



**Southland
Community
Nursery (SCN)**

Health and Safety Plan

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1. Introduction

The Southland Community Nursery (SCN) was established in 1996 with the purpose of providing information, opportunities and support to increase public knowledge of, and engagement with, the natural environment of Southland.

For this purpose, the Southland Community Nursery Trust provides access to an extensive restored bush area, and nursery facilities. It also provides materials and plant stock to the public, encourages and educates volunteers to become active in conservation work, and provides practical environmental education opportunities for schools and other groups, using these facilities.

This Plan covers hazard identification and management for the Grant Road facility, and also provides Health and Safety information for visitors (including school groups), volunteer workers, and a checklist of preparatory actions needed to ensure health and safety are maintained during visits from schools and other large groups.

The site also stores chemicals and equipment for the Otatara Landcare Group as part of a shared secure storage facility, as detailed below.

2. Identification of hazards and safety measures

2.1 Visitors (including schools)

On arrival, all visitors to the SCN are given a welcome to the facilities which includes the main Health and Safety information. Groups booked in advance are sent the *Safety and Risk Management for Visitors (including schools) to Southland Community Nursery* information sheet (**Appendix 1**) to incorporate into their own Risk Management procedures for their visit.

Visitors generally arrive at the main car park where care may be needed when coaches are present. Group organisers are responsible for ensuring the safety of their party in such situations.

Group supervisors will be sent the *Safety and Risk Management for Visitors (including schools) to Southland Community Nursery* information sheet and should therefore ensure children have adequate clothing and applied sunscreen as appropriate before leaving the car park area.

Access to the nursery facilities is via a path through the food forest area and a domestic garden, leading to the nursery area comprising raised beds and associated storage areas. Care is required to avoid tripping hazards due to wooden raised bed frames and other garden structures. A low rotary clothes line is clearly identified as it may be a collision hazard for adults,

The equipment and materials storage sheds and the fenced-off storage area in front of them are out of bounds to visitors and are clearly marked as such. Any other areas or access ways blocked by cones or signs anywhere in the facilities are likewise out of bounds for visitors.

The Education Centre has a concrete floor and children need to be supervised to avoid falls during indoor activities which may cause injury.

The tracks round the pond and through other bush areas are often narrow and children need to walk in single file where necessary. Specific hazards may include close proximity to the pond in places, requiring close supervision with younger children, and trip and eye hazards from branches and flax or tussock on the edge of the track. Pest trapping and poison bait stations are located alongside the tracks at several locations; these are clearly marked with warning symbols and safety information, but children must be told what they are for, shown what they look like, and warned not to touch them at all, before setting out on the tracks.

Visitors should not leave the track to explore the bush unless supervised as part of a specific activity such as seed gathering.

Children will be guided on which tracks to follow by use of maps and signs. Cones may be used to block other possible routes, so as to avoid children becoming separated from their group and getting lost.

An emergency First Aid kit is located in the Education Centre, but visiting groups should carry their own First Aid kits with them during outdoor activities, particularly to cater for the identified possible specific needs of individuals within the group, including any possible allergic reactions.

Some visitor activities may need special Health and Safety precautions, and these will be covered as part of such activities.

2.2 Volunteer workers

All work undertaken by general volunteer workers is limited to 'light duties', as listed below.

Work done by volunteer workers in the nursery does not involve the use of power tools or agricultural chemicals.

All volunteer workers are directed to read the *Health and Safety for Volunteer Workers* information (**Appendix 2**) and to sign that they have read and understood the current version of it before commencing work.

Volunteers are given a briefing as to the tasks available on the day and then have a choice of which tasks they choose to undertake to suit their own fitness, capabilities and abilities.

If they prefer to use them, volunteers should generally provide gardening gloves themselves. However, Southland Community Nursery (SCN) has several pairs of suitable gloves available if needed by volunteers.

Volunteers should wear closed-type footwear to minimise injuries from tripping hazards and dropped hand tools or other materials.

