

# Arrangements for Provision and Safe Use of Shared Allotment Tools

**This brief guide is intended to help you to use these shared allotment gardening tools located in this shed safely, and to make you aware of how the tools are managed.**

1. Wear suitable sturdy footwear and appropriate clothing at all times.

2. Please pay particular safety attention to the use of the following tools:-

GARDEN SPADES - work carefully and within your physical capability and do not strain your back. Keep one foot on the ground at all times and do not jump on a spade.

GARDEN FORKS - When left unused ensure the prongs are pushed firmly in the ground. Keep one foot on the ground at all times and do not jump on a fork.

WATERING CANS - Only use for water. Please do not use them to apply chemicals.

GARDEN RAKES AND GARDEN HOES - Ideally store upright. When rakes are laid on the ground, place the head teeth down to prevent anyone stepping or falling on the teeth or being knocked by an upswinging handle.

WIRE RAKES - Ideally store upright. When placing them on the ground make sure the teeth are face down, as you would with a garden rake.

3. Choose the right tool for the job. Ensure tools are used appropriately, and within their design capabilities.

4. Take care using cutting tools, consider wearing gloves and ensure other allotment users are a suitable distance away.

5. Store tools on your plot safely, ideally in an upright position. Please do not leave tools on communal paths or elsewhere off your plot where they may be a hazard to other site users.

6. Children should be supervised at all times.

7. If you find a broken or damaged tool please put it in the repair bin provided in the communal tool shed, and inform the Allotment Working Group by email at

**[allotments@colwallorchardgroup.org](mailto:allotments@colwallorchardgroup.org)**. Please do not take tools from this bin - they may be unsafe to use.

8. Please clean shared tools when you have finished using them and return them to the shed for tidy storage.

9. Please do not store your own tools in the communal tool shed. We maintain an inventory of all shared tools and they are checked regularly by an allotment representative to ensure that they are safe and fit for purpose for all to use. Any tools stored in the communal tool shed which are not recorded in the inventory will be removed from the shed.

10. Please ensure that the shed is kept locked when you do not require access to tools and do not share details of the lock combination code with others.