

General Risk Assessment

Task / activity or premises assessed: Allotment Plot Tenants/BSPTC Staff

Location: Norman Road & Nash Gardens Allotment

Name of assessor: Julie Belsey

Date of assessment: 25 February 2026

Review Date: February 2027

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Outline of activity/task: Allotment Plot Tenants hire allotment plots from Broadstairs and St Peter's Town Council. Plots are used for growing of fruit, vegetables and flowers and are kept cultivated and maintained by the holders.</p>					
<p>Machinery: To User: Operating machinery carries a medium level of risk unless the appropriate safety equipment is worn and the machinery is operating correctly. Injuries to hands, feet and face need to be guarded against.</p> <p>To other tenants and visitors: When strimmer's and mowing machines are being used on an adjacent plot, stones and other flying objects can cause injuries to face.</p> <p>To Children: Children can act unpredictably exposing themselves to risk from machinery.</p>	<p>Allotment Plot Tenant</p> <p>Other tenants/ visitors</p> <p>Children</p>	<p>24</p> <p>16</p> <p>36</p>	<p>Instructions for the use of the machinery lie with the owner/operator. It is a requirement that tenants wear the recommended safety equipment when operating machinery (irrespective of the owner). As stated in the Allotment Lease.</p> <p>It is the responsibility of the operator to take due care.</p> <p>It is the responsibility of the tenant to ensure that children are supervised. No children to operate machinery.</p>	<p>8</p> <p>6</p> <p>4</p>	

<p>Garden Tools & Equipment: Injuries to hands and feet if equipment is not used correctly.</p>	<p>Allotment Plot Tenant</p>	<p>24</p>	<p>Appropriate gloves and footwear worn as necessary. Garden tool and equipment should not be left on common paths or left available for others to use. As stated in the allotment lease.</p>	<p>6</p>	
<p>Overhanging Branches: Overhanging branches can cause injuries to tenants, visitors and children</p>	<p>Allotment Plot Tenant, Visitors, Children</p>	<p>12</p>	<p>Regular inspection by Broadstairs & St Peter's Town Council. Tenants to report any problems.</p>	<p>4</p>	
<p>Security of site: Vandalism/Theft</p>	<p>Allotment Plot Tenants</p>	<p>12</p>	<p>Padlock gate when not in use. Tenants advised not to keep anything valuable on site and to have their tools security marked and contained in a secure place.</p>	<p>2</p>	
<p>Paths: Slip hazards – paths can be slippery when wet. Trip hazards – tools on paths, uneven surfaces.</p>	<p>Allotment Plot Tenants, Visitors, Children</p>	<p>12</p>	<p>Paths to be kept trimmed and clear of hazards by allotment plot tenants. As stated in the allotment lease. Regular inspections by Broadstairs & St Peter's Town Council.</p>	<p>4</p>	
<p>Accumulation of rubbish and non compostable material: Could become a slip/trip hazard</p>	<p>Allotment Plot Tenants</p>	<p>12</p>	<p>Regular inspection by Broadstairs & St Peter's Town Council. Arrangements for a once yearly non recyclable rubbish removal by Town Council. Tenants to report any problems</p>	<p>2</p>	
<p>Dangerous/hazardous substances: Burns, irritation, allergies etc.</p>	<p>Allotment Plot Tenants</p>	<p>36</p>	<p>All chemicals, prayers etc should be used in accordance with the manufacturers' instructions and correct protective clothing worn. If chemicals are held on site, they should be stored securely and clearly identifiable. Take constant care and be vigilant</p>	<p>8</p>	

			when using things like petrol or weed killers. All as stated in the allotment lease.		
Manure Heap: No risk	Allotment Plot Tenants	2	Regular inspection by Broadstairs & St Peter's Town Council. Tenants to report any problems.	2	
Water Trough: Legionella	Allotment Plot Tenants	6	Ensure water is not drunk from water troughs.	2	
Bonfires: There is an inherent danger in a bonfire spreading if unattended.	Allotment Plot Tenants	36	It is the responsibility of the tenant to conform to the rules covering bonfires. (No bonfires at Nash Gardens). Children must always be supervised. As stated in the allotment lease.	8	
Unoccupied/untidy plots: Could become overgrown and then slip/trip hazard.	Allotment Plot Tenants	8	Regular inspection by Broadstairs & St Peter's Town Council. Town Council to ensure empty plots are relet. Tenants to report any problems.	4	
Rats: Rats can carry Weil's disease. Although this is rare, it is a serious disease.	Allotment Plot Tenants	24	Tenants to report any sightings to Broadstairs & St Peter's Town Council, who will make appropriate arrangements. Signs to be erected should any form of deterrent/poison be placed on site.	4	
Lone Working: Tenant could suffer injury/illness/assault if working on the site on their own.	Allotment Plot Tenant	16	Tenants should ensure that someone is always aware of their whereabouts. Tenant to ensure allotment gate is closed behind them so that anyone entering the site can be heard opening gate.	4	

