

Pucklechurch Parish Council, Allotment Risk Register. Year 2017 – 2018.

This risk assessment is to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Pucklechurch Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Risk	Requirement/Risk	H/M/L 3 /2 /1	Control	Review Timing
Administration/ Legal.	Provision of adequate insurance cover.	L 1	Carry out review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually.
Administration/ Legal.	Absence of a completed Agreement with every allotment holder.	L 1	All agreements are completed and signed by all parties prior to occupation and renewed on an annual basis. A register of all Allotment holders is kept. All agreements were reviewed in 2015.	Annually.
Administration/ Legal.	A discrepancy between the tenant and the Parish Council could be difficult to solve in the absence of an agreement.	L 1	A register is kept of all allotment holders ensuring all amendments are promptly recorded. The Parish Council works in conjunction with the allotments holders.	Annually

Environmental	Vandalism	L 1	Site inspections to take place up to twice a year. The Parish Council carry out inspections of the whole site. Access gates are locked. Any acts of damage or theft are reported to the Police and the Parish Council.	Twice Annually.
Environmental	Build-up of non-combustible waste	L 1	Enforceable controls are within tenancy agreement and rules.	As required
Environmental	Vermin	L 1	Responsibility for standards of hygiene/cleanliness of the site defined by the tenancy agreement. Enforce conditions of the tenancy agreement. Physical inspections carried out twice per annum. Instigate appropriate action to deal with any identified problems in person or by letter.	Annually As required As required
Environmental	Dumping/Hazardous substances	M 2	Locks provided for site control and security. Allotment holders to report problems to the Parish Council. Enforce the tenancy agreement. Site inspections undertaken twice per annum.	Twice a year As Required
Environmental	Accumulation of Rubbish	L 1	The allotments holders are responsible for reporting any problems to the Parish Council. Conditions of tenancy agreement to be enforced if necessary.	As Required
Financial	Failure to collect rents and charges	L 1	Collection of income due undertaken annually by Parish Clerk. Records of income received and banked maintained by Parish Clerk. Parish Council enforce provisions of tenancy agreements. Allotment register maintained by Parish Clerk Defined procedure for outstanding debt followed by Parish Clerk.	Annually

			Parish Clerk to provide an Annual reconciliation of the Allotment Register	
Financial	Failure to review rents & charges	L 1	Allotment rents and charges reviewed annually as an integral part of the annual budget process. Last review in 2016.	Annually
Financial	Personal Injury	L 1 H 3	Conditions that might lead to personal injury are minimised and properly controlled. Allotment environment inspected twice per annum. Health and Safety provisions are contained in the Rules of the Allotments.	Quarterly
Physical	Security	L 1	The responsibilities of allotment holders are clearly defined in tenancy agreement. Access gates are locked.	As required
Physical	Unoccupied plots.	L 1	Maintenance of waiting list.	Monthly.
Physical	Public injury as a result of Contractors	L 1	Contractors require provision of appropriate insurance cover. Contractor's insurance documentation is inspected to confirm compliance.	As required.
	Total	18	Average	1.2

Completed By

Date

Position.....