

# Leatherhead Community Garden



*"Growing Together"*

Title: Health and Safety Policy

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## **A. Purpose**

The purpose of this SOP is to set out the gardens policy to provide and maintain a healthy and safe environment, equipment and systems of work on its site and areas of operation. This extends to all members, volunteers, visitors and the general public.

## **B. Scope**

This document applies to all Leatherhead Community Gardens' operations and locations, thus covering gardens, buildings and services delivered off site.

## **C. Procedures**

### **1. Health & Safety Policy Statement**

In accordance with its duty under the Health & Safety at Work Act 1974, Leatherhead Community Garden (LCG) will implement standards of Health, Safety and Welfare which fully comply with the requirements and conditions set out under the Act, and with all other relevant Statutory Requirements.

It is the aim of the LCG through its Health & Safety Policy, as far as is reasonably practicable, to ensure:

- ◆ The provision and maintenance of safe and healthy working conditions, equipment and systems of work for volunteers, and to provide such resources, information, training and supervision as is needed for these purposes.
- ◆ A risk assessment is carried out to assess the Health & Safety risks to volunteers (and others) who may be exposed as a result of their work. (Appendix I)
- ◆ Maintain good general working conditions by the provision of adequate facilities such as lighting, ventilation and protective clothing.
- ◆ Arrangements for the safe use, handling, storage and transportation of all items and hazardous substances are in place.
- ◆ Adequate information, supervision, training and instruction is provided as necessary, together with consultation, to enable all volunteers to work safely and effectively, and contribute positively to their own Health & Safety.
- ◆ Make available, supervise, train and encourage the use of all personal protective equipment.

◆ Investigate all accidents, incidents, near misses and dangerous occurrences, ensure they are correctly reported and recorded, and that corrective and preventive action is taken.

◆ Institute systems and procedures, which allow the conditions of the policy to be met in an ongoing manner with adequate recording, control and review procedures. Volunteers are reminded of the requirements to ensure that the Health & Safety Policy is observed. In particular they are required:

- To take reasonable care for their own health & safety and those who may be affected by their actions, or by their neglect;
- To co-operate fully with their employer and others to ensure that any statutory duties or requirements for Health & Safety are complied with;
- Not to intentionally, or recklessly, interfere with, or misuse, any aspect or anything provided in the interests of Health & Safety.

## **2. Volunteer Responsibilities**

All volunteers have the following responsibilities under Health & Safety, to ensure that they:

- 1) Have read and understood Leatherhead Community Gardens' Health & Safety Policy, and comply with the requirements of the Policy in accordance with the laid down rules and procedures.
- 2) Co-operate fully with Leatherhead Community Garden on all aspects of health, safety and welfare.
- 3) Take reasonable care to avoid injury to themselves or to others who may be affected by their work or actions.
- 4) Follow safe working practices when using equipment, tools and handling chemicals.
- 5) Use the appropriate personal protective equipment provided.
- 6) Do not use or operate any equipment unless they have been trained and instructed in its operation.
- 7) Report all defects in equipment and materials, and any obvious health or safety hazards.
- 8) Report all accidents, injuries, dangerous occurrences, hazards or near misses to the H&S Core Group Representative or relevant Project Manager, which must be recorded in the Accident Book.
- 9) Maintain good standards of housekeeping, especially within their own working area and where others may be expected to have access.

- 10) Are aware of the emergency procedures to be taken in the event of a fire or other emergency.
- 11) Comply with the safety rules or instructions imposed by them, when working off site on third party premises or sites, but only if these instructions conform with the requirements of the Health & Safety at Work Act.
- 12) Inform the H&S Representative or any member of the committee of any change to their state of health, either temporary or permanent, which may affect their working ability or their suitability to carry out any particular task or tasks.

### **3. Arrangements**

#### **3.1 FIRST AID**

3.1.1 Each location / project / activity should have a trained First Aider, or appointed person for First Aid, with a current certificate.

3.1.2 A first Aid box meeting statutory requirements is maintained.

3.1.3 The First Aider will regularly check the contents of the First Aid box to ensure that it is adequately stocked and that it contains all the required items and no others. It is the First Aider / appointed person's responsibility to order items and replenish the First Aid box. In practice this will be done by the H&S Representative.

