

## Hotwells & District Allotment Association

### Health & Safety Policy.

#### **Important advice to all plot holders, other users and visitors**

*Following an initial risk assessment of working on allotment plots, we encourage all tenants, their helpers and other visitors to follow these simple guidelines. **We have a good safety record and would like it to stay that way.***

1. **DRIVERS:** pedestrians have priority, so please observe the 5mph signs at all times.
2. Please wear **CLOTHING** which is appropriate for the task – especially footwear and gloves.
3. When **DIGGING**, reduce the risk of back strain by using the correct tool, utilise leg and arm strength to the full, and avoid twisting.
4. **Protect the tips of CANES and other SHARP OBJECTS with an empty pot, tennis ball or similar to avoid injury to the face – especially your eyes.**
5. To avoid trips, slips and falls, **PATHS** should be kept in good condition and free from obstacles (eg discarded tools).
6. **CHEMICALS:**
  - All chemicals (eg pest and weed controls) should be stored in clearly labelled containers and out of the reach of children.
  - Always follow the manufacturers' instructions.
  - Wash all cans, sprayers etc used for chemicals away from the communal taps and water tanks to avoid contamination and risk to others.
7. When using **POWER TOOLS** (eg strimmers and rotovators), wear personal protective equipment – earmuffs, goggles/visor, gloves, boots and leg covering. Always consider the proximity of others before and during the operation of any power tool.
8. If you have a **POND** on your plot, please ensure that it can be clearly seen, with its edge delineated and nearby trip hazards removed.

9. **CHILDREN** - we want you to be safe and enjoy gardening. Please stay with a family member or friend and do not play where you might be at risk from cars or other vehicles. Please leave the taps and water tanks alone.
10. **BONFIRES (including incinerators)**
  - Check notices about bonfires and adhere to any restrictions, such as the period when the city-wide allotment bonfire ban is in force (March to October inclusive).
  - Compost as much material as possible to reduce the need for lighting a bonfire.
  - Avoid burning 'green' material as this is likely to produce excess smoke.
  - Under no circumstances use any form of accelerant (eg petrol, barbecue lighter fluid).
  - Take account of the wind direction to avoid smoke nuisance/danger to nearby houses, traffic and other allotment users.
11. **DOGS** must be under the full control of their owners at all times and kept on a lead or restrained on the owner's plot. To remove the health risk associated with dog mess, please encourage your dog to 'go' before arriving at the site.
12. **GLASS**: please dispose of safely – ideally by removing it from the site. **If you come across what you believe to be ASBESTOS, do not attempt to move it, but report its position to the Site Rep as soon as possible.**
13. **WASPS and BEES**: **stay away from wasps' nests and report their location to the Site Rep so that appropriate action can be taken if need be.** A few tenants have permission from the Association to locate beehives on or near their plots. Unlike wasps, honey bees are generally docile and only sting when threatened; however, please stay away from bee hives. **During summer months, honeybees may swarm. If you see a swarm, stay away and report it to the Site Rep.**
14. **GREENHOUSES and POLYTUNNELS**: **if you have one on your plot and need to work inside it on a hot day, ensure it is well-ventilated and only stay inside for the shortest time.**
15. **LONE WORKING**: if you believe that you are the only person working on the allotment site, please take extra care to avoid injuring yourself as no one will be available to provide **first aid or**

other assistance, such as opening the gate to allow access to an ambulance.

16. **PERSONAL SAFETY:** above all, assess risks before undertaking even the most simple task on your plot and take due precautions as a result.

## Injuries, accident reporting and summoning help in an emergency

Please keep a supply of basic first aid equipment in your shed. Minimise the risk of infection from cuts by ensuring that your anti-Tetanus protection is up to date.

All accidents and injuries sustained on one of our allotment sites should be reported as soon as practical by completing an accident report form available from your Site Rep, or via the HwDAA website. Please follow the instructions for returning a completed form.

**999 calls:** If you suffer a serious injury or are suddenly taken ill and need urgent medical assistance, the following course of action is suggested:

- Call out to attract attention from anyone in the vicinity.
- Use a mobile 'phone to dial 999.
- Ensure that the person taking the call has the post code and location of the allotment site (see below).
- Get someone to go and open the allotment gate and direct the ambulance **when it arrives**.

### HwDAA allotment site addresses

Alderman Moore's	Ashton Drive, Ashton Vale, Bristol	BS3 2PP
Bower Ashton	Clanage Road, Bower Ashton, Bristol	BS3 2JX

Kennel Lodge 1 (KL1)	Kennel Lodge Road, Bower Ashton, Bristol	BS3 2JT
Kennel Lodge 2 (KL2)	Kennel Lodge Road, Bower Ashton, Bristol	BS3 2JT
Meadows	Kennel Lodge Road, Bower Ashton, Bristol	BS3 2JT
White City	Off Clanage Road, Bower Ashton, Bristol	BS3 2JX