

Lee Manor Community Garden Health and Safety Policy

Lee Manor Community Garden is committed to ensuring your safety in the garden 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.

Important points so that all volunteers remain safe whilst working in the garden:

- **The garden surface is uneven please take care and keep all paths clear of obstruction** to avoid potential injury.
- Report any potential dangers you see on site immediately to the LMCG committee.
- **Always sign the Volunteer Login Book at the start of each garden session** 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 on road opposite the garden gate. Ring emergency services on 999.
- **Please inform the LMCG committee of any medical conditions that we should be aware of** e.g. epilepsy, diabetes and sting allergies.
- **Children under the age of 16 must be accompanied by an adult at all times** and are not permitted in the garden storage shed.
- Take care when using tools and put everything back that you take out of the shed.
- Wash your hands after working in the garden and before eating or drinking.
- Be aware of your limitations, for instance, never carry more than you can comfortably manage, and get help if needed.
- Wear appropriate footwear and clothing while working in the garden 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 in the garden so we advise that you bring a bottle of water to each gardening session for your use.
- Any volunteer going to the garden on their own to let someone else know they are going to and have returned from the garden and to take a mobile phone.
- A committee member to be present at every community garden session with their mobile phone and to have available all emergency contact details.
- Only well rotted organic manure and organic fertilisers are to be used in the garden i.e. poisons and chemicals such as weed / bug killers are not allowed.
- No major work should be done in the garden while it is open to the public. Always use a residual current device (RCD) when operating electrically powered tools in the garden.

A First Aid box and the Accident Report Book is kept in the LMCG shed.

Adopted by Lee Manor Community Garden, July 2011