

# Ashbourne Road and District Allotments Association

## Policy Title                      Health and Safety Policy

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### **Introduction.**

This policy identifies the obligations of Members and the elected Committee regarding Health and Safety on the Allotment Site.

All activities carry an element of risk and allotment gardening is no exception. All Members are asked to take health and safety needs seriously at the same time as approach the issue sensibly. Members have a duty of care to act responsibly and comply with all aspects of the Constitution and Rules and Bye-Laws. Members have a responsibility to anyone on a plot which they are the Tenant, regardless of whether they have given permission for them to be there. Allotments can never be fully secure. Keeping sites tidy and attractive is one of the best ways of deterring anti-social activity, theft and vandalism and promoting a healthy and safe environment for all.

This is all implemented through our Constitution and Rules, Bye-Laws, website, Facebook group and introduction to the site. All these means are used to caution and remind Members about any recent, reported or ongoing problems.

**Aim:** To ensure that all reasonable practical steps are taken to secure the health, safety and welfare of ARDAA Members and visitors whilst on site.

### **Committee Responsibilities**

The Committee has ultimate responsibility for Health & Safety matters that will affect site activities, and will draw up appropriate safety rules which will be displayed on site notice boards.

These responsibilities include:

- a) Ensuring that plots are free from hazard on leasing to new Tenants, and to advise them of this policy and any known hazards.
- b) Posting emergency numbers on the notice-board and website that will be regularly updated.
- c) Providing a focal point for advice and information.
- d) Ensuring hazards are reported to the relevant authorities.
- e) Stopping unsafe practices or anything considered unsafe.
- f) Maintaining a First Aid Kit in the Mundy Room for the use of all.
- g) At least once per year, the Committee will carry out a risk assessment of the communal areas of the site. This usually involves two people touring the site, identifying hazards, assessing risks, and deciding on actions.
- h) Carrying out risk assessments for communal activities such as maintenance days, produce shows, etc.
- i) Any new structures erected on a plot will be inspected by the committee or its representative to ensure that it is safe and a note to this effect will be recorded in the minute book.
- j) All other structures on all plots will be inspected at least once per year to ensure their continuing safety. Tenants will be responsible for making safe any structure or structures that are deemed to be unsafe. This will also be recorded in a safety record book.
- k) The use of powered equipment loaned to Members by the association can only take place after suitable training/instruction from the Committee's delegated representative. All problems with the use of the equipment MUST be reported back to the Committee.

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### **Member Responsibilities**

Health & Safety is everyone's responsibility. Members and visitors have a duty to ensure that by their actions they do not endanger the Health & Safety of either themselves or other people.

Member responsibilities are to:

- 1) Tenants must complete a Risk Assessment at least once a year. Guidance and forms will be provided by the Committee.
- 2) Ensure that plots they are associated to and associated accesses are free from hazard: hazards may include sharp edges, exposed nails, improperly stored tools, trip hazards – like uneven paths or debris, hazards hidden within undergrowth such as discarded tools, improperly stored dangerous materials and chemicals. Please remember that you are legally responsible for the safety of anybody who may enter your plot.
- 3) Accept training appropriate to the use of any of the ARDAA equipment they may wish to use and make use of appropriate protective clothing and safety glasses.
- 4) Adopt safe working practices with the use and storage of tools, particularly power tools.
- 5) Exercise care and take precautions not to put the Health and Safety of other Members at risk when using powered equipment owned and used by them. Personal Protective Equipment (PPE) should be used when operating powered equipment.
- 6) Not leave powered equipment unattended.
- 7) Give clear instructions/warnings to children or volunteers in your care.
- 8) Ensure children are only allowed on the site whilst supervised by a parent, guardian, or a properly authorised person at all times.
- 9) Maintain good behavior by adults and children; unruly and/or bad behavior that is deemed totally unacceptable by the Committee will result in termination of plot tenure.
- 10) Report any incident involving injury to a Committee member and record it in the safety record book.
- 11) Acquaint themselves with and adhere strictly to, the guidelines regarding storage, usage and disposal of hazardous materials such as glass, pesticides, fertilizers, asbestos cement, oil, and fuel. These must be securely stored in the proper, appropriate, containers.
- 12) Not allow under 18s to operate Association power tools at any time.
- 13) Report vandalism, theft or other evidence of intruders to a member of the Committee. The Member must also, personally, report such events to the Police where theft is involved.
- 14) Ensure that the gate is kept closed at all times, to prevent unauthorised access.
- 15) Advise any visitors they bring to the site about the inherent risks, or safety issues, associated with an allotment site.

Members are recommended to inform someone where they are and their likely return time, particularly at quiet times.

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<b>Policy Revisions</b>			
<b>Date</b>	<b>Reason</b>	<b>Amendments</b>	<b>Approved</b>
20Nov2019	Update	Para 9. 'deemed totally unacceptable by the Committee will...' replaced 'is not acceptable and may...'	22Nov2019
02Dec2018	Document Review	12 More specific	02Dec2018
14Nov2017	Document Review	Apply consistency of terms used throughout ARDAA policy documents Other minor typographical amendments	14Nov2017