The Triangle Community Garden

Health and Safety Policy

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Revision history

Date	Details	Author	Review due
August 2012	New policy	John Cliff	Aug 2013
Aug 2013	Reviewed	Vicky Wyer	Nov 2013
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Jan 2016	Reviewed	Vicky Wyer	Jan 2017
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July 2023	Reviewed	VW	July 2024
July 2024	Reviewed	VW	July 2025

1. Policy Statement

1.1 Purpose

The Triangle Community Garden (TCG) considers the health and safety of all those engaged with its activities, or using its facilities to be of paramount importance. Every reasonable step will be taken to prevent them from being harmed whilst on site or at other working locations.

The Triangle Community Garden will ensure that everyone engaged with its activities, or using it facilities, is made aware of pertinent health and safety issues and any arrangements made to ensure health and safety. This will be achieved in a number of ways, such as the provision of information and instructions, appropriate notices and signs, checking that appropriate insurance is in place where required, and offering regular training sessions and induction information for new staff, support workers, volunteers and trustees.

Those engaged in TCG's activities will be actively encouraged to take an interest in health and safety in the course of their activities at the Triangle Community Garden and to bring any issues or suggestions for improvements to the attention of their line

manager. Feedback forms for workshop participants and all hirers contain a comment/suggestion box with a prompt to consider any health and safety issues.

The Triangle Community Garden carries out many and varied projects and activities involving different sets of staff, participants and external providers. Representatives of these projects/activities (as shown on the tables in 2.0) form a Premises and Safety Committee which will meet at every six months to review and coordinate health and safety and premises arrangements and operations. Workshop tutors and regular hirers will be asked to feedback on health and safety issues at six monthly intervals and that information will be fed into in the above meetings. Expert advice will be sought where necessary. Notes of these meetings will be recorded and stored.

Amongst The Triangle Community Garden gardeners, volunteers and visitors there are representatives of 'at risk' groups. These include:

- People with learning disabilities
- Children and young people
- Elderly people
- People with physical disabilities
- People with mental health problems

The organisation will take particular care to remain alert to their health and safety.

1.2 Scope and Context

The Triangle Community Garden Trustees have the responsibility for ensuring that the organisation meets legal requirements, in particular those contained in the Health and Safety at Work etc. Act 1974. The organisation recognises these legal duties and aims to provide a safe working environment, safe work equipment and safe methods of work. The Triangle Community Garden is aware that it is required by the Management of Health and Safety at Work Regulations 1999 and the amendment in 2003 to minimise risks by identifying hazards and eliminating or reducing them. Regular risk assessments will take place, their results will be recorded and action will be taken where necessary.

The Health and Safety policy will be reviewed at least annually, more frequently if there are changes in legislation, changes to the organisation or concerns about the effectiveness of the policy.

1.3 Definitions:

Those engaged with The Triangle Community Garden include the following:

Staff:	Anyone who undertakes a specific role within The Triangle Community Garden (TCG), whether paid or unpaid, with the exception of project volunteers* and casual volunteers. Unpaid staff roles include activity leader, bookings clerk, workshops coordinator, workshop opener/closer, etc.
Triangle Activity leader:	An activity or event organiser – see above
Support worker	A support worker **employed by TCG** to support a session of Growing Ability, New Shoots or GOGA, etc
1:1 Support worker	A support worker **employed by TCG** to provide 1:1 support to an individual at our of our social projects
External support staff	A support worker **not employed by TCG** who attends the one of our projects to provide support to a gardener or service.
Project volunteer:	A volunteer supporting the work of one of TCG's projects (eg Growing Ability, New Shoots or GOGA)
Casual volunteer:	A volunteer participating in organised community gardening activities or community events
Volunteer:	Collective term covering project and casual volunteers
Visitor:	Anyone attending a TCG workshop, walk or talk, or non-volunteering activity, or visiting the site
Gardener:	Someone with support needs using one of our services eg Growing Ability, New Shoots, GOGA
Tutor:	Anyone conducting a workshop or activity on behalf of the Triangle Garden
Hirer (organised group):	Anyone person or group hiring our venue or gazebos for group activities for which they have a duty of care
Hirer (casual):	Anyone hiring our venue or gazebos for their own purposes eg a private party
Contractor:	Anyone undertaking maintenance or other work on one of our sites eg electrician, tree surgeon.

