

# Colwall Orchard Group: Safe Way of Working: SWOW17 - Allotment Gardening

Prepared by: Andy Ball 15 August 2021

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

Reviewed by: Wendy Thompson 25<sup>th</sup> November 2021

Next review: by 30 November 2022

## Introduction

As part of the site at Colwall Village Garden (CVG) Colwall Orchard Group (COG) acts as a direct letting landlord offering 58 allotment garden plots of various sizes available for private tenants to let on annual tenancies. The management of the allotment garden plots is dealt with on a day-to-day basis by an Allotment Working Group (AWG) supervised by COG trustees.

This document provides an overview to Health & Safety arrangements specifically in relation to allotment gardening activities at the site. Broadly speaking Health and Safety responsibilities are shared between Colwall Orchard Group and individual allotment garden tenants.

## H & S Considerations for Allotment Plot Holders

- Be aware of risks to yourself and others from sharp objects, broken glass, waste timber, and objects left lying around.
- Remember that untidiness and fatigue can cause accidents.
- Wear sturdy footwear and clothing appropriate for weather conditions.
- Ensure that tetanus vaccinations are up to date.
- Cover any cuts or grazes with a waterproof dressing.
- Beware of bees, wasps and other insects which may be present on the site.
- Wear gloves when handling manure or chemicals.
- Reduce risks of tripping/slipping/general injuries by keeping plots and surrounding paths tidy and carrying out necessary repairs quickly.
- Supervise children at all times.
- Only use tools for the purpose for which they were intended.
- Make sure that you fully understand how tools should be used.
- Please park your vehicle on site considerately and beware of other site users when driving.
- Be aware that water can present a drowning risk and that some bacteria thrive in water and cause illness.
- Products such as fuels, wood preservatives, organic fertilisers, organic pesticides and organic weedkillers are toxic substances. These need to be used correctly and can be dangerous to humans, pets and plants.
- As well as damaging crops, rats and mice can carry diseases which can be harmful to humans.
- Please follow the **Arrangements for Provision and Safe Use of Shared Allotment Tools** as displayed in the communal Timber Tool Shed.
- If you are working alone it is good practice to ensure that someone knows where you are and your expected home return time, and that you carry a charged mobile phone with you.
- Please follow any health and safety signs/guidance posted by COG on site.
- If you find anything of concern with regards to Health and Safety please inform the Lead Volunteer of the Allotment Working Group or the Lead Volunteer responsible for managing the Colwall Village Garden Site by emailing [allotments@colwallorchardgroup.org](mailto:allotments@colwallorchardgroup.org) or [members@colwallorchardgroup.org](mailto:members@colwallorchardgroup.org)

## COG General H & S Arrangements

Colwall Orchard Group has an overarching **Health and Safety Policy**. The [COG Trustees](#) are responsible for H & S at Colwall Village Garden.

COG employs a series of risk assessments to study activities and decide what might cause harm. Actions are detailed to reduce the likelihood of harm occurring.

The site risk assessment relevant to the Colwall Village Garden Site is [SRA01 - Site Risk Assessment - Colwall Village Garden](#) - which details general risks applicable across the site.

The activity risk assessment relevant to allotment gardening activities is [ARA20 - Allotment Gardening](#).

A brief guide to the [Arrangements for Provision and Safe Use of Shared Allotment Tools](#) is displayed in the timber tool shed.

## Emergency Arrangements and First Aid

COG maintains a **Battle Box** containing first aid equipment and details of **H&S01 Colwall Village Garden Emergency Site Plan** within the Apple Packing Shed.

Smaller **First Aid Kits** are available in the Timber Tool Shed and the Apple Packing Shed.

**Fire Extinguishers** are available in the Timber Tool Shed and just inside both entrances to the Apple Packing Shed.

If phoning emergency services on 112 or 999 the **Address of Colwall Village Garden** is  
Opposite Cherryfields (the property over the road by the entrance)  
Old Church Road, Colwall  
MALVERN, WR13 6HB

A list of **Emergency Contact Numbers** is located outside the Timber Tool Shed.

The nearest **Public Telephone Box** is at Colwall Stone.

The nearest **Public Access Defibrillators** are at the Colwall Park Hotel and at Colwall Village Hall.

An **Accident Report Book** (used for reporting accidents and recording near misses) is located within the Orchard Room of the Apple Packing Shed. **If you have an accident or near miss please inform a Lead Volunteer of the Allotment Working Group or the Lead Volunteer responsible for managing the site** by emailing [allotments@colwallorchardgroup.org](mailto:allotments@colwallorchardgroup.org) or [members@colwallorchardgroup.org](mailto:members@colwallorchardgroup.org)

A simple **First Aid Guide** is available within the Timber Tool Shed.