REPORT      Charlestown and Thompson Lane Allotments

**The overall risk assessment covers the risks that are common to both sites. Based on the review specific action points for each site have then been prepared for remedial action to be taken.**

#### Site Description

##### Thompson Lane

The site has a central track with plots either side of the track. Many of the plots are enclosed completely by hedges or fencing with entrance gates. Some gates are padlocked. The arrangement does provide each plot holder with privacy and reduces the risk of other plot holders coming onto another persons plot.

The site has a prefabricated shop building and separate storage container located adjacent to the gate to the site. The roof to the building is possibly asbestos. There is no electrical supply to the building. Heating can be provided by using a portable propane gas heater.

There is a space for manure/compost to be stored for use by plot owners. This was empty on the date of the inspection.

The site has 2 plots used for Chicken pens, one of which was not in use. There are also 5 plots used for bees and the fencing between this and adjoining plots has been raised to ensure the bees fly over the heads of occupiers of adjoining plots.

The site boundary is a mixture of walls, hedges and fences. Parts are provided by the adjoining school or homeowners.

The site has a large entrance gate which is padlocked to restrict vehicle access and there is no onsite parking area only a turning area at the top of the drive.

There is a pedestrian entrance gate with a catch to open it but this is not padlocked.

Just outside the site in the right front corner is an electricity substation.

The surrounding area is residential housing plus a primary school located to the left of the site.

## **Charlestown Site**

The site has a roadway with parking spaces which leads to a turning area in front of the site hut. There are other tracks off the roadway which allow limited vehicle access to plots to the left of the road and top of the site.

The site has a prefabricated shop building and separate storage area located in a central area of the site. The roof to the store building is possibly asbestos whilst the shop roof appears to be metal.. There is no electrical supply to the building.

There is a space for manure/compost to be stored for use by plot owners.

The site has a number of plots used for the rearing of hens, ducks, sheep and bees.

The boundary fencing to the site is substantial and is understood to be maintained by Baildon Council, Railtrack and Shipley Paint.

The site has a large metal entrance gate used for pedestrian and vehicle access. This is supposed to be padlocked at all times except when the shop is operational on Sunday morning.

The surrounding area comprises the main road and third party car park at the front, railway to the left and rear and residential property to the right of the site.

## **Society Activities**

The society is responsible for the management and maintenance of the 2 allotment sites. This includes running the shops, selling gardening materials, located at each of the sites.

The Society runs an annual horticultural show at a local school. This show is open to the public and will require a separate risk assessment.

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| <b>Baildon Horticultural Society Charlestown and Thompson Lane Allotments</b> |  |  | <b>Date of Assessment</b><br>April 2019             |                    |
| <b>RISK ASSESSMENT</b>  |  |  |   |                    |
| <b>People at Risk</b>   |  |  |   |                    |
| Volunteers  |  |  |   |                    |
| Allotment Holder/Tenants  |  |  |   |                    |
| Contractors   |  |  |   |                    |
| Visitors  |  |  |   |                    |
| Children  |  |  |   |                    |
| Pedestrians   |  |  |   |                    |
| <b>Common Hazards</b>   | <b>Standard Control Measures</b>   | <b>Further Action / Comments</b>   | <b>Action Level</b><br><i>(High / Medium / Low)</i> | <b>Action Date</b> |
| Slips trips and falls   | Maintain paths / mow / keep clear of debris  | Take extra care after snowfall, as any objects left on pathways will be hidden.  |   |                    |
| Cuts  | Take care with sharp tools remove any broken glass from site. Remove or make safe glass edges on planters. | All plot owners have a duty of care to themselves and others. Plot owners should ensure their tetanus vaccinations are up to date. Each plot should have its own first aid kit. The plots must be kept safe and secure and plot owners must use safety equipment appropriate to the task being undertaken. |   |                    |
| Broken glass / glass bottles / broken plant pots                              | Remove from site, each allotment tenant will take equal responsibility                                     |  |   |                    |
| Plastic, metal, material and wooden debris                                    | Remove from site as part of general rubbish clearance  |  |   |                    |

| <b>Site specific hazards</b> | <b>What is the danger?</b>  | <b>Additional local control measures</b>   | <b>Further Action / Comments</b>   | <b>Action Level</b> |
|------------------------------|---|--|--|---------------------|
| Volunteers                   | Risk of injury while undertaking activities.                              |  | The Society needs safe operating procedures for its volunteers. These need to look at manual handling, provision of masks or gloves when handling materials                              | High                |
| Visitors                     | Risk of injury while on site  |  | Visitors should be supervised while on site and made aware of any hazards.   | Low                 |
| Fire                         | Risk of burning or damage to property / risk to health / risk to wildlife | Bonfires to be lit away from property. Check wind direction before lighting and during the bonfire. Check bonfires for wildlife before lighting. Best practice would be to only burn material in metal bins. Only material produced on the plot should be burned. Fires must not be left unattended. | Tenants must ensure they have a means to extinguish the fire. They must also ensure they do not present a hazard or nuisance to other plot holders or neighbours through smoke or fumes. | High                |
| Emergency contact details    | Plot tenants need to know who to contact in emergencies                   | Emergency contact details contained in the Allotment Handbook at the shop and on site notice boards.   |  | High                |
| Access                       | The site access is onto the main Shipley to Otley Road at Charlestown.    | The site entrance road has been widened to allow 2 vehicles to pass.   | The entrance is concealed so consideration should be given to installing a warning notice on the road.   | High                |

