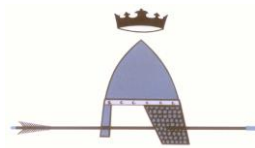




Battle Town Council



Method Statement Urban Grassing Cutting

Personnel Involved: Grounds staff and Town Clerk (Supervisor)

1) Outline of operation

Improving the appearance and safety of the Battle area for members of the public, residents and visitors.

Battle Town Council will provide suitably trained and experienced operatives to carry out urban grass cutting.

2) Protection of self and equipment

P.P.E provided.

Use of C.O.S.H.H.

Vehicle fitted with reflective livery and (removable) amber hazard roof beacon.

Hi-Visibility clothing, safety helmet/faceguard to be worn at all times when working on the public highway.

Any necessary training to be given.

First aid kit.

Working to safety guidelines agreed upon with the Town Clerk and New Roads and Safety at Work Act (NRSWA).

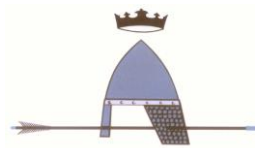
3) Protection of the Public

Grounds staff will always ensure that any works undertaken are done so in a safe and considerate manner, to protect passing members of the public and to respect local residents.

Use of NRSWA signing, lighting and guarding when working on the public highway.

Checks and considerations to be made prior and during works:

- Avoid causing any obstruction where safe to do so.
- Ensure any equipment used is not causing any damage to property.
- Noise levels to be kept to a minimum where possible.
- No equipment or materials to be left where they could cause harm to the public.
- Assistance and information to be offered when necessary or asked.
- Provided vehicle to always be parked safely and considerately, and amber light roof beacon to be used during times of low visibility or for safety.
- Area where work is carried out to be left in a clean and safe condition on completion.



4) Hazards Identified

- Driving vehicles.
- Manual handling.
- Disposal of waste.
- Noise (being subjected to).
- Working near live traffic and on public highways.
- Working in public places.
- Working in adverse weather conditions.
- Working with hand tools.
- Working with cleaning materials.
- Working from a ladder.
- Coming across sharps during litter clearing.
- Exposure to leashed and free roaming pets/animals (eg dogs).

See Risk Assessment for further detail.

5) Changes of work site

Actual/Potential hazards to be assessed before any work is carried out, due to the variety of environments and tasks, to ensure the safety of the Grounds Staff and members of the public.

6) Plant and Equipment

John Deere 1570 Out Front Rotary Mower, reflective markings and supplied with removable roof beacon.

Petrol ride-on lawn mower.

Petrol lawn mower.

Petrol hedge trimmer and strimmer.

Trailer.

Broom.

Shovel.

Wheelbarrow.

Bow saw.

Rake.

PPE.

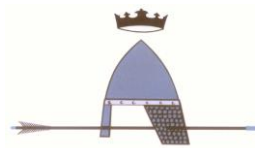
Traffic cones, signs, barriers.

7) Preparation work

All proposed tasks to be considered and allocated by Town Clerk before commencement by the operatives. The Grounds Staff to assess a given task upon arrival of the location by risk assessment, to ensure it is safe for him/herself and the public to commence work.



Battle Town Council



8) Site Work

The Town Clerk will oversee and, if necessary, brief the Grounds Staff on required tasks.

NRSWA training guidelines to be followed when working on the public highway to ensure the safety of the Grounds Staff and the public. This includes using appropriate signs, lighting and guarding as well as PPE.

Before leaving the Grounds Staff workshop in North Trade Road, PPE and hi-vis clothing will be worn and all required tools and materials will be checked for safety before being placed in the vehicle.

If it is low visibility or deemed necessary for safety, the vehicles amber warning roof beacon will be turned on.

On completion of the task, any photographs required will be taken and the area left in a clean and tidy state.

Upon arrival back at the workshop all equipment and tools will be safely stored and the vehicle parked and secured.

9) Waste Management

The Grounds Staff have been instructed to dispose of or recycle all waste in a safe and appropriate manner.

10) Protocols

Fly tipping and abandoned vehicles – The Grounds Staff will note down and report any fly tipping or abandoned vehicles found to East Sussex County Council. The report will include time, date, location, any vehicle details or details of waste found.

11) Training

The Grounds Staff will undergo any training deemed necessary by Battle Town Council and East Sussex County Council to ensure safe working practices are followed, and also to ensure the safety of the operative and the safety of the public.

Necessary training taken:

Signing, Lighting & Guarding - NRSWA S1 (010)

Adopted