

SOFTLANDSCAPING METHOD STATEMENT AND HEALTH AND SAFETY PLAN: HENLEY ROAD CEMETERY EXTENSION

Supervision of contract

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Health and safety

The Council provides Health and Safety training to all employees, refreshing this on a regular basis. Areas of training include the safe operation of work equipment, manual handling, dealing with sharps, and working in public areas. All staff are aware of accident reporting procedures, and of the Council's risk assessments and local safety practices, relevant copies of which are attached.

It is the responsibility of the site manager to ensure that

- work is undertaken in a safe and healthy environment
- employees adopt a positive attitude to maintaining their own health and safety
- procedures and local safety practices are followed
- employees do not compromise the health and safety of other contractors or members of the public

The site manager will always strive to ensure a work environment that is safe and free of foreseeable risk, in particular with respect to:

- safe working areas
- safe working systems
- suitable and sufficient inspection and supervision of employees
- effective and meaningful consultation with employees, co-operating contractors, site-based staff, and members of the public

The wearing of high visibility vests and safety boots is compulsory. All other necessary personal protection, such as hard hats, ear defenders, safety glasses and masks will be made available for operatives requiring these.

All plant and machinery is regularly maintained.

The Council is well versed in the duties and obligations of CDM, and will undertake work consistently with CDM Regulations. It has been ascertained that full CDM compliance does not apply to this sub-contract.

Risk assessments covering the known and perceived hazards involved in the work are appended to this method statement. On this contract, we have identified hazards associated with:

- working with plant and machinery
- manual handling
- herbicide use
- sharps finds

Other potential hazards may become apparent as the works proceed, and we will take whatever measures are necessary to comply with the Health and Safety at Work Act.

Underground services

With the exception of the tree pit which is to be dug to 1000mm, excavation for this work is no deeper than 400mm. The main contractor has not notified us as sub-contractor of the location of any underground services. As a precaution, statutory authority and site records have been checked, and hand excavated trial holes will be dug at the location of the tree pit, to verify the locations of services.

Site induction

Prior to commencement on site, the main contractor is expected to arrange site induction training for all operatives to ensure that they are aware of all site rules and procedures.

Site security

Work areas will be fenced off as required.

Waste materials will be tidied at the end of each working day, and disposed of safely on a regular basis.

Normal hours of work

07:30-15:00

Toilet and washing facilities

If needed, staff will make use of toilet and washing facilities on site.

Staff will be given time for rest and refreshment during the day.

Methodology

1. Works will be planned to minimise disruption to the general public and other construction staff on site.
2. The work will be carried out in two phases. Phase 1 includes site clearance of existing boundary landscape; phase 2 Installation of the soft Landscaping scheme as per specifications (refer to Landscaping Statement).
3. The area will be measured prior to the commencement of any work, and the border outlines marked out.
4. Trees will be cut down and removed from site as per tree plan.
5. All vegetation along boundaries will be removed, grubbed out and top dress to return to grass or landscaped as per planting plan.

Tree Pit

6. Ground will be cultivated to a depth of 100mm for grass, 300mm for shrubs; 1000mm for the tree with a mini-digger and finished off by with hand tools.
7. The tree pit will be excavated prior to delivery, and backfilled to leave a planting hole the depth of the rootball. Once the tree is in place, and straightened, irrigation tubing will be laid, and the pit refilled with a combination of top soil and compost, which will be firmed. The trees will be staked, and watered.
8. Shrubs plants will be delivered directly to site. Plants will be set out according to the plans supplied by the Main Contractor. Planting of shrub borders will be undertaken by hand. Newly planted areas will be mulched and irrigated.

Flower Meadow

9. For the wildflower meadow grass area, the area will be cut and grass cuttings removed. Sprayed with herbicide and rotivate. Spray a second time and the soil will be raked and firmed, removing undulations and soft areas, and ensuring both that levels tie in with surrounding surfaces and that a good tilth is created.
10. Seed will be applied at a rate of 5g/m² using pedestrian controlled broadcasting equipment or by hand.
11. Newly sown areas will be consolidated and irrigated.
12. The site will be visited once two months following sowing to re-seed bare areas.
13. Wildflower area maintenance will be cut twice annually. 1st cut early spring and 2nd cut after flowering and gone to seed. Area will be cut and cuttings removed.
14. Planting will be undertaken by hand. New planting will be mulched and irrigated.
15. Any incidents of vandalism will be reported to the Main Contractor. Remedial works arising from vandalism can be carried out as part of establishment maintenance or snagging, but will be done outside of the Contract.
16. On establishment of the sward, a final inspection will be arranged, any snagging addressed, and the site handed over to the Client/Main Contractor for maintenance.

