



HEALTH AND SAFETY POLICY

All activities carry an element of risk and allotment gardening is no exception. All Coton Community Allotments Association (CCAA) members (referred to as 'plotters' throughout this document) are asked to take health and safety requirements seriously and, at the same time, approach the issue sensibly. All plotters, along with their families and friends using the CCAA site, have a duty of care to act responsibly and comply with all aspects of the current Site Rules, copies of which are available on the website and within the communal shed on site.

All plotters (new and existing) have a responsibility to anyone on their plot, regardless of whether they have given permission for them to be there. Although allotments can never be fully secure, keeping the site tidy and attractive is one of the best ways of deterring anti-social activity, theft and vandalism and promoting a healthy and safe environment for all.

This CCAA health and safety policy is implemented through the following:

- The CCAA Constitution and current Site Rules;
- The CCAA Health and Safety Manual, which includes this health and safety policy, along with the accompanying health and safety risk assessment and method statements;
- Regular updates provided by the committee via email and hard copy;
- Provision of information on the CCAA website; and
- Site inductions for new association members undertaken by the Secretary or other CCAA committee member.

INFORMATION ON HEALTH AND SAFETY FOR ALL CCAA PLOTHOLDERS

The following **must** be noted by all CCAA plotters:

- During the programme of site clearance, the CCAA committee has been actively working towards ensuring that plots are clear of hazards at the time of leasing to a new plotter and advising them of any remaining problems;
- New plotters are advised about known health and safety risks or hazards associated with the site. **Copies of the site health and safety risk assessment are provided on the website and within the communal shed;**
- Plotters can spend long periods on their plot and are advised to let someone know they are there;
- Plotters are asked to report concerns about health and safety on their plot, or the site, to the committee as soon as they occur. The secretary maintains a Health and Safety Record;
- Named contacts are included on our website and regularly posted on the Notice Board at the site;
- Visitors to the site should also be made aware of any ongoing health and safety issues by the plotter who has invited the visitors on to the site;
- A First Aid kit is available within the communal shed and members are encouraged to inform themselves about First Aid matters for their own safety;

- Incidents are recorded in the Health and Safety record maintained by the Secretary and reported to members so that we can all learn;
- Plotholders may be asked to volunteer for working parties from time to time to help out with projects to maintain and develop the site. Working party members are advised about the safe use of tools and to have a duty of care for themselves and other members. **Copies of method statements for all typical working party activities are provided on the website and within the communal shed;**
- Fences and gates have been renewed recently and all members are asked to keep the gates locked at all times;
- Plotholders are asked to report any incidents of vandalism to the committee and to the police and to obtain an incident number;
- Plotholders have a duty of care to store, use and dispose of glass, pesticides, fertilisers, oil, petrol; and any other potentially harmful substances. These must always be stored well out of reach of children and locked away;
- Plotholders should contact the council waste management department for information for the safe disposal of surplus pesticides and fertilisers, asbestos-cement or other potentially dangerous materials. These should never be burnt, placed in skips, or poured away. **If suspected asbestos cement is found on plots, this should be notified immediately to the committee who will arrange for it to be removed and disposed of appropriately;**
- The committee report Health and Safety risks to their landlord, the Berwick Estate;
- Rats may be a problem and members are asked to turn compost regularly and report problematic infestations; and
- Ponds are not permitted on plots, primarily because of the potential for young children to drown in even very shallow water.

Issued by Simon Howard, CCAA Chair

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