

# Thomson Terrace Allotments C.I.C.

## 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 plot holders 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 TTACIC Constitution and Rules, Newsletters, Web site, Audits and Membership tours
- TTACIC recommends that you keep a First Aid Kit with you at the plot.

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

Known Hazards	<b>Precaution. These are applicable to all committee members, members, working parties</b>
<b>Terrain Injury from uneven ground.</b> 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.	<b>Take care when walking.</b> 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.
<b>Injury due to unstable piles of wood, wood chip, leaf mould, green waste, metal.</b> They could contain rubbish and sharp edges.	<b>Don't climb or jump on any of these piles.</b> Children must always be supervised
<b>Personal safety</b> Plot holders 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.
<b>Muscular injury or strain from lifting heavy objects.</b>	<b>Use basic lifting technique</b> – 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.
<b>Tools and machinery</b> 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 protective clothing. Ask the Work Party Leader or Field Secretary if you are unsure. Observe those around you. The Trading Shed has a First Aid Kit
<b>Reporting concerns</b> the secretary keeps a Health and Safety Record. Visitors to the site should be made aware of any health and safety issues.	Plot holders are asked to report concerns about health and safety on their plot, or the site, to the secretary as soon as they occur.
<b>Safe disposal of hazardous material</b> Plot holders 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.	Plot holders should contact the council waste management (nearest site: Redbridge Waste) for information for the safe disposal of these or other potentially dangerous materials. These should never be burnt, placed in skips, or poured away.
<b>Members becoming unwell due to extreme weather conditions</b>	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.
<b>Risk of cuts from sharp edges on items</b>	Put any glass or items with rough or sharp edges in a safe container
<b>Risk of cuts</b> 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
<b>Fire hazards, bonfires</b>	Must follow the Oxford City Council bonfire code Familiarize yourselves with the fire procedures for the site
<b>Injury from thorns/sharp vegetation</b>	Wear gloves for protection. Be aware of the vegetation that is sharp
<b>If there is a work party, the Field Secretary will remind members and alert them to any known hazards. Ask the Field Secretary if you are unsure what to do or how to use equipment. The Trading Shed have a First Aid Kit</b>	

Updated 1 September 2023