

HAMPSTEAD - GARDEN - SUBURB - TRUST

862 Finchley Road Hampstead Garden Suburb London NW11 6AB
Telephone: 020-8455 1066 and 020-8458 8085 ~ Facsimile: 020-8455 3453 ~ email: mail@hgstrust.org

ALLOTMENT HEALTH AND SAFETY GUIDELINES

Introduction

There are some important health and safety issues on the allotments. Many hazards exist on the allotments and it is the duty of users to understand these, be prepared in the event of an accident and know what to do if an accident occurs. If a plot holder becomes aware of any breach of these guidelines by another tenant any hazardous practices or hazardous part of the allotments, please inform the Trust through the site secretary immediately.

The Trust reserves the right to remove and dispose of any personal property on the allotments at any time, if in the Trust's opinion damage could be caused to others.

Disclaimer

Anyone entering or using the allotments does so at their own risk and the Trust cannot accept responsibility for injuries or damages arising to anyone entering the allotments. Anyone entering any allotment site managed by Hampstead Garden Suburb Trust for any reason agrees to abide by these Guidelines.

Guidelines – to be observed by all plot holders and/or any persons on a Hampstead Garden Suburb Trust managed allotment site

- Children under the age of 16 are not permitted to use or visit any allotment site without the supervision of an adult who shall take fully responsibility for the actions of the child(ren) whilst they are on the site.
- If you have a pond, open water butt or other expanse of water on your site, always keep an eye on any children. Children find these fascinating and can easily topple in by accident. Report any pond, open water butt or other expanse of water to the Trust. If they cannot be removed they will be fenced off.
- No holes or excavations are to be dug on plots or adjacent land other than for normal practice of cultivation. Holes intended for drainage or collection of rain water are not permitted.
- Tools and equipment may not be stored on site unless storage facilities are provided by the Trust (n.b. the only storage provided by the Trust on any of its allotment sites is the former tennis hut at the Willifield Way/Erskine Hill site). Whilst using allotment sites, tools and equipment must be kept in a tidy manner. Never leave tools where someone may trip

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over them and never leave pronged tools with their prongs pointing upwards.

- Pesticides and fertilisers are permitted only if marked suitable for home use and must only be used according to manufacturer's instructions. They must not be stored on site.
- It may on occasion be necessary for the Trust to employ contractors to maintain the allotments. Plot holders must exercise due care and attention on these occasions, stay well away from the works and must cause no obstruction or delay to the contractor.
- No structures are to be erected on the allotments without the consent in writing of the Trust.
- Do not use ladders.
- Do not interfere with any fencing installed by the Trust on the allotments or access paths and report to the Trust immediately any interference or damage.
- Do not interfere with the water supply to any allotment except to turn off a stopcock during winter (with the permission of the Trust or site secretary) or in an emergency.
- Hosepipes are not to be used on the allotments.
- Before you start a potentially dangerous job (e.g. carrying heavy items or using a tool), stop and think about how you might hurt yourself or others on the site. If there is a safer way to undertake the work, do so. All risk cannot be eliminated, but take any action to reduce the risks such as wearing appropriate safety equipment and warning other users in advance of what you are doing and to stay clear.
- Do not undertake dangerous work on your own or when neighbouring gardeners are not about (but make sure they are a safe distance away).
- Do not do too much work in one go, have regular rests, and never carry out dangerous jobs when you are tired, as this is often when accidents can happen.
- Clean and protect all cuts with waterproof plasters.
- Wash hands after any gardening activity and before eating or handling food.
- Wear gardening gloves to protect your hands, although remember never to wear a glove on your hand which is holding a swinging tool. This will help prevent the tool from accidentally slipping out of your grasp.
- There may be broken glass or rubble on some of the allotments, so wear appropriate gardening footwear, ideally with a thick sole and hardened toe to prevent injury from standing on anything sharp or dropping something heavy on your toes.

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- Keep paths clear of algae as these can become slippery when wet. Some paths are uneven, so please take care when accessing sites and plots. Report any slippery or uneven paths to the site secretary or the Trust.
- Let a friend know when you are going to be working on the allotments and for roughly how long.
- It is a good idea to carry a mobile phone with you. Make sure you know how to describe where your site is. For the emergency services, anyone in trouble can be very hard to find amongst the maze of Suburb gardens and twittens.
- Know some basic first aid and have a first aid kit with you, make sure it is kept clean and up to date.
- If you find yourself in trouble shout for help. If you are in serious trouble and no one is there to help, use your mobile phone if you have one and call 999. You will need to be able to direct the emergency services to where you are on the allotments site. If you are unsure of directions call the Hampstead Garden Suburb Trust (0208 455 1066) and tell them what has happened and where you are. They can then help and direct the emergency services to you. (Please note that the telephone number will only be useful during normal working hours).
- If someone is with you and they can get help, arrange for someone to meet the emergency services at the entrance gate to the site. They can then unlock any gates and direct the emergency services to you much more quickly once they have arrived at the site.
- If you are able to talk to the emergency services tell them as much as possible about what has happened as this can save time when they arrive at the scene. Keep yourself warm. Do not panic and try to keep calm.
- Let your General Practitioner (Doctor) know that you will be working an allotment and take their advice in respect of any suitable safety measures (e.g. Tetanus or other relevant vaccinations).

Bibliography

St Anns Allotments, Heath & Safety, 2011. <http://www.staa-allotments.org.uk/working/health.htm>

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