

Western Wards Allotment Association

Health and Safety for the Allotment

RISK ASSESSMENT

Dated 23 March 2017 Issue 1.2

No.	Hazard	Person at risk	Control / Monitoring
1.	Blisters, minor cuts, abrasions	Members, Visitors	<ol style="list-style-type: none"> 1. Wear sturdy work gloves, not fabric 2. Keep hands as clean as possible 3. Keep up to date with tetanus inoculations 4. First aid kit on site should contain plasters and wipes
2.	Accidents with tools	Members, Visitors	<ol style="list-style-type: none"> 1. Wear boots and other appropriate P.P.E. 2. Inspect site prior to work 3. Exclude non-members if necessary 4. Keep tools well-maintained to be safe to use and always store safely 5. Discard all faulty equipment 6. Only use appropriate tools in correct manner 7. Get basic training in tool safety (power tools) 8. Where non-standard, eg powered, equipment is required, seek appropriate advice <p>For example, ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool.</p>
3.	Sharps: needles, razor blades etc.	Members, Visitors	<ol style="list-style-type: none"> 1. Do not lift leaves etc. with hands 2. Use rakes etc. 3. Wear boots and gloves 4. Inform site manager if sharps are found 5. Do not compact with feet or hands. For example, do not force items into waste bags with hands and feet.
4.	Moving, lifting or handling loads	Members, Visitors	<ol style="list-style-type: none"> 1. Assess load and location 2. Seek help if required 3. Get basic training in manual handling
5.	Bonfires. (Reference tenancy agreement section 7)	Members	<ol style="list-style-type: none"> 1. Do not use any type of fuel oil on the fire 2. Have access to a water supply or buckets of water to hand
6.	Uneven ground, trip hazards	Members, Visitors	<ol style="list-style-type: none"> 1. Be aware of the state of ground being worked on 2. Wear footwear with a good grip 3. Take extra care if working on slippery ground 4. All access routes must be kept free from materials and debris
7.	Bacterial infections	Members, Visitors	<ol style="list-style-type: none"> 1. Be aware that illness and infection can be caused by poor garden hygiene 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening 3. Wash hands thoroughly before eating 4. Cover cuts or grazes with waterproof dressings while working in the garden 5. Garden produce should be washed thoroughly before eating
8.	Plant allergies	Member, Visitors	<ol style="list-style-type: none"> 1. Be aware you may be allergic to certain plants and if so, do not use them 2. Try to wear gloves at all times 3. Wash hands thoroughly at the end of each session

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9.	Garden chemicals	Members	1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by the plot holder. All chemicals should be kept in a locked container / shed away from children.
10.	Sunburn	Members, Visitors	1. Wear suitable clothing. Example hats, long sleeves and trousers 2. Wear a high factor protective sun cream 3. Drink adequate fluids to stay hydrated (not from taps on site) 4. Take breaks when required. For example be aware of the side-effects of your medication.
11.	Hypothermia	Members, Visitors	1. Wear warm outdoor clothing – waterproof clothing if required
12.	Fire	Members, Visitors	1. Emergency evacuation procedures to be in place and understood by all participants (Shop) 2. No smoking in enclosed spaces or near garden chemicals
13.	Bee and wasp stings	Members, Visitors	1. Be aware of environment and do not provoke bees or wasps 2. Stay clear of bee or wasp hives/nests 3. If stung by bee or wasp please seek help. Information on notice board. 4. Leave area if necessary
14.	Greenhouse	Members	1. Be aware of state of your greenhouse and seek help if panels etc. are damaged. Gloves and safety glasses to be used when removing broken panels. 2. The greenhouse should be disinfected once a year
15.	Composting	Members	1. Wear gloves and mask when turning compost heaps and wash hands thoroughly afterwards
16.	Animal manures	Members	1. Wear gloves when handling animal manures and wash hands thoroughly afterwards
17.	Water butts	Members, Visitors	1. Garden produce and hands should not be washed with water from the water butts. Do not drink the water from a water butt.
18.	Project work being carried out on site	Volunteers, members and contractors	1. Wear the correct personal protective equipment (PPE) for example, high visibility jacket, safety footwear, safety eyewear. 2. Exclude other members if necessary by taping off work area. 3. Read and understand method statement
19.	Rodents	Members, Visitors	1. Be aware of state of shed and wear gloves if necessary 2. No food products are kept in the shed 3. No waste is kept or left in the shed 4. Shed checked and cleaned if necessary 5. Pest –control substances will be handled by plot holder

GROUND RULES FOR ALL PLOT HOLDERS

To be adhered to by all users of the allotment site:

- This Document shall be read in conjunction with the Allotment Tenancy Agreement.
- It is advisable to have a first aid kit available.
- Everybody needs to be willing to share, co-operate and communicate.
- Everyone must take personal responsibility for his/her safety, particularly if working on their own.
- At all times, everyone using the allotment site must act in a responsible, considerate manner; mindful of others working on the site.
- Keep all gates shut and when provided, locked.

Date.....

Site Manager

Site

Next Review ...March 2018.....