

## **Health and Safety Assessment**

The objective of the risk assessment is to identify and remove the risk posed by a hazard completely or to reduce the hazard's risk to an acceptable level. For clarity, the assessment will identify specific hazards, such as chemical, unsafe structures, paths, poorly stacked wood, wobbly fences as well as other hazards including tool use, power tools and such like. We will use these identified hazards to assess the potential risk to members. After the assessment, form and advice will be issued to members.

It is expected that all members will follow the guidance set out and cooperate with the Board to ensure the welfare and safety of members.

There will be a Site Risk Assessment each March and September.

Once the risk assessment has been completed, the Board, will then decide how to deal with the identified hazards and their risks. Records of risk assessments undertaken and actions will be kept.

## **Personal responsibility.**

Various Health and Safety Legislations, for example, Health and Safety at Work Act 1974, requires an employee, a member to take reasonable care and responsibility for their own Health and Safety and of others whilst on the site. Implicit is for the employee, member to cooperate and comply with the rules and policies of the Society so that the Society can fulfil its duty of care.

## **Actions required by the member.**

If a member(s) have had an accident, injury or 'near miss', this should be reported to the Secretary.

A **hazard** is something or a situation which poses a potential **risk** to members. For example, an unsafe stacking of wood, broken glass, obstruction on an access path, chemicals left on a plot, an over hanging branch over a path etc.. A hazard is the cause of a risk to members.

If a member identifies a hazard which could be or cannot be remedied by that member, this must either instance be reported and recorded. If the member is unable to remedied the hazard, the member must also post a warning to alert other members. There is stack of cones next to shop.

In all instances, it is the member's responsibility to report this to the Secretary as soon as possible who would the record this incident. Failure to do so would be regarded as negligence on the part of that member and may lead to an investigation and possible sanctioning by the Board.

In simple terms: if *you become aware of a hazard, sort it (if safe and able to do so) or report it.*

# Health and Safety Inspection form

Date.....

Form number...../.....

Committee Member(s) .....

Plot number  or part of the site	Identified Health and Safety concerns or hazard.  Who P- PLOTHOLDER USING EQUIPMENT OP – OTHER MEMBERS GP – GENERAL PUBLIC	LIKELIHOOD RATING 5 – Virtually Certain 4 – Highly Likely 3 – Likely 2 – Unlikely 1 – Highly Unlikely	SEVERITY RATING 5 – Fatalities / Ill Health 4 – Severe Injury 3 – Major Injury 2 –Minor Injury 1 – Slight Injury	RISK RATING CALCULATION Likelihood x Severity = Risk L x S = R RR= Residual risk after control measures taken into account	LEVEL OF RISK  1-5 = Low 6-14 = Medium 15-25 = High	Control measures identified

# Health and Safety Risk Assessment

Date:            Form number...../.....            Committee Member(s) .....

Location	Nature of hazard: specify the nature/cause of hazard.	What is the risk and to whom	Any existing measure being taken: are they sufficient?	Action if appropriate agreed with member

Signed..... Date.....