

UACA Health and Safety Policy
13th November 2017

UACA regards the promotion of health and safety to be of the utmost importance for all ploholders and visitors to our allotment site. Every reasonable step should be taken to prevent injury and ill health

This is approached by:

- Making risk assessments
- providing and maintaining safe, healthy and secure conditions,
- providing clear notices and instruction
- training for appointed persons for specific tasks
- ensuring that awareness of health and safety is considered when planning all events and activities
- periodic review of the health and safety policy

Objectives

- to promote high standards of safety, health and welfare in compliance with The Health and Safety at Work Act 1974, Birmingham Local Authority guidelines, and other statutory instruments and approved codes of practice
- to ensure that places accessed and activities undertaken are safe
- to protect ploholders, visitors and contractors and their employees from any foreseeable hazards
- to ensure adequate training, instruction and information is given so far as is reasonable and practical
- to ensure a safe and healthy environment; that there are sufficient facilities and arrangements for welfare
- to ensure people on site are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety

First Aid

A first aid kit will be kept at the clubhouse and a designated trained first aider will be available during all authorised events deemed relevant by the Board.

A log of incidents will be maintained by the First Aider and recorded and kept with the First Aid kit.

All persons on site have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

Risk Assessment

- The Board of UACA are responsible for putting in place appropriate risk assessments for all aspects of health and safety.
- All ploholders and visitors are responsible for following notices and instructions given and reporting all matters including any incident which has led, or could have led, to injury or damage of concern to a member of the Board.
- All ploholders and visitors must assist with any subsequent investigation as appropriate.
- Specific risk assessments should be completed for events as directed by the Board.
- Contractors. It is the responsibility of contractors to have their own safe working practice guidelines and to also comply with UACA's health and safety procedures.
- All equipment, including communal equipment of equipment owned or stored by UACA, is operated at the users' own risk.

Site Risk assessments

- A site risk assessment will be carried out once a year and any particular event or potentially hazardous activity is required to have a specific risk assessment.
- A record of risk assessments will be kept by the Board and will be made available to anyone who requests it.
- Once the risk assessment has been completed it will be taken to the Board who will decide on how to deal with identified risks.
- Under civil law, and as set out in the Occupiers' Liability Act 1957, all plot-holders have a duty of care to anyone accessing their plot, and the pathways for which they are responsible. This includes both authorised and unauthorised visitors.

- For individual plot holders, who have an identified hazard on their plot, a 'notice to remedy' will be sent with a deadline for action and, if ignored, ultimately a notice of termination will be sent in accordance with the tenancy agreement.

Potential Site Hazards checklist

Exercise and heart issues; strain; injury
Hazardous rubbish and vandalism effects
Tetanus infection from soil to cuts/ scratches
Skin rashes or irritations
Improper storage or use of tools causing accidents
Hazards from pesticides and fertilizers, storage and disposal
First Aid Kit availability and in date
Water risks, stream pollution; flooding;
Wildlife harmed by allotment nets etc
Vermin, rats, droppings
Germs and diseases on hands, need for handwashing/ cleaning/ wipes
Bonfires/ smouldering material
Antisocial elements/ behaviour
Alcohol and needles
Power tool hazards; storage; safe use
Road obstructions/ sharp objects
Trees that may have been wind damaged/ may fall

UACA Health and Safety Risk Assessment Planning Template

1	Is the event/ activity covered by Insurance or does it have separate Insurance?	
2	Person responsible for safeguarding	
3	Who is the name and contact and qualification for the person available for First Aid? What are the First Aid procedures?	
4	What is the name, contact and qualification of the person available for Food Health and Safety? What are the arrangements for food?	
5	Have instructions/ notes and signs for health for all the arrangements been put in place and are easily available?	
6	Site access. Have site access arrangements been made and unauthorised access procedures been considered?	
7	Procedures for dealing with antisocial behaviour	
8	Will there be any hazardous equipment, substances or activity involving working at height, dangerous situations? Note arrangements	
9	Protective clothing, equipment, notices, sealed off areas note	
10	Training or briefings necessary before the activity and to whom	
11	Plans in event of bad weather, illness etc	
12	Key contact with educational institution/ school and agreement of these arrangements confirmed	
13	Any other aspect	

