



Version history	
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Transition Town Worthing CIC Health and Safety Policy

CONTEXT

The Health and Safety requirements of each event will vary according to the nature of the event.

This policy is supported by The Health and Safety Guidelines presently used in the Transition Town Worthing CIC (TTW) Community Gardens (see below).

IMPLEMENTATION

At all events:

All participants have the responsibility to achieve an environment conducive to health and safety and to take reasonable care of themselves and others.

Participants should never operate equipment without prior training and without checking with the key organiser or key gardener.

Participants should avoid situations that might endanger themselves or others.

Participants must always act in a reasonable manner with due respect for themselves and others.

At events which are open to the public:

A key contact must be appointed (with a “buddy” wherever possible). In the case of gardening events the key gardener(s) will be responsible for ensuring that the policy is applied.

The key contact(s)/gardener(s) will be responsible for determining and making public the presence of any emergency exits and first aid kits, and for pointing out any known hazards.

During any gardening or other physical activities, the key contact (s)/key gardener(s) must ensure that Health and Safety Guidelines are available and that all present have read and signed them. The Guidelines should be amended if any new hazards or considerations become apparent. Any new sites for gardening must follow the same procedures.

A first aid kit should be available for any gardening or other physical activities.

The key contact(s)/key gardener(s) should ensure that people are carrying out appropriate and safe tasks and point out any visible hazards.

The key contact(s)/key gardener(s) should stay on site until the arranged activity time has ended. If they are unable to, alternative arrangements for cover must be made.

Children under 16 must be accompanied by an adult at all times, and they must be made aware of their responsibility for the child(ren)'s safety.

Children must only be allowed to use tools with careful surveillance, and if necessary children's access to tools should be limited.

Tools should always be stored neatly in a designated area and not left lying around on site.

Health and Safety Guidelines held in The TTW Community Gardens

Thanks for coming today. While the work is not particularly dangerous there are risks, as there are with any physical outdoor work, so we ask everyone to take responsibility for keeping yourselves and others safe. Please read the rules below and sign the registration form to confirm you've understood them and will follow them. Above all please use your common sense and take care – accidents are most likely to arise through carelessness.

Health and safety is a collective responsibility so we ask you to follow these basic rules:

Signing in and out

When arriving at the site please sign in with one of the organisers so we know who is on site at any time.

Trip Hazards

The ground is uneven and overgrown in places, hiding hazards. Take care walking around the site and look out for trip hazards, bumps, holes, large roots etc. If you notice anything that could be a danger, please inform your team leader straight away.

Clothing and Footwear

Please dress appropriately for the work. It is essential that you wear gloves and appropriate, sturdy footwear such as boots when working. No sandals, flip-flops or open shoes will be allowed. We recommend long sleeves and trousers, of sturdy material, to avoid thorns.

Working and using Tools

- Please only do the work you're asked to do by a key gardener. If you're unsure what to do, please ask.
- No power tools are to be used on site today.
- If you are unsure how to use a tool, please ask.
- Never leave tools lying on the ground – prop them up somewhere visible or return them to a key

gardener.

- If you have brought any tools and you are aware of the risks/defects you must tell us right away. (It is your responsibility to look after your tools and take them with you at the end of the day).
- Do not work too close to anyone else and, if approaching someone else, make sure they know you are there. Stand well clear of people using tools and of any branches during tree pruning.
- If you are concerned that someone else's behaviour may pose a risk, please tell your key gardener. If anyone is engaged in dangerous behaviour they can be asked to leave.

Rest and Health Conditions

- If you have any medical conditions that might affect your ability to do the job you have been given, you must tell one of the organisers right away.
- Please ensure you do not over-exert yourself. Take a rest whenever you need to and swap jobs where necessary. This is not an endurance test!
- It is your responsibility to keep yourself well hydrated, fed, warm and protected from the sun.

Hygiene

Make sure you wash your hands before you handle food or eat after working in the garden.

Injuries

If you do injure yourself or see someone injured (or have a near-miss) tell one of the organisers straight away. We will ask you to fill in an incident form. A basic first aid kit is available on site, but you must administer it yourself or take responsibility for doing so safely. If necessary go to A & E.

Children

Children are very welcome, but we ask that any minor brought onto the site must be supervised at all times by their parent/carer who is fully responsible for their safety and behaviour.

Please sign the registration form to confirm you have read and understood this briefing.