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| Parking                                    | Vehicle injury. to pedestrians or property   | Parking and vehicle movements are allowed at Charlestown and to a limited extent at Thompson Lane  | Consideration should be given to imposing a site speed limit.   | Low  |
| Contractors                                | The danger will depend on the type of activity being undertaken by the contractor.           | The society should ensure all contractors have adequate insurance.<br>The contractor should be made aware of site risks.<br>Plot holders should be advised when contractors are on site. |   | Low  |
| Communal pathways and paths between plots. | Danger of slips and trips  | Both the society and plot holders have a duty to ensure these are maintained and safe to use.<br>To be kept mown and clear of debris   | All paths should be inspected at regular intervals and defects remedied.  | High |
| Asbestos                                   | Asbestos dust is very harmful.<br>It is possible asbestos sheeting is used in the site huts. |  | Asbestos should not be brought onto the site.<br>A register of possible asbestos on the site should be prepared and damaged asbestos removed from the site by suitable contractors. | High |
| Compost bins / manure storage              | Risk of splinters<br>Flies spreading diseases  | Compost bins should be checked and made safe and manure should be covered.<br>Individual compost bins should be secure   | These areas must be well maintained and checked for vermin. Must be included as part of the inspection regime.  | High |

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| Site Manure               | Possible contamination of plots or the general site. | Each site has a partially enclosed area where farmers will deposit manure for plot holders to use.<br>The facility at Charlestown has a raised lip at the front to prevent spillage. | The Society needs to know the source of the manure and if it contains any chemicals or insecticides so plot holders can satisfy themselves that the material is suitable for their plot.<br>It must be ensured that runoff cannot escape from the area. | High |
| Fuel storage              | Explosion, fires                                     | Fuel such as gas or paraffin should not to be kept on site.<br>Even empty gas cylinders present a risk and should be removed from the site.  | There are a number of gas cylinders on the site and the society needs a clear policy on how this risk is managed.   | High |
| Gates / hedging / fencing | Scratches, bruises and other injuries                | Check for loose hinges, awkward locks, unsafe structure, ease of use. To be kept clear and well maintained, fencing / hedging to be well maintained                                  | Partition hedges need to be controlled. The society needs a clear policy on hedge heights and maintenance.<br>Defects in the perimeter fencing must be reported to the appropriate body   | High |

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|                 |  |  | ASAP.   |        |
| Glass and metal | Cuts and Tetanus                             | All allotment tenants have a responsibility to remove broken glass, immediately  | The periodic inspections should check for any problems.   | High   |
| Barbed Wire     | Cuts and grazes                              |  | Some plots do use this to keep out pests but there is a risk the wire could cause injury to other site users. This risk is low as the barbed wire is generally at a high level. Should new plot owners be required to seek permission before using this material, | High   |
| Children        | Cuts ,falls and general injury.              | All plot holders must supervise children and ensure their plot is safe for all site users.   |   | High   |
| Dogs            | Dogs are only allowed on the site on a lead. |  |   | Low    |
| Animals         | Bites / Stings / Disease                     | No animals to be kept on site without The Society's permission.<br>Livestock plots are subject to DEFRA requirements and the society can carry out welfare inspections.<br>The plot owner is responsible for securing the animals. | Provided the livestock welfare is acceptable the risk to other users is low. An appropriate society member with knowledge of managing livestock needs to ensure standards are acceptable for the site.  | High   |
| Bees            | Stings/swarms                                | Beekeepers are required to comply with the rules laid down by the society re signage and membership of appropriate beekeeping organisations.   | The society inspection should ensure rules are being met and any fences between beekeeping sites and others are raised to encourage bees to fly   | Medium |

