

Health and Safety Policy: Kelvinside Allotments

1. General Statement of Intent

The Kelvinside Allotment Association Committee recognises that the control of health and safety risks is vital to maintaining a safe, productive environment for all plot-holders and visitors. Our objective is to provide a safe site, prevent accidents, and ensure that all plot-holders exercise a duty of care to themselves and others. This statement complies with our lease agreement with Glasgow City Council and our legal duties under the **Occupiers' Liability (Scotland) Act 1960, Health and Safety at Work etc. Act 1974, The Provision and Use of Work Equipment Regulations 1998, Control of Substances Hazardous to Health (COSHH) Regulations 2002, Data Protection Act 2018 and Part 9 of the Community Empowerment (Scotland) Act 2015.**

2. Responsibilities

Glasgow City Council

The Council is responsible for

- The roads and drains outside the perimeter of both sites
- The main gates and perimeter fences
- The mains water supply
- Large trees on site
- Trees on the perimeter
- Vermin control

The Committee

The Association Committee will ensure that:

- Communal areas, shared equipment, and main structures are maintained in a safe condition.
- Regular site inspections are conducted to identify and address hazards.
- Emergency contact numbers and location of first aid kits are displayed on the site noticeboard.
- Up to date first aid equipment is available at both sites
- Adequate Public Liability Insurance is maintained at all times.
- The Council is notified of any hazards which the Council is responsible for rectifying
- Any personal data on plot holders is handled in compliance with the Data Protection Act 2018

Plot-Holders

Every plot-holder is legally responsible for their own safety and the safety of anyone they bring onto the site, including children. Plot-holders must:

- Keep their plots tidy, free of trip hazards, and clear of debris (e.g., broken glass, exposed nails).
- Keep the main access paths and communal areas bordering their plot clear of obstructions.
- Supervise closely any children they bring to the site.
- Take responsibility for the behaviour of any visitors or clients they bring to the site
- Not bring any illegal or banned chemicals on site.
- Report accidents, near-misses, and hazards to the Committee as soon as possible
- Only erect greenhouses using polycarbonate or tempered glass

- Keep any structures on their plot in a safe condition
- Keep any dogs on a lead while at the site, and clear up and remove any dog mess

3. Site Security and Access

- The main site access gate must be securely locked after entry and exit to prevent unauthorised access.
- Keys must not be shared with unauthorised persons.
- A strict speed limit of **5 mph** applies to all vehicles on site, with priority given to pedestrians.
- Other than in an emergency, vehicles should not be driven beyond the communal tarmac area at Julian or the chippings area at Kirklee
- In the event of an emergency, call **999**. Ensure you know your exact site location in order to direct emergency services, and designate someone to meet them at the main entrance gate. The location of each gate (postcode and What3words) is posted beside each gate.
- Do not impede access by emergency vehicles
- For non-urgent police matters, eg to report a theft or damage, call **101**.

4. Hazard Management

Ponds and water butts

- Ponds should be no more than about 1 metre² in size and 30cm deep when full.
- The pond should have sloping, rather than steep/ vertical sides.
- Water butts should be securely covered

Tools and Equipment

- Power tools (e.g., mowers, strimmers, rotovators, hedge trimmers) must be used in accordance with the manufacturer's instructions and stored safely when not in use.
- Hand tools must also be stored safely when not in use.
- No tools may be left on communal paths where they may constitute a trip hazard

Chemicals, Pesticides, and Materials

- Any pesticides or herbicides used must be compliant with UK regulations.
- Chemicals and fuels must be stored in secure, locked, ventilated containers and kept well out of the reach of children.
- Hazardous materials (e.g., asbestos cement, old oil) must not be brought onto the site.

Bonfires

Bonfires should be

- On the member's plot
- Only for dry organic matter and not wet or treated wood, plastic, rubber or oils
- Situated well away from sheds, fences and overhanging vegetation
- Lit only if neighbouring members do not object
- Controlled at all times
- Extinguished before the member leaves
- Only lit between 1st October and 30th April

Bees

- The beekeeper should ensure that the bees and their hives are securely located and not accessible to plotholders or visitors.
- The beekeeper's phone number is posted on the main notice board at Kirklee in case he needs to be contacted about the bees.

5. Personal Health and Wellbeing

Plot-holders should

- Wear sturdy, protective footwear and gloves when working.
- Use eye protection when using a strimmer
- Ensure tetanus vaccinations are up to date.
- Cover all cuts and grazes with waterproof dressings.
- Not enter the site or operate tools while under the influence of alcohol or drugs.
- Make themselves aware of the location of the first aid kits

6. Open Days and Barbecues

- Those volunteering to assist with open days or barbecues must familiarise themselves with the KAA Risk Assessments for these, which are available on the KAA website
- Those preparing preserves, drinks or bakery for sale at Open days should familiarise themselves with food safety advice also available on the KAA website.

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