



HEALTH & SAFETY POLICY*

Introduction

Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible, as set out in the Occupiers' Liability Act, 1957.

This duty of care is extended towards all people accessing the allotment site and its boundaries, including plot holders, Hart Allotment† officers carrying out duties, members of the public, *bona fide* visitors and volunteers. There are also environmental and animal husbandry laws to be observed.

In order to make sure that the Health and Safety policy is being adhered to, a risk assessment log will be regularly updated in line with risk assessments that will be carried out on the site. The details about these risk assessments are found in this policy.

An emergency action plan is also included within this policy.

Responsibilities

Plot holders have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the plot. Plot holders have a duty of care to anyone on their plot, regardless of whether they have given permission for them to be there.

Hart Allotments will inform plotholders of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities.

The landlords have a shared duty of care with Hart Allotments. The landlords should ensure that Hart Allotments (as its 'agent') is undertaking its devolved management duties in a responsible, fair and reasonable way.

Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

Since Hart Allotments has direct management responsibilities for the allotment site, it is best placed to carry out a risk assessment.

Risk Assessments

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment.

Risk assessments shall be carried out at least twice per year. Ground hazards, e.g. broken glass on derelict plots, may be hidden by summer weed and grass growth.

Every effort shall be made to hold one of the risk assessments after the Annual General Meeting. This will allow plot holders to raise any health and safety issues which the sub committee can then assess alongside its normal risk assessment.

* Adapted from documentation provided by the Allotments Regeneration Initiative: The GreenHouse, Hereford Street, Bristol BS3 4NA Tel. 0117 963 1551 Fax. 0117 923 1900 ari@farmgarden.org.uk

† **Hart Allotments Ltd** is an Industrial & Provident Society Reg No 32194R



Risk assessments apply to the general site which includes plots, thus ensuring that plot holders are complying with the policy, which is part of their tenancy agreement.

Risk Assessment execution

Risk assessment shall be carried out with a minimum of two people. Risk assessments cannot be carried out from memory and shall be on site.

The assessment shall include the full site, and be undertaken in a methodical manner. The assessment shall be undertaken using the allotment risk assessment checklist (see further on in this document.).

From the assessment, the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the organisation via the allotment risk assessment log (which will be published on the Hart Allotments website).

While undertaking the assessment the privacy of plot holders will be respected at all times.

Risk Assessment completion

Once the risk assessment has been completed any identified high risks shall be taken to the rest of the committee, who shall then decide how to deal with them. Any medium or low risks will be dealt with by the sub-committee. Records of risk assessments undertaken will be kept by Hart Allotments.

Remedial action

The sub-committee shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with Hart Allotments or the landlord, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Hart Allotments itself, written notification shall be sent immediately. If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the plot holder concerned. If subsequent notices are ignored ultimately a 'notice to quit' shall be served in accordance with the tenancy agreement.

A notice shall be posted on the site notice board detailing all major hazards found on plots. The risk assessment log reminds plot holders of their duty of care.

Emergency Action Plan

The Emergency Action Plan shall be posted on the notice board within the allotments site.

In case of fire or serious accident phone 999, or 112 on a mobile phone if available. In the case of fire, plot holders should leave the site immediately. Plot holders should ensure that all people working on their plot are accounted for. Plot holders are encouraged to look out for members on adjoining plots to ensure their safety.

In the case of fire or serious accident the plot holder must inform the management committee.

Policy Implementation

The management committee will oversee Health and Safety issues.



Enforcement

Enforcement of the policy will be by Risk Assessments and remedial action notices.



Hart Allotments

Risk Assessment

Issue No

2

Doc Ref:

RA2017

Issue Date

24/08/17

Activity:	Allotment Risk Assessment	Location: Hitches Lane Site			
Name of Assessor(s):		Date of Assessment:		Review Date:	

People at Risk (Please <input checked="" type="checkbox"/> box if group will come into regular contact with hazards)						Additional Considerations (<input checked="" type="checkbox"/> box if appropriate, record controls in this/other appropriate assessment)					
Employee	na	Volunteer	na	Work Experience	na						
Delivery drivers	<input checked="" type="checkbox"/>	Visitor	<input checked="" type="checkbox"/>	Child	<input checked="" type="checkbox"/>	Pregnant	<input checked="" type="checkbox"/>	Disabled	<input checked="" type="checkbox"/>	Lone Worker	<input checked="" type="checkbox"/>

(box if in place)

	Common Hazards	Standard Control Measures	<input checked="" type="checkbox"/>	Further Action/Comments	Ac r
1	Slips trips and falls	Maintain internal and field access paths. Warn of ruts created by vehicles. Regular mowing of grass. Maintain paths /mow/keep clear of debris <i>Farmers are to keep un-cultivated part of the field mowed and free of debris.</i> <i>Plot holders to keep paths free and remove debris.</i> <i>Wood/pallets to be kept tidy</i> <i>Regular tidy up sessions to be arranged as required.</i> <i>Communal area to be kept tidy and equipment used cleared away at the end of use.</i>	<input checked="" type="checkbox"/>		
2	Contact with sharp objects	Take care with sharp tools remove any broken glass from site <i>Bottles and jars to be removed from plots to reduce chance of breaking</i>	<input checked="" type="checkbox"/>		
3	Use of hand tools	<i>Plot holders are responsible for their own tools, and health and safety when using their own tools.</i>	<input checked="" type="checkbox"/>		



