

HEALTH & SAFETY RISK EVALUATION <i>for</i> GUN SITE ALLOTMENTS - DULWICH	<i>Client:</i>	Gunsite Allotments Committee	
	<i>Originator / Date</i>	M & J Patrick	April 2021
	<i>Issue / Date</i>	Approved issue	Feb 2022

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S1 INTRODUCTION

Gunsite Allotments is one of the three allotment sites comprising the Camberwell and District Allotment Society (CDAS). The land is owned by The Dulwich Estate and was converted to allotments in 1966. Allotment holders are members of the Camberwell and District Allotment Society ("The Society") and the Gunsite section ("The Section"). The Section is administered by its own committee of elected members. All allotment holders are required to sign a tenancy agreement and abide by the published rules of The Society. Members of The Section routinely volunteer for communal tasks such as mowing of paths, maintenance of potholes to vehicle tracks and clearance of communal rubbish piles. The Committee maintains a dedicated website for members and issues regular notifications and instructions to members as necessary. The purpose of this document is to focus on Health & Safety issues applicable to the allotment site and to record a formal assessment of site risks in a single document that will be uploaded onto the Section's website. The Committee will continue to review Health & Safety issues as they arise and will update this document as and when necessary.

The legislation relevant to the Health & Safety of allotment members, volunteers and visitors to the site comprise: the Health & Safety at Work Act 1974; the Provision and Use of Work equipment Regulations 1998 (PUWER); the Occupiers Liability Acts 1957 & 1984.

1) The allotment association has legal obligations towards its volunteers under the common law duty of care, with specific advice provided under the Health & Safety at Work Act 1974. A duty of care may arise in numerous ways, for example the loan of equipment to others. Liability will depend on establishing that the organisation failed to take reasonable care and it would then be up to the courts to decide whether the actions taken were unreasonable. The creation of a Health & Safety Policy and Risk Assessment is regarded by the Health & Safety Executive as a suitable basis, along with a Tenancy Agreement, for outlining clear rules.

2) The Provision and Use of Work Equipment Regulations 1998 require that equipment provided for use is: suitable for its intended use; safe for use; used only by people who have received adequate information, instruction and training; accompanied by suitable safety measures, protective devices, etc.

2) The Occupiers Liability Acts 1957 & 1984 will be applicable to the Society and the Section. Under the 1957 Act a duty of care is owed to all lawful visitors. Under the 1984 Act a duty is owed in respect of trespassers. An occupier must be prepared for the fact that young children will be less careful than adults. Where something on the site, such as machinery or a pond, constitutes a 'trap' to a child and this trap causes an injury to the child, the occupier will often be liable. Provision of signage cannot absolve the Section of its responsibilities but, as an occupier, the Section would be under a duty to erect a suitable warning notice of any immediate danger.

The Society (CDAS) maintains a Public Liability insurance policy through the National Allotment Society (NAS). Clause 9 of the Gunsite Allotment Tenancy Agreement states that: "Without prejudice to the Public liability insurance taken out by the Society, the members shall indemnify the Society and the Section for any loss or damage a member may sustain and against all claims in respect of injury, loss of life or property sustained in consequence of the use of the allotment." As members of CDAS, all plot holders are covered by the insurance scheme administered by NAS. However, members are responsible for their own wellbeing whilst gardening on the allotments. However, information provided by the Section Committee - particularly to new plot holders - should include, as far as is reasonable, direction as to where to find general advice on personal health & safety whilst gardening.



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S2 CRITERIA FOR ESTABLISHING SEVERITY, LIKELIHOOD AND RISK CLASSIFICATION

TYPES OF HAZARD applicable to Allotment Site

- | | | |
|---------------------------------|----------------------------|-----------------------------|
| Burns & smoke inhalation | Falling Branches | Sunburn / Heatburn / Stroke |
| Collapse (stacked material) | Harmful Substances | Trip Hazards |
| Contact with Moving Machinery | Puncture, Cuts & Abrasions | Water - Ponds, Ditches |
| Digging / Manual Handling | Stings & Bites | |
| Exposure to Noise and Vibration | Struck by Moving Vehicles | |

RISK ASSESSMENT PRINCIPLES

- Assess SEVERITY OF HARM from hazard, including frequency or duration of exposure if appropriate:
Score 3, 2 or 1 (High, Medium or Low)
- Assess the LIKELIHOOD OF HARM and to the probable number of people affected:
Score 3, 2 or 1 (High, Medium or Low)
- RISK = SEVERITY X LIKELIHOOD
- Record and Distribute

		LIKELIHOOD		
		H	M	L
SEVERITY	H	9	6	3
	M	6	4	2
	L	3	2	1

Note : Risks totalling between 6 and 9 as shown in the above risk matrix are to be avoided.

