



Bracknell Town Council

Grass Cutting Policy and Procedure

Policy

Care must be taken at all times to reduce the risk of flying debris. Every effort will be made to avoid damage to people and property from flying debris. The Council is committed to ensuring safe working practices.

Procedure

Strimming

When strimming wherever possible position yourself away from any adjacent roads, parked cars or windows. However do not put yourself at risk e.g. do not stand in the road.

When strimming around **play areas**, if there are members of the public present approach them and ask if it would be possible for them to leave while strimming takes place. Explain the dangers and the time you expect to take. If they refuse to leave then you must go to the next site and return at a convenient time. In the event that you are already at the site first then explain to the members of the public how long you are going to be and ask them to wait. If they refuse then you must leave and return later.

Before strimming litter must be picked up and placed in the nearest bin. After strimming, the area should be blown with a blower to remove grass cuttings from the pathways taking into account all the safety points mentioned above.

Strimmers must only be used for 60 minutes continually, after which a 10 minute break should be taken. Your **PPE** (personal protective equipment - goggles, hat, gloves(optional), shin-pads, boots and overalls) should be worn at all times and kept in good condition, this is the responsibility of each individual staff member.

Ride On Mower

When mowing **recreation and play areas**, if there are members of the public present approach them and ask if it would be possible for them to leave while mowing takes place. Explain the dangers and the time you expect to take. If they refuse to leave then you must go to the next site and return at a convenient time. In the event that you are already at the site first then explain to the members of the public how long you are going to be and ask them to wait. If they refuse then you must leave and return later.

Ride-on mowers should not be driven at high speed in confined areas. The cutting speed should be in accordance with the manufacture's guide lines set out in the manual.

Before cutting litter must be picked up and placed in the nearest bin.

It is the responsibility of the operator to report any malfunctions on the machine to their line manager.

Your **PPE** (personal protective equipment – gloves, boots) should be worn at all times and kept in good condition, this is the responsibility of each individual staff member. A Hi Vis waistcoat must be worn when driving the mowing machine on the road.

Tractor Grass Cutting Machinery

Care must be taken at all times to reduce the risk of flying debris. Exercise extreme caution if there are members of the public present. When cutting on large, open spaces the driver must be very aware of dogs, children, cyclists and any other distractions that may occur while cutting. They must also regularly check at the back of the machine for any obstacles. Care must be taken when lifting and lowering the equipment to ensure that the area is clear before doing so. Ground conditions must be taken into account before any cutting takes place. Caution must be exercised when driving the machine on the road being aware of the overall size and width of the equipment.

Before cutting litter must be picked up and placed in the nearest bin.

It is the responsibility of the operator to report any malfunctions on the machine to their line manager.

Your **PPE** (personal protective equipment - boots) must be worn at all times and kept in good condition, this is the responsibility of each individual staff member.

Accident Procedure

In the event of an **accident** when strimming or mowing e.g. a car window or house window being broken, make sure the owner is aware who caused the damage, leaving the Council's contact details. You must report any incidents to your line manager by the end of that day. Incidents of personal injury must be reported immediately.

The Office and / or the Recreational Facilities Manager will deal with the driver or home owner etc. in respect of any claim against the Council. If you get into discussions with someone whose property is damaged do not make any offers regarding repair or compensation. Apologise and politely refer them to the office at Brooke House on 01344 420079.