

Stuart Road Allotment Society

RISK ASSESSMENT 2024

Place	Stuart Road Allotments		
Location address	Stuart Road London SE15 3BA	Registered Address	137A Ivydale Road, London SE15 3ED
Location contact details	Chair: Midge Cameron Secretary: Brendan Maton	Email Address	stuartroadallotmentsociety@gmail.com
Dates covered	2025- 2026	Name of persons completing this form	Midge Cameron - Chair
Review Date	May 2027		

Overview

Give a brief description of the activities covered by this Risk Assessment

Risk Matrix

		SEVERITY →		
		1	2	
LIKELIHOOD ↓	1	LOW - 1 -	LOW - 2 -	
	2	LOW - 2 -	MEDIUM - 4 -	
		MEDIUM	HIGH	

This risk assessment covers activities carried out by members of the Stuart Road Allotment Society (SRAS), plus any guests, visitors or contractors who visit the site.

Stuart Road Allotments are situated in the London Borough of Southwark; access is from Borland Road or Elland Road. The area currently covered by the allotments is registered under Southwark's plans as an open space and therefore no further building development is likely unless such planning designation is amended or removed.

The allotments are run by the Stuart Road Allotment Society, a voluntary committee of elected members .

The site includes a functioning hut 'Main Shed' with electricity. This currently houses the shop, a communal area, plus a workshop/ tool shed. There are 2 x polytunnels for shared usage, a toilet block plus kit/equipment loaned to members including wheelbarrows, strimmers, mowers and hand tools. Many plot holders have their own sheds for storage of equipment and gardening items and polytunnels for growing. The use of glass is not allowed.

Plot holders are responsible for the safety of themselves, and their visitors, including children, on their own plots, with some guidance from the SRAS, as well as shared spaces between plots such as pathways.

Plot holders store tools, valuable equipment on their plots at their own risk.

No fuel must be stored in sheds.

All plot holders are expected to take responsibility for their own safety and wellbeing when working on their plot, which encompasses, for example weather (eg extreme heat), manual handling, fire risks, and infection (eg tetanus).

	Persons at risk: PH – Plot holders V – Visitors P – Public Cont – Contractors
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Emergency First Aid Arrangements	
First Aid Boxes	Two First Aid boxes are available on site: 1. In main shed by main access door at front of shed 2. At toilet block
Defibrillator location	No defibrillator on site. Defibrillator available at Waverley Arms on Waverley Road
First Aiders	No First Aiders on site.
Accident and Emergency Access and address for emergencies to be placed in notice boards at both gates	In case of emergency, members can call emergency support on 999. Emergency access location Stuart Road Allotments Gate 1 Borland Road London SE15 3BA Stuart Road Allotments Gate 2 Elland Road London SE15 3BA
Recording accidents and near misses	Accidents to be reported in accident book located in the shop

Fire Emergency Arrangements	
Fire detection	No fires permitted on site. Any fires detected must be extinguished and checked that they do not continue to smoulder
Fire Risks	Local Fire Dept to be notified of storage of hazardous substances on site
How will an alarm be raised / communicated	Verbal Communication from first responders
Fire Marshals (to assist in an evacuation)	No trained fire marshals on site
Fire fighting equipment / systems	Fire Extinguishers located at • Two (2) in Main shed • One (1) in Tool Shed
Who will call for the Fire Service if needed?	• All persons must stay alert for any fires and call 999 in case of emergency and ask for Fire service
LOCATION OF ASSEMBLY POINT:	• Main assembly point in case of evacuation is Borland Road Gate

Item	Hazard and resulting risk	Pers ons at Risk	Level of Risk WITHOUT Controls	Control Measures	Level of Risk WITH Controls	Date for review / updates
GENERAL SITE / PLOTS						
Boundaries Fencing and gates	- Falling fences - Trips and falls	PH Cont V	LOW	- Fences to be secure and upright - Temporary fences to be properly secured - Hinges and locks maintained, check for ease of use - Check on a regular basis for damage and gaps	LOW	Ongoing visual checks and annual monitoring. Boundaries checked 24.04.26 – no concerns
SRAS work equipment	- Injury - Trips and falls	Cont	LOW	- Volunteers and Cont are trained in the safe use, handling, maintenance, transport and storage of sharp tools/equipment. - Equipment to be checked for wear and tear on a regular basis and after use	LOW	Ongoing
Water tanks	- Contact with harmful bacteria eg Listeria - Drowning	PH V	LOW	- Ensure area around water tank is kept clear of overhanging vegetation - Keep tank free of debris and dead animals - Parents/carers should ensure young children do not play on or around tanks	LOW	
Theft		PH	MEDIUM	- All SRAS buildings to be locked and secured, with keys held by nominated committee members only - Key log to be kept and updated regularly	LOW	Key log checked and updated 3.05.26

