

## Health and Safety for the Allotment

| <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 and store safely at all times.</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>For example 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 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>For example do not force items into waste bags with hands and 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</li> </ol>  |

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|                       |                               | <p>while gardening.</p> <ol style="list-style-type: none"> <li>3. Wash hands thoroughly 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>For example advise staff if you are aware of any allergies at each session.</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>For example 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> <li>2. The greenhouse will be disinfected once a year.</li> </ol> <p><b>For example be aware of thresholds.</b></p>   |
| Composting            | Staff, volunteers and members | <ol style="list-style-type: none"> <li>1. Wear gloves and mask when turning compost heaps and wash hands thoroughly afterwards.</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>For example do not wash your hands or 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>  |
| Rodents               | Staff, volunteers and members | <ol style="list-style-type: none"> <li>1. Be aware of state of shed and wear gloves if necessary.</li> <li>2. No food products are kept in the shed.</li> <li>3. No waste is kept or left in the shed.</li> <li>4. Shed checked and swept every two weeks and cleaned if necessary.</li> <li>5. Pest –control substances will be handled by staff ONLY.</li> </ol>                                       |

## GROUND RULES FOR GARDEN GROUPS

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

- No alcohol or illegal substances should be consumed before or while gardening.
- No smoking is permitted within the grounds. Ashtrays to be used for stubs of cigarettes smoked out with the grounds of allotment.
- 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.