

ALLOTMENT HEALTH AND SAFETY GUIDELINES.

FOR PLOT HOLDERS

East Barnet Allotments & Gardens Association, Cat Hill

All members have a duty of care towards themselves, fellow plot holders and members of the public who enter the site, whether by invitation or otherwise. They should ensure that, on their own plots, the risk of injury to themselves and others is minimized and they co-operate with the Association in all matters relating to Health & Safety on the site.

These guidelines should be followed by plot holders and/or any persons on the Cat Hill allotment site:

- Plot holders should take precautions to ensure their personal safety whilst on site. It is important to tell another person where you are. Take a mobile phone with you to your plot. In an emergency, call 999 / 111. You will need to direct the emergency services to site. If emergency services are required, the post code for the Cat Hill main entrance is EN4 8HP, Park Road is EN4 9QN and Ibsley Way, EN4 9EY.
- Allotment gardening can be strenuous and needs to be approached with care. You should ensure that you are fit enough to carry out the intended task. Protective, appropriate clothing/footwear must be worn, especially when using machinery.
- Be aware that illness and infection can be caused by poor garden hygiene. Gloves should be worn at all times, especially when handling manure and dealing with compost. Masks are also advisable when dealing with dry compost. Make sure you have up-to date tetanus protection.
- All tools and equipment brought to site for use on your plot should be deemed fit for purpose and maintained to the manufacturer's specifications. Tools can be a hazard if not stored properly or left lying around. Ensure your garden tools are stored safely.
- It is a requirement that members using power tools and equipment made available from the Association have been shown how to use the equipment, read the instructions as to safe use and sign that they have done so. Plots and/or paths should be checked for hazards before use.
- Observe the speed limit when on site.
- A simple first aid kit should be kept on your plot. This is in addition to the Association's own first aid kits kept outside the Trading Hut and in the shed on the Belmont car park.

- It is the responsibility of all members to safeguard themselves and fellow plot holders by deterring any unauthorized entry to the site. All gates should be immediately locked on entry to and on leaving the site.
- A member of the committee should be informed if you intend to bring a contractor to the site.
- Access paths to plots must be kept free of obstruction from materials, rubbish, discarded tools and overhanging vegetation. Members are responsible for every path bordering the individual allotment plots as specified in the Tenancy Agreement or as specified by the Lettings Officer of the Association. Paths must be cut regularly, be level and maintained to a standard acceptable to the Committee.
- Any structures permitted on individual plots, in accordance with our Tenancy Agreement, are the responsibility of the tenant. This includes sheds, greenhouses and polytunnels and other permitted structures. They must be of a sound construction and well maintained so as not to be a hazard.
- No potentially hazardous materials should be stored or kept on site. Glass and metal may be stored temporarily for use on the site but must be stored safely and away from public access. All broken glass and scrap metal should be removed from site and disposed of in the correct manner.
- Fuel should not be stored in sheds.
- Be careful of stakes and canes. They should be topped for safety and visibility.
- Dogs must be kept on a lead at all times.
- Garden Chemicals/fertilizers are permitted only if marked for home use and must only be used in accordance with the manufacturer's instructions. They should be stored in original packaging, out of reach of children and the public and be clearly marked. Some of your fellow plot holders may not use these chemicals so avoid drift or spray onto adjoining areas. Dispose of such items responsibly and in accordance with manufacturers advice or seek advice from local council.
- Rats can carry many diseases. Report any signs of infestation.
- Plot holders may not have individual bonfires. Communal bonfires will occasionally be allowed under supervision of the Committee. Only permitted materials will be allowed to be burnt – no plastic, roof felt etc.
- The plot holders will take full responsibility for the actions of children under their care and other visitors whilst on site. Children and visitors must be made aware of potential dangers and hazards on the site and they should be properly supervised at all times.
- Plot holders should take note of any reminders or up-dates of these guidelines that may, from time to time be published via notices and/or emails.
- Carry out their own Health & Safety checks on their own plots on a regular basis and take remedial action if necessary.
- Members have a responsibility to promptly report any hazard or danger that they identify on the site.