



Introduction

All activities carry an element of risk and allotment gardening is no exception. Everyone needs to take health and safety seriously but it is also important not to become 'litigation paranoid'. Good gardening is safe gardening, and many risks to both ourselves and others can be easily prevented.

Our Obligations

Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors. As an association, we have a communal duty to ensure that common areas, such as the car park and main access paths are safe. The law requires that in all these areas we exercise at least a 'reasonable' level of care regarding safety. Although unlikely, a claim could be made for negligence when an individual suffered an injury because we didn't take reasonable precautions. It is not possible in English law to exclude liability, for example by way of a notice. We are also obliged to comply with other laws, such as those regarding environmental and wildlife protection.

Our Policy

Our Health & Safety Policy, although summarised in this document, is implemented through our Constitution and Rules, Newsletters, Web site and introduction to the site by the membership secretary. In addition, twice a year, a risk and hazard assessment will be carried out by the Committee or designated persons, and appropriate actions taken both to minimise hazards and risks, and to update this policy.

A hazard is something that can cause injury, for example the road access, the parking area, power tools, and exposed sharp edges. Hazards can sometimes be removed, but may be inevitable. Risks are the potential threats caused by the hazards, for example injury from a hidden sharp edge, a vehicle accident. Risks can usually be avoided.

Injuries and "near-misses", and any other safety-related issues must be reported to a member of the Committee so that any existing hazard or risk can be eliminated and prevented in the future.

Please record these in the accident book. **(In the shed plot 14R)**

It will be ensured that plots are free from hazard on leasing to new plot-holders, and to advise them of this policy and any known hazards.

Aims of the Policy

- To provide adequate control of the health and safety risks arising from all activities on our sites.
- To consult with all our members on matters affecting their health, safety and well-being.
- To provide and maintain safe equipment and systems of work to ensure they are safe and without risk to health.
- To ensure the safe handling and use of all substances used in connection with our work activities.
- To provide information, instruction, training and supervision to ensure the competency of all members to safely carry out any activities on behalf of the association.
- To prevent accidents and cases of work related ill health.
- To minimise the risk of accident or harm to any member.
- To advise on appropriate personal protective equipment for use with our loan equipment.
- To ensure adequate first aid provision on all work sites.
- To maintain safe and healthy working conditions.

Some safety advice:

- ✓ It is recommended that, particularly at quiet times, plot-holders inform someone where they are, and their likely return time.
- ✓ Plot-holders should ensure that their plot and associated accesses are free from hazard: hazards may include sharp edges, exposed nails, improperly stored tools, hazards hidden within undergrowth such as discarded tools, improperly stored dangerous materials such as those listed below.
- ✓ Please remember that we are legally responsible for the safety of anybody who may enter our plots.
- ✓ Plot-holders must acquaint themselves with, and adhere strictly to, the guidelines regarding storage, usage and disposal of hazardous materials such as glass, fertilisers, asbestos cement, oil, and fuel. These must be securely stored (Locked) in the proper containers and well away from possible reach by children. Ideally they should be stored off site.
- ✓ Plot-holders should acquaint themselves with the safe use, and storage, of tools, particularly power tools.
- ✓ Plot-holders should be vigilant for rats, rabbits and other vermin, and inform a member of the Committee if evidence of vermin is observed.
- ✓ Plot-holders should report vandalism or other evidence of intruders to a member of the committee for reporting to the police.

- ✓ Plot-holders should close the gate when they leave.
- ✓ It is recommended that you reverse your vehicle when parking as this has been shown to significantly reduce accidents.
- ✓ To endeavour to take all reasonable steps to ensure adequate resources are available to implement this policy.
- ✓ To review and revise this Health and Safety Policy as necessary at regular intervals. Hazards, which may exist in connection with our activities, are identified and eliminated through risk assessments. Where hazards remain they will be brought to the attention of the person who may be exposed.

Risk Assessment

Twice a year, the Committee will carry out a risk assessment of the site. This usually involves two people touring the site, identifying hazards, assessing risks, and deciding on actions. Risk assessment involves listing potential risks caused by these hazards, assessing the frequency that people are exposed to those hazards, the probability of injury and the impact of such injury. Some risks are so great that immediate action must be taken; some are severe enough that some action needs to be considered, and others may need no action.

Most injuries are easily prevented. Good gardening is safe gardening and it is everyone's responsibility to ensure that we garden in a safe way.

It is the aim of Wellington Fields Allotments Association to promote the highest standards of health, safety and welfare throughout the Association.

Members have a duty to promptly report to a committee member any hazard or danger they identify.

Please Note

In the case of an accident then plot holders should record this in the accident book. This is found in the shed on plot **14 R**

There is a first Aid Kit on the site on **plot 14R**. The shed has a first Aid sign and is marked with a sun flower.

Emergency numbers will be posted on the notice-board and regularly updated.

Chair

Signed

Date