

Health and Safety Policy For Community Garden Allotment Renovation

Revision: P01

Revision History: 09.09.2023 - P01

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1. Purpose and Scope

This Health and Safety Policy outlines the commitment of Woodvale Estate Tenants and Residents Association to maintain a safe and healthy working environment for all participants involved in the renovation of the community garden allotment. It encompasses the responsibilities of all members, volunteers, contractors, and visitors.

2. Responsibilities

2.1 Management Responsibilities

- Kit Smithson, Chair: Overall responsibility for health and safety compliance, providing necessary resources, and ensuring that policies and procedures are followed.
- Robert Sedgewick, Committee Member: Designated Health and Safety Officer responsible for implementing and enforcing health and safety practices, conducting risk assessments, and ensuring compliance with relevant regulations.

2.2 Participant Responsibilities

All participants are responsible for:

- Familiarising themselves with this policy and complying with all health and safety procedures.
- Reporting any unsafe conditions, near misses, or accidents to the designated Health and Safety Officer.
- Using personal protective equipment (PPE) as provided and as appropriate for the task.
- Following safe work practices and procedures outlined in training materials provided.

3. Risk Assessment

A thorough risk assessment will be conducted before any work commences. This will include identifying potential hazards related to construction work, such as:

- Use of tools and equipment
- Lifting and carrying heavy objects
- Working at heights
- Exposure to hazardous substances
- Electrical hazards
- Tripping hazards

3.2 Personal Protective Equipment (PPE)

Appropriate PPE will be provided and must be worn at all times when working in areas with identified hazards. This may include but is not limited to:

- Hard hats
- Safety goggles
- Gloves
- High visibility vests
- Steel-toed boots

3.3 Training and Induction

All participants will receive a thorough induction outlining the Health and Safety Policy, emergency procedures, and specific hazards relevant to the project. Training will be provided for the safe use of tools and equipment.

3.4 Emergency Procedures

In the event of an emergency, participants must:

- Evacuate the area immediately using the designated escape routes.
- Assemble at the designated assembly point.
- Await further instructions from the designated Health and Safety Officer or emergency services.

3.5 First Aid

A designated first aider will be present at all times during work hours. A fully stocked first aid kit will be readily accessible. Any injuries or illnesses must be reported to the designated first aider immediately.

3.6 Reporting Incidents

All incidents, no matter how minor, must be reported to the designated Health and Safety Officer. This includes near misses, accidents, and any unsafe conditions.

3.7 Review and Monitoring

This Health and Safety Policy will be reviewed as needed in response to significant changes in the project or work environment.

4. COVID-19 Policy

4.1 Introduction

Woodvale Estate Tenants and Residents Association is committed to ensuring the health and safety of all participants involved in the community garden allotment renovation, including safeguarding against the transmission of COVID-19. This policy outlines the measures put in place to mitigate the risk of infection and provides guidelines for safe practices in the event of the COVID-19 risk returning to the UK.

4.2 Management Responsibilities

- Kit Smithson, Chair: Responsible for overseeing and implementing COVID-19 related measures.
- Robert Sedgewick, Committee member: Designated COVID-19 Compliance Officer responsible for ensuring adherence to COVID-19 safety protocols.

4.3 Participant Responsibilities

- All participants are responsible for:
 - Adhering to all COVID-19 related guidelines provided by the organisation.
 - Practising good hand hygiene.

- Reporting any symptoms or exposure to COVID-19 to the designated COVID-19 Compliance Officer.
- Preventive Measures
 - Hand Hygiene: All participants are encouraged to thoroughly clean their hands before attendance.
 - Face Coverings: Face masks or coverings are not mandatory.
 - Physical Distancing: Participants are not required to maintain physical distancing.
 - Symptom Monitoring: All participants should self-monitor for COVID-19 symptoms (fever, cough, shortness of breath, etc.) and report any symptoms to the designated COVID-19 Compliance Officer.
 - Respiratory Etiquette: Participants should cover their mouth and nose with a tissue or their elbow when coughing or sneezing.
- Sanitisation and Cleaning
 - Sanitiser will be available for sanitising high-touch surfaces, tools, and equipment (for user discretion).
- Isolation and Reporting
 - Any participant who displays symptoms consistent with COVID-19 or has been in close contact with a confirmed case must immediately remove themselves from the group and report the situation to the designated COVID-19 Compliance Officer.
- Testing and Quarantine
 - Participants who display symptoms or test positive for COVID-19 will be required to follow local health authorities' guidelines for testing and quarantine.
- Travel and Attendance
 - Participants should follow local government guidelines regarding travel restrictions and should not attend if they have recently travelled to a high-risk area.
- Review and Monitoring
 - This COVID-19 Policy will be reviewed regularly and updated as necessary in response to changing circumstances or guidance from health authorities.

Kit Smithson, Chair
 Woodvale Estate Tenants and Residents Association
 09.09.2023