

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* $(F + S) \times P = D$	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
	$\text{---} + \text{---} \times \text{---} = \text{---}$		
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* 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
10	Continuous	10	Catastrophe (multiple deaths)	5	Certain to occur	90 - 100	Very high risk.
9	Very frequent						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.