



Health and Safety Policy for Get up and Grow

Health and safety policy



Get Up And Grow Health and Safety Policy

This is the statement of general policy and arrangements for:	<u>Get up and Grow</u>
Hayley Watson	has overall and final responsibility for health and safety
Hayley Watson	has day-to-day responsibility for ensuring this policy is put into practice

Risk assessment

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Hayley Watson	Issue a Health and Safety Policy and review every 12 months
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Hayley Watson	Health and Safety training; First Aid training; General Risk Assessment for gardening activities (see below); and Individual Risk Assessment to be carried out for individual contracts
Engage and consult with employees on day-to-day health and safety conditions	Hayley Watson	This will be reviewed at regular weekly meetings
Implement emergency procedures – evacuation in case of fire or other significant incident.	Hayley Watson	The work of Get up and Grow is delivered remotely at various sites. At the start of each contract we will liaise with the client to establish individual evacuation and emergency procedures.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Hayley Watson	Any chemicals used will have a COSHH assessment; A record of chemicals stored at our home office base or on-site will be recorded and stored in a safe and secure place; All equipment to be logged in and out at the beginning of every session and we will adhere to general risk assessments (see below) to maintain safe and healthy working conditions

Signed: * (Employer) Hayley Watson	Director	Date:	
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Health and safety law poster is displayed at (location)	Not applicable as Get up and Grow work remotely at various locations
First-aid box is located:	On-site. Get up and Grow will carry a First Aid Box to each session.
Accident book is located:	On-site. Get up and Grow will also carry an Accident Book to each session.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Company name: Get up and Grow

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Risk level

Slips and trips	Staff and clients may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, eg on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	Get up and Grow	Every session that we deliver	
Animal manures	Microbial contamination (potentially pathogenic)	If working with manures, wear gloves. Wash hands thoroughly in tap water at the completion of the task.	Avoid directly handling the manure and educate clients that they should always use a spade to move manure.	Get up and Grow	Every session that we deliver	
Bees, wasps and Insects	Stings	These are natural inhabitants of the garden and pose no risk unless provoked. Get up and Grow must be aware of any client who is allergic to specific insects. Seek first aid if stung. If a nest is discovered, it should be reported to the relevant person.	Always find out where the First Aid Kit is located at the site of the gardening activities. Also carry a First Aid kit as standard good practice	Staff at the site Get up and Grow	Every session that we deliver	
Chemicals used in the garden	Inhalation, skin or eye contact.	Use organic gardening principles. Any pesticides used should be Soil Association approved and to be used and stored in accordance with health and safety legislation.	Any organic chemical(s) used will be subject to a separate risk assessment and COSHH assessment should be carried out.	Get up and Grow	Every session that we deliver	

Climbing	Falling	Adequate supervision and instructed not to climb objects in the garden unless they have specific permission from their parent or guardian	Outline a list of do's and don'ts before each session.			
Composting	Airborne particles Flies Vermin Lifting/ Turning	Avoid creating compost heaps and advise clients to invest in a covered compost bin or wormery to avoid having to turn heaps which can be a health and safety hazard. If compost heaps are already included on a site only adults to turn heaps when others are not present, adults must wear face mask and gloves to do this. Avoid putting cooked food into compost heaps	Handouts on managing compost. Any vermin present near or in the compost should be reported to the relevant authority.			
Fire	Dangers from heat, smoke and fire	Emergency evacuation procedures to be in place and understood by all participants. Emergency exits to be kept clear at all times. Assembly point identified and all participants aware of it. Bonfires should have a team leader in charge of them at all times. A water source and buckets or hose should be to hand in case the fire gets out of hand. The fire must be out and thoroughly doused with water at the end of the day.	Get up and Grow to liaise with the staff on site in order to be aware of emergency evacuation, emergency exits and relevant assembly points.			

