



BINGLEY TOWN COUNCIL

Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

BINGLEY TOWN COUNCIL ALLOTMENTS RISK ASSESSMENT

Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors. As a Council, we have a duty to ensure that common areas, such as the main access paths are safe. The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety. It is not possible in English law to exclude liability, for example by way of a notice.

This assessment is subject to a review every 12 months by the Administrative Officer and the councillor with responsibility for allotments and / or if in any situation a change occurs or extra items identified.

A hazard is something that can cause injury, for example the road access, power tools, and exposed sharp edges. Hazards can sometimes be removed, but may be inevitable. Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge, a vehicle accident. Risks can usually be avoided.

Injuries and "near-misses", and any other safety-related issues must be reported to the Allotments Officer so that any existing hazard or risk can be eliminated and prevented in the future.

Date of risk assessment: 4th May 2020 – remote assessment

Hazard	Potential Risks	Level of Risk (before)	Details of control measures and date actioned	Level of Risk (After)	Date for review/further controls/ responsibility
Uncovered water butts full of water	Drowning, ill health from ingesting water	M	Request tenants cover all water butts with appropriate covering to ensure safety.	L	Site visit at earliest opportunity to ensure request is being complied with. Follow up action in cases of non-compliance

Hazard	Potential Risks	Level of Risk (before)	Details of control measures and date actioned	Level of Risk (After)	Date for review/further controls/ responsibility
Rusting metal/ nails	Injury, cuts, scratches	H	Request tenants remove rusted metal and dispose of safely and ensure no nails are exposed	L	Site visit at earliest opportunity to ensure request is being complied with.
Broken Glass	Cuts	H	Tenants to safely dispose of broken glass on individual sites	L	Site visit at earliest opportunity to ensure request is being complied with.
Glass panels	Cuts	M	Ensure all glass is stored responsibly on site so as not to cause an injury	L	Site visit at earliest opportunity to ensure request is being complied with.
Paths between plots	Falls and trips	M	Ensure paths are kept clear and trimmed by tenants	L	Site visit at earliest opportunity to ensure request is being complied with.
Drops from paths, obscured by rhubarb	Falls	M	Request tenants ensure paths and edges are kept clear where there are drops, do not allow crops to obscure visibility	L	Site visit at earliest opportunity to ensure request is being complied with.
Overhanging braches at eye level next to paths	Scratches, possible eye damage	M	Request tenants trim or remove branches at eye level on access paths	L	Site visit at earliest opportunity to ensure request is being complied with.
Chicken wire	Scratches, cuts	M	Ensure all wire is secured to minimize risk	L	Site visit at earliest opportunity to ensure request is being complied with.
Buildings on plots	Injury due to disrepair	M	Inspect derelict or dangerous structures individually during site inspections and advise tenant of required actions and timescales to address the issues	L	Site visit at earliest opportunity to ensure request is being complied with.
Hosepipes left on paths	Trips and falls	M	Request tenants put hosepipes away when not in use	L	Site visit at earliest opportunity to ensure request is being complied with.

Hazard	Potential Risks	Level of Risk (before)	Details of control measures and date actioned	Level of Risk (After)	Date for review/further controls/ responsibility
Covid-19 Hazards					
Tenants with symptoms	Risk of infection		Any tenant with symptoms, or with a household member showing symptoms must not attend the allotments for 14 days following the onset of symptoms		Email sent to all tenants
Contact with gates, taps etc	Risk of infection		Do not share tools Wear gloves Wash hands for 20 seconds Use antibacterial hand gel before and after touching		Email sent to all tenants
Contact with non household members	Risk of infection		Maintain at least 2m distance with others at all times. Tenants to stay on their own plot and not to enter other tenant's plots Limit use of communal areas		Email sent to all tenants
Unable to attend plot	Plot standards reduce and plot may fail inspection	L	Tenants to notify the Town Council if they are unable to attend their plot	L	Email sent to all tenants

Complete by: Signatures _____

Names _____

Position _____

Date _____