Volunteer workers are not normally exposed to significant noise hazards; SCN can provide some suitable ear protectors should such hazards arise in particular situations.

Volunteer workers are not normally exposed to eye hazards; SCN can provide suitable safety glasses should such hazards be present in particular situations, such as pruning, or working with wire.

Volunteers should wear appropriate clothing to suit the range of tasks undertaken, and provide protection from sunburn as required. SCN has suitable sunscreen available for volunteers should it be needed.

SCN provides a First Aid kit, located inside the door of the Education Centre, for volunteer use.

Typical 'light duties', for which hazard minimisation procedures are adequate, as follows:

- Lifting seedling trays: avoid overreaching, and be aware of any potential trip hazards when transporting them.
- Wheelbarrow use with soils, compost, gravel or other materials: do not overload barrow, and use correct lifting technique as shown; limit load or avoid wheelbarrow use altogether, to suit physical capabilities.
- Shovelling bulk materials: limit amount shovelled, and duration of work, to suit physical capabilities.

Only bulk-supplied, non-bagged compost is used, in a well-ventilated potting shed area, to eliminate the possibility of harmful fungal inhalation when handling compost or potting up plants.

The chemical and power tool storage area is kept locked and is not accessible to volunteer workers, to eliminate potential accidents with these items.

Volunteer workers need to take extra care when the adjacent car park area is being used for materials delivery or when vehicles are being manoeuvred in the limited space available.

3. Hazards Identification

3.1 Specific Environmental Significant Hazards

3.1.1 Serious Hazards

HAZARD	MANAGE	ACTIONS
1 Unfenced ponds	Minimise	Advise/Supervise
2 Traps and poison bait stations	Minimise	Advise/warning signs
3 Cars in parking areas	Minimise	Advise

3.1.2 Moderate Hazards

HAZARD	MANAGE	ACTION
1 Tripping hazards	Minimise	Advise, use cones to restrict areas
2 Equipment sheds	Isolate	Erect Barrier and signs
3 Sunburn/sunstroke, all outdoor activities	Minimise	Advise all use sunblock, sunglasses (Polaroid for long exposures), sunhats
4 Storage, use of rat poison, herbicides, poisons	Isolate, minimise	Locked storage, only qualified people to use such substances
5. Getting lost in the bush	Minimise	Advise, provide maps, signs, supervision
6 Insect stings/bites/scratches/eating berries	Minimise	Advise, supervision, First aid kit available
7 Poking vegetation	Minimise	Advise
8 Clothes line head hazard	Minimise	Hang tape on ends, cover with material
9 Worm Farm sharp edges	Eliminate	Remove iron and replace with softer edged material
10 Weather	Eliminate, minimise	Postpone when schools assess the adverse weather makes visit hazardous. Education Centre Building available in adverse weather

3.2 General Environmental Hazards

In terms of the Health and Safety Act 1992 it is considered impossible to eliminate or isolate such hazards, but with safe practices it is possible to minimise these to an acceptable level. This applies to all the hazards in sections 3.1 above except for items 2, 4, 8 and 9 in section 3.1.2.

4. Safety Procedures

Note that all parts of the Nursery area are within 5 minutes range by foot from the Education Centre Building and cellphone.

4.1 First Aid kits

The main first aid kit is kept in the Education Centre
Volunteer worker and other supervisors working away from the immediate areas of the buildings are to carry a suitable field first aid kit if appropriate.

4.2 In case of accident

Group supervisor to send someone to notify Community Nursery Manager and/or telephone 111 with the relevant information.

- **In the case of a serious harm injury, the Community Nursery manager is to close the accident site for Worksafe inspection in accordance with the New Health and Safety at Work Act 2015 (HSWA) procedures.**

4.3 Recording of accidents/incidents

The relevant work supervisor is responsible for recording any accidents/incidents or near misses in the Community Nursery's Accident Register, in accordance with the requirements of the **Health and Safety at Work Act 2015 (HSWA)**, as set out in the Accident Register (form attached).

