

BOURNEMOUTH EAST ALLOTMENT SOCIETY LTD

HEALTH & SAFETY POLICY

First adopted at the AGM on 9th December 2012

Last reviewed on 12th November 2018 and adopted at the AGM on 5th December 2018

The policy and procedures will be reviewed annually at the AGM or sooner if new guidance is issued or in line with any requirements of Bournemouth Borough Council from whom the site is leased.

1. BACKGROUND INFORMATION

Bournemouth East Allotment Society Ltd is a Friendly Society, originally registered in 1935 under the Industrial and Provident Societies Act (1893, updated 1965) and now under the Co-operative and Community Benefit Societies Act 2014. It is also affiliated to the National Society of Allotment and Leisure Gardeners Ltd., now known as the National Allotment Society. The allotment sites are leased from Bournemouth Borough Council and managed by an elected committee.

2. POLICY DEVELOPMENT

The policy was originally drafted by the Secretary, recommended by the Committee and adopted by the membership on 9th December 2012.

3. INTRODUCTION

The Society recognises the importance of health and safety in the operation of all activities. It also believes in the active participation of every member within the Society in order to maintain the highest practicable standard of risk assessment and accident prevention. It is the Society's view that accidents are not inevitable and that with reasonable precautions and a positive approach by all, the majority of accidents can be avoided.

4. WHO MUST COMPLY WITH THIS POLICY?

- All members and associate members.
- Anyone delivering services to the site such as contractors or distributors.
- All visitors to the site.

5. ROLES & RESPONSIBILITIES

The Committee is responsible for the regular review of the Risk Register, for monitoring the Incident Log and for holding all who access the site to account for the overall health and safety of themselves and others.

The Site Manager in conjunction with the Assistant Site Manager (Health and Safety Officer) is responsible for the overall safety and security of the site.

The Plots Monitors are responsible for monitoring the section of the site allocated to them and for reporting any hazards that cannot be immediately resolved to the Site Manager or Secretary.

The Shop Manager is responsible for ensuring that all goods are stored safely, all those who help in the shop know how to safely use and store equipment and that all who borrow equipment read the operating instructions, sign the agreement and take the protective clothing.

Members are responsible for their own safety, the safety of anyone who accompanies them onto the site and the safety of anyone who needs to use the paths around their plots.

In particular members are responsible for:

- Using their own equipment or the equipment borrowed from the shop responsibly.
- Lifting, carrying and otherwise transporting heavy shop purchases or equipment.
- Driving safely on site (no more than 10 MPH).
- Ensuring that the lids of water butts are safely secured when not in use.
- Keeping fires under control.
- Storing their own equipment safely.
- Keeping the paths bordering their plots free for access.
- Reporting any hazards or dangerous incidents to a committee member as soon as possible. The incident will then be logged in the bound book kept in the shop.
- Not admitting to the site anyone unless the person is known to them as a current member or the person is accompanied by an existing member.
(For a fuller list of responsibilities, please refer to the “Conduct of the Society”)

All who access the site

It is the responsibility of every person who accesses the site for whatever purpose to take reasonable care for the health and safety of him/herself and of all persons with whom s/he may come into contact.

6. MONITORING THE SITE

Formal systems for inspection and monitoring the site and individual plots will be employed, based on the Conduct of the Society and the Risk Register.

7. MONITORING, EVALUATION AND REVIEW OF THE POLICY

The policy will be monitored through the number of reported hazards, accidents and incidents and resolution of them.

The effectiveness of the policy will be evaluated by the Committee on an annual basis using the evidence gathered through the monitoring process.

8. DISSEMINATION OF THE POLICY

This policy will be made available to all members of the Society, to all contractors (e.g. maintenance workers or water quality inspectors) and all suppliers. It will be made available to anyone else on request.