

# Colwall Orchard Group: Safe Way of Working: SWOW16 - Allotment Tool Shed

Prepared by: Andy Ball 22 April 2021

Review: Annually thereafter (or in the event of any incident)

Reviewed by: C Blake 25 July 2022

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## **Introduction**

As part of the management of allotments at Colwall Village Garden (CVG) Colwall Orchard Group (COG) provides a communal tool shed with shared gardening tools inside that are available for allotment tenants to borrow. This document covers the arrangements for management of those shared tools.

## **General Arrangements**

The general arrangements for management of the shared tools are based upon the following key principles

- Management of the tools will be dealt with by competent persons appointed by the Allotment Working Group (AWG) of COG
- The range of tools for allotment tenants to borrow will be restricted to those hand tools (non-powered) that are likely to be commonly employed in normal domestic gardening use
- All tools will be uniquely identified and will be recorded in an inventory
- All tools will be inspected each month by a competent person and the results will be recorded in the inventory
- Arrangements will be made for removal of tools that are damaged or defective so that they are not used by allotment tenants
- The competent persons will be responsible for repairing or replacing damaged tools
- Arrangements will be put in place so that allotment tenants are aware of these management arrangements
- Guidance will be provided by the competent persons on the safe use of tools available for allotment tenants to borrow

## **Competent Persons**

- The AWG will ensure that there are at least two competent persons responsible for managing the shared tools
- The competent persons should have sufficient practical and theoretical skills and knowledge to manage and maintain/repair/replace tools as is reasonably necessary

## Range of Tools

- The range of tools for allotment tenants to borrow will be restricted to those hand tools (non-powered) that are likely to be commonly employed in normal domestic gardening use
- Tools will be likely to be provided include digging spades, border forks, shovels, rakes, hoes, shears, trowels, hand forks, secateurs
- Tools excluded will include strimmers, rotavators, powered mowers; plus other heavy duty hand tools like post rammers, pickaxes, mattocks, mauls

## Provision of a Tools Inventory

- The competent persons will be responsible for maintaining a tools inventory of the individual tools
- The inventory will be stored on the COG shared Google.Drive and will be a spreadsheet file available for COG Trustees to access
- The inventory will contain the following information
  - o A unique identifier for each tool which will correspond to an identifier permanently marked on the tool
  - o A description of each tool
  - o Notes/comments about the tool
  - o A series of columns to include the dates inspected and whom inspected by

Identifier	Description	Notes/Comments	Date Inspected	Inspected By	Date Inspected	Inspected By
S1	Spade	Handle repaired 3/12/21. Sharpened 5/12/21.	2/12/21	AS	3/01/22	AS
F1	Fork (Border)	Removed 2/12/21 due to faulty handle	2/12/21	MB		

## Monthly Inspections

- At least once a month all the contents of the tool shed will be inspected by a competent person and the results recorded on the inventory

## Removal of Damaged or Defective Tools

- A bin will be provided in the tool shed for allotment tenants to place damaged or defective tools thus excluding them from shared use
- Allotment tenants will be instructed not to use tools placed within this bin
- The competent persons will be responsible for removing any damaged or defective tools that they find in the bin or that they discover during their monthly inspections
- Allotment tenants will be requested not to introduce their own tools to the tool shed
- Tools found stored in the tool shed which do not form part of the stock recorded in the tools inventory will be removed from the tool shed by the competent persons

## Repairing or Replacing Damaged Tools

- The competent persons will be responsible for repairing/maintaining tools as appropriate, or replacing them if required
- Removal of tools from the tool shed must be recorded in the inventory
- Any new provision tools must be labelled up with a unique identifier on the tool and the tools must be recorded in the tool inventory

### **Making Allotment Tenants Aware Of These Arrangements**

- The competent persons will be responsible for ensuring that guidance is produced and permanently displayed within the shared tool shed outlining these arrangements
- New allotment tenants will be made aware of the arrangements during their induction to the site by the Allotment Manager
- A copy of the arrangements will be circulated annually with other allotment tenancy documents and allotment tenants will be required to sign that they have read and understood the guidance

### **Training Allotment Tenants In the Safe Use Of Tools**

- The competent persons will be responsible for ensuring that guidance is produced and permanently displayed within the shared tool shed describing simple and safe methods of transporting, using and storing hand tools
- New allotment tenants will be made aware of the arrangements during their induction to the site by the Allotment Manager
- A copy of the arrangements will be circulated annually with other allotment tenancy documents and allotment tenants will be required to sign that they have read and understood the guidance.