4.4 Notifying Worksafe when serious harm has occurred

The Community Nursery Manager is responsible for notifying Worksafe of any accident resulting in serious harm as soon as possible, and in any case within 7 days, in accordance with the legal requirements of the **Health and Safety at Work Act 2015 (HSWA)**, as set out in the Accident Register (form attached)

Notifiable events

You must notify HSWA when certain work-related events (notifiable events) occur.

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

Under HSWA, you will be required to:

- Notify us as soon as possible, when a notifiable event occurs.
- Preserve the site of the incident until a WorkSafe Inspector arrives, or you are otherwise directed.
- Keep records of all notifiable events

5. Emergency Readiness and Procedures

5.1 Fire in buildings (Education Centre)

Safety feature	Location/details	Maintenance cycle
Fire extinguishers	Education Centre dry powder type, 1.0kg	Inspect monthly, service January
Emergency exit signs	Education Centre	Inspect January

5.2 Earthquake emergency

Earthquake emergency assembly point outside building in car park.

5.3 Amendments to the Health and Safety Plan

This Health and Safety Plan is part of the ACC Worksafe Cycle, and as such is subject to annual review and updates whenever improvements are found to be called for.

Appendix 1 - Safety and Risk Management for Visitors (including schools) to Southland Community Nursery

Information sheet

For schools - information for your RAMS forms. A site visit is required at least 1 week prior to the intended trip.

On the property we are always only 5 minutes away from the Education Centre building and cellphone coverage.

Main Risks on the property

- Unfenced Ponds
- Traps and poison bait stations
- Tripping hazards
- Stings and insect bites
- Getting lost in the bush
- Cars in parking areas
- Weather

Your responsibility

- Adequate supervision of children
- Adequate outdoor clothing
- Adequate footwear – gumboots recommended
- Sunscreen
- Hats
- Waterbottle
- Special medical requirements
- First aid kit

If necessary we provide

- First aid kit
- Drinking water
- Toilet
- Hand tools
- Gloves if necessary
- Sunscreen
- Hand sanitiser or washing facilities

Appendix 2 Health and Safety for Volunteer Workers information

On the property we are always only 5 minutes away from the Education Centre building and cellphone coverage.

Main Risks on the property

- Lifting
- Using wheelbarrows
- Tripping hazards
- Using hand tools
- Unfenced Ponds
- Traps and poison bait stations
- Stings and insect bites
- Getting lost in the bush
- Cars in parking areas

Your responsibility

- Adequate supervision of children
- Adequate outdoor clothing
- Adequate footwear
- Sunscreen
- Hats
- Waterbottle
- Special medical requirements

If necessary we provide

- First aid kit
- Drinking water
- Toilet
- Hand tools
- Gloves
- Sunscreen
- Hand sanitiser or washing facilities

Appendix 3 - Specific hazards by location

Carpark and entry walkway - buses, cars, tripping hazards

Education centre – concrete floor, tripping hazards, deck, steps

Bush walks and pond area- unfenced pond, traps and bait stations, tripping hazards, stings, cuts, poking vegetation, getting lost

Volunteer worker areas – tripping hazards, lifting, hand tools

potting shed – soil, shovelling soil, tripping hazards

manual tools – cuts

materials stores – tripping hazards

nursery areas – tripping hazards, lifting, hand tools

chemical and power tools store – locked sheds – hazard isolated

Appendix 4 – Maps of property



Southland Community Nursery Tracks



Appendix 5 - H&S checklist prior to school visits (Manager)

- Special precautions need to be made prior to visits from school and other large groups to minimise scope for accidents associated with large numbers in the Nursery area, as follows.
- Attach streamers and padding to clothesline corners
- Erect signs to exclude visitors from storage sheds
- Place signs/cones/barriers to ensure visitors are excluded from areas which are out of bounds for their visit
- Ensure all public areas are clear of any temporary hazards such as wheelbarrows etc
- Ensure First Aid kit is topped up, sunscreen is available, and cell phone in Visitor Centre is charged
- Ensure sample bait and trapping stations are available for Safety Briefing in Visitor Centre