Infection	Various	Everyone to wash their hands after touching plants or soil/compost and before handling food and drink. Either cover any cuts or abrasions before garden sessions or ensure gloves are worn. Stout footwear to be worn. If sharp objects such as needles are found, Get up and Grow staff will alert the relevant authority.	Get up and Grow will always adhere to gardening personal protective equipment (PPE) for gardening and ensure that gloves are worn.			
Lifting	Injury, strain.	Clients are not to lift heavy objects or to overfill wheelbarrows when in use.	Get up and Grow staff to have manual handling training every 3 years.			
Mulching	Airborne particles Fungi Turning	Buy organic mulch materials in bags from a reputable source or use permaculture methods such as shredded paper, layers of cardboard or home-made compost. Reduce risk of air borne particles by wetting loose mulch materials before applying.				
Plant supports	Damage to the eye	People to be made aware of hazard and to take care when leaning over beds. Cane toppers to be used where cane height less than 1.8m high.				
Plants	Ingestion, allergic reactions, poisonous, flicking branches, falling branches, thorns and stings.	Some of the plants may be irritating to skin (gloves to be worn), or contain parts which are harmful or toxic if eaten, or have been sprayed with chemicals.	A list of poisonous plants to be provided on request. If needed, a gardening session on what is safe and what is not to be included in gardening activities.			

		When tasting garden produce, all produce and hands should be washed in tap water (not water butts) before eating. Do not plant potentially poisonous plants (e.g. daffodils) in edible beds. Label any potentially poisonous plants e.g. rhubarb. Tell children not to eat anything without checking with an adult. Clients to use dust masks if they are allergic to plants. Clients to wear eye protection if possible when working in bushes, otherwise be aware of flicking branches. Clients will be made aware of any poisonous, stinging and thorny plants and fungi. Also where there is the possibility of falling debris from trees and shrubs.				
Running children	Slips, trips and falls	Children adequately supervised and instructed not to run or play running games in the garden.				
Traffic	Injury from vehicles	If there is open access to roads, small children to be constantly supervised and kept away from roads.				
Soil	Tetanus Toxoplasmosis Skin Irritation Soil blowing into eyes	Check whether or not people have had tetanus inoculation before sessions start. Hands must be thoroughly washed at the end of each session and especially before eating food/ drinking. Check garden before session and remove any animal mess whilst				

		wearing gloves. Bury/dispose of mess away from the garden and wash trowel and hands afterwards. Gloves to be worn when working with the soil. Proprietary compost e.g. for seed sowing, can be handled without gloves but hands must be washed after the session. If someone has skin irritations e.g. eczema, or cuts/abrasions, or is likely to have a suppressed immune system, then disposable gloves should be worn. Bags of compost or potting media should be opened with the head away from the opening as far as practically possible. Moisten dry compost/potting media before using. Avoid storing compost/potting media in greenhouses or other warm places. Avoid using loose compost and digging/raking soil in dry and windy conditions. Compost heaps – see composting				
Tools	Injury, trips and falls. Cuts and getting hit.	Tools correctly maintained to be safe to use. Children to only use tools when instructed to do so. At start of each session tool safety to be embedded. Training to be given for all sharp tools				

		to be used e.g. loppers, secateurs etc. Garden forks and spades to be used with care, particularly avoiding feet of user and those around. These should not be used with force as levers when digging. Rakes must be stored with teeth facing downwards or leaned against a wall with teeth facing in towards wall. If swinging tools no gloves should be worn unless other hazards are greater. This type of work requires a distance of 20 meters between people. Great care should be taken when using swinging tools in the wet and their use may need to be suspended. Clients and staff should take care when filling, pushing and tipping wheelbarrows. These should not be too heavily laden for the user to manage easily. When left full they should be well balanced so they do not easily tip over. All tools counted 'out' and 'in'. Appropriate type and size of tools to be selected for use by children. 'Tool stop' point to be clearly identified and all tools to be returned here when not in use during a session. Ensure adequate working space for people when they are working around garden beds.				
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Water	Slips, trips, falls	Children shown how to correctly water plants to avoid soaking pathways. Hose pipes should be coiled/ rolled up after use and not left lying out where they could become a trip hazard. Working procedures should be designed to keep water spillages and run off to a minimum				
Water Butts, Hoses and ponds/water courses	Drinking Washing Hands Water borne bugs/ infections Drowning	Water butts must have child proof, locked lids and should be firmly secured on a stable surface. Children must not wash their hands or wash garden produce to eat with water from the butts. When using water from the butts for watering then people must wash their hands afterwards. Water butts should be emptied and scrubbed out once a year. This job should be carried out by an adult with gloves and face mask. Water butts to be kept in cool position as far as practically possible. If not, consideration to be given to insulation or light reflecting paint. Empty water out of full hoses after use. (NB Full hoses left in sun or warm conditions may breed micro-organisms such as Legionella)				

