

MANAGING RISKS ON HARVEST COMMUNITY GARDEN NETWORK SITES

The Committee of the Harvest Community Garden Network wants gardeners and all other visitors to Harvest Community Garden Network sites to be safe, and we also need to manage potential risks to people for the sake of the garden land-owners and our insurers.

Members and Gardeners of the Harvest Community Garden Network agree as part of their membership to the following:

- To make themselves and others they are responsible for familiar with potential risks and hazards on all Community Garden sites
- To take responsibility for their own safety, those they are responsible for, and other visitors to Community Garden sites by following the Recommended Hazard Management Actions
- To report any accidents, near accidents or observed hazards to the Secretary of the Harvest Community Garden Network Committee
- To advise the Secretary of any other personal risks that they or those that they are responsible for may have e.g. severe allergies.

The Committee of the Harvest Community Garden Network will do the following:

- Provide new members of the Harvest Community Garden Network with a copy, (paper or electronic), of information on managing risks on Community Garden sites
- Maintain a register of reported accidents and incidents on Harvest Community Garden sites
- Respond to reported accidents and incidents by following recommended Hazard Management Actions or reviewing risk management information as appropriate
- Report on accidents and incidents at Harvest Community Garden Network sites at the AGM.

IDENTIFICATION OF POTENTIAL HAZARDS

ALL SITES

ACTIVITY	Hazard / Potential Risk	SIGNIFICANCE: HIGH MEDIUM LOW	Isolate (I) Eliminate (E) Minimise (M)	Recommended Hazard Management Actions
Tools on site	Tripping, cutting	L	E/M	Gardeners to place all tools in site safely, and remove after use
Digging	Back strain, foot strain, cuts	L	M	Gardeners to take individual responsibility for wearing appropriate footwear, ideally not jandals / sandals when using spades
Hands in soil	Bacteria, fungi, chemical etc. - infections of cuts, - inhalation - skin rashes	Generally L	M	Avoid breathing compost dust. Gardeners to take individual responsibility for protecting hands as needed and hand-washing before eating.
Sun & heat	Sunburn, heat stroke	L-M	M	Gardeners to take individual responsibility for appropriate sun protection e.g. sunhats, sun-screen, and bring water to site
Access / Walking	Traffic to & from site, car movements around site.	H	I/M	Identify safe access & work areas; inform other users of car movements around site
	Hazards in access way e.g. barbed wire fence or other obstacles	L	E	Identified hazards within access areas to be removed
Lawnmowers , weedeaters, other machinery on site	Machinery operators and others; various hazards including body, eye, hearing injury	M-H	I / M	Operator to use appropriate safety equipment, others to be excluded from immediate area of machinery operation
Lifting / Carrying	Back strain, trip	L	M	Reduce size if possible, use trolleys/buddy.
Removing refuse	Sharp objects (<i>cuts</i>)	L-M		Identify any sharp objects on site and remove if possible.
Animals/ Insect	Bites, stings	L	M/E	Remove wasps or stinging insects where close to work areas. Dogs to be under control, and tied up or removed from the site if requested by other garden users on site.
Noxious Weeds	Poisonous, thorn plants	L-H	I/E/M	Identify any thorny or poisonous weeds and remove. If any desirable plants are poisonous, advise garden users through Committee Secretary and label on site, avoid contact
Proximity to cars on site	Traffic accidents	H	I/M	Advise gardeners of risk when cars on site
Neighbours	Arguments, assault	M	I/M	Where close neighbours, keep neighbours informed of activities
Electrical services – underground & overhead	Electrocution	H	I/M/E/	Identify all power lines and other hazardous services on sites and advise gardeners. Consider signing / shielding etc.
Trees	Falling branches	M	I/M/E/	Identify dead branches on trees, and remove where close to work areas.

**IDENTIFICATION OF POTENTIAL HAZARDS
SITE SPECIFIC : GORGE ROAD SITE**

ACTIVITY	Hazard / Potential Risk	SIGNIFICANCE: HIGH MEDIUM LOW	Isolate (I) Eliminate (E) Minimise (M)	Hazard Management Actions
Parking on Gorge Road	Safety of children and others; Traffic nuisance	H	E/M	Park only in public carpark or other areas approved by QLDC
Lifting / Carrying	Carrying equipment to site	L	M	Use trolley or buddy, organize vehicle access with QLDC in advance for larger objects and equipment.
Access	Tripping e.g. old fence	L	E	Any potential hazards identified within site or access to site to be removed.
Proximity to road and water	Children - traffic accident, water accident	H	I/M	Garden gate to remain shut, parents to familiarise children with hazards and supervise younger children