#### **3.2 RECORDING AND REPORTING ACCIDENTS**

3.2.1 An accident report book is kept. All accidents, incidents and near misses must be recorded and fully investigated. The records for each incident should include the name of the casualty, circumstances, treatment given, and outcome. The details of each incident should be signed by the casualty, (if able), or advocate, and the person completing the report. The accident book will be examined at least annually as part of the review process.

3.2.2 Major accidents, dangerous occurrence and certain diseases have to be Reported under the RIDDOR Regulations 1995. This covers:

**Death or Major Injury** as a result of an accident connected with work, involving a volunteer or self-employed person working on the premises, or members of the public. These must be reported immediately (by telephone) to the Local Authority, or HSE and followed up within 10 days by a completed Accident Report Form.

**Over Three Day Injury** as a result of an accident connected with work (including an act of physical violence). F2508 Form must be completed and sent to the Local Authority, or HSE within 10 days.

**Dangerous Occurrence** If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence, which must be reported straight away (by telephone) to the Enforcing Authority, following up by an accident report form within 10 days. Further details can be found in the leaflet RIDDOR Explained. Forms are available from the web site - [www.hse.gov.uk/forms/incident/F2508.pdf](http://www.hse.gov.uk/forms/incident/F2508.pdf)

3.2.3 All accidents have potential insurance implications. There is a separate accident/claims procedure. Monthly report form (including Nil returns), to be submitted to H&S Representative, by the 1st working day of following month.

### **3.3 FIRE PREVENTION AND PROCEDURES**

3.3.1 Detailed fire precautions will vary between locations and detailed procedures will be provided at each location. It is up to the H&S Representative to ensure that the Policy set out here is interpreted appropriately and to members responsible to ensure that it is fully implemented locally and that fire risks of any activities are properly assessed and the necessary actions taken.

3.3.2 Full use should be made of advice from the local Fire Officer. Where such advice has resource implications these should be discussed with the committee. The Local Fire Officers instructions take precedence in the event of any conflict with Leatherhead Community Gardens' policy and procedures.

3.3.3 Appropriate signs must be provided for fire exits, fire routes, fire doors and fire extinguishers and Fire Assembly Point. Fire doors must comply with Health & Safety (Safety Signs and Signals) Regulations 1996.

3.3.4 There must be sufficient and appropriate fire fighting equipment at each location and these must be subject to regular inspection, testing and maintenance agreements. Appropriate staff should be familiar with the operation and application of the extinguishers.

3.3.5 Common sense and good housekeeping go a long way in preventing fires. Points to remember include:

- ◆ Keep fire doors shut at all times.
- ◆ Keep passageways and all fire and potential escape routes clear of all obstructions.
- ◆ Ensure that all waste, especially flammable materials like paper, is regularly removed.
- ◆ Ensure that materials, such as flammable gases, liquids on plastic foams, are stored in areas away from the workplace, or in fire-resistant stores.
- ◆ Store equipment, books, paper etc. tidily and away from power points and leads.

- ◆ Electricity is a major source of fire; when leaving a building, ensure that all equipment and lights are turned off.
- ◆ Make sure all staff are familiar with the Emergency Procedures, the location of escape routes, fire extinguishers and the assembly points.
- ◆ Any petrol stored for use in equipment must be stored in an approved container in a fully ventilated area, not in proximity of any naked flames (e.g. boilers, sparks) and where any electrical appliances (i.e. light switches) are appropriately protected.

### **3.4 MANUAL HANDLING**

3.4.1 The garden is subject to the Manual Handling Operations Regulations 1992, amended 2002.

3.4.2 In general, volunteers should avoid manual handling where there is a risk of injury, and see if there is an easier, safer way. Think about using mechanical help, making loads smaller, lighter, and plan a lift. As a final measure use PPE (Personal Protective Equipment) e.g. for hands and feet.

### **3.5 ELECTRICAL MACHINERY AND EQUIPMENT**

3.5.1 All electrical machinery and equipment is subject to the general procedures set out in Section 9 and only authorised and trained volunteers can use them.

3.5.2 All outdoor electrical machinery and equipment must be fitted with a 30 millieamp (maximum) residual current device (RCD), or operate through one at the mains socket.