		If there are ponds or water courses, small children must be supervised closely at all times and.				
Weather	Sunburn, dehydration, hypothermia, Slipping in wet weather Soil blown into eyes.	Appropriate clothing to be worn for the weather conditions (hot, cold, wet, windy). Adequate fluids to be drunk when it is hot and work activities to be planned in shady areas where possible. Everyone to apply own sun-cream and wear hats. Supply of sunscreen available for those that have forgotten it. In wet weather, garden surfaces can become slippery e.g. clay soils. Close paths if too slippery and revise activities to minimise risk of slipping. For children, no running to, from and within the area. Wear appropriate footwear. Avoid using loose compost and digging/ raking soil in windy conditions.				
Weather (flooding)	Potential (pathogenic) microbial contamination	If gardens become flooded and waterlogged do not harvest crops from these areas for consumption and relocate garden in un-flooded area. Do not grow crops in flooded area for at least 2 years after the flood.				



Ceramics Area Risk Assessment

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Specific Hazard Identified	Current Control Measures	Additional controls for the young person to make sure the risk is adequately controlled
Machinery e.g. pottery wheel, Risks – Entrapment, entanglement, fractures or bruises from contact with turning equipment, sprains and strains from improper use of equipment,	- Machinery is well maintained and fit for purpose - Personal Protective Equipment and appropriate clothing e.g. hair tied back, suitable clothing and footwear - No loose clothing or open toe footwear	- Client made aware of risks of and from machinery e.g entrapment - Client segregated from and not permitted to use dangerous machinery - Where machinery is used, clients are instructed and under constant supervision of tutor
Paints and glazes Risks – ingestion of paints and glazes and contact with skin, inhalation of fumes from paint and glazes	- All paints and glazes appropriately labelled and stored - Chemicals used under controlled conditions and using appropriate equipment - Provision and use of personal protective equipment	- Clients instructed and under supervision while using paints and glazes - Client not permitted to use or handle hazardous chemicals and materials
Equipment e.g. tools and moulds Risks – Damage from contact with sharp edges or improper use.	Equipment maintained in good condition and fit for purpose	- Client is fully trained and instructed and supervised during use - Client is fully supervised - Equipment is suitable for use by client e.g. weight of tools
Repetitive tasks e.g. turning, kneading Risks – sprains, strains, aches and pains, fatigue, stress	- Precipitants advised of risks of injury and appropriate techniques, use of equipment to limit risks e.g. maintaining good posture - Job rotation in place to reduce time spent on repetitive tasks	- Client instructed in appropriate techniques and fully supervised - Time spent on repetitive tasks limited

	• Mechanisation used where possible	
Pottery Area conditions e.g. flooring, building, light, temperature, ventilation <i>Risks – Slips, trips and falls resulting in fractures, bruises, grazes or cuts from contact with sharp edges, respiratory difficulties,</i>	• Spills cleaned up efficiently • Pottery area conditions are generally clean and tidy • Adequate lighting, heating and ventilation is provided • Tools and surfaces should only cleaned using wet cleaning methods •	• Staff to complete all clearing-up activities.
Chemicals/ Hazardous substances e.g. respirable crystalline silica, cleaning materials <i>Risks –respiratory problems, irritants, dermatitis, infection, eye damage, skin damage, poisoning, burns</i>	• Personal protective equipment e.g. aprons, goggles and gloves • Tutor knowledgeable on risks of silicosis • Dampening down of work areas maintained.	• Young person advised on risk of silicosis
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Get up and Grow will review our risk assessments if we think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

Signed:  Date: 01.04.2024

This policy will next be reviewed on 01.04.2025