



Scruton Allotments Association

East Grange House, Scruton, Northallerton, DL7 0RD

www.scrutonallotments.org.uk

info@scrutonallotments.org.uk

Allotments Association - Health and Safety Policy (draft)

Introduction

Scruton Allotments Association (the "Association") recognises that health and safety is an essential element of its overall operation. All activities carry an element of risk and allotment gardening is no exception. Good gardening is safe gardening, and many risks to both ourselves and others can be easily prevented.

As a responsible organisation, the Association is committed to providing a safe and healthy environment for all plot-holders and visitors. This policy outlines the Association's commitment to promoting a safe and healthy environment for everyone, and advice on how to keep yourselves and others safe while enjoying your allotment.

Responsibilities

The Association is committed to complying with all relevant health and safety legislation and guidelines. It is the responsibility of every individual within the Association to ensure they are familiar with this policy and to comply with it at all times. The Association's officers are responsible for ensuring that all plot-holders, and visitors comply with this policy.

Under civil law, and as set out in the Occupiers' Liability Act 1957 & 1984, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors.

Risk Assessment

The Association will undertake a risk assessment of the common areas, such as the access roads and footpaths, and all communal equipment, to identify any hazards that may exist. The Association will take appropriate steps to manage or remove any identified hazards.

Accidents and Incidents

Plot-holders must report any accidents or incidents, including 'near misses', that occur on their plot or the common areas to the Association, by contacting a member of the committee or by email to info@scrutonallotments.org.uk. Incidents will be recorded in an accident book held by the committee. The Association will investigate any accidents or incidents and take appropriate action to prevent a recurrence.

It is recommended that, particularly at quiet times, plot-holders inform someone where they are, and their likely return time.

First Aid

A first aid kit is available in the communal shed. Plot-holders must familiarise themselves with the location and contents of this kit and should ensure that they have received basic first aid training. The Association will provide basic first aid training to its officers.



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Plot Safety

Plot-holders should ensure that their plot and associated accesses are free from hazard: hazards may include sharp edges, exposed nails, improperly stored tools, hazards hidden within undergrowth.

Use of Tools & Equipment

User manuals and instructions for all communal equipment is available on the Association's website: <https://www.scrutonallotments.org.uk/>. Plot-holders must familiarise themselves with the equipment before use, and contact a member of the committee if they are unsure how to use the equipment safely, or suspect that any equipment is in a faulty and/or dangerous state.

Plot-holders should acquaint themselves with the safe use, and storage, of their own tools and equipment, particularly power tools and, where necessary, wear suitable personal protective equipment.

Hazardous Products

Plot-holders must acquaint themselves with, and adhere strictly to, the guidelines regarding storage, usage and disposal of hazardous materials such as glass, pesticides, fertilisers, asbestos cement, oil, and fuel. These must be securely stored in the proper containers, and well away from possible reach by children.

Environmental Management

Plot-holders are responsible for managing their plot in an environmentally responsible manner, including the proper disposal of waste and the use of pesticides and fertilizers. The Association can provide guidance and support to plot-holders in achieving these aims.

Children and Vulnerable Adults

Plot-holders are responsible for ensuring that children and vulnerable adults are supervised at all times while on their plot or in the common areas. The Association will ensure that appropriate measures are in place to prevent harm to children and vulnerable adults while on the site.

Fire Safety

Plot-holders must not light fires on their plot unless it is within an approved fire pit or designated area. All fires must be monitored and extinguished before being left unattended. Fires must not be lit at times or weather conditions that will adversely affect other plot-holders.

The Association will ensure that fire extinguishers and other fire-fighting equipment are available in the communal shed.

Vermin

Plot-holders should be vigilant for rats, rabbits and other vermin, and inform a member of the Committee if evidence of vermin is observed so that collective action can be taken.



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Security

The Association will take appropriate steps to ensure that the common areas and shed are secure and that appropriate measures are in place to prevent theft or vandalism.

Plot-holders are responsible for securing their plot and personal property. Plot-holders should ensure that the gate is kept closed at all times, both to prevent ingress of rabbits, and egress of children. Plot-holders should report vandalism or other evidence of intruders to a member of the Committee for onward reporting to the police.

Conclusion

The Association is committed to promoting a safe and healthy environment for all plot-holders, visitors, and employees. This policy outlines the Association's commitment to health and safety and the responsibilities of the Association's officers and all plot-holders.

The Association will review this policy on an annual basis to ensure that it remains current and effective.

Last amended: 1st May 2023