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) x 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) 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
Example 3: 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.
Example 4: Corrugated metal used for internal boundary has sharp edges	(8 + 5) x 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**
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		

* 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**
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		
	___ + ___ x ___ = ___		

* 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 **9**	Continuous 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.