

Streatham Common Community Garden - Volunteer health & safety briefing

Updated: April 2017



Thank you for volunteering at the Community Garden. Please make sure you and any group you bring to the garden are aware of the below risks. We ask everyone to take responsibility for keeping yourselves and others safe.

Please read the below rules and sign the registration sheet 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 and leaving the site please sign in and out on the registration sheet, so we know who is on site at any one time. This is kept just inside the entrance of the greenhouse.

Opening and closing

- Our opening hours are 12-4pm every Sunday and Wednesday (11am-3pm from beginning of November – end of February). We are only open to visitors and volunteers during these times. If the door to the garden is open at other times then this is because staff at The Rookery are using the entrance.

Trip hazards and moving around

- The ground is uneven and overgrown in places, hiding hazards. Take care walking around the site and look out for trip hazards. The paths are on a slope, look out for bumps, holes, large roots etc. If you notice anything you think could be a particular danger, please inform an SCCG organiser (of whom there should be at least two present) straight away.
- Do not run in the garden.
- Do not leave tools or any items such as plant debris, compost bags blocking the pathway.
- If you see any rubbish on the pathways then please take it to the nearest bin. Make sure you are wearing gloves.

Clothing and footwear

- Please dress appropriately for the work. We advise you wear gloves and wear appropriate, sturdy footwear such as boots whenever working. No sandals, flip-flops or open shoes should be worn. We recommend long sleeves and trousers, of sturdy material to avoid thorns.

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- Please dress appropriately for the weather. Wear a jumper if it's cold, a waterproof jacket if it rains, and protect yourself from sunburn if it's sunny.

Working and using tools

- Please do the work as directed by one of the SCCG organisers. If you're unsure what to do, or who the group members are, please ask.
- No power tools may be used by volunteers on site unless with special permission.
- If you are not sure how to use any tools, or how to do a job you have been tasked with, please ask a SCCG organiser.
- Never leave tools lying on the ground – prop them up somewhere visible or put them away again in the bothy.
- If you have brought tools and you are aware of any risks/ defects you must tell us straight 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 a SCCG organiser straight away and they will speak to them. If the behaviour is persistent or poses serious risk, volunteers may be asked to leave.
- We start clearing up at 3.30pm. Volunteers are responsible for returning any tools or other equipment to the bothy. The hosepipe should always be returned to its position by the tap so it does not create a trip hazard.

Rest and health conditions

- If you have any medical conditions that might affect your ability to do the job you have been tasked with safely, you must tell one of the SCCG organiser straight away.
- Please ensure you do not over-exert yourself. Take a rest whenever you need it and if you feel a job may be too strenuous for you tell a SCCG organiser.
- If you are feeling tired, please have a rest on one of the benches or seats provided.
- It is your responsibility to keep yourself well hydrated, fed, warm and protected from the sun. Some basic refreshments (tea, coffee, water) are available on site. Food and drink is also available from the cafe nearby near the Rookery entrance.

Hygiene

- We have access to toilets and washing facilities. Ask an organiser if you're unsure where to find them. Wash your hands before you leave and before you handle food or have anything to eat or drink.

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- If you prepare any food or drink inside the bothy, please make sure that anything you use is stored away in containers when you finish.

Injuries

- Our Community Gardener and Trustees are first aid trained.
- If you injure yourself or see someone injured (or have a near-miss) tell an organiser straight away. A basic first aid kit is available in the bothy.
- If one of our trained First Aiders is on site then they will assist you.
- If none of our First Aiders are present, then you can have access to the first aid kit but you must administer it yourself and take responsibility for doing so safely. We will ask you to fill in an incident book (kept in bothy). If necessary go to A&E / minor injuries unit. The nearest A&E is St Georges Hospital, Blackshaw Road, Tooting, SW17 0QT. The garden address is Streatham Common Community Garden, The Rookery, Streatham Common, SW16 3BZ. The closest entrance is on Covington Way.
- A poster with this Emergency Contact Information is displayed in the bothy.
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Personal belongings and Crime

- You are responsible for looking after your own personal belongings.
- Make a supervisor aware of any suspicious activity.
- If you are the victim of any crime then report it to the Police. The closest police station is 101 Streatham High Road, SW16 1HJ or Tooting. Call 101 for crimes that don't require an immediate response or 999 if an emergency.

Dogs

- **No dogs are permitted in the garden?**

Children

- Any minor (under-14's) brought onto site must be signed in and supervised at all times by their parent or carer, who is fully responsible for their safety and behaviour.
- We ask parents/carers to ensure children are kept well away from parts of the site where work is taking place involving large or potentially hazardous tools, or other activities that might be hazardous for a child. In particular, children should be kept away from the yard area at the top of the garden as it is working area and potentially hazardous.
- We ask parents/carers to remind their children not to run in the garden.
- No lone working; Volunteers should not be in any situation where they are alone with a child not known to them for everyone's safety.

Please sign the registration sheet to confirm that you have read and understood this briefing and agree to abide by it.