

Benenden Allotment Association Health & Safety Policy

Our responsibilities:

We want to ensure that BAA members, their guests, and other visitors to the site can participate in a safe, welcoming environment.

Under civil law anyone involved in managing an allotment site has a common duty of care to ensure that their site is run in as safe and appropriate manner as possible, as set out in the Occupiers' Liability Act, 1957 (as amended in 2005 to take account of the Countryside and Rights of Way Act). This duty of care is extended towards all people accessing the site and its boundaries, including staff, volunteers, members of the public, bona fide visitors, and intruders. We must comply with environmental and animal husbandry laws.

Adequate insurance is required for all activities carried out on site and in the managing organisation's name. BAA allotmenters are covered by National Association of Allotment and Leisure Gardeners insurance, and BAA has public liability insurance.

Benenden Allotment Association will designate an Association member as H&S Lead. The current H&S Lead is Simon Pain

Specific Considerations:

Buildings and Boundaries

Badly built or maintained structures are dangerous and can be attractive to children playing on the site. BAA members are responsible for ensuring that their structures are in good repair and structurally safe. The BAA Committee are responsible for ensuring that our boundaries are safe. We will inspect hedges and fences, identifying any overgrown trees that might be at risk of falling, and fences that need repair.

Hazardous Substances

BAA members using pesticides, herbicides, and fertilizers have a duty of care to store, use and dispose of them properly. They must be used in line with the manufacturers instructions, and must never be decanted into other containers. The use of artificial pesticides or herbicides is not permitted under our tenancy agreement.

These substances should not be included in household rubbish, burnt, placed in skips or poured into any kind of drainage system or watercourse. TWBC provides advice on safe disposal methods.

Fire

Allotment sheds can contain a mixture of fuel, pesticides, and fertilisers that together may pose a fire risk. Site buildings can be a target for arson attacks. BAA members

Benenden Allotment Association Health & Safety Policy

storing fuel (for tools, or camping) must provide details to the H&S lead and seek advice about any requirement for fire extinguishers and fire prevention.

Fuel and oil must be stored safely. Spillages must be cleared up immediately and safely, using sand or proprietary oil absorbents. Fuel and oil must be disposed of safely to avoid run-off into water courses.

BBQs are not permitted on the Thoburn Allotment site.

Bonfires for the purpose of disposing of waste generated from the maintenance of hedgerows, and communal green waste, etc., are permitted. They must be controlled and managed safely, lit without the use of accelerant, and monitored until they are fully extinguished (no further smoke).

Livestock

Livestock are not permitted on the Thoburn Allotment site.

Ponds and Water

Ponds and standing water pose a risk of drowning unless planned and maintained properly. There are no ponds on the Thoburn Allotment site. Any member wishing to establish a pond must contact the Committee for approval of their design, including risk management.

Water storage (butts, plastic containers, old baths etc) must not be buried into the ground to prevent people (and wildlife) falling in, and to reduce the need to lift heavy watering cans.

Protected wildlife

We will respect protected wildlife such as badgers, newts etc.

Vermin & Infection

Vermin are a serious threat to public health, and practices that encourage infestation by vermin should be avoided and incidents dealt with immediately. BAA members will report signs of vermin infestation to the Committee who will monitor. If confirmed, we will contact TWBC Pest Control for advice.

Animal manure, soil and compost can pose a threat to human health. BAA members, guests and visitors are encouraged to use gloves when working with these substances, and to practise general good hygiene.

Hazardous plants

Benenden Allotment Association Health & Safety Policy

Any hazardous plants should be labelled and planted to reduce the likelihood of accidental contact.

Events

Event organisers have a duty of care to everyone attending and working at events. We will conduct a specific risk assessment in advance of the event to identify and mitigate likely risks, such as access, first aid provision, food hygiene.

Reporting and Recording:

BAA members must report day-to-day hazards and incidents to the H&S lead. In particular they must report injuries and near misses that happen under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

The H&S lead must keep records of risk assessments, and any reported incidents. They will maintain emergency contact details for the Committee, and details of fuel stored on site.

Risk Assessments:

Risk assessments will be undertaken six-monthly to align with site inspections, and before any organised volunteer allotment workdays, or events. The H&S lead, along with one other Committee member will walk the site, assess risks, remedial actions, and allocate responsibility for remedial actions.

Monitoring:

Risk assessments and any reported incidents will be reviewed at every quarterly Committee meeting.

This policy and procedure will be reviewed every year, and additionally as and if any incidents are reported.

Our contact details:

Name: Benenden Allotment Association
Chair's Address: The Old Livery Stables, The Green
Benenden
CRANBROOK
TN17 4DL
E-mail: allotments@benendenparishcouncil.org