



DUNTON COMMUNITY GARDEN GROUP

Health and Safety Policy

Policy Statement

Dunton Community Garden Group (DCGG) believes that no volunteers, staff or visitors should be subjected to avoidable safety incidents or exposed to avoidable health risks.

Scope of policy

All people visiting the garden at Great Close.
All people attending DCGG events
Anyone consuming produce provided by the Group.

Purpose of this policy

It is the aim of DCGG to provide a safe environment for visitors and workers.

Elements of the policy

WORKING ALONE

If a volunteer or staff member is uncomfortable about being at Great Close alone (either because no-one else is due in, or someone has to leave), they should either leave a message in a visible place or let someone know and the either go home or to a place where they feel safe.

SAFETY OFFICER

A Safety Officer will be nominated who is responsible for this policy being carried out. The name of the Safety Officer shall be displayed in the crew room at Great Close. Matters relating to health and safety should be raised with a supervisor or the Safety Officer. Before using any equipment for the first time, instruction must be given.

MACHINERY AND WORK EQUIPMENT

The Group will ensure as far as is reasonably practicable that all machinery and other work equipment is suitable for intended use and is properly maintained and used. Operator presence controls on any machinery must not be disabled. Tools must be used only for the purpose for which they were intended. Points of forks, shears, etc should always point downwards

MANUAL HANDLING, STORAGE AND USE OF SUBSTANCES

The risks associated with the handling, storage and use of substances in the garden will be assessed and appropriate means of preventing injury as far as reasonably practicable devised. Flammable fuel will be stored in appropriate containers and labelled accordingly. Equipment using such fuel will be re-fuelled in the open air.

ELECTRICAL EQUIPMENT

The safety of all electrical equipment will be checked annually. Any suspected fault in the interim is to be reported to a supervisor.

PROTECTIVE EQUIPMENT

Where protection from injury is not otherwise available, protective equipment such as eye protection, ear defenders, gloves and boots must be worn.



Dunton Community Garden Group

Registered charity no. 1113186

FIRE PROCEDURES

The Garden will have a Fire Officer. The name of the Officer will be displayed at Great Close. Employees and volunteers are to be aware of where fire extinguishers are and an emergency evacuation procedure is in place. Meeting points are sign posted. Fire evacuation procedures will be explained to any visiting party.

FIRST AID

The Garden will have a First Aid Officer. The name of the Officer will be displayed at Great Close. Employees and volunteers are to be made aware of where First Aid resources are.

OTHER

Take care when working on uneven surfaces and steps.

Be aware of the potential for harm from the glass in the greenhouse

All accidents must be reported and logged.

All broken or damaged tools must be reported.

Responsibilities

The responsibility for ensuring as far as reasonably practicable the health and safety of employees and volunteers and other users of the Garden rests with the Group's committee. The Safety Officer is responsible for this policy being carried out and for ensuring the preparation, implementation and review of risk assessments, safe working practices and appropriate training.

Employees and volunteers are expected to co-operate with the Group in taking reasonable care for the health and safety of themselves and others and using correctly protective equipment and safe working procedures.

Responsibility to report any potential or actual health and safety issues lies with all employees and volunteers.

Monitoring

The log will be examined at each committee meeting.

Adopted June 2011