

BOURNEMOUTH EAST ALLOTMENT SOCIETY LTD

HEALTH & SAFETY POLICY

First adopted at the AGM on 9th December 2012

Last reviewed on 23rd November 2022 and adopted at the AGM on 7th December 2022

1. BACKGROUND INFORMATION

Originally registered as a Friendly Society in 1935 under the Industrial and Provident Societies Act (1893), Bournemouth East Allotment Society Ltd was re-registered in 2018 under the Co-operative and Community Benefit Societies Act 2014. It is affiliated to the National Allotment Society, previously the National Society of Allotment and Leisure Gardeners Ltd. The allotment sites are leased from Bournemouth, Christchurch & Poole Council and managed by an elected committee.

2. POLICY DEVELOPMENT

The policy and procedures are reviewed annually by the Committee, or sooner if new guidance is issued, or new requirements received from the landlord, Bournemouth, Christchurch and Poole Council.

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 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/Hire equipment read the operating instructions, sign the agreement and take the protective equipment.

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

In particular members are responsible for:

- The safety and security of their plot(s) including any sheds, tools and equipment thereon.
- Using their own equipment or the equipment borrowed/hired from the shop responsibly.
- Lifting, carrying and otherwise transporting heavy shop purchases or equipment.

- Driving safely on site (no more than 5 MPH).
- Ensuring that the lids of water butts are safely secured when not in use.
- Keeping fires under control.
- Keeping the paths bordering their plots free of any hazards for access.
- Reporting any hazards, accidents or dangerous incidents or near misses to a committee member as soon as possible. The incident will then be logged in the book kept in the shop and a form completed.
- Not admitting anyone to the site unless the person is known to them as a current member or the person is accompanied by an existing member.
- All children brought to the site are supervised at all times and are kept within the boundaries of the member's plot and its paths.
- Complying with any Government or Local Authority, laws or guidance and any instructions from the Committee in relation to the spread/reduction of Covid19 virus or similar.
(For a fuller list of responsibilities, please refer to the "Bye-Laws of the Bournemouth East Allotment 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 will be employed, based on the Bye-Laws 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.