

# **COMMITTEE RESPONSIBILITIES FOR HEALTH AND SAFETY**

## **East Barnet Allotments and Gardens Association, Cat Hill**

The Committee of the Association has a responsibility to ensure the safety of all members and visitors, invited or otherwise, while they are on the site.

In order to achieve this the Committee will, as far as reasonably possible:

- Ensure that the allotment site is run in a safe and appropriate manner and that all members are aware of their own responsibilities regarding health and safety issues.
- Provide comprehensive first-aid kits.
- Maintain the communal areas of the site so that they are safe to use. These include the road, car parks, common pathways, and picnic areas.
- Use signage to advise safe speed limits.
- Provide and maintain a secure boundary; including fencing, gates and security locks.
- Maintain and arrange inspection of all trees on common areas and boundaries to ensure they are sound.
- Provide the means, as may from time to time be appropriate, to enable members to dispose of any materials that might prove a hazard.
- Ensure that the equipment and machinery, provided for the use of members, is maintained and serviced and the appropriate safety equipment is available for members use. Service records must be maintained and held in the Trading Hut.
- Ensure members have been shown how to operate, made aware of the conditions for safe use of the machinery and equipment and sign to that effect.
- Be mindful of the wider environment of our site by ensuring we do not permit the pollution of ground water, damage to the land or destruction of any wildlife habitat.
- Undertake a risk assessment at least twice per year using the Allotment Site Hazards check list. Once completed the Committee will decide how to deal with identified risks.
- Inform individual members of identified hazards on their plot, discuss remedial action and give a deadline for action.
- Ensure all portable electrical appliances are safe and suitable for use and the facilities, outside the Trading Hut and the toilet block, will be regularly checked for safety compliance.
- Ensure that the pond area is as safe as possible by using warning signs and carrying out regular checks on the perimeter path.
- Ensure both of the apiaries are fenced and have locked gates and appropriate warning/safety notices are posted.
- Update the Policy and Guidelines as become necessary from time to time.