

WARMSWORTH ALLOTMENTS

HEALTH & SAFETY POLICY

1. Introduction

Under civil law anyone involved in allotment management has a common duty of care to ensure that their allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended towards all people accessing the allotment site and its boundaries, including allotment holders and tenants, Parish council representatives carrying out duties, members of the public, bona fide visitors and volunteers. There are also environmental laws to be observed.

In order to make sure that the Health and Safety policy is being adhered to, risk assessments will be carried out on the site. The details about these risk assessments are found in this policy.

2. Responsibilities

Allotment tenants have a duty of care and are responsible for their own health and safety and for the safety of others whilst on the allotment garden. Allotment tenants have a duty of care to anyone on their allotment, regardless of whether they have given permission for them to be there. Please read Health and Safety Guidance for Plot Holders in conjunction with this policy document.

The Parish Council will inform allotment tenants of issues that are directly relevant to them. It is beyond the scope of this policy to give advice about individual gardening activities.

Risk assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

3. Risk Assessments

3.1 Objective

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Risk assessments shall be carried out at least once per year and will be looking at risks for example, of ground hazards e.g. broken glass, sharp objects, trip hazards. Excessive rubbish uncovered water storage units and overhanging branches. These are just examples not an exhaustive list.

Risk assessments apply to the general site which includes plots, thus ensuring that allotment holders are complying with the policy, which is part of their tenancy agreement.

Notes will also be made of any Health and Safety issues during routine plot inspections.

3.2 Risk Assessment

Risk assessment shall be carried out by an officer of the Parish Council. The assessment shall include the full site and be undertaken in a methodical manner. For example, walking around the external boundary, entering through the front gate and working around the internal boundary, the communal areas and through each allotment plot.

From the assessment the degree of risk shall be calculated and the recommended remedial action required to remove or minimise the risk at the time of identification. Notes shall be taken in such a way that they can be reported back to the Parish Council.

Once the risk assessment has been completed it shall be taken to the Parish Council representative, who shall then decide how to deal with the identified risks. Records of risk assessments undertaken (along with remedial action notices) will be kept by Warmsworth Parish Council.

3.3 Remedial Action

The Parish Council representative shall determine who is responsible for carrying out remedial action for each identified risk. Responsibility may lie with the Parish Council (The Landlord) or the Allotment Tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than the Parish Council itself, a written notification shall be sent immediately

If it is the Tenant's responsibility, a 'notice to remedy' will be provided to the tenant in writing. The notice will detail the hazards found on the plot(s), the correction required and the deadline for completion. Allotment tenants will be reminded of their duty of care in the notice.

If hazards have not been rectified by the due date for rectification, 'warning letters' shall be served and a refusal to take action will eventually lead to a 'notice to quit'

4. Emergency Action Plan

In case of fire or serious accident, phone 999 on a mobile phone if available. The site does not have a postcode so use **Warmsworth Allotments, Sheffield Road, DN4 9QX** when calling the emergency services and open the main gates to allow access.

In the case of fire, allotment tenants and visitors should leave the allotment site immediately and gather at the main gate which will always be unlocked during daylight hours.

Allotment tenants are encouraged to look out for other gardeners or visitors on adjoining allotment gardens to ensure their safety and evacuation.

In the case of fire or serious accident the allotment tenant must inform the Parish Council manager.

5. Policy Implementation

The Parish Council will oversee Health and Safety issues.

6. Enforcement

Enforcement of the policy will be by Risk Assessments and remedial action notices, and in extreme circumstances a 'Notice to Quit' may be issued