	Town Council Officer	16	<p>Tenant should carry a means of communication with them (mobile phone). As stated in the allotment lease.</p> <p>Officer should ensure that colleagues are aware of their whereabouts.</p> <p>Officer should always carry a mobile telephone with them.</p> <p>Officer to close allotment gate when on site so that they can hear anyone entering the site.</p>	4	
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Signature of Assessor: _____

Date: _____

General Risk Assessment

Location: Culmers Amenity Land

Name of Assessor: Julie Belsey

Date of Assessment: 19 February 2026

Review date: February 2027

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Trip hazards on pathway	Public	16	Officers walk through and inspect on a regular basis	2	
Overgrowth from allotments causing possible trips or cuts.	Public	12	Officers walk through and inspect on a regular basis	2	
Overgrowth brambles/irritants from natural areas.	Public	16	Grounds maintenance contract ensures area is cut back. Regular inspections by Officers.	4	
Falling branches from trees	Public/nearby residents	16	Regular inspections by Officers. Tree survey carried out on a yearly basis by independent Arborist. Reports from public.	4	
Rubbish/Litter/Needles	Public	16	Large refuse bin on site. Regular inspections by Officers. Public reports.	4	
Dog Fouling	Public	24	Large refuse bin on site. Signs on site.	8	
Damage to benches	Public	24	Regular inspections carried out by officers. Reports from members of the public.	6	
Rough Sleepers	Public/nearby residents	4	Regular inspections. Inform the appropriate teams and authorities. Once removed, inspect area and ensure safe and clear site if necessary.	2	

General Risk Assessment

Task / activity or premises assessed: Staff & Volunteer working parties **Location:** Mockett's Wood


Name of assessor: Julie Belsey **Date of assessment:** 2 February 2026 **Review Date:** February 2027

