

ALLOTMENTS RISK ASSESSMENT

Date	05.06.2025
Assessed By	Gareth Muir
Location	Banksfield Allotments, Mytholmroyd
Assessment Subject	Site Specific Risk Assessment
Review Date	June 2026

Preliminary Assessment	YES	NO
Can the activity be avoided?	☐	☒
Can the activity be substituted?	☐	☒
Can the people exposed be reduced?	☐	☒
Can the exposure time be reduced?	☐	☒
Can the risk be reduced at source?	☒	☐

Severity	Quantitative Rating	Likelihood	Quantitative Rating
5	Death/Permanent Disability	5	Will almost certainly happen
4	Serious injury/Long term illness	4	Highly likely to happen
3	Temporary disability/Over 3 days off work	3	Possibly
2	Will need medical attention	2	Might/less likely to happen
1	Minor injury	1	Unlikely to happen

Quantitative Risk Rating	
16-25	Unacceptable Risk Level – take immediate action
10-15	High Risk Level – take action as soon as possible
6-9	Medium Risk Level – do something as soon as is reasonable
1-5	Low Risk Level – keep under review

COMMENTS / ADDITIONAL INFORMATION
- Each allotment holder (tenant) responsible for their actions and use of allotment gardens - Each allotment holder (tenant) is responsible for their health and safety and the health and safety of others - All guests of allotment holder(s) (tenants) to be under the direct supervision of said tenant. - All children must be always supervised by parents and/or carers - Continued misuse of allotment gardens or careless actions towards others may result in eviction from the site if deemed necessary. - See end of document for links to resources such as Health and Safety Executive (HSE) Guidance.
N.B: The 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.

Significant Hazards	Existing Control Measures	People Affected (staff/public/both)	Severity 1-5 A	Likelihood 1-5 B	Risk Rating (AxB)	Remedial Action Recommended	Completion Date
Broken glass / glass bottles / broken plant pots	Remove from site. Each allotment tenant will take equal responsibility.	Allotment User	2	1	2	Once every other month Walk Arounds (HRTC staff). Enforcement if required.	
Plastic, metal, material and wooden debris	Remove from site as part of general rubbish clearance.	Allotment User	1	2	2	Clean up days with provision of skip. Enforcement if required.	
Bonfires - Risk of burning or damage to property / risk to health / risk to wildlife	- Preferred method of burning, in a metal brazier. - Only light bonfires when weather conditions permit. - Check wind and wind direction before lighting and during the bonfire. - Bonfires to be lit away from property. - Check bonfires for wildlife before lighting. - Only burn untreated wood waste and pruning's. - Have water available to douse the fire and resultant ash. - DO NOT leave fires unattended. - Clear surrounding area of flammable materials i.e. dried grass.	Allotment User	2	2	4	Tenants must ensure they have a means to extinguish the fire. Tenants must ensure all resultant coals and ash are cold.	
Communal pathways - Danger of slips and trips	- Maintain paths, paths to be kept clear of debris. - No cultivation on paths	Allotment User	1	1	1	Once every other month walk arounds (HRTC staff). Enforcement if required.	
Machinery - Injuries to hands, feet and face. When strimmer/brushcutter and mowing machines are being used on	Responsibility for the maintenance and use of machinery lies with the owner/operator. It is a requirement that tenants wear the recommended PPE: personal protective (safety)	Allotment User	2	2	2		

adjacent plots, stones and other flying objects can cause injuries to neighbours.	equipment when operating machinery (irrespective of the owner). • It is the responsibility of the operator to take due care of self and others in the area. • It is the responsibility of the tenant to ensure that children are supervised. • No children to operate machinery. • Operators must follow manufacturers guidance. • There should be a use log, maintenance record and warranty available for each machine.						
Garden Tools & Equipment - Injuries	• Appropriate gloves & footwear worn as necessary. • Garden tools and equipment should not be left on common paths. • Tools should be in good repair with no damage beyond general wear and tear	Allotment User	1	1	2	Tools to be stored safely and securely with any sharp/pointed edges covered.	
Compost bins / manure storage - Risk of splinters Flies spreading diseases.	• Compost bins should made safe by owners. • Manure should be covered. • Individual compost bins should be secure. • Where timber is used it should be free of splintered edges, protruding nails/screws.	Allotment User	1	1	2	Once every other month walk around (HRTC staff). Enforcement if required.	
Fuel storage - Explosion, fires, burns	• It is prohibited to keep fuel on site.	Allotment User	2	1	2	Any fuel onsite will be disposed of by HRTC Staff without notice.	
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	Allotment User	2	1	2	Once every other month walk around (HRTC staff). Enforcement if required.	