3.5.3 Electrical machinery and equipment must never be used in the rain or where it might be sprayed with water or subject to damp.

3.5.4 All electrical equipment must be turned off when unattended and portable (mobile) equipment unplugged at the mains at the end of the day. Always switch off before plugging in or unplugging.

3.5.5 Extension leads should be laid out with due regard to access and to minimising any hazard.

## **3.6 SMOKING**

3.6.1 Leatherhead Community Garden recognises that smoking is hazardous to health. It also accepts the right of its volunteers to smoke, and the right of those who do not, to enjoy a smoke-free environment.

13.6.2 A smoking area will be established where this is practicable.

## **3.7 DOGS**

3.7.1 Leatherhead Community Garden welcomes dogs; however reasonable care must be taken by their owners to ensure they are controlled within the garden perimeter

3.7.2 Volunteers should take appropriate steps to avoid dog excrement in the gardens, given the resulting risk to health (especially to children) and Unpleasantness for all those working in the Garden. This calls for discreet vigilance by volunteers.

## Appendix I – Risk Assessment

List Hazards	List groups of people at risk from identified hazards	List existing controls or note where information may be found	List risks not adequately controlled and action to be taken where practicable
<p>Toileting</p> <p>First Aid</p> <p>Use of electrical equipment</p> <p>Eating/washing hands</p> <p>The wearing of protective equipment</p>	<p>All people involved</p>	<p>There are no toilets in the community garden. Access to toilets will only be through the front entrance of the school and visitors will be escorted through the school building to the toilets by members of staff</p> <p>At all times on site there will be access to a first aid kit if possible a first aid trained adult will be on site.</p> <p>Electrical equipment used on site will be checked for quality and appropriateness and if necessary it will be hired from a shop to ensure PAT compatibility</p> <p>Eating should only happen in designated areas and after hands have been washed</p> <p>Clothing should be appropriate for the jobs being undertaken and the weather conditions. All visitors need to note:</p> <ul style="list-style-type: none"> <li>• the need to take adequate precaution again UV rays</li> <li>• trousers not shorts should be worn</li> <li>• tops should be worn at all times</li> <li>• Footwear should be appropriate for the jobs being performed</li> <li>• Safety goggles/glasses must be worn during activities when eyes are at risk</li> <li>• Gloves to be worn when handing materials</li> </ul>	<p>Simon Woodhams Project manager is first aid qualified.</p> <p>Kitchen area to be fitted to OURS Shed</p>

Manual handling		Lifting of heavy bags requires at least 2 adults using the correct lifting posture	
Use of step ladder		Ideally visitors using step ladders should have attended a training course. The step ladders must be in good order. An adult must apply weight to the bottom step to secure it	
Clearing of the ground Dangerous litter or Debris  Brambles   Animal mess	Adults to include: Parents Staff Relatives Visitors	<p>Any suspicious items of litter or debris should be reported to the project manager and should not be touched under any circumstances. Any harmful substances will be removed or reported to the appropriate authority</p> <p>Brambles and sharp overgrowth needs to be removed from site these could cause cuts to anyone attempting to remove. Gloves to be worn at all times and be cut into small manageable sections.</p> <p>Could result in poisoning, infections, cuts and contamination to anyone coming into contact . Could lead to ill health, disease and infections.</p> <p>Should not be touched and should be removed carefully in a designated bin using an appropriate grab or shovel.</p>	
Equipment use  Power Tools   Strimmer	Adults to include: Parents Staff Relatives Visitors	<p>May cause serious injury to users and other people in vicinity. Power tools must be used by responsible adults over the age of 18. Must be used responsibly and full guidance before use, the project manager or supervisor must be satisfied that they are competent at operating the equipment before use.</p> <p>May cause serious injury to users and other people in vicinity. Strimmers must be used by responsible adults over the age of 18. Must be used responsibly and full guidance before use, the project manager or supervisor must be satisfied that they are competent at operating the equipment before use.</p>	

Hand tools		May cause moderate to serious injuries, all users must be shown how to use hand tools correctly and the project manager or supervisor must be satisfied that they are competent at operating the equipment before use.	
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**SOP Link Reference List**

<b>SOP Number</b>	<b>SOP Title</b>

### Version Control Log

Version No.	Page No.	Section	Change Details
001		N/A	New SOP