

## **NOTES TO GROUPS VISITING ALLOTMENT SITES**

### **Guidance notes**

The Society welcomes visits to our sites from groups and volunteers but before the visit takes place the leader of the group must be sent a copy of

- Visitor guidance notes
- our Risk Assessment
- the form for visiting groups which must be completed and returned to the Secretary in advance of the visit

Visitors to sites and volunteers working under instruction should carry their own insurance against risks.

A site accident book in which every injury, even small ones, are recorded with name, date and nature of the accident can be found on each site and should be completed in case of an injury.

### **Schools**

Schools may organise visits to allotment sites, perhaps for nature-study or to tend a plot rented to a teacher or parent for that purpose. The school will be insured for this, and should have a standard risk-assessment form it completes, after its preliminary visit surveying the route and site for risks. The responsibility for the pupils' safety rests with the supervising teacher or helper. The organiser should send a copy of their own risk assessment form to the Secretary, without it the local authority's insurance for the school would be invalid (or the equivalent for a private school).

Plot holders need to check the normal safety conditions on the site are in good order.

### **Volunteers working on sites**

If work-groups, or individual volunteers come to clear overgrown plots, cut boundary hedges, mow main paths and such-like tasks on the site it is their duty to ensure they are insured against risks. The Society's insurance does not cover them

### **Community pay-back scheme workers**

The situation for work-gangs carrying out work as part of their pay back is similar to insurance for schools: the probation officers or social workers in charge are responsible for safety and insurance. These groups are useful for clearing overgrown plots etc. and require supervision from their team leader / supervisor.

**South Harpenden Allotments & Gardens Society**

**Schools / group visits**

**Please complete the following information and return the form to the Secretary before the visit takes place**

Name of school or organisation.....

Date of proposed visit.....

Site location and specific plot where appropriate.....

Organising plot holder (where appropriate).....

Date risk assessment and insurance cover confirmation received.....

Name(s) and role of visit supervisor(s) .....

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**Details of number of children/age or other visitors, planned activities and length of visit**

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Please note that courtesy to neighbouring plots should be shown and visitors must not walk on other allotments without permission. A copy of relevant rules is attached

Signed .....position.....date.....

Visit agreed by SHAGS Secretary .....date.....