LIKELIHOOD OF HARM

- HIGH Fairly certain to occur
MEDIUM A reasonable possibility of the harm being caused
LOW Very seldom or never

SEVERITY OF HARM

HIGH - death or major harm (such as permanent disability), e.g.:

- Contact with Moving Machinery
- Falling branches
- Struck by Moving Vehicles
- Water - drowning

MEDIUM - short term disabilities, e.g.:

- Burns & smoke inhalation
- Manual Handling of heavy materials (leading to musculo-skeletal problems)
- Handling Harmful Substances
- Collapse (stacked material)

LOW - minor injury or illness hazard, e.g.:

- Trip Hazards
- Digging / Manual Handling
- Exposure to less harmful substances
- Exposure to Noise and Vibration
- Puncture, Cuts & Abrasions
- Stings & Bites
- Sunburn / Heatburn (Stroke - in extremis)

PERSONS AT RISK

- M = Member / Plot Holder
VOL = Volunteer
VIS = Visitor / Friend / Relative
P = Public

S3 HEALTH & SAFETY RISK EVALUATION for GUNSITE ALLOTMENTS, DULWICH			Client: Gunsite Allotments Committee		Originator / Date: M & J Patrick April 2021		Stage / Revn: Approved issue Feb 2022					
Section Ref.	Activity / Item	Significant Hazard	Type of Hazard	Risk Assessment					Remedial Action		Residual Risk H/M/L	Summary of Residual Action
				Persons at Risk	Severity (3, 2 or 1)	Likelihood (3, 2 or 1)	Risk Rating	Initial Risk H/M/L	Planned	Actual		
1.0	Whole Site											
1.1	Apiary	Members' bee hives. Consider safety of Plot holders in close proximity to active bees.	Bee stings	M, Vis, P	3	2	6	H		During 2020, the Section Committee consolidated the bee hives in an apiary area in the SE corner of site, next to Dulwich Woods. A bees policy was agreed and ratified by AGM in Jan 2021 and a Bees Subcommittee was set up. The Section Committee agreed the introduction of apiary warning signs at the entrances to the apiary area. These were installed Sept 2021.	L	The Bees Subcommittee is to advise the Section Committee regarding implementation of all health & safety clauses of the Bees Policy.
1.2	Communal Shop & Stores	Chemicals; petrol-driven machinery; gas cylinders; heavy materials bags, etc	Harmful substances; Machinery; Heavy loads	M, Vol, P	3	1	3	L	Hazardous materials to be kept in secure conditions. Consider handling & lifting of heavy materials.	The Section Shop & Stores, containing gardening chemicals and a limited quantity of petrol, are kept securely locked when not in use. One propane and one camping gas cylinder retained in locked external store box. Gas hazard warning sign provided (Oct 2021). In April 2021 the Section acquired a trolley to assist handling of heavy bags. Limited opening hours are made known to Plot Holders.	L	Designated Section Shop Officers will continue to report to Committee. Section Committee to keep Shop and Stores practices under review.
1.3	Communal Rubbish Piles	A skip for assorted rubbish and two adjacent piles, for wood and metals respectively, located in SE corner of allotments site.	Collapse; Cuts; Abrasions; Burns	M, Vol, P	2	2	4	M	Ensure that skip does not overspill and that rubbish piles are kept under control and cleared, as and when necessary.	The Section Committee is responsible for ensuring that the skip is replaced once full and that the metals pile is cleared periodically. The Committee organises volunteers to assist with a periodic bonfire of timber material. A Section Officer oversees the communal bonfire, with ashes being spread upon completion of burning.	L	Section Committee will continue to oversee condition of rubbish piles and will authorise volunteer sessions as and when required.
1.4	Drainage Bund	The Section is subject to water run-off from the Dulwich Wood catchment area. A deep bund is located on the south boundary between the wood and the vehicle track. The bund fills with water in winter and is a potential hazard to young children.	Water / drowning	Vis, P	3	2	6	H	Ensure that visitors with small children are aware of the presence of the potentially dangerous water feature. This danger applies also to trespassers.	Section Officers have attended to the outlet from the bund but it can still fill with water on occasion. Section Committee agreed the introduction of warning signs. These were installed in Sept 2021.	L	Section Committee will continue to oversee the condition of the bund and warning signs.
1.5	Green Waste Area (& Site Security)	The Green Waste Area is used for collection and subsequent removal of green waste by landscaping contractors authorised by The Dulwich Estate. Section Members / Plot Holders are also permitted to deposit their own green waste in this area that is subject to intermittent vehicle movements.	Moving vehicles	M, Vis, P	3	1	3	L	Segregate the Green Waste Area from the Plot Holders' vehicle track. As far as is practicable, minimise the site security risk presented by the shared waste area.	The Green Waste Area is the responsibility of The Dulwich Estate, who keep their bulldozer plant in a secure container. Section Officers to monitor the condition of the barriers that separate the green waste from the vehicle track and report any concerns to The Dulwich Estate. An Estate sign records the registration nos of authorised contractors' vehicles. Instructions to Plot Holders stress the need to keep the site entrance gate locked at all times.	L	Consider whether further details need to be added to the "Information for Plot Holders" outlining a reporting procedure re. unauthorised contractors' vehicles? At April 2021, the precast barriers separating carriageway from waste area are in poor condition and will soon require replacement.
1.6	Boundary fences	Unauthorised access to the allotment site - especially children	Various hazards for those unfamiliar with site	P	2	2	4	M	Regularly inspect and maintain site boundary fences. Liaise with The Dulwich Estate re. security of entrance gate.	Repairs were carried out to south boundary with Dulwich wood during 2018-19. Section Officers to continue to monitor condition of all boundaries.	L	At April 2021, Section Committee to review in particular the condition of the west boundary fence with the Scouts.
1.7	Machinery	Use of petrol-driven mowers by Volunteers and hire of strimmers to Plot Holders.	Contact with moving machinery; noise & vibration	M, Vol	3	2	6	H	Ensure that machinery is properly maintained, that users are suitably trained/instructed and are provided with all necessary protective gear (visors, ear guards, gloves, etc)	Designated Section Officers are authorised to issue hire equipment, which is securely stored in a container.	L	Section Committee to keep equipment hire / training procedures under review and ensure appropriate ongoing maintenance and availability of protective equipment.
1.8	Trees	Significantly sized trees on the boundaries of the site.	Falling branches	M, Vis, P	3	2	6	H	The Section Committee and designated Officers to keep the condition of boundary trees under review and notify the relevant owner when the condition of a tree or branch presents a threat.	During winter 2020, the Section Committee authorised arboricultural work to trees in the vicinity of the apiary and inside the north boundary to the Golf Club. Volunteers have also assisted the Scouts' caretaker with reduction of ivy to west boundary trees.	L	Section Officers to keep condition of boundary trees under review and liaise as necessary with the relevant owner (Golf Club, Scouts, Dulwich Estate). Where trees are overgrown with ivy, the Section Committee will balance the needs of conservation with those of health & safety.