Bees	See separate risk assessment			See separate risk assessment		
Animals Livestock eg chickens	Zoonotic disease	PH Cont V	LOW	- Chickens – chicken owners take full responsibility for the health and welfare of their chickens. This includes following all national advice and RSPCA guidelines. - The society does not have responsibility for the welfare of any livestock kept on site.	LOW	
BUILDINGS AND OCCUPIED PREMISES						
Main shed, shop and communal areas	Trips, slips, falls Injury Poisoning	PH V	LOW	- Gardening tools, equipment and shop stock will not be stored in pedestrian pathway and preferably away from floor - Stock/equipment will stored safely within the hut/outbuildings - Any potentially toxic materials to be placed out of reach of children (eg slug pellets) on higher shelves - Fire exits will be kept clear and route clearly marked - Cable runs will be routed so that they do not present a trip hazard to others - Spillages must be cleared up immediately. - People should pay attention to changes in surface and gradient, including steps and walkways, especially with outdoor locations affected by mud - Event equipment to be safely stored to minimise equipment moving	LOW	3.05.26 Shop manager SS confirmed shop area meets criteria.
Electrical systems	- Injury - Electrocution	PH Cont	MEDIUM	- Wiring systems and equipment tested on a regular basis - Internal wiring correctly trunked - External wiring weatherproofed and secure	LOW	May 26 – PAT testing to be completed by

	Fire			- Solar panels securely fixed and checked on a regular basis - Solar batteries / generators secured and isolated in locked storage		qualified plot holder
Portable gas heaters	- Fire - Burns - Injury	PH Cont	HIGH	- Gas heaters to be used away from wall with suitable fire guards. - Gas heaters to be checked on a regular basis by suitably qualified gas engineer - LPG to be stored when not in use in secure fuel storage area min 1.8m from occupied shed and secured with lock	MEDIUM	3.05.26 LPG stored in cage. Location of key for cage confirmed.
Fire extinguishers	Trips, slips and falls	PH Cont	LOW	- Fire extinguishers must not block fire exits - Clearly marked - Checked on a regular basis	LOW	
Fire exits	- Lack of visibility - Trips, slips, falls	PH Cont	MEDIUM	- Fire exit routes clearly marked with clear and visible signage - Routes kept clear of materials and equipment - Plan of location of fire exit routes, location of fire extinguisher and gathering area clearly displayed near entrances / exits	LOW	3.05.26 – all checked – nil concerns
Visiting tutors / artists	Working with hazardous materials	PH Cont	LOW	- Session leader to share own Risk Assessment of session and activity, and to agree with SRAS any requirements to manage potential risks - The number of participants at workshops will be limited as part of the risk assessment (see above point).	LOW	Ongoing
Meeting space events / furniture	- Trips, slips, falls - Fire	PH Cont	LOW	- Minimal storage of materials on floor - Furniture to be sound, checked regularly and checked for ease of use - Floor surface in good condition - Gas fires not to be used during large scale events - Manage number of people in room	LOW	Ongoing

Construction work Ongoing construction work on the Main shed is occurring.	● <i>Obstruction of walkways</i> ● <i>Trips, slips, falls</i> ● <i>Injury</i>	PH Cont	MEDIUM	● Any volunteers on site will handle all equipment and machinery safely, keeping away from pathways ● Only competent persons will carry out construction work. A separate Risk Assessment will be carried out for any construction work ● Construction work areas to be fenced off to restrict access by Plot holders ● Tools to be stored in a designated place, securely fenced to restrict access	LOW	
Tool shed Hand tools Rakes, forks etc Wheelbarrows	● <i>Injury</i> ● <i>Cuts and abrasions</i>	PH	LOW	● Tools to be kept secured in locked storage with access limited to nominated keyholders ● Ensure access to basic first aid on site at all times ● Tools to be clean and regularly repaired and checked after use	LOW	Ongoing
Power tools Strimmers Lawn mowers Saws Chain saw	● <i>Injury</i> ● <i>Electrocution</i> ● <i>Cuts and abrasions</i> ● <i>Theft</i>	PH	MEDIUM	● Tools to be kept secured in locked storage with access limited to nominated keyholders ● Supply and equipment periodically checked by qualified electrician. Tools PAT tested yearly ● Tools to be loaned out clean and in good visible repair ● List of tools kept up to date ● Provide appropriate induction for PH before first use ● Ensure adequate PPE is available to PH whilst using tools ● Tools signed in and out by nominated member ● Chain saw only to be operated by trained nominated member ● Batteries stored in a cool dark space when not in use. The condition of the batteries is regularly monitored for corrosion or producing an excessive amount of heat ● Appropriate cable management during use, and check cables after use for damage and wear ● Tool shed to be kept locked at all times except when it is supervised	LOW	PAT testing to completed shortly by qualified plot holder

