

Health and Safety policy at Bovey's Community Garden at Parke

When people join as Community Gardeners:

Get them to put their name, in the work-records book and put in the phone number of a partner/friend/neighbour who could be contacted if they felt unwell.

Ask if they have any medical condition that could affect them while working at the garden; note it down, including any actions needed if they were unwell; if they wish, this should be kept confidential.

Our responsibility:

We are encouraging Community gardeners to take responsibility for their own safety and their children's, but we also have a responsibility to them, so we should make a brief risk assessment of possible accidents, at the garden. Here is an example. We should be able to put together 10 or 12 that cover most of the things we do. We should always tell the group about the main risks at the start of the task. If we laminated the table, we could display it. As a general guide, if the likelihood x seriousness = more than 20, we need to do something to reduce the risks.

possible accidents	likelihood 1-10	seriousness 1-10	likelihood x seriousness	actions to prevent
hurting back while digging with spade	2	4	8	advise people to dig for max 30 mins if unused to it and only dig small spadefuls
cutting hands on pieces of glass	2	3	6	Ask people to carefully remove pieces of glass to a bin.

On every workday:

Introduce any new volunteers.

Make sure everyone knows where the toilet is and where drinking/washing water are.

Make sure everyone knows where the First Aid kit is - and if there is a trained first aider, who it is.

If anyone hurts themselves or is ill enough to need to see a doctor, make sure it is recorded in the accident book.

Make sure that anyone with children (under 16) knows that they are responsible for their child's safety.

Outline the day's tasks one by one, including why they need doing and describing / demonstrating the safe use of any tools needed.

The most important rule is always to keep a safe working distance - out of reach of anyone else or their tool, or any missiles they might throw - and making sure that no one is too close to you. It is better to stop to talk, rather than work too close together so you can chat.

Take some trouble to make sure that small/less strong people don't find themselves landed with a big spade/shovel/barrow.

Changing tasks every 30-45 minutes will result in less sore muscles at the end of the day!

Keep an eye on anyone with a known health problem.