Locations and sites:

Triangle Community Garden/Triangle Garden:	the community garden site including the riverside forest garden, in Ransom's Recreation Ground
Ransom's Pavilion:	The community building managed by TCG.
Triangle allotments:	Allotments managed by TCG.

2. Responsibilities

Responsibilities for Health & Safety vary for each element of The Triangle Community Garden' work /activities.

In order to make it easier for individuals to be clear about their responsibilities, tables have been drawn up for each element under the following headings:

- **Table 1: Community events and activities** (covering Triangle Garden activities and community events, both on site and elsewhere)
- **Table 2: Growing Projects: Growing Ability/New Shoots/GOGA** (projects for people with a range of support needs)
- **Table 3: Triangle Garden Workshops, Walks and Talks** including Forest School activities and Triangle Tribe
- **Table 4: Venue and Gazebo Hire**

TCG Health & Safety Policy: Table 1 - Community Events and Activities

This is the statement of general policy and arrangements for:	**The Triangle Community Garden**
Overall and final responsibility for health and safety is that of:	**Vicky Wyer, Chair of TCG Trustees**
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Steve Granger, Site Manager**

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To ensure that this H&S policy and procedure complies with current legislation and that it is implemented effectively	Vicky Wyer, Chair of TCG Trustees	Maintain a watch on all aspects of this policy and relevant Health & Safety legislation, liaising with the project manager to ensure its implementation.
To prevent accidents and cases of ill health related to TCG events and activities and provide adequate control of health and safety risks arising from those activities	Steve Granger, Site Manager Acting with Activity Leaders – named below	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments to be reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure activity leaders are competent to do the work assigned to them	Steve Granger, Site Manager	Activity leaders given necessary health and safety induction and provided with personal protective equipment as appropriate and relevant training (including general H&S, use of equipment, safeguarding, first aid, infectious diseases and manual handling).
To provide adequate induction, advice and supervision to ensure casual volunteers are able to participate safely in activities provided	Steve Granger, Activity leader Liz Millbank, Activity leader Vicky Wyer, Activity Leader Dulcie Buckenham, Activity leader	Casual volunteers given necessary health and safety induction and provided with personal protective equipment as appropriate and relevant training, advice and supervision.
To engage and consult with activity leaders and casual volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health	Steve Granger, Site Manager Activity leaders – named above Casual TCG volunteers	Activity leaders and casual volunteers routinely consulted on health and safety matters as they arise, and representatives from each group formally consulted on health and safety issues at six-monthly Premises and Safety sub-committee meetings or sooner if required.

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TCG Health & Safety Policy: Table 1 - Community Events and Activities continued

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To implement emergency procedures - evacuation in case of fire or other significant incident. (See http://www.communities.gov.uk/fire/firesafety/firesafetylaw/)	Steve Granger, Site Manager and Pavilion Caretaker Event/Activity leader – named above NHDC Property Services Dept	Escape routes well signed and kept clear at all times. Evacuation plans tested from time to time and any relevant issues communicated to NHDC Property Services.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances.	Steve Granger, Site Manager and Pavilion Caretaker NHDC Property Services Dept	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Activity leaders and caretaker trained in safe handling/use of substances where necessary. (See www.coshh-essentials.org.uk.)
Health and safety law poster is displayed:	In Ransom's Pavilion main entrance lobby (aka the kitchen) – opposite front door	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see www.hse.gov.uk/riddor)	1. Ransom's Pavilion kitchen, in base cupboard left of sink (Fist Aid Box and Accident Book) 2. In Allotment Store, hanging on inside wall to right of door (First Aid Box only)	

Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	Vicky Wyer, Chair of TCG Trustees	Every:	12	months or sooner if work activity changes

TCG Health & Safety Policy: Table 2 – Projects eg Growing Ability, New Shoots, etc

This is the statement of general policy and arrangements for:	**The Triangle Community Garden** Name of organisation
Overall and final responsibility for health and safety is that of:	**Vicky Wyer, Chair of TCG Trustees** Name of employer
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Steve Granger, Site Manager**

