

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.

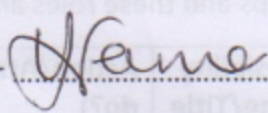
An organisational chart will be added at the next revision of this policy document.

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	

****TBA – The Trustees retain responsibility but will delegate duties to garden management roles as the organisation develops and these roles are created during 2022/23.**

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements (What are we going to do?)
Prevent accidents and cases of garden activity-related ill health by managing the health and safety risks in the garden	**TBA	Make all new volunteers aware of Risk Assessment Method Statements. Ensure the risk associated with each task documented on the board each day is discussed with those undertaking the task before commencing.
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work	**TBA	Health and Safety training is incorporated into volunteer induction and at introductory sessions. The need for appropriate clothing and protection for specific tasks is enforced. We will emphasise that no one is to commence a task with which they feel uncomfortable or unable to undertake or for which they have not received sufficient training.
Engage and consult with volunteers on day-to-day health and safety conditions	**TBA	Ensure Health and Safety is viewed as a shared responsibility. Encourage all to report and/or act on hazards they perceive. Task related discussion of risks as above

Implement emergency procedures – evacuation in case of fire or other significant incident.	TBA	Ensure all volunteers are aware of the procedure if emergency services are called – initially at induction and subsequent reminders at 4 monthly intervals.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	**TBA	Emphasise the need to alert garden hosts to defective tools which are stored separately awaiting repair. Servicing of machinery and checking of tools to be undertaken regularly. COSHH rules for storage of petrol/oil to be applied. PAT for all appliances/tools over 2 years old
Ensure regular health and safety checks are completed in designated zones of the garden every week	Session hosts	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  Date 2-11-22

The Following will be kept in the Community Building once it has been erected:

1. Health and safety law poster
2. First-aid box
3. Accident book
4. Farncombe Community Garden the Risk Assessment and Method Statements

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>