



# Code of Safe and responsible behaviour

Looking after ourselves, each other and the garden

## Info about you:

- For regular volunteers and for miniplotters, there is an introductory registration process.
- Please sign in and out every time you come to work in the garden. This is for example in case there is a fire. It also records the many working hours that go into this project and visitors too.

## Using Tools:

- If there is any tool you are using for the first time, you will be offered a tools talk by the garden co-ordinator. If you are unsure, ask again, and again if necessary! This includes any protective clothing that is advisable.
- Always stand up spades, forks, hoes, rakes and other hand tools WHEN NOT IN USE. On the ground they may be stood on and could hit someone in the face!
- Site tools are precious! At the end of a task/working day put away the tools, and clean them as best you can using brushes, and scrapers (if they are full of mud) in the tool store. Gloves go back too!

## Look after yourself when getting on with tasks

- Don't launch into hefty, physical activity, start gently.
- If an activity is straining you, then move onto something else. Don't take the strain.
- Keep hydrated, don't overheat, get thirsty or get sunstroke in the summer and don't get too cold in the winter. Water is freely available at The Castle, and our café provides hot and cold drinks, and food.
- Wear appropriate clothing; wrap up warm in winter, and wear sunscreen and protective clothes in the summer.

## Hands and feet

- We recommend sturdy footwear, it will make you feel more comfortable. For some tasks safety boots are advisable.
- Wear gloves when handling compost and manure.
- You are advised to wash your hands before eating. There are men's and women's changing rooms with toilets and sinks inside the building. (women's are on ground floor and the men's on mezzanine floor) and a unisex compost toilet outside by the boulders
- Keep an eye out for slippery uneven ground, especially in wet weather

## Other safety information

- A first aid box is stored at reception. If you have hurt yourself please notify the garden co-ordinator, if they are not around, please speak to a duty manager inside the building or someone at reception.
- There is a copy of the garden risk assessment and health and safety policy in a folder in the garden office. Check in with the garden co-ordinators if you wish to re-read it.