



SPROUGHTON PARISH COUNCIL

COMPREHENSIVE ALLOTMENT RISK ASSESSMENT

Site: Sproughton Parish Council Allotments, Sproughton, Ipswich, Suffolk

Review Date: August 2027

Risk Assessment Reference: SPC/RA/ALL/01

1. Purpose

This risk assessment identifies significant hazards associated with the operation and use of Sproughton Parish Council's allotment site. It is intended to assist the Parish Council in meeting its duty of care and in managing risks to allotment holders, visitors, contractors, volunteers, councillors and members of the public.

This risk assessment should be read in conjunction with:

- Allotment Tenancy Agreement
 - Health and Safety Policy
 - Allotment Rules
 - Insurance Requirements
 - Emergency Procedures
-

Risk Rating Matrix

Likelihood	Description
1	Very Unlikely
2	Unlikely
3	Possible
4	Likely
5	Very Likely

Severity	Description
1	Minor Injury
2	First Aid Injury
3	Injury Requiring Medical Treatment
4	Major Injury
5	Fatality

Risk Score = Likelihood × Severity

Score	Risk Level
1-4	Low
5-9	Moderate
10-16	High
17-25	Very High

2. General Site Access

Hazard

Uneven ground, potholes, exposed roots, muddy surfaces and poor access.

Persons at Risk

- Tenants
- Visitors
- Volunteers
- Councillors
- Contractors

Potential Harm

- Slips
- Trips
- Falls
- Sprains
- Fractures

Existing Controls

- Periodic inspections.
- Maintenance programme.
- Clearly defined pathways.
- Tenant awareness.

Additional Action Required

- Repair significant defects.
- Improve drainage where necessary.
- Monitor during winter months.

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

3. Manual Handling

Hazard

Lifting compost, manure, paving slabs, timber, water containers and produce.

Persons at Risk

- Plot holders
- Volunteers

Potential Harm

- Back injuries
- Muscle strains
- Hernias
- Crush injuries

Existing Controls

- Information provided through tenancy documents.
- Use of wheelbarrows encouraged.

Additional Action Required

- Promote safe lifting techniques.
- Encourage assistance with heavy loads.

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

4. Hand Tools

Hazard

- Tenant responsibility for maintenance.
- Safe storage requirements.

Use of spades, forks, hoes, shears, saws and knives.

Persons at Risk

- Plot holders
- Visitors

Potential Harm

- Cuts
- Puncture wounds
- Eye injuries

Existing Controls

Additional Action Required

- Promote use of protective gloves.
- Encourage safe working practices.

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

5. Powered Equipment

Hazard

Strimmers, mowers, hedge trimmers, chainsaws, rotavators and generators.

Persons at Risk

- Equipment operators
- Nearby plot holders

Potential Harm

- Severe cuts
- Entanglement
- Flying debris injuries
- Hearing damage
- Electrocution

Existing Controls

- Equipment to be maintained by owner.
- PPE required.

Additional Action Required

- Remind users regarding competency requirements.
- Encourage hearing and eye protection.

Risk Rating

Likelihood: 3

Severity: 4

Risk Score: 12 (High)

6. Bonfires

Hazard

Controlled burning of garden waste.

- Restrictions within allotment rules.
- Supervision requirements.
- Prohibited materials list.

Persons at Risk

- Tenants
- Visitors
- Neighbouring residents

Potential Harm

- Burns
- Fire spread
- Smoke inhalation
- Property damage

Additional Action Required

- Seasonal monitoring.
- Temporary bans during drought conditions.

Risk Rating

Likelihood: 3

Severity: 4

Risk Score: 12 (High)

Existing Controls

7. Chemical Storage and Use

Hazard

Pesticides, fertilisers, herbicides, fuels and preservatives.

Existing Controls

- Manufacturer instructions followed.
- Secure storage required.

Persons at Risk

- Plot holders
- Children
- Wildlife

Additional Action Required

- Promote organic alternatives.
- Periodic site checks.

Potential Harm

- Poisoning
- Skin irritation
- Respiratory conditions
- Environmental contamination

Risk Rating

Likelihood: 2

Severity: 4

Risk Score: 8 (Moderate)

8. Water Storage

Hazard

Water butts, tanks, troughs and storage containers.

Persons at Risk

- Children
- Visitors
- Tenants

Potential Harm

- Drowning
- Slips
- Waterborne bacteria exposure

Existing Controls

- Covers encouraged.
- Stable installation required

Additional Action Required

- Inspection of large containers.
- Awareness notices.

Risk Rating

Likelihood: 2

Severity: 4

Risk Score: 8 (Moderate)

9. Children on Site

Hazard

Exposure to tools, machinery, chemicals and water sources.

Existing Controls

- Adult supervision required.
- Visitors remain responsibility of tenant.

Persons at Risk

- Children

Additional Action Required

- Regular reminders to tenants.

Potential Harm

- Injury
- Poisoning
- Drowning

Risk Rating

Likelihood: 3

Severity: 4

Risk Score: 12 (High)

10. Unsafe Structures

Hazard

Defective sheds, greenhouses, fences, raised beds and polytunnels.

