



Health & Safety Policy

1. Policy Statement

The Bustardthorpe Allotment Association CIO (BAACIO) is committed to ensuring a safe, welcoming and therapeutically peaceful environment where all members, visitors, volunteers, and contractors can enjoy the allotment site.

The Health & Safety policy exists to enable BAACIO to fulfil its purpose and ensure that all plotholders enjoy their allotment gardens and Bustardthorpe Allotment site safely.

BAACIO is committed to providing a safe and healthy working environment for all plot holders and visitors by actively managing health and safety risks associated with allotment activities, ensuring compliance with relevant regulations and promoting a culture of responsible gardening practices.

We recognise that health and safety is a shared responsibility. All individuals on site are expected to take reasonable care of their own safety and that of others.

2. Responsibilities

The Trustees

- Responsible for the overall management of health and safety issues on the site.
- Conducts regular site inspections of site infrastructure, including pathways, fencing, and water supplies, addressing any issues promptly.
- Encourage plotholders to adopt good safety practices.
- Ensures plot holders are aware of and comply with this policy.
- Keeps records of any incidents, injuries, or hazards reported.
- Provides guidance and signage where needed (e.g. first aid, Accident/Incident book).
- Conduct regular risk assessments to identify and mitigate potential hazards on the site.

Plot Holders

- Must maintain their plots in a tidy and safe condition.
- Ensure tools, materials, and structures do not present hazards to themselves or others.
- Comply with all site rules and safety guidance.
- Report hazards, damage, or unsafe practices to the Site Secretary or any Trustee promptly.
- Supervise children and ensure that visitors are aware of safety expectations.
- Take personal responsibility for their own safety on site.
- Use appropriate personal protective equipment (PPE) when necessary, such as gloves, sturdy footwear, and eye protection.
- Store tools and chemicals safely and securely.
- Maintain a clean and tidy plot, removing debris and potential tripping hazards.
- Adhere to safe working practices when handling machinery and equipment.

Visitors and Volunteers

- Must comply with all health and safety and site rules at all times.

Bustardthorpe Allotments Association Charitable Incorporated Organisation (BAACIO)

Bishopthorpe Road, York, North Yorkshire, YO23 2QA

Registered Charity No: 1211930



- Children must be supervised by an adult plot holder or guardian.
- Dogs, where permitted, must be kept on leads and under control.
- Visitors must not interfere with other people's plots, equipment, or produce.

3. General Site Safety

- Paths and access routes must remain clear and free from obstruction.
- Tools and equipment must be used safely and stored securely when not in use.
- Glass, barbed wire, or sharp materials must not be used where they present hazards.
- Exercise caution around water sources, including ponds and water storage containers replacing lids when not in use. Never leave children unattended near water.
- Take care when digging and lifting. Proper lifting techniques must be used when handling heavy objects, including compost and soil bags. Utilise appropriate lifting aids when necessary.
- or using power tools—use correct techniques and personal protective equipment (PPE). Inspect tools regularly for damage and ensure they are in good working order. Use tools correctly and follow manufacturer's instructions.
- Report unsafe conditions (e.g., broken fencing, uneven ground) immediately.
- Be aware of weather forecasts and take appropriate precautions during extreme weather events, including lightning storms, heavy rain and extreme heat and sun. Avoid working on the allotment in unsafe weather conditions.

4. Use of Chemicals and Waste Management

- Chemical use should be kept to a minimum and in line with current regulations.
- Only use pesticides, herbicides, or fertilizers in accordance with manufacturer's instructions and wear appropriate PPE when handling them.
- Store chemicals in clearly labelled containers, safely and securely following manufacturer's safety instruction and away from children and wildlife.
- Never pour chemicals down drains or onto soil near water sources.
- Compost organic waste whenever possible.
- Never burn plastics, treated wood, or other hazardous materials.

5. Fire Safety

- Fires and bonfires are only permitted in accordance with site rules as per the Tenancy Agreement.
- Do not light fires in windy conditions or near fences, sheds, or dry vegetation.
- Fires must never be left unattended.
- Keep a water source e.g., filled buckets or watering cans, when burning is permitted.
- Avoid using accelerants such as petrol or lighter fluid.
- Report any uncontrolled fire to the emergency services immediately (999).



6. First Aid and Emergencies

- A first aid kit is available at the shop — all members should know where it is kept.
- In case of serious injury or emergency, call **999** and give the site address: **Bishopthorpe Road, YO23 2QA. (What3Words: truck.weep.singer)**
- Record all accidents and near misses in the **Accident Book**, located in the shop.
- All accidents, near misses, and potential hazards must be reported promptly to the Trustees to enable prompt investigation and corrective actions.
- The Health & Safety Officer should review all incident reports and take action to prevent recurrence.

7. Risk Assessment and Policy Review

- The Health & Safety Officer will carry out an annual risk assessment and review this policy every 12 months or following any major incident.
- The policy will be updated as necessary to reflect changes in legislation, site conditions, and best practices.
- All members will be informed of any updates or new safety measures.

8. Contact Information

- **Site Secretary:** Jo Rogers, 07761 142 335(mob), bustardthorpeallotments@gmail.com

*Reviewed by:
Jo Rogers, Site Secretary
Andrew Steele, Health & Safety Officer
13 February 2026*