

Bidford On Avon Allotment Association (The Association)

Health and Safety Policy

1. Introduction

1.1 Under civil law anyone involved in allotment use and management has a common duty of care to ensure that allotment sites are run in as safe and appropriate manner as possible. This duty of care is extended to anyone having access to the Site (for the purposes of this policy the Site is at Salford Road Bidford on Avon).

1.2 In order to make sure that this policy is being adhered to, risk assessments will be carried out on the site and each Plot thereon. The details about these risk assessments are found in this policy and a copy of such an assessment is attached.

2. Responsibilities

2.1 Members (as defined in the Rules) have a duty of care and are responsible for their own health and safety and for the safety of others whilst on their Plot regardless of whether or not the Member has given permission for them to be there.

2.2 The Association will inform Members of issues that are directly relevant to them. It is however beyond the scope of this policy to give advice about individual gardening activities Except that in carrying out gardening activities Members must take account of the effect that their actions may have on other Members and persons on the Site.

2.3 Risk Assessments shall be used as a framework for the identification of risks, assessing their relative severity and development of a strategy for dealing with them.

3. Risk Assessments.

3.1 There are 5 issues for risk assessments

- Identify the hazard
- Decide who might be harmed and how
- Eradicate the risk and decide on precautions
- Record findings
- Review risk assessment and update as necessary

3.2 The 4 'C's of risk management

- Communication
- Control
- Compliance
- Continuity

The above provide a comprehensive framework for identifying and mitigating risks. These components work together to try to ensure that risks are managed effectively.

The Risk assessment checklist is a tool that helps to systematically identify, analyse and prioritise actual and potential risks.

3.3 The objective of the risk assessment is to try to remove the risk completely or reduce the risk to an acceptable level. Reduction levels are defined by the grading system in the assessment. Risk assessments shall be carried out by a Member of the Committee (as defined in the Rules) or more than one at least once per calendar year.

3.4 Risk assessment shall include the full site including each Plot. It is the obligation of a Member under the Rules to comply with a risk assessment. The assessment will be undertaken by walking around the external boundary of the Site, entering through the gates to the Site and working way round the internal boundary, any communal areas and through each Plot. A camera may be used to assist in recording the assessment and hazards identified.

3.5 From the assessment the degree of risk shall be calculated and the recommended remedial action required to remove or ameliorate the risk at the time of identification. Such notes shall be taken during the assessment for submission to the Committee sufficient to allow a proper report to be prepared.

3.6 Once the risk assessment report has been prepared it shall be presented to the Committee who shall decide how to deal with any identified risks. Records of risk assessments undertaken (along with any remedial action notices served on Members) will be kept by the Association.

4. Remedial Action.

4.1 The Committee shall determine who is responsible for carrying out any remedial action for each identified risk. Responsibility may lie with the Parish Council, the Association, or a Member on who's Plot the risk exists.

4.2 If remedial action is the responsibility of a Member then a Notice to Remedy shall be served upon the Member (following the service process specified in Clause 15 of the Rules). Such notice shall identify the risks/hazards and specify a timescale(s) by which the risks/hazards shall be remedied.

4.3 In the event that the risks/hazards specified in the Notice to Remedy have not been remedied by the date (s) specified in the notice then the Committee may serve a notice terminating the tenancy by following the service process specified in Clause 15 of the Rules.

5. Appeals.

SEE WORDING CONTAINED IN THE PLOT ASSESSMENT DOCUMENT

6. Emergency Action Plan.

6.1 In case of fire or serious accident, phone 999 and request appropriate emergency service. In the case of fire Members and visitors should vacate the Plot immediately and gather in a safe location well away from the site of the fire. Ensure that all persons present on the Plot are accounted for. Ensure

that any Member and visitors on an adjacent plot to the location of the fire also vacates that Plot and gather in a safe location.

6.2 In such circumstances as are referred to in Clause 5.1 the Member shall immediately contact the secretary on (MOBILE No.) and by email on bidfordallotments@outlook.com giving appropriate details of the occurrence.

7 Policy Implementation.

7.1 The policy will be overseen by the Association

8 Enforcement.

Enforcement of this policy will be by way of risk assessment and Notices to Remedy and in the event of non-compliance termination of the tenancy agreement.

9 Incorporation.

The wording and definitions of the Association's Constitution and The Rules are hereby incorporated into this policy.

This policy was presented and approved at a General Meeting of the Association held on _____ the
day of _____ 2025

amended on 03.03.25