Existing Controls

- Plot inspections.
- Tenant maintenance responsibility.

Persons at Risk

- Plot holders
- Visitors
- Contractors

Additional Action Required

- Repair notices where required.

Potential Harm

- Collapse injuries
- Cuts from broken glass
- Impact injuries

Risk Rating

Likelihood: 3

Severity: 4

Risk Score: 12 (High)

11. Broken Glass and Sharp Materials

Hazard

Waste materials, discarded metal, glass and nails.

Existing Controls

- Plot maintenance requirements.
- Waste disposal rules.

Persons at Risk

- All site users

Additional Action Required

- Site inspections.

Potential Harm

- Cuts
- Puncture wounds
- Infection

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

12. Asbestos Containing Materials

Hazard

Historical roofing sheets and building materials.

Existing Controls

- Asbestos reporting procedure.
- Disturbance prohibited.

Persons at Risk

- Plot holders
- Contractors
- Visitors

Additional Action Required

- Remove known asbestos where feasible.

Potential Harm

- Long-term respiratory illness
- Environmental contamination

Risk Rating

Likelihood: 2

Severity: 5

Risk Score: 10 (High)

13. Vermin, Rodents and Pests

Hazard

Rats, mice and related infestations.

Persons at Risk

- All site users

Potential Harm

- Disease transmission
- Damage to produce
- Damage to structures

Existing Controls

- Waste management procedures.
- Monitoring by tenants.

Additional Action Required

- Pest control contractor if necessary.

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

14. Lone Working

Hazard

Individuals working alone without assistance.

Persons at Risk

- Plot holders

Potential Harm

- Delayed medical assistance
- Increased injury severity

- Mobile phones encouraged.
- Tenants advised to inform family members.

Additional Action Required

- Include advice within tenancy packs.

Risk Rating

Likelihood: 3

Severity: 4

Risk Score: 12 (High)

Existing Controls

15. Trees and Overhanging Branches

Hazard

Falling branches and unstable trees.

Persons at Risk

- All site users

Potential Harm

- Head injuries
- Crush injuries

Existing Controls

- Periodic tree inspections.

Additional Action Required

- Professional arboricultural inspection where required.

Risk Rating

Likelihood: 2

Severity: 5

Risk Score: 10 (High)

16. Adverse Weather

Hazard

High winds, storms, snow, ice and heatwaves.

Persons at Risk

- All site users

Potential Harm

- Slips
- Falling objects
- Heat exhaustion

- Dehydration

Existing Controls

- User awareness.
- Weather monitoring.

Additional Action Required

- Notices during severe weather events.

Risk Rating

Likelihood: 4

Severity: 3

Risk Score: 12 (High)

17. Infectious Diseases and Zoonoses

Hazard

Soil contamination, animal faeces, manure handling and stagnant water.

Existing Controls

- Hand washing encouraged.
- Gloves recommended.

Persons at Risk

- All site users

Additional Action Required

- Include guidance in tenant handbook.

Potential Harm

- Gastrointestinal illness
- Tetanus
- Leptospirosis (Weil's Disease)

Risk Rating

Likelihood: 2

Severity: 4

Risk Score: 8 (Moderate)

18. Electrical Hazards

Hazard

Portable generators, battery charging equipment and temporary electrical systems.

- No permanent mains electrical systems unless approved.
- User responsibility.

Persons at Risk

- Equipment users

Additional Action Required

- Periodic inspections where electricity is present.

Potential Harm

- Electric shock
- Fire

Risk Rating

Likelihood: 2

Severity: 5

Risk Score: 10 (High)

Existing Controls

19. Fuel Storage

Hazard

Petrol, diesel and flammable liquids.

Existing Controls

- Storage in approved containers only.

Persons at Risk

- All site users

Additional Action Required

- Periodic monitoring.

Potential Harm

- Fire
- Explosion
- Burns

Risk Rating

Likelihood: 2

Severity: 5

Risk Score: 10 (High)

20. Public Interface and Site Security

Hazard

Trespass, vandalism, theft and unauthorised access.

Existing Controls

- Perimeter fencing.
- Controlled access points.

Persons at Risk

- Tenants
- Visitors

Additional Action Required

- Regular security inspections.

Potential Harm

- Injury
- Property loss
- Confrontation

Risk Rating

Likelihood: 3

Severity: 3

Risk Score: 9 (Moderate)

21. Emergency Arrangements

Nearest Emergency Contact

Emergency Services: 999

Site Information

Emergency services should be directed to:

Sproughton Parish Council Allotments
Sproughton, Ipswich, Suffolk

First Aid

- Plot holders encouraged to keep first aid kits.
- Serious injuries to be reported to the Parish Clerk.
- Incident log maintained by the Council.

22. Overall Assessment

The allotment site presents a range of typical horticultural and outdoor recreation hazards. With appropriate management, regular inspections, tenant cooperation and adherence to Council policies, risks can generally be reduced to acceptable levels.

Key High-Risk Areas Requiring Ongoing Monitoring:

1. Bonfires
2. Powered Machinery
3. Lone Working
4. Unsafe Structures
5. Electrical Equipment
6. Trees
7. Severe Weather
8. Asbestos
9. Children on Site