



Braehead Community Garden Health and Safety Policy

The purpose of this Document is to set out the garden's policy to provide and maintain a healthy and safe environment, equipment and systems of work on its site and areas of operation. This extends to all members, volunteers, visitors and the general public.

A. Scope

This document applies to all Braehead Community Garden's operations and location, thus covering gardens, buildings and services on site.

B. Procedures

1. Health & Safety Policy Statement

In accordance with its duty under the Health & Safety at Work Act 1975, Braehead Community Garden (BCG) will implement standards of Health, Safety and Welfare which comply with the requirements and conditions set out under the Act. It is the aim of the B.C.G. through its Health & Safety Policy, as far as is reasonably practicable, to ensure:

- ◆ The provision and maintenance of safe and healthy working conditions, equipment and systems of work for volunteers, and to provide such resources and information as is needed for these purposes.
- ◆ A risk assessment is carried out to assess the Health & Safety risks to volunteers (and others) who may be exposed as a result of their activities.
- ◆ Maintain good general working conditions by the provision of adequate facilities such as lighting, ventilation and protective clothing where required.
- ◆ Arrangements for the safe use, handling, storage and transportation of all items and hazardous substances are in place.
- ◆ Adequate information is provided as necessary, together with consultation, to enable all volunteers to work safely and effectively, and contribute positively to their own Health & Safety.
- ◆ Make available and encourage the use of all personal protective equipment.
- ◆ Investigate all accidents, incidents, near misses and dangerous occurrences, ensure they are correctly reported and recorded, and that corrective and preventive action is taken.
- ◆ Institute systems and procedures, which allow the conditions of the policy to be met in an ongoing manner with adequate recording, control and review procedures. Volunteers are reminded of the requirements to ensure that the Health & Safety Policy is observed. In particular they are required:

- To take reasonable care for their own health & safety and those who may be affected by their actions, or by their neglect;
- To co-operate fully with others to ensure that any statutory duties or requirements for Health & Safety are complied with;
- Not to intentionally, or recklessly, interfere with, or misuse, any aspect or anything provided in the interests of Health & Safety.

2. Volunteer Responsibilities

All volunteers have the following responsibilities under Health & Safety, to ensure that they:

- 1) Have read and understood Braehead Community Gardens' Health & Safety Policy, and comply with the requirements of the Policy in accordance with the laid down rules and procedures.
- 2) Co-operate fully with Braehead Community Garden on all aspects of health, safety and welfare.
- 3) Take reasonable care to avoid injury to themselves or to others who may be affected by their work or actions.
- 4) Follow safe working practices when using equipment, tools and handling chemicals.
- 5) Use the appropriate personal protective equipment provided.
- 6) Do not use or operate any equipment unless they have been trained and instructed in its operation.
- 7) Report all defects in equipment and materials, and any obvious health or safety hazards
- 8) Report all accidents, injuries, dangerous occurrences, hazards or near misses to the H&S Representative or Trustee, which must be recorded in the Accident Book.
- 9) Maintain good standards of housekeeping, especially within their own working area and where others may be expected to have access.
- 10) Are aware of the emergency procedures to be taken in the event of a fire or other emergency.

3. Arrangements

3.1 FIRST AID

3.1.1 There should be a list of trained First Aiders, or appointed person for First Aid, with a current certificate on the clubhouse notice board.

3.1.2 A first Aid box meeting statutory requirements is maintained.

3.1.3 A First Aider will regularly check the contents of the First Aid box to ensure that it is adequately stocked and that it contains all the required items and no others. It is the First Aider / appointed person's responsibility to order items and replenish the First Aid box. In practice this will be done by the H&S Representative.

3.2 RECORDING AND REPORTING ACCIDENTS

3.2.1 An accident report book is kept. All accidents, incidents and near misses must be recorded and fully investigated. The records for each incident should include the name of the casualty, circumstances, treatment given, and outcome. The details of each incident should be signed by the casualty, (if able), or advocate, and the person completing the report. The accident book will be examined at least annually as part of the review process.

3.2.2 Major accidents, dangerous occurrence and certain diseases have to be Reported under the RIDDOR Regulations 1995.

3.3 FIRE PREVENTION AND PROCEDURES

3.3.1 Detailed fire precautions will vary between locations and detailed procedures will be provided at each location. It is up to the H&S Representative to ensure that the Policy set out here is interpreted appropriately and to members responsible to ensure that it is fully implemented locally and that fire risks of any activities are properly assessed and the necessary actions taken.

3.3.2 Full use should be made of advice from the local Fire Officer. Where such advice has resource implications these should be discussed with the committee.

3.3.3 Appropriate signs must be provided for fire exits, fire routes, fire doors and fire extinguishers and Fire Assembly Point.

3.3.4 There must be sufficient and appropriate fire fighting equipment at each location and these must be subject to regular inspection, testing and maintenance agreements.

3.3.5 Common sense and good housekeeping go a long way in preventing fires. Points to remember include:

- ◆ Keep passageways and all fire and potential escape routes clear of all obstructions.
- ◆ Ensure that all waste, especially flammable materials like paper, is regularly removed.
- ◆ Ensure that materials, such as flammable gases, liquids on plastic foams, are stored in areas away from the workplace, or in fire-resistant stores.
- ◆ Store equipment, books, paper etc. tidily and away from power points and leads
- ◆ Electricity is a major source of fire; when leaving a building, ensure that all equipment and lights are turned off.
- ◆ Members should be familiar with the Emergency Procedures, the location of escape routes, fire extinguishers and the assembly points.
- ◆ Any petrol stored for use in equipment must be stored in an approved container in a fully ventilated area, not in proximity of any naked flames (e.g. boilers, sparks) and where any electrical appliances (i.e. light switches) are appropriately protected.

3.4 MANUAL HANDLING

3.4.1 In general, volunteers should avoid manual handling where there is a risk of injury, and see if there is an easier, safer way. Think about using mechanical help, making loads smaller, lighter, and plan a lift. As a final measure use PPE (Personal Protective Equipment) e.g. for hands and feet.

3.5 ELECTRICAL MACHINERY AND EQUIPMENT

3.5.1 All electrical machinery and equipment is subject to the general procedures set out and only authorised and trained volunteers can use them and specifically Strimming and Grass Cutting Equipment may only be operated by members who possess a current Safe Use of Landscaping Equipment Certificate.

3.5.2 All outdoor electrical machinery and equipment must be fitted with a 30 milleamp (maximum) residual current device (RCD), or operate through one at the mains socket.

3.5.3 Electrical machinery and equipment must never be used in the rain or where it might be sprayed with water or subject to damp.

3.5.4 All electrical equipment must be turned off when unattended and portable (mobile) equipment unplugged at the mains at the end of the day. Always switch off before plugging in or unplugging.

3.5.5 Extension leads should be laid out with due regard to access and to minimising any hazard.

3.6 SMOKING

3.6.1 Braehead Community Garden recognises that smoking is hazardous to health. It also accepts the right of its volunteers to smoke, and the right of those who do not, to enjoy a smoke-free environment. Smoking should take place outwith the confines of the garden.

Current Health and Safety Representative – Alistair Graham Kerr

Date – April 2021