

# Risk Assessment Form

Social Farms  
& Gardens  
Ffermydd a Gerddi  
Cymdeithasol



## Allotments management toolkit: Risk Assessment Form

### Introduction

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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](http://www.farmgarden.org.uk/allotment-site-management-toolkit)

### How to use this form

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

- You will need a pocket calculator. A camera may also prove useful.
- Photocopy the forms overleaf as required.

**Please note:** The examples given are for information only. The advice given should not be followed word for word in real-life situations.



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Welsh Government

<b>Examples</b>			
Hazard	Degree of risk* (F + S) x P = D	Action needed	Date for completion/ review
<b>Example 1:</b> Barbed wire on boundary fence.	(9 + 7) x 3 = 48	Substantial risk, action required	Remove and replace with plain, non-barbed/ non-razor wire. Rectify immediately.
<b>Example 2:</b> Greenhouse with broken roof on untenanted plot	(2 + 8) x 3 = 30	Hire contractor to demolish and dispose of greenhouse.	Consider using a groundsheet during dismantling to collect glass. Obtain contractor quotes, report back to next health and safety meeting.
<b>Example 3:</b> Uneven paving stones on connecting path	(6 + 7) x 3 = 39	Lift and remove, level and replace with membrane and woodchip path.	Contact Council about free supplies of woodchip, also to report back.
<b>Example 4:</b> Corrugated metal used for internal boundary has sharp edges	(8 + 5) x 2 = 26	Replace with safer material and to dispose of metal in the skip provided.	Advise secretary to send letter to plothead and review.
* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance below.			

<b>Risk Calculation Guidance</b>						
Frequency of exposure to hazard	+	Severity of likely outcome	x	Probability of occurrence	=	Risk
10 - Continuous 9 - Very frequent	10	Catastrophe (multiple deaths)	5	Certain to occur	90-100	Very high risk. Take immediate action. Stop operation.
8 - Frequent, a few times per day	9	Disaster (death)	4	Can be expected to occur	80-89	High risk. Action required urgently.
6 - Occasionally, a few times per week	8	Very serious (Accident & Emergency, hospital)	3	Quite possible	50-79	Substantial risk. Correction required.
4 - Few per month	7	Serious (Doctor/reportable)	2	Unusual but possible	20-49	Possible action required.
2 - Rare, few per year	5	Important (First Aid)	1	Unlikely	10-19	Risk perhaps acceptable
0 - Very rare	2	Noticeable	0	Practically impossible	0-9	No action required.



## Risk Assessment Form

Project name:

Site address:

Date:

Photocopy and use this for final page.

Hazard	Degree of risk* (F + S) x P = D	Action needed	Date for completion/ review
	___ + ___ x ___ = ___		
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## Completed by:

Signature		Signature	
Name		Name	
Position		Position	
Date		Date	



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& **Gardens**  
**Ffermydd a Gerddi**  
Cymdeithasol 

**Contact us:** Tel: 02920 225 942 / Email: [wales@farmgarden.org.uk](mailto:wales@farmgarden.org.uk)  
**Website:** [www.farmgarden.org.uk](http://www.farmgarden.org.uk)