

FRAMFRIDGE CIC Growing Space Health and Safety Policy

Organisation Name: FRAMFRIDGE CIC

Location: 1 Black Barn Cottage, Saxtead Road, Framlingham, IP13 9PU

Date of Issue: 01/10/2025

Review Date: 01/10/2026

1. Purpose and Commitment

This Health and Safety Policy sets out the commitment of the **Community Growing Space** to provide a safe, welcoming, and enjoyable environment for all participants, volunteers, and visitors.

We recognise that health and safety is a shared responsibility. Everyone using the space must take reasonable care of their own wellbeing, that of others, and the surrounding environment.

2. General Safety

- Take reasonable care of yourself and others while using the site.
 - Report any hazards, damage, or unsafe conditions to a site coordinator immediately.
 - Keep pathways, work areas, and communal spaces tidy at all times.
 - All tools and equipment must be returned to their proper place after use.
 - Children must be supervised by a responsible adult at all times.
 - The use of alcohol, drugs, or smoking on site is strictly prohibited.
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3. Tools and Equipment

- Tools should be used safely and only for their intended purpose.
 - Inspect tools before use and do not use damaged or unsafe equipment.
 - Clean tools after use and return them to the designated storage area.
 - Personal protective equipment (e.g. gloves, boots, eye protection) should be worn as appropriate.
 - Power tools may only be used by trained and authorised individuals.
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4. Lifting and Manual Handling

- Seek assistance when lifting or carrying heavy or awkward items.
 - Use correct lifting techniques—bend your knees and keep your back straight.
 - Use wheelbarrows, trolleys, or similar equipment where possible to move heavy loads.
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5. Chemicals, Compost, and Soil

- Avoid the use of chemical pesticides and fertilisers wherever possible.
 - If chemicals are used, follow manufacturer safety instructions and store them securely.
 - Wash hands thoroughly after handling soil, compost, or manure.
 - Always wear gloves when handling organic materials.
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6. First Aid and Emergencies

- A fully stocked **First Aid Kit** is located in The Stable
 - In case of emergency, call **999** immediately.
 - Report all accidents, injuries, and near misses to a site coordinator as soon as possible.
 - Coordinators will maintain a record of all incidents and ensure any necessary follow-up action is taken.
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7. Hygiene and Wellbeing

- Wash or sanitise hands before eating or drinking.
 - Cover any cuts or abrasions before handling soil or plants.
 - Bring suitable clothing, drinking water, and sun protection as needed for weather conditions.
 - Treat all volunteers, visitors, and their produce with respect.
 - Do not attend the site if you are unwell or have an infectious illness.
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8. Responsibilities

All Participants and Volunteers

- Follow this policy and all safety instructions.
- Work safely and encourage others to do the same.
- Report hazards, accidents, or unsafe practices promptly.

Coordinators and Committee Members

- Maintain safe tools, equipment, and facilities.
 - Ensure volunteers are aware of and understand this policy.
 - Review and update safety procedures regularly.
 - Keep records of incidents, inspections, and maintenance activities.
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9. Policy Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation, working practices, or identified risks.

Last reviewed: 01/10/2025

Next review due: 01/10/2026

10. Statement of Commitment

The Community Growing Space is committed to promoting a culture of safety, respect, and care. By working together, we can ensure that the space remains safe, tidy, and enjoyable for all.

Signed:

Name: Ruth Ditchburn & Lauren Ramsay

Role: Directors