

# Lee Manor Community Garden - Health and Safety Policy

Lee Manor Community Garden is committed to ensuring your safety on site by maintaining safe working conditions, providing and maintaining safe equipment, and showing volunteers how to use the equipment appropriately.

Volunteers are insured when volunteering at the Community Garden, however, given the nature of the work on an outdoor site such as this, each volunteer must take some responsibility for their own safety.

Here are some important points so that all volunteers remain safe whilst working on site:

- Please inform the Garden committee of any medical conditions e.g. epilepsy, diabetes and allergies (including bee sting allergies).
- Report any potential dangers you see on site immediately to the LMCG committee.
- Children under the age of 16 must be accompanied by an adult at all times and are not permitted in the garden storage shed.
- The garden surface is uneven please take care and keep public walking areas clear of obstruction to avoid potential injury.
- Take care when using tools and put everything back that you take out of the shed.
- Wash your hands after any work you do on site, and before eating or drinking.
- Be aware of your limitations, never carry more than you can comfortably manage, and get help if needed.
- Appropriate clothing and shoes to be worn whilst working on site i.e. we advise no open toed shoes or high heels and to wear a hat in hot weather.
- Use the correct protective clothing for particular work, such as goggles, gloves, and masks. If in doubt, ask!
- There is no drinking water on site so we advise that you bring a bottle of water to each gardening session for your use.
- Only well rotted organic manure and organic fertilisers are to be used on site i.e. poisons and chemicals such as weed / bug killers are not allowed.
- Always use a residual current device (RCD) when operating electrically powered tools in the garden.
- No major work should be done on site whilst it is open to the public.
- Always sign Volunteer Login Book as it also acts as our emergency register. In the event of fire, or other emergency remove yourself and others out of the immediate danger. Gather outside the garden gate. Ring emergency services on 999.
- Any volunteer going to the garden on their own to ensure that someone knows they are going to and have returned from the garden and to please take a mobile phone with them.

**First Aid box and the Accident Report book is located in the LMCG shed.**

Adopted by the Lee Manor Community Garden Committee in July 2011