

GENERAL RISK ASSESSMENT			Steeple Aston Church Allotment Association			
Assessor: SACAA Committee. (S.J.Cummins, TechIOSH)			Date: Jan 2020 (This document contains 5 pages) (Next review date: Jan 2021)			
Hazard	Person(s) at risk	Possible Accident / Injury	Initial Risk Level	Recommended Risk Control Measures	Residual Risk Level	Further Actions Required
General activities	Allotmentee's	Blisters, minor cuts, abrasions	Low	<ol style="list-style-type: none"> 1. Wear correctly sized work gloves. 2. Keep hands as clean as possible. 3. Keep up to date with tetanus inoculations. 4. First aid kit on site should contain plasters and wipes. 	Low	Communal shed first aid kit to be regularly checked and stock levels maintained. (SACAA)
Accidents with tools	Allotmentee's Visitors	Wide ranging from minor cuts, abrasions and sprains to serious injuries especially to feet and hands.	High	<ol style="list-style-type: none"> 1. Consider the use of appropriate clothing to match the tools being used. For example, wear sturdy boots or other appropriate footwear when digging. 2. Inspect tools prior to work and ensure that they are suitable for the task. 3. Exclude others from your working area if necessary. 4. Keep tools clean and well-maintained to be safe to use and store safely at all times. 5. Repair or discard any faulty equipment, particularly if a safety feature is affected. 6. Only use appropriate tools in correct manner. 7. It is recommended that basic training in tool safety is undertaken from a seasoned fellow allotmentee. 	Medium	<p>Specific training is required for Strimmer and Chainsaw. (Refer to SACAA Committee for advice).</p> <p>Allotmentee's are free to use their own mowers etc.</p>



Hazard	Person(s) at risk	Possible Accident / Injury	Initial Risk Level	Recommended Risk Control Measures	Residual Risk Level	Further Actions Required
Sharps: needles, razor blades etc	Allotmenteer's	Puncture or cuts that could become infected	High	<ol style="list-style-type: none"> 1. Do not lift leaves etc with unprotected hands. 2. Recommended that rakes or other tools are used to collect "sharps" should any be found. 3. Wear boots and gloves. 4. Use rigid (sharps) box to dispose of as waste. 5. Do not compact with feet or hands. 	Low	Presence of "sharps" is unlikely, but if found then SACAA will notify Parish Council and Police
Moving, lifting or handling loads	Allotmenteer's	Strains and sprains	High	<ol style="list-style-type: none"> 1. Assess load and location. Can load be split down? 2. Use mechanical means (such as sack trolley) if practical. 3. Seek help if required. 4. Get basic training in manual handling. 	Medium	
Uneven ground, trip hazards	Allotmenteer's Visitors	Slips and trips leading to anything from sprained ankle to breaks.	High	<ol style="list-style-type: none"> 1. Be aware of the state of ground being worked on. 2. Wear footwear with a good grip. 3. Take extra care if working on slippery ground. 4. All access routes must be kept free from materials and debris at all times. 	Medium	SACAA to investigate ways to keep paths in good order. Hazard signs to be maintained on all entrances to the allotments.
Bacterial infections	Allotmenteer's	Infections	Medium	<ol style="list-style-type: none"> 1. Be aware that illness and infection can be caused by poor garden hygiene practices. 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening. 3. Wash hands thoroughly before eating. 4. Cover cuts or grazes with waterproof dressings while working in the garden. 5. Garden produce should be washed thoroughly before eating. 	Low	



