

Fairview Allotments Association

Site Risk Assessment 10 January 2015

Dear Fairview plot holders

A site risk assessment has been carried out using guidelines contained in the document pack “Health and safety on allotments: A management guide” provided by The Allotments Regeneration Initiative www.farmgarden.org.uk.

Note to all plot holders. All paths can be uneven, especially where there is a change of level. As a result, they can be slippery, especially when wet. There are also numerous trip hazards.

Allotments are not playgrounds; care should be taken at all times when moving around the site.

This report is in 2 parts. The first table follows ARI’s useful checklist and is mostly descriptive.

OGC is Oxford Golf Club (formerly Southfield Golf Club)

1.	Asbestos	None found
2.	Boundary	<p>The boundary between the site and OGC is open. ACTION: Hedging was planted along the south-west boundary in Feb 2011. This will be managed by FAA.</p> <p>Boundary fencing (iron) between site and Town Furze is intact, secure and safe except for a gap from the northern-most limit of Town Furze to the edge of the property 41 Town Furze, about 15m long, protected only by a low chain link fence. The hedging & wild vegetation present has been allowed to grow and now infills this gap making access extremely difficult. OGC were informed by email in 2009 ACTION: None</p> <p>The NW boundary of the site consists of the bottom fences of the gardens in Town Furze (numbers 41 – 69). Most houses have a gate at the bottom of the garden providing access to the site. OGC have stated that there is no right of way for residents. ACTION: None</p>
3.	Emergency contact details	<p>FAA has previously posted a simple sign on a post near the gate. ACTION: Committee to consider renewing.</p>
4.	Communal paths/roadways	<p>Mostly flat. Pathways have been improved by chipping and marking from Jan 2008 and through piped water installation in Feb 2009. ACTION: None</p>
5.	Fuel storage	None on site
6.	Gates	Main (pedestrian) gate was replaced and new vehicle

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		gate installed in Nov2009. ACTION: None
7.	Hedging	Only boundary hedging described above (item 2)
8.	Perimeter fencing	See above
9.	Ponds	None on site
10.	Refuse	Small amounts of refuse on site. ACTION: Clean up site on next OxClean day (to be arranged). Individual members responsible for their plots.
11.	Notice board	Safe and secure
12.	Taps	Standpipe next to picnic area is normally OFF.
13.	Toilets	None on site
14.	Trees	All self-seeded trees that pose long term hazard have now been removed. ACTION: None at present. Continually monitored.
15.	Vermin	No traces observed and none reported. ACTION: All ploholders to monitor continuously and report any sitings of vermin or droppings to FAA committee.
16.	Water supply	2 troughs and 1 standpipe (installed Feb2009). ACTION: To be maintained by FAA. Horse troughs bedded on gravel and are cleared of surrounding vegetation once or twice a year.
17.	Water storage	Rainwater storage in domestic dustbins and similar. Previous elaborate rain collection system next to plot 6 has been filled in.
18.	Bonfires	Bonfires are permitted. ACTION: All ploholders should use common sense and follow guidance given on the Oxford City Council website.
19.	Compost bins/manure storage	Compost bins and manure should be safe and confined to the ploholder's plot. ACTION: FAA ploholders are asked not to dispose of organic waste outside the boundaries of their plot.
20.	Fencing between plots	See below
21.	Glass	See below
22.	Trip hazards	See below
23.	Structures (sheds,	Three sheds alongside Town Furze. All OK. Seating

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	greenhouses, polytunnels, seating)	present in picnic area is
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The following table lists specific hazards and their approximate location on the site map.

Degree of risk = (Frequency + Severity) x Probability.

Frequency scale 1 – 10

Severity scale 1 – 10

Probability scale 1 - 5

All require attention by individual members. You must not assume it is someone else's problem. If responsibility is believed to be communal this should be brought to the attention of a member of the FAA committee for negotiation.

Item no.	Hazard (location)	Degree of risk	Action needed	Date for completion or review	Note
1.	Self-erected boundary fence erected around whole plot has protruding nails/screws.	20	Remove or re-position pointed/sharp edges.	April 2015	Member to make safe
2.	Close board timber fencing collapsed on plot 6	12	Re-erect fence or remove and dispose	April 2015	Member to make safe or committee to consider dismantling and burning
3.	Badly corroded steel dustbin on plot 5	15	Remove from site	April 2015	Member action required or litter pick team to remove
4.	Water trough approach littered with stones/bricks	80	Stones/bricks to be removed	n/a – action already taken	Items removed during inspection
5.	Wooden pallet containing plastic half-bottles filled with cardboard	8	Member responsible for placement to remove pallet.	April 2015	Committee to consider dismantling and burning
6.	Partially exposed metal container between standpipe and picnic area	8	Removal would be problematic due to overburden	n/a	Very low risk so committee to consider leaving in place & monitor each year
7.	Large piece of curved glass (from car?) laid against bank	20	Remove item if not intended to be used safely	April 2015	Member action required or litter pick team to remove
8.	2no broken wooden pallets presenting trip hazard behind 49 Town Furze	60	Member responsible for placement to remove pallet	April 2015	Committee to consider dismantling and burning
9.	3no sections of steel meshed rebar with unprotected, upward pointed spikes behind 49	84	Remove, protect or re-position pointed/sharp	April 2015	Member to make safe