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2.0	Health & Safety of Individual Plot Holders & their Invited Guests											
2.1	Personal Health, Safety & Wellbeing	Significant gardening hazards listed below. (The Risk Assessment at right is an average score.)		M, Vis	2	2	4	M	The individual Plot Holder or Visitor is responsible for his/her own health & safety - and be mindful of other Plot Holders.	The Section Committee authorised the upload of this H&S document to the Gunsite website in Dec 2021. Plot Holders may obtain further H&S information and guidance available on line, e.g. allaboutallotments.co.uk " Health & Safety on the Allotment".	L	Section Committee to keep H&S matters under review and to have this document revised and reissued to Plot Holders via the Gunsite website as and when necessary.

	Physical Activity	Musculo-skeletal injuries	M, Vis	2	2	4	M	Digging & bending is heavy duty exercise; Warm up; Take regular rests; Drink fluids; Tell others where you are and keep mobile phone to hand
	Sharp objects	Cuts & Abrasions	M, Vis	2	2	4	M	Ensure tetanus immunisation is up to date; Cover cuts & grazes with sticky dressing; Keep First Aid kit handy.
	Bonfires	Burns & Smoke inhalation	M, Vis	2	1	2	L	Check weather conditions before lighting a fire; Do not leave unattended; Ensure children are supervised.
	Insects	Stings & Bites	M, Vis	1	2	2	L	Wear gloves and other suitable protection when in close proximity to plants and insects that can sting or bite.
	Weather	Sunburn / Heatstroke / Hypothermia	M, Vis	2	2	4	M	Check weather conditions beforehand; Take water; Wear a hat; Dress appropriately.
	Ditches (on plot); upturned tools	Trip Hazards	M, Vis	2	2	4	M	Do not leave tools upturned; Secure tools after use; Wear sturdy footwear; Clear any overgrown ditches.
	Chemicals	Poisoning	M, Vis	3	1	3	M	Wear gloves when handling manure or chemicals.
	Allergy-inducing Plants	Allergic Reaction	M, Vis	2	2	4	M	If susceptible to plant allergies, wear suitable clothing and gloves.

NB Children

Plot Holders are reminded that children are not able to assess for themselves many of the hazards identified above. As stated in the Tenancy Agreement, Plot Holders that bring any children to Gunsite must be responsible for and supervise these children for all the time that they are on site. Children must not be allowed to run or play freely on the paths or on other plots.