

Cripley Meadow Allotments Health and Safety Policy Site Risk Assessment

- 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 approaching the issue sensibly.
- Children must always be supervised by parents or another designated responsible adult.
- Members have a duty of care to themselves and each other to act responsibly and comply with all aspects of the Members Rules.
- New and existing plotholders have a responsibility to anyone on their plot, regardless of whether they have given them permission.
- 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.
- All these means are used to caution and remind members about any recent, reported or ongoing problems.
 - The site has a past history of Victorian contamination. Members should be aware of this and wash produce, hands and change shoes.
- This policy is implemented through our Constitution and Rules, Newsletters, Web site, Audits and Membership tours

Please let the committee know if there are other hazards you are aware of not listed here.

Known Hazards	Precaution. These are applicable to all committee members, members, working parties.
Terrain Injury from uneven ground. Much of the site has uneven ground and there can be hidden dangers like tree stumps, metal, glass and slippery surfaces. Members are advised of known plot problems.	Take care when walking. Wear suitable footwear and clothing. Ensure that your feet are on firm ground and watch out for wire/ roots / rubbish / glass. Members should always be aware of the dangers in the outdoors.
Injury due to unstable piles of wood, wood chip, leaf mould, green waste, metal. They could contain rubbish and sharp edges.	Don't climb or jump on any of these piles. Children must always be supervised
Pond and water edges The island has a roughly dug out hollow which we are filling in but it has some steep and slippery sides and no terracing. It is now clearly visible	Do not approach if you cannot see the banks. Always exercise caution and supervise children.
Castle Mill Stream and Fiddlers Stream These can be fast flowing, particularly Castle Mill. The banks are eroded and can be very slippery.	Water is unsuitable for drinking. Stay away from the banks. Children must be supervised at all times
Bonfires There are some bonfire piles and pits on site.	Members may use the bonfire site by the association shed but they must not leave material there and they must follow the OCC code.
Personal safety Plotholders can spend long periods on their plot and are advised to let someone know where they are.	We promote personal safety by keeping the site open so members can see others on site. Do be aware of your surroundings.
Muscular injury or strain from lifting heavy objects.	Use basic lifting technique – bend the knees, not the back; make sure

	you have a firm grip good footing and test the object for weight before lifting. Do not handle weights above 10kg without help. Or, it may be possible to break the load down into several lighter lifts.
Wells Many plots have wells. These must have raised sides and clearly fitted and have lids that can be safely closed.	Be aware plots there may be hidden wells. Members are responsible for making them safe.
Tools and machinery injury from using tools and machinery without due care and attention for themselves and others. Injury from unsafe tools	Members must be aware of how to use the tools in the correct manner and take care when working with tools and or machinery. Wear appropriate clothing. Ask the Work Party Leader if you are unsure. Observe those around you. The Allotment Shed and Trading Shed has First Aid Kits
Reporting concerns The secretary keeps a Health and Safety Record. Named contacts are included on our web site and regularly posted on the Notice Board. Visitors to the site should be made aware of any health and safety issues.	Plotolders are asked to report concerns about health and safety on their plot, or the site, to the secretary as soon as they occur.
Safe disposal of hazardous material Plotolders have a duty of care to store, use and dispose of glass, pesticides, fertilisers, oil, petrol, asbestos; and any other potentially harmful substances safely. These must always be stored well out of reach of children and locked away. Please do not bring glass on site.	Plotolders should contact the council waste management department for information for the safe disposal of these or other potentially dangerous materials. These should never be burnt, placed in skips, or poured away.
Members becoming unwell due to extreme weather conditions	Members should wear clothes appropriate to the weather conditions. Warm clothes if cold/Sunscreen, water if hot etc. Working party members must wear appropriate clothes.
Risk of cuts from sharp edges on items	Put any glass or items with rough or sharp edges in a safe container
Risk of cuts from secateurs, loppers, scythes etc. Injury from using tools incorrectly. Injury from unsafe tools	Members must be aware about how to use the tools in a correct manner. Check all equipment prior to use to make sure it is safe to use
Fire hazards, bonfires	Must follow the bonfire code Familiarize yourselves with the fire procedures for the site
Injury from thorns/sharp vegetation	Wear gloves for protection. Be aware of the vegetation that is sharp
Members becoming unwell due to extreme weather conditions	Members should wear clothes appropriate to the weather conditions. Warm clothes if cold/Sunscreen if hot etc
If there is a Work Party Leader they will remind members and alert them to any known hazards. Ask the Work Party Leader if you are unsure what to do or how to use equipment. The Allotment Shed and Trading Shed have a First Aid Kit	