



Farncombe Community Garden Health and Safety Policy

The Farncombe Community Garden has a suite of policies to ensure safe and effective working in the charity. This policy is about Health and Safety in the garden.

This is the statement of general policy and arrangements for:	The Farncombe Community Garden Health and Safety Policy for the site on Summers Road, Farncombe
The Trustee Board	has overall and final responsibility for health and safety
Chair of Trustees	has day-to-day responsibility for ensuring this policy is put into practice
THIS POLICY SHALL BE REVIEWED EVERY 12 MONTHS AND AFTER AN INCIDENT	

The Trustees retain responsibility but will delegate duties to the Lead Volunteer (LV) at Open Garden sessions.

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are we going to do?)
Aim to minimise accidents and cases of garden activity-related ill health by highlighting any health and safety risks in the area related to specific tasks	Lead Volunteer	Make all new volunteers aware of the Garden Hazards.
Provide clear instructions and information to inform volunteers of the safest way to complete a task	Lead Volunteer	To inform volunteers of the need to wear appropriate clothing and protection for specific tasks. We will emphasise that no one is to commence a task with which they feel uncomfortable or unable to undertake. Ensure Health & Safety is viewed as a shared responsibility. Encourage all to report &/or act on hazards they perceive.

Implement emergency procedures – evacuation in case of fire or other significant incident.	Lead Volunteer	Ensure all volunteers are aware of the procedure if emergency services are called. Fire assembly point in car park.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	Committee members	Emphasise the need to alert Lead Volunteers to defective tools which are stored separately awaiting repair. Servicing of machinery and checking of tools to be undertaken regularly.
Ensure regular health and safety checks are completed in designated zones of the garden.	Lead Volunteers	Encourage collective ownership of health and safety by splitting the garden into defined zones and rotating inspection of each zone on a regular basis.

Signed: (Chair of Trustees) Helen Farmer H. Farmer Date 25.9.2025.

The Following will be kept in the Lodge office: 1. First-aid box 2. Accident book 3. Farncombe Community Garden Risk Assessment	Statement of General Policy Aim to minimise accidents and cases of garden activity-related ill health by highlighting any health and safety risks in the area	Responsibility of Name/Title Lead Volunteer	Action/Arrangements (What are we going to do?) Make all new volunteers aware of the Garden Hazards.
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) http://www.hse.gov.uk/riddor	Provide clear instructions and information to inform volunteers of the safest way to complete a task	Lead Volunteer	To inform volunteers of the need to wear appropriate clothing and protection for specific tasks. We will emphasize that no one is to commence a task with which they feel uncomfortable or unable to undertake. Ensure Health & Safety is viewed as a shared responsibility. Encourage all to report &/or act on hazards they perceive.