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Outline of activity/task: Volunteers (Friends of Mockett's Wood) join in organised working parties each Saturday in order to carry out simple conservation tasks as pre-approved by the Council; namely litter picking, emptying rubbish bins, clearing paths, putting down wood chip, watering, clearing ground for planting, dead hedging, cleaning and maintaining bird boxes, filling bird feeders and watering newly planted trees and hedging in order to keep the Wood as a lovely local amenity open to all.</p> <p>A further dynamic risk assessment to be undertaken by Volunteer organiser immediately prior to event starting to highlight any temporary or additional risks or hazards and mitigation methods.</p>					
<p>Animals: Risk of disturbing habitat. Risk of dogs off lead</p>	Staff/Volunteers	8	Wear appropriate clothing Beware of loose dogs Seek medical attention as soon as possible after being bitten or scratched	4	
<p>Lifting heavy objects: Risk of injury</p>	Staff/Volunteers	16	Do not move/lift objects unnecessarily. Use a wheelbarrow for transporting large containers of water. Handle items with an appropriate number of people. Break up into smaller loads. Always use a good lifting technique. Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist	8	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Ground conditions: Risk of stumbling in natural holes/tripping on stumps and roots</p>	Staff/Volunteers	8	<p>Take weather conditions into account. Wear strong appropriate footwear. Avoid overgrown areas and choose safest route over difficult ground. Seek medical attention for any serious cuts, bruises or strains</p>	4	
<p>Lone Working: Risk of isolation in case of incident</p>	Staff/Volunteers	24	<p>Be aware of aggressive and difficult people. Withdraw rather than face conflict. Do not work out of sight of others in the group. Lone working is not permitted by volunteers. Organiser to have mobile. Medical attention following any assault / injury. Always notify either a family member/colleague that you are working alone. Check in/Check out. Wear hi -vis clothing</p>	6	
<p>Tools and Equipment: Injuries to hands and feet if equipment is not used correctly or removed from site.</p>	Staff/Volunteers and members of public	24	<p>Appropriate gloves and footwear worn as necessary. Tools and equipment should not be left on the ground areas or left behind after works.</p>	6	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Refuse, litter: Risk of injury from unsafe discarded items</p>	<p>Staff/Volunteers</p>	<p>16</p>	<p>Pick up only general litter. Always wear gloves. Use pick-up tool if supplied. Do not collect medical waste (e.g. syringes). Any needles or syringes to be picked-up by a designated person and placed in a “sharps” container. Seek medical attention where appropriate</p>	<p>8</p>	
<p>Working at heights: eg cleaning or maintaining bird boxes: Risk of falling</p>	<p>Staff/Volunteers and members of the public</p>	<p>32</p>	<p>Ladder to be used on level ground only. One person at the bottom ensuring firm placement and reducing risk of toppling</p>	<p>8</p>	
<p>Cutting branches, chopping wood: Risk of injury from flying or falling debris</p>	<p>Staff/Volunteers, & members of the public using the wood</p>	<p>24</p>	<p>To protect eyes from flying stones and debris the operator and volunteers in the vicinity to wear eye protection. A banksman will watch for passing members of the public and alert the operator to stop as people pass. Volunteers must wear eye protection Seek medical attention in the event of injury Machinery (ie chain saws) only to be operated by trained professional contractors.</p>	<p>4</p>	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Trees, shrubs: Risk of trips, hitting head on low branches	Staff/Volunteers	12	Be alert to the risks and keep a look out for hazards. Be aware of low hanging branches and exposed tree and shrub roots.	8	
Irritants, dangerous plants: Risk of allergic reaction to sap, leaves etc	Staff/Volunteers	24	Wear gloves and wash hands Beware of dangerous plants and possible adverse reactions. Wash thoroughly on completion of such operations Seek medical attention for unusual or suspicious symptoms after contact with vegetation.	8	
Picking up grass and hedge cuttings: Risk of injury in bending. Risk of injury from stones or rubbish hidden in vegetation.	Staff/Volunteers	16	Avoid injury to hands or back Gloves to be worn to protect hands. Use correct lifting techniques Adjust work programmes to avoid extremes. Cease work in inappropriate conditions. Avoid working in extreme conditions. Dress for conditions & carry additional clothing and water.	8	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Working outside of Council remit: Risk of rendering Council insurance invalid.</p>	<p>Staff/Volunteers</p>	<p>36</p>	<p>All volunteers sign to sign attendance sheet and agree to adhere to the Health & Safety Guidance and Risk Assessment. The Volunteer group to ensure they understand any work which is necessary/planned maintenance that arises from the Allotment & Land Committee. Management tasks considered and reviewed every September. A monthly management plan to be produced for works to be carried out each month of the year.</p>	<p>12</p>	
<p>Using and handling vibrating tools</p>	<p>Staff/Volunteers</p>	<p>36</p>	<p>Please see separate risk assessment for use of vibrating tools and equipment.</p> <div style="text-align: center;">  <p>using and handling vibrating tools & eq</p> </div>	<p>8</p>	

J P Boise

Signature of Assessor: _____

Date: 2.2.2026

'Major Injury' shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.
 This matrix is suitable for all the activities that the council undertakes.

Risk Rating Matrix							
		SEVERITY					
		Multiple Death	Single Death	Major Injury	'3 day' Injury	Minor Injury	None
		10	8	6	4	2	1
LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	V. Unlikely 1	10	8	6	4	2	1

- **Notes:**
- **The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.**

Key to Shading		
48 - 100	High	Level of risk is unacceptable
16 - 40	Medium	Level of risk may be tolerable. Seek to reduce level of risk.
1 - 12	Low	Level of risk is acceptable

Definitions for Likelihood

Certain	10	Has happened before and is expected to happen on this occasion.
Very Likely	8	Has happened before and is very likely to happen on this occasion.
Probable	6	Has been known to occur before and is likely to happen on this occasion.
Possible	4	Has been known to occur and it may happen on this occasion.
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen on this occasion.
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will happen on this occasion.