



HEALTH AND SAFETY POLICY

Adopted January 2022

This Document plus any annexe/s is 3 pages long

1 Introduction

(a) Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, town council representatives carrying out duties, members of the public, bona fide visitors and volunteers.

(b) There are also environmental laws to be observed. In order to make sure that the Health and Safety policy is being adhered to, risk assessments will be carried out on the site. The details about these risk assessments are found in this policy.

2 Responsibilities

(a) Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment garden. Allotment tenants have a duty of care to anyone on their allotment, regardless of whether they have given permission for them to be there. Eden Park Allotment Association (EPAA) will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities.

(b) Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

3. Risk Assessments

(a) The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment. Risk assessments shall be carried out at least once per year, and will looking at risks for example, ground hazards e.g. broken glass on derelict plots. Risk assessments apply to the general site which includes plots, thus ensuring that allotment holders are complying with the policy, which is part of their tenancy agreement.

(b) Risk assessment shall be carried out by an officer of the association. The assessment shall include the full site and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working way around the internal boundary, the communal areas and through each allotment plot.

(c) From the assessment the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the EPAA committee. Once the risk assessment has been completed it shall be taken to the committee, who shall then decide how to deal with the identified risks. Records of risk assessments undertaken (along with remedial action notices) will be kept by the association.

4. Remedial Action

(a) The EPAA shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with the association, Rugby Borough Council (the Landlord) or the allotment tenant, depending on the nature of the issue. If remedial action is the responsibility of any person or organisation other than EPAA itself, a written notification shall be sent immediately

(b) If it is the Tenant's responsibility, a 'notice to remedy' will be provided to the tenant or alternatively, a collective "notice to remedy" will be posted at the allotment site as appropriate. The notice will detail the hazards found on the plot/s, the correction required and the deadline for completion. Allotment tenants will be reminded of their duty of care in the notice. If hazards have not been rectified by the due date for rectification, ultimately a 'notice to quit' shall be served in accordance with the tenancy agreement.

5. Emergency Action Plan

(a) In case of fire or serious accident, phone 999 on a mobile phone if available. In the case of fire or other emergency, allotment tenants and visitors should leave the allotment site immediately and gather at the fire assembly point between the main gates and Holy Mews, making sure to keep access to the main gates clear for emergency vehicles. Someone should be made responsible for opening the main gates to the allotments if the fire brigade are called. Allotment tenants should ensure that all people working on their allotment garden are accounted for. Allotment tenants are encouraged to look out for other gardeners or visitors on adjoining allotment gardens to ensure their safety and evacuation.

(b) In the case of fire or serious accident the allotment tenant must inform the EPAA committee.

6. Recording

All accidents and injuries sustained on site must be recorded in the EPAA accident book. This may be kept on or off site. If in doubt, or if the book cannot be located, please contact the EPAA committee.

7. Manual Handling

To reduce the risk of accident and injury from the lifting and moving of objects, members should follow these simple principles:

Planning to lift the load:

1. Check the approximate weight of the load. Is it within your physical ability to lift safely?
2. Is the shape awkward, is the weight evenly distributed?
3. Plan a route checking for trip and other hazards.
4. Ensure you are wearing suitable clothing including footwear.

The lift and movement:

1. Bend at the knees.
2. Keep your back as straight as possible.
3. Establish good balance.
4. Ensure good grip is achieved.
5. Use your body weight to lift the load.
6. Avoid any twisting movements.
7. Keep your arms and the load as close to the body as possible.