

checklist



Allotments management toolkit: Site Hazards Checklist

Introduction

Social Farms & Gardens have worked with the Welsh Government to produce a range of resources to help ensure local authorities and others involved in the management of allotment sites in Wales maximise the potential of those sites for the local population.

With support from the Welsh Government, SF&G Wales have written a guidance document for local authorities, growers and growing groups in Wales which provides an overview of allotment site management.

This toolkit includes a series of factsheets which expand on various topics covered in the Guidance.

The toolkit also includes a selection of sample tenancy and other legal document templates to assist in site management.

All of these resources are available to download from:

www.farmgarden.org.uk/allotment-site-management-toolkit

How to use this checklist

Familiarise yourself with the factsheet 'Allotments management toolkit: Health and safety on allotment sites' before using this form in conjunction with the 'Risk Assessment Form' which is also part of the toolkit.



Site Hazard Checklist - Around your site

Project name:

Site address:

Date:

Potential hazard	What to look out for	Comments
Asbestos	Found on buildings, fencing, and hidden on derelict land. Contact local authority for disposal advice (regulations apply): do not touch.	
Bonfires	Insurance may have specific rules. Ensure all staff and volunteers are aware of local bylaws and association rules re. timing/materials/ location/extinguishing/nuisance.	
Boundary	Overhanging trees/obstacles from outside site. May have shared responsibility with another landowner.	
Compost bins/manure storage	Should not contain any hazardous materials. Check for any evidence of vermin, e.g. burrows/ droppings/sightings.	
Paths/ roadways	May be uneven, slippery when wet/icy weather (grit)/steep gradient. Are pedestrians at risk from vehicles colliding/ speeding/turning. Check for fuel leaks and potholes. Is a speed limit needed?	
Fuel storage	Storage regulations will depend on where you are located in the UK. Contact the Environment Agency, or equivalent agency for your area, for further information. Emergency plan should be developed and staff instructed regarding fire/ spillage.	
Gates	Check for loose hinges, awkward locks, unsafe structure, ease of use.	
Hedging	Gaps create access for intruders. Overgrown/ thorns? Check status with Natural England (ancient hedges may be protected; hedges contain nesting birds that restrict when brush cutting can take place).	
Perimeter fencing	All metal fencing requires an annual inspection to ensure that it is safe and in good condition. Barbed wire not recommended and is not permitted next to public thoroughfare - razor wire never permitted. Anti-vandal paint must have signage. Gaps create access for intruders.	
Ponds	No concealing vegetation on pond surface or at sides. See 'Health and safety on allotment sites' factsheet for advice on activities requiring special management.	

Site Hazard Checklist - Around your site

Project name:

Site address:

Date:

Potential hazard	What to look out for	Comments
Refuse	No rubbish causing risk to wildlife or people.	
Signs	Legible. No sharp edges or nails exposed. Emergency contact details clearly displayed and safety information provided where useful.	
Structures (sheds/ greenhouses/ polytunnels)	Check all foundations, roof, doors, windows, walls, floor are safe. Chemicals and fuel should be safely stored. Check for broken glass at ground level in greenhouses or cold frames and trip hazards leading into glass structures.	
Taps	Ensure non-return valve fitted. Tanks at safe height or covered.	
Toilets	Hand washing facilities should be provided Contact council Environmental Health for advice.	
Trees	Check for Tree Preservation Orders (local authority). Use a qualified tree surgeon to carry out risk assessments.	
Trip hazards	Could include hidden glass/rusty metal objects, potholes/unfilled holes or uncoiled hosepipes.	
Vermin	Check for evidence of vermin, e.g. burrows/droppings/sightings.	
Water supply	Cover drains. Identify officer responsible for water supply. Ensure hosepipes do not present trip hazards.	
Water storage	No sunken containers or stagnant water. Secure covers.	
Add any other hazard here:		

Site Hazard Checklist - Your shop/meeting room/other site building

Project name:

Site address:

Date:

Potential hazard	What to look out for	Comments
Access	Accessible safely, including by disabled people.	
Electricity	Supply and equipment periodically checked by qualified electrician.	
Fertilisers	Storage/supply/sale conforms to Fertilisers Regulations (1991) and Agricultural Industries codes of practice.	
Fire prevention	Guidance obtained from local Fire Service, staff instructed, fire escape route and fire exits clearly signposted, advice posted on notice board.	
Fixtures/fittings	Check access/exit doors, guttering/down pipes, shelving/storage units, counters, cupboards, security shutters and floor surface (level/not slippery).	
Kitchen	If ever used for sale of food, consult Environmental Health.	
Pest control/vermin	Check for signs, e.g. droppings or signs of gnawing on electrical cables. Consult Environmental Health Dept. Ensure staff/volunteers are aware of procedure for control/reporting.	
Pesticides	Storage/supply/sale should conform to COPRA (1997) regulations. Develop an emergency plan and instruct staff/volunteers regarding spillage of pesticides.	
Safe structure	Foundations, walls, lintels, windows, floor, asbestos (see above).	
Water supply	Clearly marked to show whether suitable for drinking or not. Ensure water supply for drinking is monitored to avoid pollution.	
Add any other hazard here:		

Site Hazard Checklist - Use this space for any other hazards specific to your site

Project name:
Site address:
Date:

Potential hazard	What to look out for	Comments
Add any other hazard here:		
Add any other hazard here:		
Add any other hazard here:		

Completed by:

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	



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