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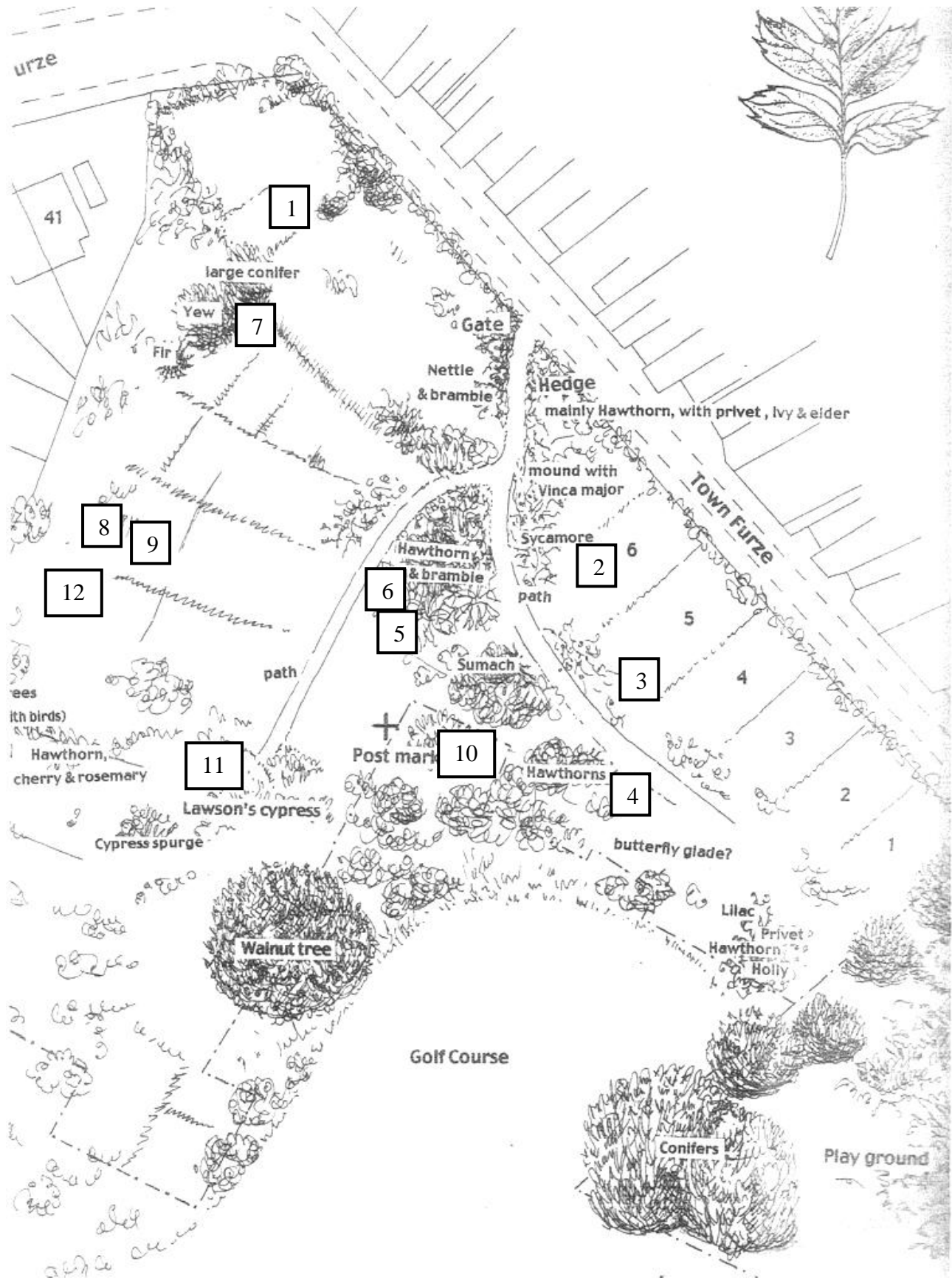
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	Town Furze		edges.		
10.	Broken wooden pallets with exposed nails behind picnic area	20	Member to remove/make safe items	April 2015	Committee to consider removing and burning
11	Numerous glass jars with lids left next to lower water trough	80	Member responsible for placement to remove	April 2015	Committee to consider removing
12	Large glass panel in white frame	10	Member responsible for placement to remove	April 2015	Committee to consider removing

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Site map. Hazard locations are approximate only.



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Inspected by:

Ian Clarke

Signature

Date

Daphne Cunningham

Signature

Date

Report completed by:

Ian Clarke

10 February 2015

To be reviewed Jan 2016