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To ensure that this H&S policy and procedure complies with current legislation and that it is implemented effectively	Vicky Wyer, Chair of TCG Trustees	Maintain a watch on all aspects of this policy and relevant Health & Safety legislation, liaising with the project manager to ensure its implementation.
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Steve Granger, Site Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments to be reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure staff, project volunteers and gardeners are competent to do the work assigned to them	Steve Granger, Site Manager	Staff, project volunteers and gardeners given necessary health and safety induction and provided with appropriate training (including use of equipment, safeguarding, first aid, infectious diseases and manual handling) and personal protective equipment as appropriate. Ensure suitable arrangements are in place to cover staff, volunteers and gardeners engaged in work off site.
To engage and consult with staff, project volunteers and gardeners on day-to-day health and safety conditions and provide advice and supervision on occupational health	Steve Granger, Site Manager All staff, project volunteers, external support staff and gardeners	Staff, external support staff, project volunteers and gardeners routinely consulted on health and safety matters as they arise, and representatives from each group formally consulted on health and safety issues at six-monthly Premises and Safety sub-committee meetings or sooner if required.

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TCG Health & Safety Policy: Table 2 – Projects continued

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To implement emergency procedures - evacuation in case of fire or other significant incident. (See http://www.communities.gov.uk/fire/firesafety/firesafetylaw/)	Steve Granger Site Manager and Pavilion Caretaker NHDC Property Services	Escape routes well signed and kept clear at all times. Evacuation plans tested from time to time and any issues promptly communicated to NHDC Property Services.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Steve Granger Site Manager and Pavilion Caretaker NHDC Property Services	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk.)
Health and safety law poster is displayed:	In Ransom's Pavilion main entrance lobby (aka the kitchen) – opposite front door	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see www.hse.gov.uk/riddor)	1. Ransom's Pavilion kitchen, in base cupboard left of sink (Fist Aid Box and Accident Book) 2. In Allotment Store, hanging on inside wall to right of door (First Aid Box only)	

Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	Vicky Wyer, Chair of TCG Trustees	Every:	12	months or sooner if work activity changes

TCG Health & Safety Policy: Table 3 – Workshops, Walks and Forest School

This is the statement of general policy and arrangements for:	**The Triangle Community Garden** Name of organisation
Overall and final responsibility for health and safety is that of:	**Vicky Wyer, Chair of TCG Trustees** Name of employer
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Vicky Wyer, acting Workshops Coordinator**

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To ensure that this H&S policy and procedure complies with current legislation and that it is implemented effectively	Vicky Wyer, Chair of TCG Trustees	Maintain a watch on all aspects of this policy and relevant Health & Safety legislation, liaising with the project manager to ensure its implementation.
To ensure workshop providers are competent to enable participants to take part safely in the workshop activities provided	Vicky Wyer, acting Workshops Coordinator	Ensure tutors have suitable qualifications/experience including licenses, First Aid training and DBS checks where appropriate, to deliver relevant workshop/walk/talks. Ensure monitoring systems are in place to check feedback from participants at each workshop.
To prevent accidents and cases of ill health related to workshop activities and provide adequate control of health and safety risks arising from workshop activities	Workshop tutors/walk leaders as named on each workshop/walk/talk poster	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments to be reviewed every year or earlier if working habits or conditions change.)
To provide training, advice and supervision to enable participants to take part safely in the workshop activities being provided	Workshop tutors/walk leaders as named on each workshop/walk/talk poster	Participants given necessary health and safety induction and provided with relevant training and personal protective equipment as appropriate.

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TCG Health & Safety Policy: Table 3 – Workshops, Walks, etc continued

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
Consult with tutors and participants on health and safety conditions	Vicky Wyer, acting Workshops Coordinator Duty workshop opener/closer Workshop tutors/walk leaders as above Workshop participants	Workshop tutors and participants routinely consulted on health and safety matters through workshop feedback forms. Feedback reported by Workshops Coordinator to six-monthly Premises and Safety sub-committee meetings or if urgent direct to Chair of Trustees.
To implement emergency procedures - evacuation in case of fire or other significant incident. (See http://www.communities.gov.uk/fire/firesafety/firesafetylaw/)	Duty workshop opener/closer Workshop tutors/walk leaders as above Steve Granger, Pavilion Caretaker NHDC Property Services Dept	Escape routes well signed and kept clear at all times. Evacuation plans tested from time to time and any relevant issues communicated to NHDC Property Services.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Steve Granger Site Manager and Pavilion Caretaker NHDC Property Services Dept	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
Health and safety law poster is displayed:	In Ransom's Pavilion main entrance lobby (aka the kitchen) – opposite front door	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see www.hse.gov.uk/riddor)	1. Ransom's Pavilion kitchen, in base cupboard left of sink (Fist Aid Box and Accident Book) 2. In Allotment Store, hanging on inside wall to right of door (First Aid Box only)	

Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	Vicky Wyer, Chair of TCG Trustees	Every:	12	months or sooner if work activity changes

TCG Health & Safety Policy: Table 4 – Venue Hire: Ransom's Pavilion

This is the statement of general policy and arrangements for:	**The Triangle Community Garden** Name of organisation
Overall and final responsibility for health and safety is that of:	**Vicky Wyer, Chair of TCG Trustees** Name of employer
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	**Vicky Wyer, Pavilion Booking Clerk**

Statement of general policy	**Responsibility of** *(Name / Title)*	**Action / Arrangements**
To ensure that this H&S policy and procedure complies with current legislation and that it is implemented effectively	Vicky Wyer, Chair of TCG Trustees	Maintain a watch on all aspects of this policy and relevant Health & Safety legislation, liaising with the project manager to ensure its implementation.
To ensure hirers are made aware of their health and safety responsibilities and are provided with adequate information to enable safe use of the venue including evacuation in case of fire	Vicky Wyer, Pavilion Booking Clerk	Ensure venue hirers are made aware of the General Rules and Standard Conditions of Hire and sign the Hiring Agreement prior to hiring the venue. Ensure hirers are given necessary health and safety induction and provided with Hirer's Handbook containing heating/appliance instructions, emergency plans and contact details. Ensure organised groups hiring or using our facilities have appropriate and adequate public liability insurance in place.
To prevent accidents and cases of ill health related to use of the venue and provide adequate control of health and safety risks arising from use of the venue	Venue hirers as named in hiring agreement	Relevant risk assessments completed as necessary and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change)
To consult with venue hirers on health and safety conditions	Vicky Wyer, Pavilion Booking Clerk Venue hirers as named in hiring agreement	Venue hirers routinely consulted on health and safety matters via Hirer's Handbook reporting system and hirer's feedback forms. Regular hirers formally consulted every 6 months. Feedback reported by Booking Clerk to six-monthly Premises and Safety sub-committee meetings or if urgent direct to Chair of Trustees.

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TCG Health & Safety Policy: Table 4 – Venue Hire: Ransom's Pavilion continued

To implement emergency procedures - evacuation in case of fire or other significant incident. (See http://www.communities.gov.uk/fire/firesafety/firesafetylaw/)	Venue Hirers as named in hiring agreement Steve Granger Site Manager and Pavilion Caretaker NHDC Property Services dept	Escape routes well signed and kept clear at all times. Evacuation plans tested from time to time and any relevant issues communicated to NHDC Property Services.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	Steve Granger Site Manager and Pavilion Caretaker NHDC Property Services Dept	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. System in place for securing evidence of routine testing of all equipment and machinery used by hirers at the TCG's premises
Health and safety law poster is displayed:	In Ransom's Pavilion main entrance lobby (aka the kitchen) – opposite front door	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see www.hse.gov.uk/riddor)	1. Ransom's Pavilion kitchen, in base cupboard left of sink (Fist Aid Box and Accident Book) 2. In Allotment Store, hanging on inside wall to right of door (First Aid Box only)	

Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	Vicky Wyer, Chair of TCG Trustees	Every:	12	months or sooner if work activity changes

3. Arrangements

The Triangle Community Garden has overall responsibility for all aspects of health and safety at its site(s), however this is shared with the landlord, North Herts District Council (NHDC), and devolved by agreement to hirers, contractors and external workshop tutors.

