



Burley Model Allotments

Health and Safety Policy

This is the statement of the general policy and arrangements of Burley Model Allotments

The secretary has overall and final responsibility for health and safety

Why we need a Health and Safety Policy?

To reduce claims against the Association

To control the risks to people using and visiting the site and Trading Hut

To control the risks to people involved in maintenance and upkeep of the Trading Hut and site

To demonstrate that the Association have exercised 'reasonable care' to prevent injury, damage or other losses from arising.

Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks at the allotment site and the Trading Hut.	Secretary Burley Model Allotments	Ensure that regular inspections of the site are carried out and that a risk assessment is made prior to events in and around the Trading Hut
Provide clear instructions and information, and adequate training, to ensure volunteers understand health and safety issues	Secretary Burley Model Allotments	Ensure that all risk assessments are discussed with volunteers and that copies are available to view
Implement emergency procedures – evacuation in case of fire or other significant incident.	Secretary Burley Model Allotments	Maintain adequate safety measures are in place in case of emergency situations and that volunteers are aware of their roles and responsibilities in case of an emergency
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Secretary Burley Model Allotments	Deliver safe and healthy operating conditions to the allotment site and ensure all machinery is serviced correctly and that all substances and chemicals are stored safely



Burley Model Allotments

Risk Assessment Policy

Maintenance and Repairs

Much of the maintenance and repairs done to the hut are carried out by self-employed workers who are responsible for their own Health and Safety as well as work hours, tax and national insurance issues.

It is however good practice to ensure the results of the risk assessment is brought to the attention of those using, visiting, or working in the hut or the site.

Name of person carrying out the Risk Assessment	Date of Assessment	Organisation Name
		Burley Model Allotments

General Health and Safety Issues

It is the plot holder's responsibility to ensure their own safety and that of others while at Burley Model Allotments Association. An allotment site by its very nature is a very hazardous place. It is imperative that everyone using or visiting the site takes health and safety; both their own and that of family and visitors extremely seriously. All members of the Association have a duty of care to themselves and others (whether a person is legitimately on their allotment or not), this includes the use of all shared facilities and services supplied by the Association

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
Trip's and slips.	Volunteers, members of the allotment and the public may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out and carpets rugs and other trip hazards are checked regularly	Continually monitor for loose carpets.	All.	From now onwards.	13/09/18
		Ensure access to cleaning equipment; mops, buckets, dustpan and brushes are readily available.	Ensure there are enough cleaning products.	All.	From now onwards.	13/09/18
		Ensure that all areas are kept clear, e.g. no boxes or other hazards are left out.	Ensure all areas are kept clean and tidy.	All.	From now onwards.	13/09/18
		Maintain all areas and ensure they are well lit.	Ensure that bulbs are changed.	All.	From now onwards.	13/09/18
		Ensure that all deliveries are stored in a safe and expeditious manner.	Ensure deliveries are put away immediately.	All.	From now onwards.	13/09/18



Burley Model Allotments

General Health and Safety Issues

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
Outside areas to be maintained as evenly as possible to avoid trip hazards.	Volunteers, members of the allotment and the public may be injured if they trip over objects or in outside areas.	Carry out regular monthly inspections of the site to monitor potential hazards.	Monthly Inspections	Committee members.	Monthly From now onwards	13/09/18
		Ensure that the area around the Trading Hut is kept clear of obstructions.	Weekly Inspection	Committee members.	Weekly from now onwards.	13/09/18
Breakages, glass cups etc.	Volunteers, members of the allotment and the public may be injured with broken glass etc.	Ensure access to cleaning equipment; mops, buckets, dustpan and brushes are readily available.	Continually monitor.	All.	From now onwards.	13/09/18
Mats outside entrances to stop rainwater entering the Trading Hut	Volunteers, members of the allotment and the public may be injured if they trip over loose mats or slip if water enters the Trading Hut.	General good housekeeping is carried out. Ensure all mats are in good condition and are not a trip hazard.	Continually monitor.	All.	From now onwards.	13/09/18
		Ensure access to cleaning equipment; mops, buckets, dustpan and brushes are readily available.	Continually monitor.	All.	From now onwards.	13/09/18

Equipment

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
Access to equipment such as Grass Strimmer's, Hedge clippers and wood chipper.	Volunteers and members or officers of the committee.	Training is given to all users of machinery and safety equipment is issued when using machinery; such as Helmets, Safety Glasses, Gloves etc.	Ensure volunteers and members or officers of the committee. are trained to use the equipment	Secretary.	From now onwards.	13/09/18