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|                                |   |  | above adjoining plot holders.   |        |
| Trees                          | Risk of collapse or falling branches.                         |  | Some plots may have trees and these need to be managed to ensure they do not present a risk to other site users. Tree inspections should form part of the regular plot inspections. | Medium |
| Harmful or poisonous plants    | Injury to the plot holder or other site visitors.             |  | The Society and plot holders need to be aware which plants present a risk and avoid using them on the site.   | High   |
| Water troughs, ponds, and taps | Drowning / sickness from drinking dirty water / contamination | Water troughs to be kept free of litter and not contaminated by chemicals or debris. Children must not be left unattended. Troughs should not be used to dispose of pesticides or other forms of contaminants. | Plot owners must be made aware of their responsibilities. The storage of water must be included in the inspection regime.   | High   |
| Stream                         | Drowning / sickness from drinking dirty water / contamination | Charlestown has a stream which runs between the smallholder plots and a few small ponds have been created. The stream then goes underground through the rest of the site.                                      | There is a low risk of pollution should contaminants enter the water. There is also a drowning risk. The Society and plot holders need to be aware of these risks.                  | Low    |



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| Refuse   | Slips / trips /disease   | To be removed from site by each allotment holder.<br>Plot Holders must not bring rubbish onto the site to burn or store.<br>Material should not be stored against external fences where it may present an arson risk.   | Site inspections must check arrangements for the storage of rubbish and advise plot holders of remedial action required.  | High   |
| Electricity  | Electrocution  | Neither site has a direct electrical supply   |   |        |
| Signs  | Splinters / cuts   | Check for rough edges, exposed nails  |   |        |
| Structures / sheds / polytunnels   | Collapse, splinters or broken glass.                                 | All structures must be well maintained by allotment tenants. The Society must give permission for new structures.   | The regular plot inspections should look at the safety of all constructions.  | High   |
| Vermin   | Diseases / bites   | All allotment tenants to monitor continuously and report any significant sightings to the Society. Transmittable diseases should be reported to the local Health Protection Team (HPT)  | Society to control the appointment of professionals to deal with vermin.  | High   |
| Wood (used)  | Danger of tetanus  | Check for rusty nails   |   |        |
| Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers) | Poison and contamination of water supplies / environment/individuals | Always use pesticides as a last resort. Identify the pest correctly. Determine if pesticides are actually required. Advise other allotment holders if you are intending on using pesticides.<br>Banned substances must not be used and the society should keep a list of these. | Plot owners will use different methods of managing their plot. Some will be organic whilst others will prefer to use all the latest products. Plot owners must ensure all chemicals are stored and used in a safe way as per the manufacturers' instructions. | High   |
| Working alone  | Plot holder injuring themselves when                                 |   | Plot holders should let family know where they  | Medium |

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|   | assistance is not available.   |  | are if working alone and have a mobile phone for emergencies.   |        |
| Stakes, canes and poles   | Eye injury or cuts   | Allotment tenants should cover protruding ends with caps.                                    |   |        |
| Storage of materials  | Inappropriate storage can result in injury to plot holders.                  |  | All plot holders must ensure that the storage of bricks, stones or timber is done in such a way that there is no risk of injury to themselves or other site users.<br>The plot inspections should look at this issue. | Medium |
| Tools and Equipment   | The Society does not provide any tools or equipment for plot holders to use. | The plot holder is responsible for the safe use of all tools and equipment used on the site. | With the introduction of the tool swap facility the Society needs to ensure tools are safe to use.  | Medium |
| <b>COMMENTS / ADDITIONAL INFORMATION</b>  |  |  |   |        |
| <ul style="list-style-type: none"> <li>● Each allotment holder responsible for their actions and use of allotment gardens</li> <li>● Each allotment holder is responsible for their health and safety and the health and safety of others</li> <li>● All children must be supervised at all times by parents and / or carers</li> <li>● Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary by Baildon Horticultural Society</li> </ul> |  |  |   |        |
| <b>N.B:</b> The main focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.  |  |  |   |        |
| As Assessors we have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.   |  |  |   |        |

### Thompson Lane Action Points

2019.1 Access for unloading goods at the shop is via a ramp with a metre drop. This ramp is used to access the shop when the large door is open. This presents a risk as someone could fall off this area causing injury. If this door is going to be open then safety in this area must be reviewed.

2019.2 The broken glass on the floor beside the shop should be removed.

2019.3 The boundary on the right side of the site comprises a dilapidated drystone wall backed by assorted fences maintained by the adjoining houses. We need to establish who has responsibility for the wall as there is a high risk of it collapsing and potentially causing injury to plot owners.

2019.4 Within the greenhouse on plot 9W there are 2 large gas cylinders which are understood to be redundant. These must be removed from the site.

2019.5 There is a dilapidated greenhouse on plot 24 adjacent to the main track with missing and broken glass. This needs to be repaired or removed.

2019.6 Plot 22E has a large build up of rubbish that should be removed, it may include some Asbestos.

2019.7 The hedge adjacent to the road needs to be regularly trimmed to avoid the risk of injury to pedestrians.

### Charlestown Action Points

2019.1 The position regarding asbestos on site must be reviewed.

2019.2 The use of gas cylinders on site must be controlled.

2019.3 The plot review procedure needs updating to include the risk assessment points.