

GENERAL RISK ASSESSMENT			Steeple Aston Church Allotment Association			
Assessor: SACAA Committee. (S.J.Cummins)			Date: April 2023 (This document contains 5 pages) (Next review date: 2024)			
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	Medium	<ol style="list-style-type: none"> 1. Wear correctly sized work gloves. 2. Keep hands as clean as possible. 	Low	Communal shed first aid kit to be regularly checked and stock levels maintained. (SACAA)
Accidents with tools	Allotmentee's and 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 suggested that basic training in tool safety is undertaken from a seasoned fellow allotmentee. 	Medium	<p>Specific training is required for loan of SACAA's own petrol strimmer or petrol tiller (Refer to SACAA Committee for advice).</p> <p>Allotmentee's are free to use their own mowers, strimmer's etc.</p>



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Sharps: discarded needles, razor blades etc	Allotmentee's	Puncture wound or cuts that could become infected	High	<ol style="list-style-type: none"> 1. Wear suitable gardening boots and gloves. 2. Do not lift leaves etc with unprotected hands. 3. Do not compact piles of leaves (for example) that may conceal a sharp object, with feet or hands. 4. It is recommended that rakes or other tools are used to collect "sharps" should any be found. 5. Use rigid (sharps) box to dispose of as waste. 	Low	Presence of "sharps" is unlikely, but if found then SACAA will notify Parish Council and Police
Moving, lifting or handling loads. (Manual Handling)	Allotmentee'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	Sack trolley available in cabin.
Uneven ground, trip hazards	Allotmentee's and 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 monitor and maintain paths in good order. Hazard signs to be maintained on all entrances to the allotments.
Bacterial infections	Allotmentee'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. 	Low	



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Plant allergies	Allotmentee's and 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 regularly inspect plots to try and identify growth of any noxious weeds in communal areas.
Garden chemicals	Allotmentee's and 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. Speak to neighbouring allotmentee's prior to use and always 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. (See note #1) 	Low	Note #1. Small quantities <5 litres of petrol excepted but must be stored in purpose made containers.
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 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 or fires in enclosed spaces or near garden chemicals and petrol. 3. <u>Avoid school hours</u> - Please do not allow smoke to blow towards school. 	Medium	SACAA bonfire policy is available separately.



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Bee and wasp stings	Allotmentee's Visitors	Stings Anaphylactic shock	High	<ol style="list-style-type: none"> 1. Be aware of environment and do not provoke bees or wasps. 2. If nest found, leave area until activity reduces. 3. Alert SACAA committee if a nest is found. 4. Be particularly vigilant if allergic to stings and advise other people, just in case. 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	<ol style="list-style-type: none"> 1. Greenhouse glass should be replaced and disposed of if broken. 2. Rigid plastic sheets should be considered as an alternative. 	Low	SACAA communal greenhouse is mainly plastic.
Composting	Allotmentee's	Infections	Low	<ol style="list-style-type: none"> 1. Wear gloves when turning compost heaps and wash hands thoroughly afterwards. 2. Beware possible presence of vermin – no food waste to be placed in composting bins. 	Low	
Animal manures	Allotmentee's	Infections	Low	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Garden produce and hands should not be washed with water from the water butts. 2. Butts should (where feasible) be fitted with solid lids or wire to prevent animals and birds getting in. 3. It is recommended that butts should be annually emptied, cleaned and disinfected. 4. Butts should be kept upright on a robust base to avoid them tipping over. 	Low	



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Water troughs	Allotmentee's and 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 into them and also wildlife overnight. 2. Incoming pipes are lagged. Condition to be regularly checked and repaired where necessary. 3. Water supply will be turned off during winter months. 	Low	Note: The troughs are suitably labelled highlighting this risk. Also, a label affixed stating that this is not drinking water.
Rodents	Allotmentee's	Illness from diseases carried by rats.	Medium	<ol style="list-style-type: none"> 1. No food products should be kept in sheds or disposed of in composting bins. 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)	Allotmentee'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).

