



HEALTH & SAFETY POLICY

Introduction

Anyone involved in Hart's Green Garden has a common duty of care to ensure that their plots are run in as safe and appropriate manner as possible, as set out in the Occupiers' Liability Act, 1957.

This duty of care is extended towards all people accessing the site and its boundaries, including plot holders, Hart officers carrying out duties, members of the public, bona fide visitors and volunteers. Everyone involved in Hart's Green Garden have a common duty of care and plot tenants have a statutory duty of care in accordance with the Occupiers' Liability Acts. Tenants must comply with all statutory requirements including but not limited to those related to environmental and animal welfare/husbandry issues.

A risk assessment log will be kept to record results of risk assessments carried out on site. The details about these risk assessments are found in this policy.

An emergency action plan is also included within this policy.

Responsibilities

Plot holders have a duty of care and are responsible for their own health and safety and for the safety of others whilst on site. Plot holders have a duty of care to anyone on their plot, regardless of whether they have given permission for them to be there.

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.

Hart District Council will carry out risk assessment on Harts Green Garden in line with its corporate Health and Safety Policy.

Risk Assessments

The objective of the risk assessment is to remove the risk completely or to reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the risk assessment.

Risk assessments shall be carried out at least twice per year.



Risk assessment will be updated in line with the inspection schedule. Plot holders should raise any health and safety issues with the management committee so these can be assessed during the inspections. Please contact countryside@hart.gov.uk.

Risk assessments apply to Harts Green Garden as a whole, including plots, thus ensuring that plot holders are complying with the policy, which is a condition of their tenancy agreement.

Risk Assessment execution

Risk assessment shall be carried out by a minimum of two people.

The assessment shall include the full Hart Green Garden site and be undertaken in a methodical manner. The assessment shall be undertaken using the risk assessment checklist below.

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 via the risk assessment log (which will be published on the Harts Green Gardens web page www.hart.gov.uk/harts-green-garden).

Risk Assessment completion

Risk assessments will be reviewed bi-annually alongside the site inspection rota. Records of risk assessments undertaken will be kept by Hart District Council. Once the risk assessment has been completed any identified high risks shall be taken to Hart District Council Operations Manager, who shall then decide how to deal with them. Any medium or low risks will be dealt with by those completing the risk assessment.

Remedial action

The countryside operations manager shall determine who is responsible for carrying out remedial action for each identified high level risk. Responsibility may lie with Hart District Council or the tenant, depending on the nature of the issue.

If remedial action is the responsibility of any person or organisation other than Hart District Council itself, written notification shall be sent immediately by Hart District Council. If hazards have not been rectified by the due date for rectification, an individual 'notice to remedy' shall be given to the plot holder concerned. Where Hart District Council considers it appropriate, they will serve a remedial action notice to the plot holder and if not rectified by the date stated they will serve a termination notice.



Emergency Action Plan

The [Emergency Action Plan](#) shall be posted on the notice board within the site.

In case of fire or serious accident phone 999, or 112 on a mobile phone if available. In the case of fire, plot holders should leave the site immediately. Plot holders should ensure that all people working on their plot are accounted for. Plot holders are encouraged to look out for members on adjoining plots to ensure their safety.

In the [case of fire](#) or serious accident the plot holder must inform the management committee.

Policy Implementation

The management committee will oversee the day-to-day operation Health and Safety issues. Hart District Council will oversee wider Health and Safety issues.

Enforcement

Enforcement of the policy will be by Risk Assessments and remedial action notices.

Hart District Council Countryside Service RISK ASSESSMENT RECORD

Activity Assessed Community Garden	Assessor	Assessment Date
Hazard Potential for Harm	Risk P X S = L	Precautions To Remove Hazard, Reduce Risk Level. One precaution may tackle several hazards

P = Probability from 1 to 4, S = severity from 1 to 5, L = level from 1 to 20

Risk Scoring Matrix

		PROBABILITY				
		1	2	3	4	
		Very Unlikely	Unlikely	Moderate	Likely	
SEVERITY	Negligible	1	1	2	3	4
	Minor	2	2	4	6	8
	Serious	3	3	6	9	12
	Major	4	4	8	12	16
	Fatalities	5	5	10	15	20

Unacceptable	High	Medium	Low
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RISK	PROBABILITY	SEVERITY	LEVEL	MITIGATION
Slips trips and falls				Maintain internal and field access paths. Warn of ruts created by vehicles. Regular mowing of grass. Maintain paths /mow/keep clear of debris Plot holders to keep paths free and remove debris. Wood/pallets to be kept tidy Regular tidy up sessions to be arranged as required. Communal area to be kept tidy and equipment used cleared away at the end of use.
Contact with sharp objects				Take care with sharp tools remove any broken glass from site Bottles and jars to be removed from plots to reduce chance of breaking
Use of hand tools				Plot holders are responsible for their own tools, and health and safety when using their own tools.
Gate at entrance – barbed wire/padlock				Ensure barbed wire is fixed securely on the gate Ensure padlock is working Gate to be kept locked and padlocked when no plot holders on site. Numbers of barrel lock to be scrambled to prevent compromising of the codes
Lawn mowers, Strimmers, Rotovators				Owners to service regularly and adhere to manufacturers guidance on appropriate PPE when using the equipment

Roadway surfaces (at entrance) and car park				
Inclement Weather: Sun, Cold, Wet, Hot				Tenants must be prepared and dress appropriately and according to the weather conditions. Avoid exposing skin even on overcast days & on bright days use a high factor sunblock.
Livestock / Bees				Chickens & Bees. Chickens - to be well maintained by plot holders-see individual livestock policy- regular inspections by DEFRA representative Bees – to be controlled –kept in agreed area of field
Buildings and Structures				Sheds to be erected in a safe way not to exceed dimension stipulated in buildings and structures document-no glass windows Site container doors to be secured back when opened
Ponds and water				Ponds and waterways to be kept free of litter and not contaminated by chemicals or debris. No use of chemicals or pollution of stream or waterways Plot holders responsible for their own children
Infection-Tetanus, Leptospirosis, etc.				These diseases may not be common but can have severe effects, in rare cases death. If earth gets into cuts Tetanus can be contracted & if water contaminated with rats or cows urine gets into them Weil's disease a variety of Leptospirosis can result. All participants should have had anti-tetanus injections. Treat all cuts etc. immediately with antiseptic & cover

				adequately. In areas likely to be soiled by rat/cow urine, e.g. urban stream banks/farms, wash thoroughly if touched & always before leaving site, eating drinking or smoking
Stings and bites				
Allergies				Long sleeved tops, trousers and gloves should be worn whilst working.
Manual Handling				Digging the soil is one of the most physically demanding tasks in gardening, as it involves continued bending and straightening of the back when lifting a spade of soil. It needs to be approached with care, particularly if you are not used to heavy work. Sensible shoes are essential to save you from a forked foot or worse.
Hazardous Rubbish				No rubbish is to be left within Harts Green Garden
Tools				Tool must be stored away carefully and instruction and guidance should be sought before use.
Pesticides and fertilisers				No toxic or hazardous substances are to be stored or kept in Harts Green Garden. If pesticides are used they should be disposed of responsibly