

ALDERHOLT PARISH COUNCIL ALLOTMENT INSPECTION POLICY

Alderholt Monthly Visual Inspection Report Sheet

To be completed by the Cllr nominated at each Parish Council Meeting.

This is a visual inspection regarding the **general safety** of the Allotment Gardens. It is for the land and equipment for which the Parish Council is responsible.

Actions

Please check all items listed **at least once a month recording the day and time you completed the inspection** (for insurance purposes) **and any action taken.**

This form must be returned to the parish office at the end of the inspection period as it will be retained and will be used in the event of any insurance claim against the council.

If any minor problems are found and if it is safe and simple to do so, please action directly or contact the Parish Office.

If there is an immediate safety issue, please advise the Parish office. If the office is closed contact the Chairman or vice Chairman and advise of the situation.

If removing any glass or litter, gloves and cleaning items are available from the Parish Office

APC Request for Advice to Came and Co – 21/11/17

We own and manage allotment plots which we carry out an annual inspection of (as a minimum) and also have an allotment association who report to us if there is anything they consider unsafe but there is no regular written inspection carried out. In our risk assessment we advise that tenants are responsible for the safety of their own plot and any visitors they allow on it

Is this sufficient for our insurance purposes or do you advise something different?

Came and Co Insurance Company Advice – 27/11/17

Turning to your query regarding the allotments, whilst the arrangements between the Council and the tenants seems to be sufficient from an insurance perspective, we recommend that a written report, similar to the monthly playground inspections, is carried out in writing and kept on the Council's records. Again, this may assist the insurers in defending a claim should an incident arise.

**ALDERHOLT PARISH COUNCIL
ALLOTMENT INSPECTION POLICY**

Cllr Name	
Date	
Time	
Check Item	Y/N
ALDERHOLT ALLOTMENT GARDENS – HILLBURY RD	
Is the Central Pathway safe and clear?	
Are fences complete and secure?	
Are gates in working order? (check closing properly and no safety issues)	
Hedges/Trees (check no obvious safety issues, loose branches, eye level branches etc)	
Is the site free of litter and dangerous objects?	
Water taps (check not leaking)	
Any other items you note as being a safety issue	
Any obvious tenancy breaches?	
Action Taken	

This sheet must be retained for insurance purposes. Return by email to Parish Office after inspection period

Policy Review		
Date	Min	Action
14/05/18	PC61/18	Adopted Policy