Uplands Site Risk Assessment Plotholder Guidance 09 April 2018

PLEASE REPORT FURTHER HEALTH AND SAFETY RISKS TO THE COMMITTEE AT ANY TIME.
DURING RENT COLLECTION A SHEET WILL BE AVAILABLE TO NOTE CONCERNS

No	Potential Hazard	Actions advised	Notes
1	Plot holder strain, health condition, heart issue from excessive work on plot	Plotholders should take care not to over exert. Any unusual pains, particularly chest pains, please seek medical help.	
2	Accident on plot from unsecured tools/ equipment/ debris/ vandalism/ rubbish	Keep plot clean and tidy. Store tools safely. Do not store heavy tools or heavy water containers above 2ft.	See the allotment rules by BCC particularly about water containers.
3	Infection from cuts/ scratches/ soil	Wear gloves. As far as possible, look carefully for small sharp objects. Ensure scratches are cleaned and dressed.	Scratches can lead to tetanus or other infections. Vaccinations should be kept up to date. Seek medical attention.
4	Needles	Seek immediate medical attention and inform board members. Report needles on Birmingham City Council website: https://www.birmingham.gov.uk/info/20140/environmental_concerns_and_requests/107/	Needles have been found on site near the Shack (Friary) and by the main track to Hermitage and may be from drug users, carrying a high risk of infection.
5	Hazards from pesticides and fertilizers, storage and disposal	Wear gloves. Follow manufacturer's instructions. Check use by dates. Do not store hazardous items in sheds or on plots or where they might contaminate soil or water.	Hazardous chemicals are present on plots next to Camp Lane Car Park and may be present amongst rubbish at various places.
6	Skin rashes or irritations	These may arise from chemicals or natural plants or allergies. Move away from the area and seek medical help.	In rare cases, people may experience shock if coming into contact with a plant they are allergic to by accident. Seek emergency medical help.
7	Water risks, stream pollution; flooding	Avoid stream water or flood water or items which have come into contact with such water.	Water in the stream is contaminated and Severn Trent are investigating. Please do not enter the stream or use the water.
8	Animals, pets, wildlife, chickens and vermin	Droppings may cause infection. Dogs must be on leads and any waste removed. Please avoid rats and report vermin. Keeping areas clean and tidy will help discourage rats.	At present fowl should not be outside due to bird flu risk. BCC rules must be followed for keeping of fowl on plots.

No	Potential Hazard	Actions advised	Notes
9	Bonfires and smouldering material. Hazard of burns or spread of fire.	Wear gloves. Please only burn organic material in November or March. Always attend your fire and put out (such as by covering over with earth) when finished.	
10	Anti-social behaviour; alcohol and drugs	This is not allowed and should be reported without putting yourself in danger. If you feel a crime is committed report to the Police and get a crime number.	The Police are keen to work with us and visit the site regularly. To do that, they need evidence from you.
11	Use and storage of power tools	High risk of accident – please ensure you follow the correct instructions for use and storage. Have first aid available/ means of contact in case of accident.	Please only use when you have been instructed/ trained how to use and only when you have sure footing, are safe and someone is with you to get help in case of emergency.
12	Roads and tracks	Please drive 5mph max and be alert for bumps Take extra care on paths/ footbridge. Take care when entering/ exiting the site by vehicle from passing traffic as entrances can be hazardous – please use the Oxhill Road main gate. Trip hazard for walkers due to uneven paths.	Tracks are bumpy. Additionally, there is water damage/ mud on track to Friary far end; pedestrian bridge is slippy by Shack.
13	Trees and windfalls	Windy weather – take care of possible falling trees. If on your plot note trees and other objects might fall or be blown from elsewhere.	
14	Litter/ dumped rubbish	Rubbish around site is very hazardous: sharp objects, broken glass and so on. Do not touch without proper gloves and litter picking tools. Dumpers should not be given access to site and must be reported. https://www.birmingham.gov.uk/flytipping	Dumping is a crime. Please record all details (such as number plate of vehicle, date time, take a picture or video with a mobile phone if you can).
15	Prostitution, homeless persons and other unauthorised persons	Report all details to the Police and Committee – we are working with agencies to get help for these people and they need to move off site for their own good.	The committee have put homeless in touch with charities to help them. It helps no one for unauthorised to be on site – they should be reported so they can gain help.