



USE OF COUNCIL EQUIPMENT

While every care has been taken to maintain the Parish Council's allotment equipment, the Parish Council cannot accept any responsibility or liability for anyone who chooses to use its machinery. You are responsible for any injury, loss, or damage arising from using this equipment, as you are not undertaking these activities on behalf of the Parish Council.

You **MUST** ensure that you have received training from your site representatives on how to use the equipment prior to using the equipment, and that you have read all necessary instructions and safe use guides. Machinery should only be used in accordance with the manufacturer's guidelines. If you are unsure who your site representatives are contact the Council Officers for details.

You **MUST** ensure that you have permission to use the equipment from the site representatives and that the site representative is available on site – you must **NOT** hand the equipment to another user without previously having the permission of the site representatives to do so.

You **MUST NOT** maintain the equipment. All maintenance issues must be reported to and carried out by the site representatives.

You are responsible for providing, and **MUST** ensure that you are wearing, suitable protective clothing and personal safety equipment at all times, no matter how small the job:

Rotovator –

Sturdy shoes must be worn - no open footwear

When cleaning out, switch off the machine first - due to the presence of blades and bolts you must not clean the machine without gloves on; alternatively use a stick to help remove the soil / weeds from the tines.

Strimmer –

Sturdy shoes must be worn - no open footwear

You must wear all round full length leg and arm protection - shorts and short sleeves are not acceptable

You must use the visor provided by the Council.

You must not undertake any servicing or attempt to replace the strimmer cord – report this to the site representative who will replace the cord.

Lawnmower –

Sturdy shoes must be worn - no open footwear

You must not attempt to refuel the machines

You must always use the grass collection bag

You must after use empty the grass collection bag

When cleaning underneath, switch off the machine first- due to the presence of the rotating blade.

You must not tip the machine on its side, you must only tip the machine backwards

(Remove grass collection bag if necessary and push handle towards the ground, thus lifting the front.)

The following health and safety equipment is also recommended and if you are not wearing this equipment it is at your own risk, and Bishopstoke Parish Council accept no liability should you decide not to wear this safety equipment:

- steel capped shoes
- hearing protection
- gloves/mittens with protective pad on the back of the hands
- all round leg protection, incorporating loosely woven long nylon fibres or similar protective material and incorporating protection for toes, top of foot and front of lower leg (alternatively protective gaiters can be worn in combination with steel toe footwear)
- Protective eye wear for the lawnmower and the rotovator, (but you must wear the Council supplied visor whilst using the strimmer).

Only a visor is provided by the Council for your use – **you** must provide all other items required for your protection.

By signing the attached disclaimer, you confirm that you have read this notice and agree to abide by all its conditions.

Once signed, please return it to the Council. The Council will confirm receipt and notify the site representatives that you are permitted to use the Council's equipment.

Please ensure that you keep the safety instructions for your information.

Allotment Equipment Disclaimer

Allotment Site: Underwood Road/Jockey Lane Allotment Plot No.

Name

Name

I/we, the undersigned, understand and will comply with the rules regarding equipment and machine use. I understand that I am using the equipment at my own risk.

Signed Dated

Signed Dated

All plot tenants and those who help on your allotment plot must sign this disclaimer before using Council equipment. If you have not signed this disclaimer, you cannot use the equipment. This form must be returned to Allotments, Bishopstoke Parish Office, Riverside, Bishopstoke, Eastleigh, Hants SO50 6LQ, or emailed to allotments@bishopstokepc.org