3.1 Premises

NHDC, as landlord of the premises, is responsible for the fabric of Ransom's Recreation Ground (including the Triangle Garden), Ransom's Allotments and Ransom's Pavilion, including

- all roofs, gutters, pipes, drains and other conduits and chimney stacks;
- all foundations, walls, doors, and window frames;
- all exterior decorations;
- pathways, steps and other means of access in and about the premises;
- all floors and ceilings, doors and door frames, skirtings and thresholds in and of the premises;
- external stores in and of the premises;
- boundary walls, fences and gates of the premises;
- water pipes, gas pipes and electrical wiring in the premises;
- basins, sinks, baths, toilets, flushing systems and waste pipes in the premises (except blockages in sink and toilet waste pipes caused by the negligent or malicious misuse of the same by the TCG or those for whom TCG is responsible);
- water heaters, boilers, air conditioning units and radiators in the premises;
- sockets and light fittings in the premises;
- all glass in and of the premises

The Triangle Community Garden is responsible for the way it uses the premises and for its own equipment and any agreed day-to-day maintenance of the space it occupies. This includes office and other space if and when provided. Off-site, e.g. where we have been contracted to landscape or maintain people's Garden or community spaces, The Triangle Community Garden is responsible for the health and safety of staff, volunteers and gardeners and for the safety of tools and equipment. Every reasonable step will be taken to avoid harm to individuals. A risk assessment will be conducted in all instances before any work is carried out by The Triangle Community Garden' staff, volunteers or gardeners.
The following measures will be put in place to eliminate or reduce as far as is reasonably practical the risks posed by any hazards at The Triangle Community Garden site(s), or at other working locations.

3.2 Training

Staff and (where appropriate) volunteers, visitors, hirers, tutors, contractors, trustees and gardeners will be trained in:

- The safe use of tools and equipment - oral and written instructions will be provided as appropriate and will include consideration of potential problems and their solutions.
- The safe use and storage of any hazardous substance used at The Triangle Community Garden e.g. petrol. Training will include what to do in the event of accidental spillage.

- Handling and transfer skills - for the relevant people this will include the safe lifting, moving or carrying of goods or people, including those in wheelchairs.
- Personal safety principles and techniques and what to do in an emergency.
- The management of challenging behaviours including physical or verbal aggression.
- First aid.
- Emergency and fire procedures.
- Food handling
- Assessing risk and writing risk assessments

A record of all training conducted including participants will be maintained.

3.3 Signage and display of health and safety information

Signs will be used where appropriate to highlight hazards. Where possible, these will consist of both written and symbol-based warnings.

Notices will be displayed in any space or premises used by staff, volunteers, visitors, hirers, gardeners etc. so that everyone is aware of the Triangle Community Garden's and their own health and safety responsibilities. These will include:

- Safety representative contact information
- Safe methods eg chair stacking
- Hazard warnings
- First aid information
- What to do in an emergency
- Covid safety information
- Fire safety information
- Hand washing information
- Food allergy information

Food handling within our projects will be predominantly covered by training, but TCG will provide instructions for volunteers required to handle food eg at events, and relevant information for hirers in the Hirers' Handbook.

3.4 The Operating Environment

The staff health and safety representative will ensure the following, delegating the practical responsibility where appropriate:

- Smoking is allowed only in designated areas, not in any of The Triangle Community Garden buildings or vehicles
- Spaces are kept clean and tidy
- Storage facilities are sufficient to ensure that surfaces and floor space are kept clear
- Toilet facilities are provided

Visual inspections of sheds and other structures will take place regularly to ensure their safety.

3.5 Safety equipment

The Triangle Community Garden will supply and insist on the use of the following in appropriate circumstances. Training in use will be provided for more specialist equipment.

- Steel-toed boots*
- Heavy-duty gloves**
- Wet weather gear
- Goggles
- High visibility clothing
- Ear defenders
- Masks

  *Steel-toed boots will be supplied to GA and GG gardeners and TCG will insist on them being worn when appropriate eg for digging; it is impractical to issue them to casual volunteers working on the Triangle Garden due to the age and size range of the people involved, but training on safe use of tools will be given at each volunteer session.

  ** Volunteers are encouraged to bring their own gardening gloves if they have them to ensure a good fit and therefore maximum safety when handling tools. TCG will provide gloves in a variety of sizes, for those who have not brought their own.

3.6 Food handling

The Triangle Community Garden will ensure that at least one member of staff holds an appropriate qualification in food handling, preparation and storage and is present to oversee or provide instructions on any food preparation or distribution. Everyone taking part in The Triangle Community Garden' activities which involve the handling of food will be made aware of basic principles, including the need for thorough handwashing.

In general, the organisation will avoid high risk activities.

