PUBLIC LIABILITY INSURANCE

Public Liability Insurance cover of up to £5million is provided within the Policy in place for all Allotment Association events providing that a risk assessment has been completed and the Event approved by the Council.

POLICE, FIRE SERVICE

Have the emergency services been advised of the event? Yes ☐ No ☐

State the recommendations they have made:

How will you meet these recommendations?

FILMING/RADIO

All requests for filming or radio broadcast must be referred immediately to the Allotments Team.

If the event is being staged for TV filming or radio broadcast, please specify:

Company name/ Address_____

Contact _____

Phone_____ Mobile _____

VIP VISITORS

Indicate whether the event will be attended by any celebrity, senior Birmingham City Council Officer, Ward Councillors, Cabinet Members or dignitaries (e.g. Lord Mayor etc)

Name: _____ Position: _____

DECLARATION

I have read, understand, and accept the Conditions relation to the use of land under the control of Birmingham City Council's Department of Environment & Culture. I hereby apply for the use of the site on the date(s) indicated, and agree to comply with the directions of the Department of Environment & Culture or its representatives.

Print Name_____Position_____

Signature _____

Date_____

EVENTS RISK ASSESSMENT

Allotment Site: _____ **Date of Event:** _____

Assessment of risks to plotholders and visitors to the site in readiness for an event e.g. Open Day

WHERE IS THE HAZARD LIKELY TO BE ENCOUNTERED	WHO IS AT RISK	WHAT IS THE RISK	WHAT IS THE RISK RATING	WHAT PRECAUTIONS ARE REQUIRED

WHERE IS THE HAZARD LIKELY TO BE ENCOUNTERED	WHO IS AT RISK	WHAT IS THE RISK	WHAT IS THE RISK RATING	WHAT PRECAUTIONS ARE REQUIRED

WHAT IS THE OVERALL RISK WHEN PRECAUTIONS ARE FOLLOWED?

RISK RATING SCALE

L = possible occurrence, but rarely reported cause of injury/accident
M = Occasional occurrence, not unknown as a reported cause of injury/accident
H = Frequent occurrence, most frequently reported as a cause of injury/accident

WHEN SHOULD THE RISK ASSESSMENT BE REVIEWED?

- **Prior to any future event**
- **If an accident or injury occurs and investigation establishes precautions were followed but were inadequate**

REVIEWED/AMENDMENT DATES

Signed: _____ **Name:** _____ **Date:**_____

Signed: _____ **Name:** _____ **Date:**_____

PLEASE SEND A COPY OF THE RISK ASSESSMENT AND CHECKLIST WITH YOUR EVENTS APPLICATION FORM TO THE ALLOTMENTS TEAM

INSPECTING PUBLIC AREAS CHECKLIST

	YES	NO	N/A
Are the public prevented from accessing staff only areas or using staff only equipment, e.g. locks on doors, keys removed from machinery?			
Are items with blades kept out of reach of children, e.g knives, saws, gardening equipment?			
Are potentially hazardous tools or machinery kept out of reach or other action taken to prevent danger, e.g. maintenance tools, strimmers etc?			
Are the public, including children, protected from moving vehicles?			
Are hazardous substances kept out of reach of children?			
Are hazards which could damage eyes suitably controlled, e.g. plant support sticks with caps, eye level shelves with round edges or protected by other means – consider child height and adult height			
Are any places where a person could fall suitably guarded, e.g. handrails, or area cordoned off?			
Are slipping and tripping hazards prevented as far as is reasonably practicable? Consider wet weather			
Are the public (especially children) protected from contact with very hot surfaces and hot liquids?			
Are children properly protected from ponds and other drowning hazards?			
Are finger trapping points avoided or protected, particularly where children are present?			
Are children protected from naked flames if present?			

COMMENTS/ FURTHER INFORMATION/ ACTION TO BE TAKEN

Assessor Name: _____ Date of Assessment: _____

Signature: _____ Date of Review: _____

ALLOTMENTS WATER SYSTEMS

Flushing of Low Use Outlets

Allotment Site:	

Date	Location	Outlet Flushed e.g. shower / tap etc	Comments	Name of Committee Member completing check	Signature

Notes : This form once completed must be kept in the Management Handbook File