

# Safe Work Method Statement

**Organisation: Crofton Park Railway Garden**

**Task:** Gardening, general maintenance and related community events at Crofton Park Railway Garden

## Task objective:

- To maintain the community garden for the benefit of all in the neighbourhood.
- To undertake tasks to help keep the garden safe, secure and functional as a community garden and support community events, including, but not limited to:
  - A. Undertake gardening / horticultural tasks, workshops and volunteer events involving digging, planting, sowing, weeding, watering, pruning, composting, plant growing.
  - B. Undertake simple DIY tasks in the garden to help continuously improve the space, such as making or securing garden furniture, erecting trellises, arbours or garden structures, maintaining the pathways and flower beds, ensuring pathways are always clear.
  - C. Holding community events in the garden including a community market, craft fairs, garden and craft workshops, nature and garden clubs for community participation.

## Hazards

Train Movements	Slips & trips
Weather Conditions	Manual handling
Cuts/abrasions	Transportation of tools and materials
Customers	COSHH
Road vehicles	Sharps/litter
Bio hazards	Buried services
Young persons	
Persons with special needs	
Gas BBQ	

## Tools and PPE

Spade/shovel	Enclosed footwear with rubber sole
Rake	Gloves
Broom	Yellow HV vest (if working platform side)
Wheelbarrow	Wet weather clothing
Watering can	Sun screen
Pruning shears	Eye protection
Drills	
Loppers	
Branch saw	
Hose and hose reel	
Scissors	
Hand gardening tools	
Gas BBQ	
Stalls, tables and gazebos	

## Covid 19

### Prior to considering works:

**All procedures will be adopted and adapted in accordance with latest government guidelines, including when necessary:**

- Please confirm that all staff are to be fully briefed as to the need to social distance whilst on site in line with current Government guidelines. Please circle YES / NO
- In line with Government guidelines, social distancing must be supported by good hand hygiene practices. Please confirm that consideration will be given to ensuring that sufficient facilities are available and/or additional hand sanitisers will be provided by you. Please circle YES / NO
- It is necessary for all Contractors and/or Volunteers whilst on our stations to comply with the mandatory wearing of face coverings. Please confirm that all staff have the necessary face coverings. YES / NO
- Station teams have the authority to ask any Contractor and/or Volunteer to leave site if they do not believe that the work being undertaken matches the work package plan supplied. Please confirm that you are aware of this and that you will accept any direction/instruction issued by our staff in relation to your works. Please circle YES / NO

### Training and instruction:

- Ad hoc/new volunteers who turn up to advertised volunteer sessions will be given training and a debrief at the start.
- The Risk Assessment, Method Statements and other guidance (e.g. The Railway Garden Policy on COVID19) is made available online here: <https://croftonparkrailwaygarden.org.uk/policies/>. Volunteers will be asked to read garden rules prior to attendance. A short debrief will be given to new volunteers at the start of each session.
- Site specific brief to include items such as access and egress. Emergency situations, limits of working areas and accident/incident reporting.
- Any specialist tasks ensure person is competent to carry them out, i.e. using chemicals such as weed killer or working with certain tools, i.e. strimmer. Such tasks will be limited to persons with experience or specialist contractors where necessary.

## Steps

### Prior to procedure:

- If volunteers need to work platform side, sign in with station with access permit and ID and receive briefing.
- If volunteers working only within the fenced area of the community garden, to report to lead volunteer (organiser) for a H&S briefing. All volunteers to read H&S do's and don'ts up at the garden.
- Apply appropriate PPE
- Obtain appropriate tools and materials for the task and transport to area. Heavy tools to be moved about with wheelbarrow.
- Visually inspect area(s) where work to be undertaken for any hazards and removed if necessary
- Read and ensure compliance with any labels/warning signage
- Close garden to public if gardening DIY tasks are to be carried out or erect barricades if necessary to limit access.
- Lead volunteer or organiser of volunteer event to ensure all volunteers read this method statement and understand implications.
- Provide guidance on H&S to participants of community events, such as the community market and crafts workshops.
- Only up to two max onsite cooking (bbq/gas burners) food stalls at any one time as part of a community market / community event day.

- Ensuring stall holder has appropriate H&S procedures and liability insurances prior to taking part. All necessary H&S procedures, permits and insurances to be obtained from market stall participants. To be located only near the top end of the garden, with water supply and/or sand bucket/fire extinguisher on hand.
- Area to be inspected for trip hazards and ensure clear pathways are maintained to aid flow of visitors during community events.

**During procedure:**


- Use spade/trowel to dig holes. (Holes being dug deeper than 500mm will require authorisation due to the possibility of buried services)
- Squat/kneel while planting/weeding.
- Use watering can to water plants if garden is open to the public. Hose to be wound back onto the reel when finished.
- If using weedkiller to remove any weeds where the weed and roots cannot be removed by hand, ensure COSHH assessment is available and understood.
- If pruning ensure blades are sharp enough for task.
- Craft Community events and workshops to be undertaken in accordance with issued H&S procedures.
- All volunteers to use their own garden gloves.

**Post procedure:**

- Ensure no trip hazards etc. exist and location has been left in a safe usable condition.
- Return all tools to secure location.
- Ensure all chemicals safely locked away
- Dispose of waste in agreed location or receptacle.
- Wash hands and tools etc at the end of sessions.

**Precautions:**

- Avoid working in the middle of a hot day where possible or seek shade and drink plenty of fluids to prevent dehydration.
- Adopt safe work postures
- Use correct manual handling techniques.
- Read COSHH assessment and container label if using any chemicals
- Vary tasks
- Always wear suitable PPE including sunscreen/hat in sunny conditions.
- Use aids such as a wheel barrow for heavy items.

<b>Read by:</b>	<b>Signed:</b>	<b>Date:</b>
Kay Pallaris		25 <sup>th</sup> May 2022