

Portland Town Council Risk Assessment

“The greatest risk facing a local authority is not being able to deliver the activity or services expected of the Council.”

Risk assessment is a systematic general examination of conditions AND environmental factors that will enable the PTC to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the PTC should then take all practical and necessary steps to reduce or eliminate the risks, **insofar as is practically possible**, making sure that the General Public are made aware of the results of the risk assessment.

This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. In conducting this exercise, the following plan was followed:

- Identify the area to be risked assessed.
- Identify the potential risks.
- Evaluate, manage and control of the risk and record all findings.
- Review assess and revise if/when necessary.

HIGH - Requires urgent attention

MEDIUM - Requires review

LOW - Requires no further action

ALLOTMENTS

Subject	Risk(s) Identified/ Injury	H / M / L	Management/Control of Risk/ Remedial action as required to reduce risk.	Risk after control H/M/L	Review/Assess/Revise
Communal pathways	Slips, trips and falls	M	Keep pathways mowed and clear of debris / mow and/or trim	M	○ Follow Tenancy agreements ○ Use of audit tools ○ Periodic, unannounced checks and inspections ○ Six monthly plot holder meetings ○ Plot holders to report any issues
Debris	Cuts, infection, trips and falls, encourages vermin	M	Remove debris from site on a regular basis / first aid	M	
Vermin and insects	Disease, bites, allergies and stings	L	Individual monitoring and quarterly or in-house environmental vermin control	L	
Water storage	Collapse and trips, poisoning, drowning	L	Specific water butts to be used / bowser / labelled not drinking water	L	
Water supply	Flooding	M	Visual meter checks on standpipes and piping	M	
Gates and fencing	Cuts, scratches and bruising, falls, trips	L	Visual check for defects by all	L	
Compost and manure	Disease	L	Areas should be covered and maintained and only be enough for personal use	L	

Hedges and vegetation	Cuts, stretches and poison	L	Maintenance of all areas / annual trim / use gloves	L	
Fire	Burns, pollution, out of control fire	M	Composting or recycling are preferred methods of disposal of waste. Controlled burning 10am – 4pm only. Contact Dorset & Wiltshire Fire 0306 799 0017 to inform of controlled burn. Have means (water, sand or beater) to extinguish. Don't use a flammable accelerator. Burn only green waste/ wood (no painted timber, plastics or non-plant material) in a metal receptacle. Build at time of ignition and check no animals are in the stack. Do not leave unattended. Do not burn in windy conditions. Ensure fire is extinguished and not smouldering when you leave the site.	L	
Structures	Collapse and trips	L	Maintenance	L	
Chemicals	Burns and leaks (environmental)	H	No storage on site of chemicals, toxics, pesticides, poisons or flammables	L	
Equipment	Quality and storage	L	Ensure tools are fit purpose and tidied away	L	
Ponds or open water (sunk or below 0.5 meter in height)	Drowning, animal entrapment	H	All sources to be covered and secured with rigid metal grill Exit/escape route for animals	M	
Barbed wire	Cuts and injury to humans and animals.	H	Not allowed on site	L	
Injuries or First Aid incidents	Puncture wounds, snake bites, foreign bodies in eyes or skin, splinters, chemical or heat burns, cuts, scratches, stings.	M	Keep a basic first aid kit on your plot, let someone know where you are, what time you are expected home and carry a mobile phone. Attend some basic first aid training.	L	Individual responsibility
Exposure	Hypothermia, sunburn and exhaustion	L	Ensure dress for conditions, let somebody know where you are and what time you are expected home, carry mobile phone.	L	Individual responsibility
Bees, livestock or poultry on site	See individual agreements with plot holders who keep bees, livestock or poultry				

As a plot holder, you have a responsibility to;

- If safe to do so, clean up, remove, cover, report or otherwise manage any issue or hazard that may cause *immediate* danger or harm to yourself or others.
- In an emergency, seek help from the emergency services – 999 or 112
- Report to the council any issue or hazard that you have concerns about that may cause danger or harm to yourself or others.

Site Address:

Grove Road Allotments | Rear of Clifton Pub | Grove Road | Portland | Dorset | DT5 1DA

///what3words:

undivided.bootleg.awards