Hazard	Person(s) at risk	Possible Accident / Injury	Initial Risk Level	Recommended Risk Control Measures	Residual Risk Level	Further Actions Required
Plant allergies	Allotmentee's Visitors	Allergic reaction	High	<ol style="list-style-type: none"> 1. Be aware you may be allergic to certain plants and if so, please let others know so that risk of contact is minimised. 2. Try to wear gloves at all times. 3. Wash hands thoroughly at the end of each session. <p><i>Examples: Hogweed family, including sap from cow parsley</i></p>	Low	SACAA to create a "rogues photo gallery" of potential harmful plants / weeds for display on noticeboard and in communal cabin
Garden chemicals	Allotmentee's Visitors	Burns or rashes to exposed skin. Potential ingestion. Produce adversely affected	Medium	<ol style="list-style-type: none"> 1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions. 2. Wash hands after use or contact. 3. Allotmentee's are asked to avoid over-spraying close to neighbouring plots. 4. Chemicals must be kept in the original packaging. 5. No flammable liquids are to be stored on the plots. 	Low	SACAA to maintain list of dangerous or banned products on noticeboard and communal cabin
Sunny weather	Allotmentee's	Sunburn	Medium	<ol style="list-style-type: none"> 1. Wear suitable clothing. (Hat particularly) 2. Wear a high factor protective sun cream. 3. Drink adequate fluids to stay hydrated. 4. Take regular breaks. 	Low	
Cold and wet weather	Allotmentee's	Hypothermia	Medium	<ol style="list-style-type: none"> 1. Wear warm outdoor clothing – waterproof if required. 2. Avoid over exertion / working when already tired. 	Low	
Fire / Smoke	Allotmentee's School children Visitors Residents	Burns Inhalation of smoke Property damage	High	<ol style="list-style-type: none"> 1. Refer to the SACAA bonfire policy and procedure. This shall be followed by all allotmentee's. 2. No smoking in enclosed spaces or near garden chemicals and petrol. 3. Please do not allow smoke to blow towards 	Medium	SACAA bonfire policy is available separately.



<i>Hazard</i>	<i>Person at risk</i>	<i>Possible Accident / Injury</i>	<i>Initial Risk Level</i>	<i>Recommended Risk Control Measures</i>	<i>Residual Risk Level</i>	<i>Further Actions Required</i>
				school. 4. No spare fuel shall be stored on the plots.		
Bee and wasp stings	Allotmentee's Visitors	Stings Anaphylactic shock	High	1. Be aware of environment and do not provoke bees or wasps. 2. Stay clear of bee or any wasp nests 3. Be particularly vigilant if allergic to stings and let suitable people know just in case. 4. Leave area if necessary until activity reduces. 5. SACAA first aid kit contains after bite (AMMONIA BASED) stick. Only self administer if not allergic to contents!	Low	SACAA bee risk assessment is available separately.
Greenhouse glass	Allotmentee's	Cuts from broken glass	Medium	1. Greenhouse glass should be replaced and disposed of if broken. 2. Rigid plastic sheets should be considered as an alternative.	Low	
Composting	Allotmentee's	Infections	Low	1. Wear gloves when turning compost heaps and wash hands thoroughly afterwards.	Low	
Animal manures	Allotmentee's	Infections	Low	1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.	Low	
Water butts	Allotmentee's Visitors	Illness from waterborne disease. Crush injury from falling butt.	Medium	1. Garden produce and hands should not be washed with water from the water butts. 2. Butts should be fitted with solid lids or wire to prevent animals and birds getting in. 3. Butts should be kept upright on a robust base to avoid them tipping over.	Low	



Hazard	Person at risk	Possible Accident / Injury	Initial Risk Level	Recommended Risk Control Measures	Residual Risk Level	Further Actions Required
Water troughs	Allotmenteer's Visitors	Drowning Frozen pipes	High	<ol style="list-style-type: none"> 1. These communal troughs are fitted with removable covers. These covers should always be replaced after use and not left unattended. There is a very remote risk that small children could fall in to them. 2. Incoming pipes are lagged. Condition to be regularly checked and repaired where necessary. 	Low	Note: The troughs are suitably labelled highlighting this risk. Also a label affixed stating that this is not drinking water.
Rodents	Allotmenteer's	Illness from diseases carried by rats.	Medium	<ol style="list-style-type: none"> 1. No food products should be kept in sheds. 2. Sheds should be checked for evidence of vermin and swept clean regularly. 3. Pest –control substances will be handled by appropriate people only. 4. SACAA may contact the Cherwell Environmental Health team for advice. 	Low	Any evidence of vermin should be reported to SACAA who will then contact the Council.
Asbestos (in form of asbestos cement sheets)	Allotmenteer's	Asbestosis / COPD	High	<ol style="list-style-type: none"> 1. Asbestos is a hazardous material and should be disposed of in accordance with Cherwell District Council guidelines. 2. On no account should Asbestos Cement Sheets be cut, broken, drilled or sawn. 	Medium	SACAA will assist with the disposal where appropriate (with advice from PC/CDC)

