

Great Tey Parish Council

Risk Assessment & Health and Safety Policy

Great Tey Allotment Site

Location: Great Tey Allotments

Responsible Authority: Great Tey Parish Council

Responsible Officer: Parish Clerk

Health and Safety Policy:

Great Tey Parish Council is committed to providing a safe environment for allotment tenants, visitors, contractors and members of the public.

Whilst allotment gardening carries inherent risks, the Council aims to reduce those risks so far as is reasonably practicable through regular inspections, appropriate maintenance and clear guidance to tenants.

Tenants also have a responsibility to work safely, maintain their own plots and avoid creating hazards for others.

Risk Assessment:

Hazard	Persons at Risk	Risk	Existing Controls	Further Action Required
Uneven ground, rabbit holes, potholes and trip hazards	Tenants, visitors	Medium	Regular inspections. Tenants maintain plots and adjoining paths.	Repair hazards as identified.
Slips in wet or icy conditions	Everyone	Medium	Natural surface paths. Users advised to take care.	Warning issued during severe weather if necessary.
Manual handling of compost, timber and equipment	Tenants	Medium	Users responsible for safe lifting techniques.	Encourage use of wheelbarrows and assistance where required.
Hand tools (spades, forks, hoes etc.)	Tenants, visitors	Medium	Users responsible for safe use and storage.	Promote safe working practices.
Powered machinery (rotavators, strimmers etc.)	Operators, nearby users	Medium	Use only by competent persons. PPE recommended. Reasonable hours only.	Monitor complaints and misuse.
Bonfires	Everyone, neighbouring properties	Medium	Only dry vegetation permitted. No burning of plastics or treated timber. Must comply with Colchester City Council guidance.	Suspend during dry periods if required.
Water supply and hoses	Everyone	Low	Responsible water use. No unattended hoses or sprinklers.	Inspect taps periodically.
Chemicals and pesticides	Tenants, wildlife	Medium	Products used in accordance with manufacturer's instructions. Safe storage required.	Encourage environmentally friendly alternatives.

Great Tey Parish Council

Hazard	Persons at Risk	Risk	Existing Controls	Further Action Required
Compost heaps	Tenants	Low	Located within plots only. Properly maintained.	Monitor during inspections.
Vermin	Everyone	Low	Good housekeeping expected. No food waste left on site.	Report infestations if identified.
Trees and overhanging branches	Everyone	Medium	Regular visual inspections by Council.	Arrange professional work if required.
Falling branches during storms	Everyone	Medium	Avoid site during severe weather.	Inspect after storms.
Greenhouses, sheds and structures	Tenants	Medium	Council approval required. Structures inspected visually.	Unsafe structures to be repaired or removed.
Glass breakage	Everyone	Medium	Broken glass removed immediately by plot holder.	Monitor during inspections.
Barbed wire and sharp materials	Everyone	Low	Prohibited under tenancy agreement.	Remove if discovered.
Fly tipping and rubbish	Everyone	Medium	Plot holders responsible for waste removal.	Remove promptly if identified.
Fire from stored fuel or gas	Tenants	Medium	Small quantities only. Safe storage required.	Inspect where concerns arise.
Children visiting site	Children	Medium	Must be supervised by responsible adult at all times.	Reminder in tenancy agreement.
Dogs	Everyone	Low	Dogs under control. Fouling removed immediately.	Monitor complaints.
Vehicle movements	Everyone	Low	Vehicles only with Council permission.	Keep access clear.
Security of site	Tenants	Medium	Combination gate lock fitted. Tenants responsible for locking gate.	Remind tenants periodically.
Unauthorised access	Everyone	Medium	Gate kept locked. Access code issued only to authorised tenants.	Change code when necessary.
Vandalism or theft	Tenants	Medium	Site secured by locked gate.	Encourage reporting of incidents.
Lone working	Tenants	Medium	Tenants advised to tell someone where they are if working alone. Mobile phone recommended.	Include advice in welcome pack.

Great Tey Parish Council

Hazard	Persons at Risk	Risk	Existing Controls	Further Action Required
Extreme weather (heat) & Dehydration	Tenants	Medium	Users encouraged to drink water and take breaks.	Issue seasonal reminders.
High winds	Everyone	Medium	Avoid site where structures may become unsafe.	Inspect after storms.
Flooding	Everyone	Low	Site monitored following heavy rainfall.	Close affected areas if required.
Stinging insects	Everyone	Low	Natural hazard. Tenants exercise caution.	Seek medical advice if stung and allergic.
Hazardous plants	Everyone	Low	Tenants responsible for safe cultivation.	Remove invasive or dangerous plants if necessary.
Infectious diseases (e.g. Weil's Disease)	Everyone	Low	Wash hands after gardening. Cover cuts. Avoid stagnant water.	Display hygiene advice.

General Health and Safety Requirements:

All allotment tenants shall:

- Take reasonable care of their own health and safety.
- Take reasonable care not to endanger others.
- Keep their plot free from avoidable hazards.
- Store tools safely.
- Maintain sheds and structures in a safe condition.
- Report hazards to the Parish Clerk.
- Follow the Allotment Tenancy Agreement.
- Supervise children at all times.
- Ensure visitors comply with site rules.
- Lock the entrance gate after entering or leaving the site.
- Rotate (swivel) the combination lock after locking so that the access code is not visible.
- Never share the gate code with unauthorised persons.

Council Responsibilities:

Great Tey Parish Council will:

- Carry out periodic inspections of communal areas.

Great Tey Parish Council

- Maintain communal infrastructure so far as reasonably practicable.
- Repair defects within its responsibility.
- Investigate reported hazards.
- Review this risk assessment annually.
- Review this assessment following any accident or significant incident.

Accident Reporting:

All accidents, dangerous occurrences or significant near misses should be reported to the Parish Clerk as soon as reasonably practicable.

The report should include:

- Date and time
- Location
- Persons involved
- Nature of the incident
- Any injuries sustained
- Photographs where available

Emergency Procedure:

In the event of a serious accident:

1. Make the area safe if possible.
2. Contact the emergency services by calling **999** if required.
3. Provide the site location.
4. Inform the Parish Clerk as soon as reasonably practicable.
5. Record the incident in the Council's accident records.

Personal Protective Equipment (Recommended):

Tenants are encouraged to wear suitable:

- Gardening gloves
- Sturdy footwear or boots
- Eye protection when strimming or cutting
- Hearing protection when using powered equipment
- Sun protection during hot weather
- High-visibility clothing where appropriate

Review:

This Risk Assessment shall be reviewed:

- annually;

Great Tey Parish Council

- following any significant accident;
- following any major changes to the allotment site;
- following changes to relevant legislation.

Signed: Lynsey Ritchie-Fagg

Position: Proper Officer

Date: 3rd August 2026