

Tips for making a Community Garden Health and Safety Plan

Before you start go and talk to other Community gardens about what they have already developed and here's a few local and international websites with tips and templates to help you.

www.volunteeringauckland.org.nz --templates

www.communitylaw.org.nz –H&S legislation and courses

www.saferfarms.org.nz –storage, tools

www.redcross.org.nz – first aid courses

www.worksafe.govt.nz – templates, courses

www.farmgarden.org.uk –allotment policies

Under the recent Health and Safety Act 2015, health and safety is the responsibility of all with additional responsibilities being held by the co-ordinator and the board of organisations.

So, it's time to think about a basic plan for your garden and once a health and safety plan is set, consider a date for it to be reviewed to help keep it relevant. Depending on the activity rate and volunteer turn over within the garden, a review date can be anywhere between quarterly or annually.

Three areas of possible risk are usually identified:

Environment: site and weather

People caused: behaviour

Equipment: unfamiliar tools

Some examples			
Responsibility	Area of Risk	Possible Hazards	Possible Solutions
H&S plan –board & co-ordinator	Environment	Slip, trip and fall hazards Weather exposure: sunstroke to hypothermia Insects bites and stings	Welcome onto the site. Water on hand in summer. “Slip, slop slap”. Hot drinks in winter. Warm clothing. First Aid kit on hand.
Co-ordinator on site, Trust /Board members	People	Behaviour Hygiene Under-skilled Lifting Avoid working alone Muscular stresses Fatigue	Welcome onto the site. Gloves, and handwashing. Simple and easy to explain training bendzaaknees (Courses). “Buddy system”. Wee bit of stretching exercise before starting work.
Co-ordinator on site and willing helpers	Equipment	Incorrect tool use. Badly maintained tools Working at heights Powered equipment.	Right tool for the right job. Showing how to use the tool properly. Maintenance of tools, set a date to review and maintain all the tools. Ladders –maintenance and correct use. (Courses). A competent user and Personal Protection Equipment: earmuffs, safety glasses, gloves.reinforced footwear and hi-vis vest etc.
Co-ordinator/helper	Emergency Situations Near misses		Ring 111 First Aid Course Keeping an incident report

