

Risk Assessment Report

ALLOTMENTS

Hazard	Control	Review	Likelihood of occurrence	Impact on council	Responsibility
Maintenance of allotment register	<ul style="list-style-type: none"> Maintain proper register ensuring all amendments are properly recorded. Ensure agreement completed and signed by all parties before occupation. Review agreement periodically to ensure the adequacy of conditions Advertise when vacancies arise and not filled by waiting list. Maintain a waiting list if oversubscribed Ensure compliance with GDPR 	Annually	Low	Low	Parish Manager PC Allotment Cllrs
Insurance cover	<ul style="list-style-type: none"> Ensure adequate policy cover Carry out periodical examinations of allotment environment to ensure that any conditions that might lead to personal injury are minimised and properly controlled 	Annually	Low	Low	Parish Manager PC Allotment Cllrs
Rent Collection	<ul style="list-style-type: none"> Maintain proper records of income received and banked Rents must be paid electronically Follow the defined procedure for outstanding monies Review allotment rents and charges annually as part of the budget process 	Annually	Low	Low	Parish Manager PC Allotment Cllrs
Accumulation of rubbish	<ul style="list-style-type: none"> Define responsibility for site control Allotments Cllrs to inspect the site twice a year. Enforce tenancy agreements 	Quarterly	Low	Low	PC Allotment Cllrs Plot holders Parish Manager
Untidy Plots / Site	<ul style="list-style-type: none"> Carry out site visits twice a year. Enforce tenancy agreements Notify allotment holder of the problem and serve notice where necessary Grass and weeds on the internal paths, fences and gate entrances to be trimmed regularly 	Quarterly	High	High	PC Allotment Cllrs Plot holders Parish Manager



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Vandalism of site	<ul style="list-style-type: none"> Regular monitoring of site Regular review of security and consideration of improvements to the site Liaise with local Police and instigate legal action against perpetrators where appropriate. 	Quarterly	High	Medium	Parish Council Parish Manager PC Allotment Cllrs
Loss/Damage to water supply	<ul style="list-style-type: none"> Faults to be reported to the Parish Manager to organise rectification of faults Water to be turned off in November and re-fitted in March 	As required	Medium	Medium	Parish Manager Workmen Allotment holder
Vermin	<ul style="list-style-type: none"> Enforce conditions of tenancy agreements Carry out periodical inspections Instigate appropriate action, if any, to deal with any identified problem 	As required	High	High	Parish Council Parish Manager PC Allotment Cllrs
Security	<ul style="list-style-type: none"> Ensure allotment holder responsibility is clearly defined in the tenancy agreement 	Annually	Medium	Medium	Plot Holders

