

COLTISHALL PARISH COUNCIL

ALLOTMENTS COMMITTEE

Risk Management

HEALTH & SAFETY POLICY

Introduction

Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible, as set out in the Occupiers' Liability Act, 1957. This duty of care is extended towards all people accessing the allotment site and its boundaries, including plot holders, Members of the Parish Council, Committee members carrying out duties, members of the public, visitors -whether welcome or not - and volunteers. There are also environmental and animal husbandry laws to be observed. In order to make sure that the Health and Safety policy is being adhered to, risk assessments will be carried out on the site. The details about these risk assessments are found in this policy.

Responsibilities

Plot holders have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the plot. Plot holders have a duty of care to anyone on their plot, regardless of whether they have given permission for them to be there. The Allotments Committee will inform plot holders of issues that are directly relevant to them. The Parish Council as landlord has a shared duty of care with the Allotment Association. The landlord should ensure that the Association (as its 'agent') is undertaking its devolved management duties in a responsible, fair and reasonable way by conducting bi-annual risk assessments to identify any issues.

Risk assessments compiled by the Allotments Committee will be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

Risk Assessments

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Risk levels are defined by the grading system in the risk assessment. Risk assessments shall be carried out at least twice per year. Ground hazards, e.g. broken glass on derelict plots, may be hidden by summer weed and grass growth, so one shall be carried out in summer and the other in winter. Every effort shall be made to hold one of the risk assessments before the Annual General Meeting so that if immediate input and decisions are required from an assessment, decisions can be made at the meeting.

Risk assessments apply to the general site which includes plots, thus ensuring that plot holders are complying with the policy, which is part of their tenancy agreement.

Risk Assessment execution

Risk assessment shall be carried out with a minimum of two people. Risk assessments cannot be carried out from memory and shall be on site. The assessment shall include the full site, and be undertaken in a methodical manner. From the assessment, the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. While undertaking the assessment the privacy of plot holders will be respected at all times, ensuring, for example, that the assessors remain on paths and limit walking on plots.

Remedial action

The Allotments Committee shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with the Committee, the plot holder, or the Parish Council, depending on the nature of the issue. If remedial action is the responsibility of any person or organisation other than the Committee itself, written notification shall be sent immediately. Plot holders shall be reminded of their duty of care in the notice. If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the plot holder concerned. If this is ignored or the plot holder still fails to rectify, a 'notice to quit' shall be served in accordance with the tenancy agreement.

Emergency Action In case of fire or serious accident phone 999. In the case of fire, plot holders should leave the site immediately, ensuring that all people working on their plot are accounted for. Plot holders are encouraged to look out for members on adjoining plots to ensure their safety. In the case of fire or serious accident the plot holder must inform the Allotments Committee.

As a matter of course, plot holders are advised to keep a first aid kit readily to hand.

