POLICY & PROCEDURE: HEALTH AND SAFETY

Effective Date: 1-10-2013

Version Date: 01-10-2013 Version Number: 001

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Buckingham Edible Woodland Group

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# A. Purpose

The purpose of this procedure 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 group members, volunteers, visitors and the general public.

# B. Scope

This document applies to all Buckingham Edible Woodland Group 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, Buckingham Edible Woodland Group (BEWG) 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 BEWG through its Health & Safety Policy, as far as is reasonably practicable, to ensure:

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 the council 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 Buckingham Edible Garden Health & Safety Guide, and comply with the requirements of the Policy in accordance with the laid down rules and procedures.
2. Co-operate fully with BEWG 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 BEWG member, 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 an 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 BEWG member 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

Each location / project / activity should have a BEWG, or appointed person for basic First Aid, and compliance with health and safety procedure.

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

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.

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.

### 3.3 MANUAL HANDLING

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

3.3.2 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.

### 3.4 ELECTRICAL MACHINERY AND EQUIPMENT

3.4.1 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.

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

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

3.4.4 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.

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

# Safety Guide to all

**Toilets**

There are no toilets in the community garden. Access to toilets will be at the town center toilets.

**First Aid**

When external volunteers are present, there will be access to a first aid kit. If possible a first aid trained adult will be on site. However, persons who are experienced gardeners are expected to understand the required level of first aid for general tasks in the woodland.

First aid available at a pharmacy in Buckingham, or Tesco (sunday 10 – 4pm) 0845 6779092

**Protective equipment**

Clothing should be appropriate for the jobs being undertaken and the weather

conditions. All visitors need to note:

· the need to take adequate precaution again UV rays

· tops should be worn at all times

· Footwear should be appropriate for the jobs being performed

· Safety goggles/glasses must be worn during activities when eyes are at risk

· Gloves to be worn when handing materials

**Washing**

Hands must be washed after the work in the garden.

**Lifting**

Lifting of heavy bags requires at least 2 adults using the correct lifting posture

**Ladders**

Ideally anyone using step ladders must be versed in its correct use. The step

ladders must be in good order. An adult must apply weight to the bottom step to secure it

**Clearing of the ground**

Any suspicious items of litter or debris should be reported to a member of the Group and should not be touched under any circumstances. Any harmful substances will be removed or reported to the appropriate authority

**Sharp plants**

Brambles and sharp overgrowth needs to 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.

Could result in poisoning, infections, cuts and contamination to anyone coming into

contact . Could lead to ill health, disease and infections.

**Animal mess**

Should not be touched and should be removed carefully in a designated council bin using an appropriate plastic bag or shovel.

**Use of electrical equipment**

Electric tools may cause serious injury to users and other people in vicinity. However, it is assumed that electrical equipment is not to be used on site, unless by a fully trained person, or the owner of the equipment themselves.

 Power tools must used by responsible adults over the age of 18. the BEWG member must be satisfied that they are competent at operating the equipment before use.

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.

Strimmers must used by responsible adults over the age of 18. Must be used responsibly by the owner of the equipment, the BEWG member must be satisfied that they are competent at operating the equipment before use.

# Risk Assessment

Buckingham Edible Woodland RISK ASSESSMENT (Sample)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task & Hazard | Maximum Consequences | Persons | Likelihood | Risk Level | Control Measures |
| Use of hand tools:Old & faulty tools | Minor injury | Group & volunteers | Unlikely | Low | Conduct pre-use inspection, use own tools. |
| Incorrect use | Minor injury | Volunteers | Possible | Medium | Ensure volunteers have instruction prior to use. Wear appropriate PPE including gloves, long sleeves and/or long trousers. Ensure person who is skilled in gardening is present. |
| Working, bending over | Moderate injury | Volunteers | Possible | High | Ensure volunteers know how to work gardening for long periods of time. |
| Working, trip hazard | Minor injury | Group, Volunteers, Public | Possible | Medium | Ensure tools are left on the ground safely, and taken home after use. Verbally warn volunteers. |
| Falling branches, trees. | Major | Group & volunteers | Unlikely | Medium | Visual inspection of willow branches after windy conditions. Periodic inspection. Inform council if problem exists.  |
| Inappropriate conduct towards children | Wellbeing, major | Group & volunteers | Unlikely | Medium | Children are not allowed to work on site unless the express permission and supervision of their parents.School trips under teacher control at all times. |
| Wellbeing, major | Public | Unlikely | Medium | Area currently public parkland, ensure open visibility around the garden |
|  |  |  |  |  |  |
| Outside work – exposure to weather | Sunburn, heatstroke, Minor | Volunteers | Likely | Medium | Wear suitable clothing, broad brimmed hat and sunscreenDrink adequate fluids to stay hydratedConsider starting and finishing earlier in hot weather to avoid the hottest part of the dayTake breaks when requiredRotate tasks to shaded areas  |
| Working near water, drowning | Major | Volunteers, public | Unlikely | Medium | Ensure volunteers are aware of water in the scrape, and the location of the river. |
|  |  |  |  |  |  |
| Unusual working or special project (power tools, chemicals, heavy equipment) | Major | Group, volunteers and public | Unlikely | Medium | Any work that is not in the normal routine of the garden must be assessed separately and in consultation with a skilled practitioner. Contact a member of the group for further advice. |
|  |  |  |  |  |  |

(Adapted from Raymond Terrace Community Garden Risk Assessment)

Risk Assessment Matrix

For use with the Risk management guide

The purpose of the risk assessment is for the group to think of the potential risks to other group members, unskilled volunteers, and the general public.

1. Consider what can go wrong.
2. Determine how bad the outcome could be – consequence
3. Determine how likely it is to happen – likelihood
4. Calculate the risk level

**Three types of persons have been identified:**

Group – members of the woodland group, that have gardening experience and knowledge of risks.

Volunteers – persons who may be permitted to assist in the working of the woodland, but may not have gardening experience or skills.

Public – anyone who uses the park.

**Consequence: What harm could happen as a result of the identified risk?**

|  |  |
| --- | --- |
| Descriptor | Examples |
| Insignificant | Injuries not requiring first aid |
| Minor | First aid required |
| Moderate | Medical treatment required |
| Major | Hospital admission, disability or death |

**Likelihood: What is the likelihood of the determined consequence occurring?**

|  |  |
| --- | --- |
| Descriptor | Examples |
| Almost certain | Is expected to occur in most circumstances |
| Likely | Will probably occur in most circumstances |
| Possible | Could occur at some time |
| Unlikely | Not likely to occur in normal circumstances |

**Risk levels matrix**

|  |  |
| --- | --- |
| **Likelihood** | **Consequences** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Possible** | Low | Medium | High | High | Very high |
| **Likely** | Medium | Medium | High | High | Very high |
| **Almost certain** | Medium | High | High | Very high | Very high |

**Recommended action**

Very high: Act immediately to lower the risk level to as low as reasonably practicable.

High: Constantly observe and identify when the activity may occur.

Medium: Periodically review.

Low: Be aware.

In the event of an emergency, either contact the council or dial 999.

The council are responsible for the existing willow, mature trees, and the general parkland. Please contact Ian Hopcroft, AVDC 01296-585858. Or Gareth Bird, AVDC 01296-585228

The Transition group is responsible for the area of the edible woodland, identified by new planting.

Ultimately, it is down to responsible common sense when and how to act, irrespective of anything in this document. Following this document does not ensure safety, unless it is combined with thought and skill on how to act. If you have any questions or unsure, please contact John Mortimer on 07772 285982.

Taken from Griffith University Health and Safety Risk Assessment Process

**Version Control Log**

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