

**Hevingham Parish Council**  
**Allotment Health & Risk Assessment**

The Parish Council has identified the allotment site as an area of potential risk. Undertaking monthly inspections of the site is part of the risk management for the site. A Health & Safety Risk Assessment for the site is detailed below.

**About the site**

The Site is on New Road and accessed through a gate from the Herbert Phillipo Car Park. Vehicles can be brought on site onto the access road only for unloading purposes. Parking is provided on the adjoining car park. The Council holds a plan of the site. Tenants have allotment agreements and are issued with the rules and regulations.

**Who is at risk?**

Plot holders, visitors including children.

**General Risk Management**

Risks are minimised for site users and visitors through a monthly inspection regime; by displaying the rules and regulations for the site on the Council's website; all allotment holders are issued with a copy of the rules and regulations. Any children on the site should be accompanied and supervised at all times by an adult. There should be no play equipment on site. Any pets on the site should be kept under control and on a short leash on the pet owners plot only. Nothing should be left on pathways.

**What else can be done to minimise risk?**

The allotment rules and regulations are reviewed annually. Detail relating to bonfires, structures and trees are in the rules and regulations for the site. Tenants may raise concerns about the management of the site at any time.

The Allotment Committee undertake regular inspections which assess the maintenance of each plot (the standard of its cultivation and the management of the plot) and the general health and safety of the overall site.

The Council has a budget for the management of the allotment site. The management of the site is undertaken using the allotment rents. Allotment holders are encouraged to follow the rules and regulations to minimise additional expenses on the allotment site, which could in turn be reflected in allotment fee increases.

The Council holds public liability insurance for its allotment site, but tenants must follow the rules and regulations of the site to ensure that risk is kept to a minimum level.

The Council has a Policy relating to the management of the site, which is reviewed annually.

The Council cannot be held responsible for individual plot holder's sheds and their contents. Plot holders should seek their own insurance for their sheds and the contents of the shed.

This risk assessment is reviewed annually and is managed by the Council.

Reviewed with minor amendments 5<sup>th</sup> September 2023 to take effect from the new allotment season (30<sup>th</sup> September 2023).

Reviewed 27<sup>th</sup> August 2024 – no alterations required. KNM

Reviewed 12<sup>th</sup> August 2025 – no alterations required. KNM