



PROMOTING RECOVERY IN MENTAL HEALTH

## Health and Safety for the Meristem Allotment

Pillar Kincardine Policy - Garden Safety - Revised version adopted 18 October 2011

<b>Risk Assessment</b>		
<b>Hazard</b>	<b>Person at risk</b>	<b>Control / Monitoring</b>
Blisters, minor cuts, abrasions	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear work gloves, not fabric.</li> <li>2. Keep hands as clean as possible.</li> <li>3. Keep up to date with tetanus inoculations.</li> <li>4. First aid kit on site should contain plasters and wipes.</li> </ol>
Accidents with tools	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear boots or other appropriate footwear.</li> <li>2. Inspect site prior to work.</li> <li>3. Exclude public if necessary.</li> <li>4. Keep tools well-maintained to be safe to use.</li> <li>5. Discard all faulty equipment.</li> <li>6. Only use appropriate tools in correct manner.</li> <li>7. Get basic training in tool safety.</li> <li>8. Where non-standard, eg powered, equipment is required, seek appropriate advice.</li> </ol> <p style="text-align: center;"><b>e.g. Ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool</b></p>
Sharps: needles, razor blades etc	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Do not lift leaves etc with hands.</li> <li>2. Use boards / rakes etc.</li> <li>3. Wear boots and gloves.</li> <li>4. Use sharps box to discard any sharps.</li> <li>5. Do not compact with feet or hands.</li> </ol> <p style="text-align: center;"><b>e.g. Don't force anything into waste bags with hands or feet.</b></p>
Moving, lifting or handling loads	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Assess load and location.</li> <li>2. Seek help if required.</li> <li>3. Get basic training in manual handling.</li> </ol>
Uneven ground, trip hazards	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Be aware of the state of ground being worked on.</li> <li>2. Wear footwear with a good grip.</li> <li>3. Take extra care if working on slippery ground.</li> <li>4. All access routes must be kept free from materials and debris at all times.</li> </ol>
Bacterial infections	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Be aware that illness and infection can be caused by poor garden hygiene.</li> <li>2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Wash hands carefully before eating.</li> <li>4. Cover cuts or grazes with waterproof dressings while working in the garden.</li> <li>5. Garden produce should be washed thoroughly before eating.</li> </ol>
Plant allergies	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Be aware you may be allergic to certain plants and if so, please advise staff where known allergies exist.</li> <li>2. Try to wear gloves at all times.</li> <li>3. Wash hands thoroughly at the end of each session.</li> </ol> <p><b>e.g. Advise staff if you are aware of any allergies</b></p>
Garden chemicals	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by staff only.</li> </ol>
Sunburn	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear suitable clothing.</li> <li>2. Wear a high factor protective sun cream. Pillar Kincardine will supply this; however it is the individual's own responsibility to use it.</li> <li>3. Drink adequate fluids to stay hydrated.</li> <li>4. Take breaks when required.</li> </ol> <p><b>e.g. Be aware of the side effects of your medication.</b></p>
Hypothermia	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear warm outdoor clothing – waterproof clothing if required.</li> </ol>
Fire	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Emergency evacuation procedures to be in place and understood by all participants.</li> <li>2. No smoking in enclosed spaces or near garden chemicals.</li> </ol>
Bee and wasp stings	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Be aware of environment and do not provoke bees or wasps.</li> <li>2. Stay clear of bee or wasp hives / bikes.</li> <li>3. If stung by bee or wasp please seek help from staff.</li> <li>4. Leave area if necessary.</li> </ol>
Greenhouse	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Be aware of state of greenhouse and seek help from staff if panels etc are damaged.</li> </ol> <p><b>e.g. Be aware of thresholds</b></p>
Composting	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Avoid turning compost heaps.</li> <li>2. We strongly advise that you wear a face mask and gloves when turning compost heaps.</li> </ol>
Animal manures	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.</li> </ol>
Water butts	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Garden produce and hands should not be washed with water from the water butts.</li> </ol> <p><b>e.g. Do not drink from the water butts</b></p>
Work in public spaces	Staff, volunteers and members	<ol style="list-style-type: none"> <li>1. Wear high visibility jackets.</li> <li>2. Exclude public if necessary.</li> </ol>

## **Ground Rules for Garden Groups**

### ***To be adhered to by all users of the garden:***

- No alcohol should be consumed before or while gardening.
- Ashtrays to be used for cigarette stubs.
- Have first aid kit available at all settings.
- Everybody needs to be willing to share, co-operate and communicate.
- Be aware that everybody has different abilities and skills and not everybody can make an equal contribution.
- Each individual has to take personal responsibility for his / her safety, particularly if working on their own.
- At all times, each individual using the garden must act in a responsible, considerate manner; mindful of others working in the garden.

**This is simply advice and guidance – use your common sense and if in doubt just ask!**