3.7 Medicines

No medicine will be administered or held by staff members, volunteers, tutors or gardeners except for their own use and entirely at their own risk. Such medicines must be kept securely on their person whilst at the project. See TCG's Policy for Handling Medicines

3.8 Equipment

The Triangle Community Garden recognises its responsibilities under the Provision and Use of Work Equipment Regulations 1998 (PUWER) to maintain equipment in a good state of repair.

The Triangle Community Garden will ensure that all machinery, tools and equipment used in its activities are safe and that regular inspections are carried out. The results of these inspections will be recorded. Any defective equipment will be removed from use immediately and then either repaired or discarded.

No equipment or machinery may be used by staff, volunteers, visitors or gardeners without prior training or a certificate of competence being obtained where appropriate.

3.9 Driving and vehicles

Drivers and any passengers in the vehicles will wear suitable restraints when the vehicle is in motion.

Equipment carried in the vehicles will be stowed safely.

Where staff or volunteers use their own vehicle on Triangle Community Garden business, they will be required to maintain suitable insurance cover and to ensure that the vehicle has passed an MOT test where necessary. A copy of any insurance certificate must be provided to The Triangle Community Garden before any vehicle is used on The Triangle Community Garden' business.

Please refer also to our policy on the Use of Private Vehicles to Transport Gardeners.

3.10 Working off-site or alone

The Triangle Community Garden will ensure as far as possible that public or private domestic locations where staff, volunteers, tutors or gardeners etc. work, are sufficiently safe places. People working off-site will be trained in personal safety principles and techniques and in what to do in an emergency.

No member of staff or volunteer will visit a community location or private address on their own without recording where and when they are going and leaving a contact number.

No staff member or volunteer should work alone on a The Triangle Community Garden site after hours without informing another person and carrying a mobile phone.

Gardeners should not be on any site alone at any time.

A "Buddy" system should be in place for the lone-worker to contact within a set period of time after leaving the site/or returning home. See TCG's Policy on Lone Working

Emergency contact details need to be held in confidence for each member of staff, volunteer or gardener.

3.11 Protection of children/adults at risk

The Triangle Community Garden is aware of the Care and Support Statutory Guidance given under the Care Act 2014 and of the requirements of the Protection of Children Act 1999 (and other legislation) and operates a policy on safeguarding adults at risk and children and the prevention of abuse. See TCG's Safeguarding Policies for Adults and Children

All new members of staff and any GA volunteers who work regularly* with adults at risk or children, at or for The Triangle Community Garden, are required to undertake a DBS check (*see DBS policy for full details of how the DBS eligibility criteria are applied).

Risks specific to adults at risk and children will be separately assessed, recorded and actioned.

Social workers will be informed that notification of the details of any gardener who may pose a risk to other gardeners, staff, volunteers or the general public, must be given to the relevant member of staff either before the gardener first attends or as soon as they are identified. A confidential Risk Assessment should be conducted for each new gardener, and relevant staff, care workers and social workers advised appropriately.

3.12 Managing Verbal and Physical Aggression

The Triangle Community Garden has a policy on the management of challenging behaviour. See TCG's Challenging Behaviour Policy.

The nature and philosophy of the organisation are such that violence of all kind is discouraged and seldom occurs. All staff members and many volunteers are skilled in gentle persuasion and distraction techniques and these rarely fail to be effective.

Violence of any kind will not be tolerated and volunteers or visitors displaying or threatening violence will be asked to leave The Triangle Community Garden premises. Gardeners who display violent behaviour will be required to be collected from site by their carers. Staff members displaying any form of challenging behaviour will be severely reprimanded.

All gardeners will be required to sign the project rules which include items on behaviour before starting at The Triangle Community Garden.

3.13 First aid and accident procedures

The Triangle Community Garden's policy on responding to accidents and incidents and on reporting them, is set out below. The organisation understands its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The organisation will ensure as a minimum continuous cover by a trained first-aider for all activities organised by them at each site. A designated person will be responsible for taking charge in an incident or emergency, including the calling of an ambulance, where necessary.

At least minimum provision for first aid (a first aid kit) will be made at each site, in vehicles and on outings.

