



Health and Safety Checklist

Urban Harvest 2023

This checklist should be read by all volunteers before starting work at the garden.

Personal responsibility

You are responsible for your own safety when working on site, and to be aware of the health and safety of others. Please read all Health and Safety information displayed or given to you. You are responsible for your own belongings.

You must fill in a Sign-In and/or Photo Permission form before commencing work.

Protective clothing

For your safety and comfort, protective clothing and equipment such as boots, gloves, and kneeling pads are available and should be used when necessary. Protective equipment should be in good working order before use and be returned to the correct place at the end of the day. Volunteers must wear appropriate clothing. If the site leader deems that the clothing worn by a volunteer is not appropriate they will not be allowed to work on the site.

Good housekeeping

For everybody's health and safety, it is important to keep work areas free from hazards such as tools and equipment. Please keep the site tidy at all times to minimise these hazards. Please be clear about which tasks you are undertaking during a session and ensure all tools are in good working order before use and cleaned and put away at the end of every session. Broken equipment or equipment that is unfit for use should be labelled or set aside for the Site Leader to address the issue.

Communication

Any issues or problems that arise during the day should be referred to your Task Leader or Site Leader. You will be made aware of who these people are in the briefing that will take place at the start of your session. All incidents/accidents have to be recorded in the garden's incident report book and will be completed by the Site Leader.

Hand washing

Please wash your hands at the start and end of the day and before eating or drinking. Your Site Leader will let you know where hand washing facilities are available.

Lifting heavy items and using tools

Please only lift what you feel you can and ask for a demonstration if necessary. If you are unfamiliar with the use of a tool please ask for advice or a briefing before using it.

The site

You will be shown all relevant areas including work areas, toilet and hand washing facilities and the fire meeting point.

First aid and fire procedures

In the event of any injury contact the appointed First Aid person. In the event of a fire please assemble at the Fire Meeting point.