Animals - Bites / Stings / Disease	- No animals to be kept on site without HRTC permission. - All dogs to be always kept on lead and under control. - No animal faeces to be left on site.	Allotment User	1	1	1	Owners to keep dogs on lead and under control.	
Water butts - Drowning / sickness from drinking dirty water /contamination/ Legionella / Leptospirosis	- Only purpose made water butts covered with a lid are allowed. - Water butts must be kept free of litter and not be contaminated by chemicals or debris. - Children must not be left unattended. - Butts should not be used to dispose of pesticides or other forms of contaminants.	Allotment User	1	1	1	Quarterly on walk round and advise tenant if covering is required.	
Refuse - Slips / trips /disease	To be removed from site by each allotment holder	Allotment User	1	1	1	Once every other month walk around (HRTC staff). enforcement if required	
Signs - Splinters / cuts	Check for rough edges, exposed nails, screws	Allotment User	1	1	1		
Structures / sheds / polytunnels Collapse, splinters	- Bi-annual Inspection – to be well maintained by allotment tenants - Sheds to follow separate council guidelines - No broken glazing/roofing/walls	Allotment User	1	1	1	Bi-annual Inspection by HRTC staff. Enforcement if required.	
Vermin – rats, ticks, ringworm - Diseases	- Allotment tenants to report significant sightings to the Town Council. - Tenants to be aware of ticks on site and risk of contracting Lyme Disease - Tenants to be aware of exposure of bare skin and ringworm – always wash hands after gardening.	Allotment User	1	1	1	Town Council will take appropriate action regarding pest control of rats.	
Pesticides (weedkillers, fungicides, rodenticides, soil treatments, wood preservers) Poison and	- Always use pesticides as a last resort. - Identify the pest correctly. - Determine if pesticides are required.	Allotment User	1	1	1	Any stored pesticides will be removed from site by HRTC staff.	

contamination of water supplies / environment	• Advise neighbouring allotment holders if you are intending on using pesticides. • Do not store pesticides on site. • Follow manufacturers guidelines						
Stakes, canes and poles. Eye injury or cuts	• Allotment tenants should cover protruding ends with caps.	Allotment User	2	2	4	Once every other month walk around (HRTC staff). Enforcement if required	
Trees/bushes – eye injury from protruding branches, trips on exposed roots, abrasions from exposed foliage	• Tenants to keep branches well maintained. • Tenants to ensure there are no protruding or hidden roots. • Tenants to ensure that foliage does not result in injury.	Allotment User	2	2	4	Monthly walk around (HRTC Staff) enforcement if required	
Manual handling – lifting/moving/carrying	• Tenants to use correct manual handling techniques. • Use aids such as wheelbarrows to carry/spread load. • Share the load between multiple individuals. • Split the load into smaller weights and make more trips. • Do not carry more than personal weight limit. • Pull or push rather than carrying. • Use legs to bear weight with a straight back.	Allotment User	2	2	4	Reference to Health and Safety Executive Manual Handling guidelines	
Thorny material – cuts, abrasions, imbedded splinters/splinters, fungal arthritis, tetanus	• Tenants to ensure thorny plants are well maintained. • Ensure that no thorny plants encroach onto other plots/pathway. • Whilst pruning wear eye protection • Wear appropriate gloves (leather gauntlets). • Ensure Tetanus jabs are up to date	Allotment User	2	2	4	Monthly walk around (HRTC Staff) to identify any potential hazards and enforce accordingly.	

	- Wash hands after handling and pruning. - Wear appropriate robust clothing when handling thorny brash.						
Tyres – cuts/abrasions from internal wire, toxic diffusion from material degradation	Tenants not to use tyres on their plot.	Allotment User	2	1	2	Monthly walk around (HRTC Staff) enforcement if required.	
Plot borders, edging stones/boards – trip hazard	- Tenants to ensure that plot boundary markers such as stones, boards, wire, netting, do not constitute a trip hazard - Ensure boundaries are visible. - Ensure they do not encroach onto the shared pathway.	Allotment User	2	1	2	Monthly walk around (HRTC Staff) enforcement if required	
Carpet – trip hazard	Tenants not to use carpets as they constitute a trip hazard	Allotment User	2	1	2	Monthly walk around (HRTC Staff) enforcement if required	
Working at height – falls resultant injury	- Tenants to avoid working at height - Not to lone work when working at height - To use appropriate aid such as step ladder/scaffold - Always have Three points of contact - To reference Health and Safety Executive Guidance regarding working at height - No climbing of trees - No climbing on greenhouses or polytunnels - No climbing on sheds	Allotment User	3	2	6	Monthly walk around (HRTC Staff) enforcement if required. Banksman to be arranged if working at height.	
Pond(s) – drowning, slips/trips/falls, leptospirosis, water borne illness	- Tenants do not enter pond without a second person present. - Children not to be left unsupervised around ponds.	Allotment User	3	3	9	Monthly walk around (HRTC Staff) enforcement if required Regular inspection of on-site ponds.	

	• Tenants not to work at height around ponds. • Handwashing if involved in pond works. • No drinking from the pond. • No use of pond water for horticultural activities such as growing. • No wading and/or paddling.						
Falling branches/trees – crush injuries, eye injuries, abrasions	• Any dangerous overhanging branches to be reported to the council. • Pruning to be done under agreement with the council. • Any ‘hung up’ severed branches to be reported immediately, especially after high winds and storms. • Fallen branches/trees to be tied and removed from blocking pathways/adjoining plots.	Allotment User	3	3	9	Monthly walk around (HRTC Staff) enforcement if required.	
Washing lines/laundry spinners – eye injury, trip hazard	• Not washing lines or laundry spinners to be kept on site.	Allotment	2	1	2	Monthly walk around (HRTC Staff) enforcement if required.	

Additional information

[Manual handling at work - HSE](#)

[Work at height - HSE](#)

[Leptospirosis \(Weil's disease\) - NHS](#)

[Lyme disease - NHS](#)

[Tetanus - NHS](#)

[Ringworm - NHS](#)

[Legionnaires' disease - NHS](#)

Signature of Assessor

Gareth Muir – Allotments Officer 06.06.2025

Signature of Line Manager