Reporting accidents and incidents:

- Accidents and incidents, however small, will be recorded in the accident or incident books, located with the first aid box in the kitchen.
- Accidents and incidents occurring off-site will be reported to the staff member with responsibility for health and safety as soon as practicable and entered in the accident/incident book on return to the site within 24 hours.
- Accident reports will be reviewed regularly, summarised and circulated to Trustees monthly and action will be taken if necessary to reduce the risk of re-occurrence.
- Injuries and accidents occurring to members of 'at risk' groups will be reported in writing to parents, guardians or carers.
- Injuries and accidents associated with any allegation of abuse will be dealt with under The Triangle Community Garden' Safeguarding Children and Safeguarding Adults at Risk Policies.

- Fatalities, serious accidents or physical violence will be reported at once to the staff member with responsibility for health and safety and also to the Trustees.
- A telephone report will be made to the Incident Contact Centre of the Health and Safety Executive, followed by the appropriated completed form e.g. F2508 - Report of an injury, either on paper or via the website (*http://www.riddor.gov.uk/reportanincident.html*) in the following cases:

a. **All work-related accidents which result in death, major injury, an employee being off work for more than three days or a member of the public being taken to hospital.**

b. **Major injuries including:**
- Fractures other than of fingers, thumbs and toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Temporary or permanent loss of sight
- Unconsciousness caused by electric shock, asphyxia, or exposure to a hazardous substance
- Any acute condition causing unconsciousness or requiring resuscitation or admission to hospital for more than twenty-four hours
- Illness requiring medical treatment following exposure to a hazardous substance

c. **All dangerous occurrences, e.g.**
- Electrical short circuit or overload causing fire or explosion
- Accidental release of any substance which may damage health
- Collapse, overturning or failure of load-bearing parts of lifting equipment

d. **All work-related disease**

Records of accidents and incidents will be kept by The Triangle Community Garden for at least three years or the time required by the Health and Safety Executive whichever is the longer.

3.14 Fire safety and emergency procedures

The Triangle Community Garden is aware of its responsibilities under the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997. The Triangle Community Garden will ensure that any premises comply with the regulations and that everyone using the premises is trained in what to do in the event of a fire.

- Fire safety notices will be displayed prominently in all premises.

- Suitable fire-fighting equipment are supplied and maintained by NHDC according to the manufacturer's instructions. Staff will be trained in their use where appropriate.

- Staff, volunteers, gardeners, tutors, contractors, visitors and hirers will be expected to co-operate with any fire safety arrangements.

- Staff and volunteers who drive vehicles while on TCG business will be expected to familiarise themselves with Fire Services advice on what to do in a fire emergency:

- Switch off engine
- Release bonnet – Do Not Open
- Get everyone out of the vehicle
- Get far away from the vehicle and stay away, keeping onlookers and others away
- Dial 999 and call the fire and rescue service
- Warn oncoming traffic, if safe to do so.
- If and only if you believe it is safe to do so, attempt to put out the fire with a dry powder or foam extinguisher. If the fire is in the engine compartment, do not open the bonnet but aim the extinguisher through the radiator grille or under the edge of the bonnet. Use with caution and if in doubt, don't attempt to tackle the fire.

- Never use water on an engine fire – it can short out wiring and spread burning petrol with disastrous effect.
  Further information is available at http://www.fireservice.co.uk/safety/vehicle-fires/

3.15 Risk Assessments:

The Triangle Community Garden will use an agreed Risk Assessment recording process and ensure all staff required to conduct assessments, are trained in the procedures.

3.16 Infectious diseases: Prevention and Immunisation

All staff, volunteer workers and gardeners are reminded that for most infections, simple prevention methods are the most effect, ie using a handkerchief or tissue when sneezing – 'catch it, bin it, kill it', washing hands in hot soapy water and ensuring arms and legs are covered and wearing gloves to avoid cuts and grazes. More specific risks and the preventative measures are set out in the following paragraphs.

COVID-19 is caused by a strain of coronavirus first identified in Wuhan City, China in December 2019. The incubation period of COVID-19 is between 12 hours and 10 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, they are unlikely to develop symptoms.

Signs and symptoms of Covid-19 are a high temperature, a new, continuous cough and/or a loss or change to your sense of smell or taste. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older males, those with a high body mass index, those with underlying health conditions, those from some Black, Asian or minority ethnic (BAME) communities and adults with learning disabilities. Symptoms in vaccinated people may present differently eg cold/flu symptoms, sore throat, excessive sneezing, runny nose

Evidence continues to indicate Covid-19 can be transmitted by two main routes:

- respiratory droplets and aerosols, (accounts for 80% transmission)
- direct contact with surfaces contaminated with virus.