Burley Model Allotments

Electrical

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
Power to the Trading Hut	Volunteers, members of the allotment and the public may be injured if the electrical supply is faulty.	Ensure that all electrical installations are carried out by a qualified electrician and regularly checked including; lights, power outlets and water heaters.	Regular safety checks by a qualified electrical contractor.	Secretary.	Annually.	13/09/17
Electrical equipment trailing wires or cables, use of circuit breakers	Volunteers, members of the allotment and the public may be injured if equipment is left or set up in an unsafe condition.	Ensure that all equipment used is set up safely and is there are no hazards from trailing cables, wires etc.	Continually monitor.	All.	From now onwards.	13/09/18
Portable Appliance Testing	Volunteers, members of the allotment and the public may be injured if electrical equipment is not PAT tested.	Ensure that all equipment used is PAT Tested	Regular safety checks by a qualified electrical contractor.	Secretary.	Annually.	13/09/17
Access to the main power supply	Volunteers, members of the allotment and the public may be injured if the electrical supply is faulty.	Ensure main supply can be turned off in an emergency	Ensure volunteers are trained regarding the main power supply.	Secretary.	From now onwards.	13/09/18
		The Main supply has been moved to a more accessible area.	Ensure volunteers and members or officers of the committee know where the main power supply is.	Secretary.	From now onwards.	13/09/18



Burley Model Allotments

Events

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
General Trip Hazards in the Trading Hut and to external areas	Volunteers, members of the allotment and the public may be injured if they trip over objects or slip on spillages.	Check general safety issues prior to any events on site.	Prior to events on site.	Secretary.	By event	27/09/18
		Ensure access to cleaning equipment; mops, buckets, dustpan and brushes are readily available.	Ensure there are enough cleaning products.	All.	From now onwards.	13/09/18
Access to clean water supply for apple pressing.	Volunteers, members of the allotment and the public may be affected if clean water is not available on site.	General good housekeeping is carried out.	Continually monitor.	Secretary.	On day of Event	27/09/18
		Check supply to the Trading Hut and stand pipes on the site.	Continually monitor.	Secretary.	On day of Event.	27/09/18
Sterile Area for Apple Pressing	Volunteers, members of the allotment and the public may be injured if water is spilt or area not sterile.	General good housekeeping is carried out.	Continually monitor.	All.	On day of Event.	27/09/18
		Purchase sterilizing solution.	Continually monitor.	All.	On day of Event.	27/09/18
Specialist equipment for apple pressing	Volunteers, members of the allotment and the public may be injured if the equipment is misused.	Training is given to all users of machinery and safety equipment is issued where applicable.	Ensure volunteers are trained to use the equipment	Secretary.	On day of Event	27/09/18
Marquees for Annual General Meeting or the Annual Show	Volunteers, members of the allotment and the public may be injured if the marquees are not erected correctly	Make sure that all marquees and temporary structures are put up in accordance with the manufacturer's instructions	Ensure volunteers are trained to erect temporary structures correctly	Secretary.	On day of Event	27/09/18
Electrical equipment trailing wires or cables, use of circuit breakers	Volunteers, members of the allotment and the public may be injured if equipment is left in an unsafe condition.	Ensure that all equipment used at events is set out safely and is there are no hazards from trailing cables, wires etc.	Continually monitor.	All.	On day of Event	27/09/18
		Ensure that circuit breakers are used where necessary.	Ensure volunteers are trained to use the equipment	Secretary.	On day of Event	27/09/18



Burley Model Allotments

Fire

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
Fire in the Trading Hut.	Volunteers, members of the allotment and visitors may be injured if a fire breaks out in the Trading Hut.	Switch off electrical equipment when not in use.	Continually monitor.	All.	From now onwards.	13/09/18
		Keep sources of ignition well away from flammable materials or substances.	Continually monitor.	All.	From now onwards.	13/09/18
		Make sure any firefighting equipment on site works and that everyone expected to use it knows how to do so safely.	Continually monitor.	Secretary.	From now onwards.	13/09/18
		Reduce the risk of arson – minimise the build-up of rubbish and store it in a safe place.	Continually monitor.	All.	From now onwards.	13/09/18
		Ask everyone to be vigilant to the risk of fire and report any concerns.	Continually monitor.	All.	From now onwards.	13/09/18
		Take special care to minimise the possibility of a false alarm.	Continually monitor.	All.	From now onwards.	13/09/18
		Keep the building secure.	Continually monitor.	All.	From now onwards.	13/09/18

Other Emergency Situation

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything to control this risk?	Action By Who?	Action By Date	Date Done
A major incident at the Allotments site including; medical, fire, severe weather, chemical spill or problems with a structure (marquee or Trading hut).	Volunteers, members of the allotment and visitors may be injured if there is a major incident at the Allotments site.	Follow the emergency evacuation plan.	Annually monitor plan.	Secretary.	From now onwards.	13/09/18