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	Common Hazards	Standard Control Measures	√	Further Action/Comments	Ac r
4	Gate at entrance – barbed wire/padlock	Ensure barbed wire is fixed securely on the gate Ensure padlock is working <i>Gate to be kept locked and padlocked when no plot holders on site. Numbers of barrel lock to be scrambled to prevent compromising of the codes.</i>	√		
5	Lawn mowers	Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment			
6	Strimmers	Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment			
7	Rotovators	Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment			
8	Roadway surfaces (at entrance) and car park	Hampshire Highways are responsible for the maintenance	√		
9	Pesticides and fertilisers	Encourage use of organic methods. If chemical pesticides are used, tenants must wear appropriate PPE and follow instructions. Storage not permitted on site.			
10	Exposure to the sun/heat	Wear suncream/hats			
11	Exposure to the cold	Wear warm clothing			
12	Exposure to bacteria, pathogens, etc	Wear gloves when handling compost and manure			
13	Tenants Building's Safety	Inspect derelict or dangerous structures	√		
14	Rubbish	Remove from site as part of general rubbish	√		



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	Common Hazards	Standard Control Measures	√	Further Action/Comments	Ac r
		clearance <i>Plot holders to keep general rubbish tidy and remove from site as required</i>			
15	Bonfires/BBQs	No individual bonfires on site <i>Organised bonfires to be controlled and arranged by social secretary or committee</i>	√		
16	Boundaries/fencing	Boundary open <i>Trenches for water drainage need to be away from public areas to avoid slips trips and falls.</i>	√		
17	Emergency contact details	Not posted on site all plot holders to have emergency contact details <i>Details of committee contact numbers to be shared General e-mail distribution list to be shared to enable emergency communications to be sent.</i>	√		
18	Individual allotment Paths / Plots	Paths to be kept clear, responsibility of each plot holder.	√		
19	Rest of site	Pilcot farmers to provide seasonal mowing if required.	√		
20	Use of Compost bins	Compost bins should be safe and confined to the plot holders plot <i>Communal compost bin provided please see conditions of use and remove any blighted or diseased material –not to be composted</i>	√		
21	Use and storage of	Usage in accordance with manufacturer's	√		



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	Common Hazards	Standard Control Measures	√	Further Action/Comments	Ac r
	flammable substances (petrol/gas)	instructions. Not to be kept on site			
22	First Aid Kits, Fire extinguisher, Fire blanket	Contents to be checked and make sure it is in good order	√		
23	Internal gate	<i>Gates maintained by farmers. Children not to swing on gates</i>	√		
24	Hedgerow (Hitches Lane)	None supplied, no additional hedging to be grown on site that may compromise the environment. To be kept clear by farmers–no additional hedging to be planted by plot holders <i>Perimeter boundary to be kept tidy by farmers.</i>	√		
25	Sheds and greenhouses – broken glass	<i>Sheds to be erected in a safe way not to exceed dimension stipulated in buildings and structures document-no glass windows</i>	√		
26	Livestock / Bees	Chickens & Bees. <i>Chickens - to be well maintained by plot holders-see individual livestock policy- regular inspections by DEFRA representative</i> <i>Bees – to be controlled –kept in agreed area of field</i>	√		
27	Ponds/Watercourse	Ponds and waterways to be kept free of litter and not contaminated by chemicals or debris. <i>No use of chemicals or pollution of stream or waterways</i> <i>Plot holders responsible for their own children</i>	√		
28	Signs	To be provided by HAA <i>Warning signs displayed to warn intruders off the site</i>	√		



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29	Poly tunnels & other structures	No poly tunnels over 3ft. Check no glass.	√		
30	Toilets	None provided	√		
31	Communal Area	Check tool box, table and chairs are fit for purpose	√		
32	Communal shed – housekeeping	Check first aid / firefighting provision and housekeeping	√		
33	Committee Tool box	Review contents and see if anything can be done to mitigate harm from contents	√		
34	Trees	No additional trees to be planted, miniature fruit trees to be contained on plot <i>Refer to policy</i>	√		
35	Vermin	All plot holders to monitor continuously and report any sighting's to committee members <i>Risk of vermin from ill kept livestock- elected committee members to monitor and report to DEFRA if necessary</i>	√		
36	Vehicles	Parking off and on site <i>Plot holders must adhere to the highway code when visiting the plots and not park on the pavement obstructing pedestrians. Cars parked on site at the discretion of the farmers. Cars to be parked at the entrance of the field No un-authorized use of vehicles on site by persons not qualified to drive.</i>	√		
37	Water troughs	Rainwater to be stored in water butts –butts to be collected from drainage pipes from sheds if sheds allowed. <i>Communal trough to be provided by farmers</i>	√		



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	Common Hazards	Standard Control Measures	√	Further Action/Comments	Ac r
		<i>Keep free of pollution –children not to access trough. All plot holders to be responsible for their own children around water</i>			
38	Water butts	Must have lids on them	√		
39	Policy issues	Check policies			
40	Inadequate / No Liability insurance of officers and society assets	Check policy	√		
41	Violent tenants	Reported issues	√		
42	Anti-social activities on site	Report to police via 112.	√		

Further Comments/Additional information

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Hart Allotments	Issue No	2	Doc Ref:	RA2017
Risk Assessment	Issue Date	24/08/17		

Further Action Tracking Matrix

Action No	Action Owner	Due Date	Completion Date		Action No	Action Owner	Due Date	Completion Date		Action No	Action Owner	Due Date	Completion Date

N.B: The main focus of undertaking risk assessments is to identify areas where there is a significant risk, with the requirement to identify and implement controls which will reduce the level of risk to the lowest acceptable level.

As the Assessor I have considered the current and additional controls and consider this activity to have been reduced to a level that is acceptable or as low as is reasonably practicable.	Signed	Date