How long any respiratory virus survives will depend on a number of factors such as:

- The surface the virus is on.

- Sunlight, temperature and humidity
- Exposure to cleaning products.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly within 72 hours.

Ventilation of indoor spaces, use of CO2 monitors to measure air quality, use of face coverings indoors, physical distancing, regular hand washing and hand sanitizing and cleaning of frequently touched surfaces with appropriate products will help to reduce the risk of infection. Transmission rates are greatly reduced by working outdoors rather than indoors, and by taking the measures outlined above when working indoors.

Weil's disease is carried in rat's urine and all staff, volunteers and gardeners are reminded of the need to wash their hands after working in the garden particularly in areas like compost heaps, ponds and rivers where rats may be living.

Tetanus All staff, volunteers and gardeners are strongly encouraged to ensure that they are immunised against tetanus, a soil borne disease which enters the body through cuts and grazes etc. Current Department of Health advice is that most people should have received sufficient injections to ensure lifetime cover by the time they are 28 years old. Where in doubt consult the nurse at your Doctor's surgery. Where it is not appropriate for an individual to be immunised because of the live vaccine, or an individual declines on other grounds they should sign a disclaimer which acknowledges the risks.

Occasionally a national epidemic or high incidence of a particularly disease, eg Swine Flu (H1N1 virus) gives rise to the need for additional precautions / preventative measures, eg the use of an alcohol based hand gel every time you enter the project accommodation. All staff, volunteers and gardeners must comply with these additional requirements, details of which will be posted at the project.

Hepatitus B is a virus spread through contact with blood or other bodily fluids from an infected individual. First aiders are reminded therefore always to wears gloves. As The Triangle Community Garden' current policy is that any gardeners requiring assistance with personal care will need to be accompanied by a carer, the risk of Hepatitus B should be low. However, if staff are concerned about their exposure to Hepatitus B, they are strongly advised to seek medical advice and possible immunisation. The Triangle Community Garden will support an application to their Doctor for this.

3.17 Poisonous plants and fungi

On a site which includes non-cultivated areas it is not possible to maintain a complete list of poisonous plants and fungi. Similarly when working on other sites and in people's Garden it will not be possible to identify every single growing organism. Staff, volunteers and gardeners are reminded of the need to wear gloves, long sleeves and long trousers at all times when working outside to avoid irritation to the skin, and not to ingest any plant /fungi which has not been positively identified. Identification information can be found at the Pavilion in the First Aid cupboard.

3.18 Aspergillosis

Aspergillosis is the name of a group of fungal conditions caused by a mould called aspergillus. Inhaling aspergillus particles isn't a problem for most people, because their immune system quickly destroys the particles. However, aspergillosis can develop in those who have a pre-existing lung condition, such as asthma or cystic fibrosis, or in those with a weakened immune system.

At the Triangle Community Garden aspergillus particles may be found in woodchip, leaf mulch and compost, especially in autumn and winter. Therefore the following precautions should be taken:

- when a session includes working with woodchip, leaf mulch and compost, all participants are to be asked beforehand if they have a pre-existing respiratory condition or weakened immune system. This will form part of the risk assessment process (which will also be informed by medical forms and personal risk assessments for GA sessions).
- anybody with a pre-existing respiratory condition or weakened immune system will be **not** be allowed to work with woodchip, leaf mulch and compost, and will be advised **not** to come within 150m of others doing this activity (the distance between the Triangle Garden and Allotment No1 is 200m).
- this activity should be avoided altogether on windy days especially during the autumn and winter.
- anyone whose health is not considered to be at risk from this activity, should nonetheless be advised to wear a disposable dust mask (FFP2), long sleeved top and long trousers, gloves and goggles.
- The following links provide supporting information:
  http://www.nacpatients.org.uk/face_masks
  http://www.nhs.uk/conditions/Aspergillosis/Pages/Introduction.aspx

4. Publication

- This policy will be available at Ransom's Pavilion and on the Triangle Garden website: www.trianglegarden.org. It is available on request in hard copy – please email info@trianglegarden.org or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard Hitchin SG5 1HR
- Current and new members of staff, trustees and volunteers will be made aware of its existence and any revisions made.