



## Sample Allotments Risk Assessment Form

- Familiarise yourself with the rest of the pack before using this risk assessment form.
- You will need a pocket calculator. A camera may also prove useful.
- Photocopy the blank forms overleaf as required.

Please note: The examples given on this page are just examples. The advice given should not be followed word for word in real-life situations.

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/review
Example 1: Barbed wire on boundary fence.	$(9 + 7) \times 3 = 48$	Substantial risk, action required. Remove and replace with plain, non-barbed/non-razor wire.	Rectify immediately
Example 2: Greenhouse with broken roof on untenanted plot	$(2 + 8) \times 3 = 30$	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
Example 3: Uneven paving stones on connecting path	$(6 + 7) \times 3 = 39$	Lift and remove, level and replace with membrane and woodchip path.	Contact Council about free supplies of woodchip, also to report back.
Example 4: Corrugated metal used for internal boundary has sharp edges	$(8 + 5) \times 2 = 26$	Advise plotholder to replace with safer material and to dispose of metal in the skip provided.	Advise secretary to send letter to plotholder and review

\* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance sheet on back page.

# Allotments Risk Assessment Form

Site/Association Name: \_\_\_\_\_

Date: \_\_\_\_\_

Photocopy and use this for first and subsequent pages

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/review
	$\_ + \_ \times \_ = \_$		
	$\_ + \_ \times \_ = \_$		
	$\_ + \_ \times \_ = \_$		
	$\_ + \_ \times \_ = \_$		

\* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance sheet on back page.

# Allotments Risk Assessment Form continued

Photocopy and use this as final page

Hazard	Degree of Risk* (F + S) x P = D	Action needed	Date for completion/review
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
	$\text{---} + \text{---} \times \text{---} = \text{---}$		

\* Degree of risk = (Frequency + Severity) x Probability; Please refer to guidance sheet on back page.

## Completed by:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Risk Calculation - Guidance Sheet

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