				by a nominated member of the site		
Flammable substances Petrol Diesel 2 stroke LPG including Calor / Propane gas	• Fire • Explosion • Injury •	PH	HIGH	Petrol, diesel, 2 stroke • Must not be stored near LPG • Must be stored in the following containers ◦ plastic containers storing up to 10 litres ◦ metal containers storing up to 20 litres • Must be stored near a direct exit to the open air and ventilation to this exit • Take all reasonable precautions in your storage place to prevent any sources of ignition or heat that would be able to ignite the petrol or its vapour LPG cylinders • Correct storage of flammable fluids in suitable cage minimum 1.8m from occupied building, secured with lock. Storage should conform to Control of Pollution (Oil Storage) Regulations (England) and kept below 50°C. • Use proper warning signs in areas where cylinders are stored • Flammable liquids, combustible, corrosive, oxidising materials, toxic materials or compressed gas cylinders should be kept separate from LPG containers in general •	MEDIUM	3.05.26 – confirmed All flammable products stored in secure metal cabinet.
Toxic substances Paint Solvents Weedkiller etc	• Poisoning • Injury • Blindness • Fire	PH	HIGH	• Items need to be stored according to COSHH regulations in a well-ventilated, secure metal cabinet • Access limited to nominated keyholders • Heavier items stored on lower shelves • Any processing to take place elsewhere	MEDIUM	3.05.26 – confirmed. All toxic substances stored in secure metal cabinet.

				• Eye wash 1st Aid to be located nearby • Clearly labelled containers • Regular checks to remove out of date • Primary hazard symbols clearly placed on front of cabinet Cleaning Chemicals • If working with hazardous substances is unavoidable, the work must be carried out in a well ventilated area wearing appropriate PPE eg masks Disposal of hazardous waste and fuels Must be disposed of at a local recycling centre		
General Fire Risk Electrical Fuel	• <i>Injury</i> • <i>Explosion</i> • <i>Fire</i> • <i>Burns</i>	PH	MEDIUM	• Ensure fuels and flammable liquids and materials are correctly stored • Ensure electrical wiring is protected and checked by a qualified electrician on a regular basis • Fire extinguishers are on-site and locations clearly marked • Known location for gathering in case of fire • Alert local fire station to nature of materials stored on site	LOW	3.05.26 – this will be done shortly by qualified plot holder
General storage	• <i>Injury</i> • <i>Trips, slips, falls</i>	PH	LOW	• Items stored according to type and clearly labelled. • Load bearing shelving used to create safe storage • Floor to be kept clear to enable ease of access	LOW	Ongoing
Toilets	• <i>Injury</i> • <i>Trips, slips, falls</i> • <i>Contact with harmful bacteria eg</i>	PH Cont	LOW	• Toilet furniture checked for stability on a regular basis • Hand gels available for basic control of cross contamination • Toilet paper available, with storage for sanitary wear or clear instructions for removal • Toilet brush / cleaning materials to be available to all • Locks and security checked regularly • Leaks fixed promptly	LOW	3.05.26 – confirmed – plotholder JY continues to provide materials, toilet standards

	Norovirus			Surfaces kept clean		maintained by plot holder L
PEOPLE						
Events	Outdoor - Fire Risk from BBQs - Food poisoning - Slips, trips, falls Indoor - Fire risk - Overcrowding - Trips, slips, falls - Food poisoning	PH V	LOW	Outdoor events - Live BBQs placed away from main seating areas and cordoned / or with warning notice - Buckets of water to be placed nearby in case of fire spreading - Lead cooks to have undertaken basic food safety training - Aprons to be worn by anyone cooking and handling food - Only designated cooks to handle raw and cooked food - Handwashing facilities to be provided near BBQ's for cooks - Rubbish collected to avoid it blowing around site - Site to be monitored for trip hazards throughout event - All food waste and other rubbish removed from site - Tables, chairs and other equipment to be stable and in good condition, and checked on a regular basis Indoor events - Limit number of people in the building - Ensure fire exits are kept clear, and fire exit signs visible - Gas heaters not to be used at large events - Keep floor clear and check for trip hazards - Get separate risk assessments from external providers eg arts / yoga etc - Keep food in clean containers and remove all food waste - Ensure food items are kept separate from any potentially toxic materials in shop - Ensure facilities for hand washing and rinsing are located nearby	LOW	Risk assess large events separately depending on type of event

PRODUCER'S DECLARATION: I confirm that this is a suitable and sufficient Risk Assessment for these activities. I have sufficient skills, experience and knowledge to complete this assessment. I accept responsibility for the activities which are under my control.

Name	Role	Date	Sign
Midge Cameron	Chair - SRAS	15.05.26	M Cameron

Additionally- accident/incident book stored in shop so available to everyone.

Email sent out 5.05.26 to remind plot holders of the following:

- Location of accident/incident book and a reminder to use this
- Dogs on leads when on site
- Reminder to keep children under control when on site.
- Location of First Aid kits
- A reminder not to feed foxes – not in risk assessment but is a health and hygiene risk