Appended:

Local Safety Practices:

- Accident/incident reporting
- Hazard reporting
- Loading, unloading and transportation
- Use of hand-held power tools
- Use of water bowser

Attached separately:

Risk Assessments:

- Bedding out
- Hand-held power tools
- Hiab lorry
- Loading, unloading and transportation
- Plant machinery 360 digger
- Use of ride-on machinery
- Shrub maintenance

DENS - PARKS DEPARTMENT LOCAL SAFETY PRACTICE

ACCIDENT / INCIDENT REPORTING

1. Aim

The aim of this LSP is to set out an effective and efficient system for the reporting of accidents, near misses, hazards and other incidents which occur at or affect locations managed and maintained by Reading Borough Council's Parks Department. It should contribute to providing a high standard of grounds maintenance in Reading's parks and open spaces.

2. Training

Any employee who has an accident, which arises out of or in connection with work, must report that accident to their supervisor or line manager. The supervisor must enter the accident onto the Reading Borough Council Intranet Accident form. Supervisors & line managers must also ensure that any 'near miss' that could have resulted in a serious accident is recorded and investigated in the same way.

The supervisor/line manager must be trained in how to fill in the Accident form and how to identify whether an accident is reportable under RIDDOR guidelines (requirements for reporting can be found at www.riddor.gov.uk). The line manager must also be aware of the RBC procedure for reporting accidents, incidents or near misses. All supervisors and managers undertaking accident investigations must have been trained to a minimum of Level 2 within RBC's Health & Safety Policy.

All Managers must be aware of accidents or dangerous occurrences that are reportable to the HSE, how to fill in the RIDDOR form and who else to report the incident to i.e. RBC Safety Team and Parks Team Safety Representative as well as the form to complete. **The contact telephone number for making a report under RIDDOR is 0845 300 9923. Reports can be made between 8.30am and 5.00pm Monday to Friday. For very serious or dangerous matters out of hours, call 0151 922 9235.**

3. Key Health & Safety Points

All accidents (whether to you, a member of your team or a member of the public), dangerous occurrences and near misses must be reported and recorded onto the intranet accident form. In this instance an "accident" is any situation or incident which results in an injury to a person requiring first aid treatment and a "dangerous occurrence" or "near miss" is any situation or incident which, mainly through luck, does not result in an injury, but which could have caused serious injuries if the circumstances had been different.

OTHER DOCUMENTS

RBC Code of Practice for Accident Reporting.

RIDDOR 1995

RBC Accident Incident report system - Guidance and form.

4. Method

- 4.1 Following an accident, near miss or other reportable incident collect all the necessary information and complete an accident form.
- 4.2 All serious accidents / incidents should be reported to the supervisor/manager who will make the decision of whether the accident is reportable to the HSE. This needs to be done immediately due to reporting times laid down by the HSE, normally 10 days but sooner for serious incidents.
- 4.3 Ensure the incident, accident; near miss etc. is entered onto the RBC intranet site. Any absence due to injury must be recorded on the time sheet and a sickness form completed. See separate Sickness Reporting LSP.
- 4.4 Line Manager to discuss the incident, accident, near miss etc. with staff concerned and carry out investigation. Line Manager to complete a thorough Investigation and fill in the Managers Report section on the accident form. Accident Investigations are extremely important and should be carried out as quickly as possible, although it is acknowledged that it may be necessary to include details from individuals who are not available immediately particularly if they have received a serious injury.
- 4.5 Manager to check RIDDOR list to determine whether accident, incident or near miss is reportable to the HSE. See Accident Reporting COP for reportable major injuries, dangerous occurrences and diseases. If in doubt check with corporate Health and Safety team.
- 4.6 Complete RIDDOR form carefully for all reportable occurrences. Reports can be also be made via the HSE website www.riddor.gov.uk. Send copies of completed form to HSE, RBC Health and Safety Officer.
- 4.7 The Parks & Open Spaces Manager will monitor absences from work due to accident/incident/near miss etc. If an employee is absent from work or unable to carry out usual work for more than 7 consecutive days, excluding the day of the accident, a RIDDOR report must be made as detailed above.

5. Monitoring

Supervisors must observe work practice for all of their teams' operations and ensure correct procedures are followed. They will also carry out regular visual inspections of PPE for type and integrity.

Regular 121 meetings between the Parks & Open Spaces Manager/Supervisor and Supervisor/Operational Staff will be held to encourage open and honest feedback about quality of work and Health & Safety.

Reading Borough Council's Health & Safety section monitors all accidents & near misses entered onto the intranet.

DENS - PARKS DEPARTMENT LOCAL SAFETY PRACTICE

HAZARD REPORTING

1. Aim

The aim of this LSP is to set out an effective and efficient system of work for the reporting of hazards for use at locations managed and maintained by Reading Borough Council's Parks Department. It should contribute to providing a high standard of grounds maintenance in Reading's parks and open spaces.

2. Training

All staff will be trained to a minimum of Level 1 Health & Safety and be made aware of all significant health and safety risks to themselves and others, along with the controls in place to minimise this risk. Training records are held on the shared neighbourhood drive. Hard copies can be found in training files in the Parks office.

3. Key Health & Safety Points

Health & Safety at Work Act 1974 (HASWA) - it is the duty of every employee to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions.

Work equipment (Provision and Use of Work Equipment Regulations 1998) - all vehicles and equipment will be provided by the Council and be suitable for their intended purpose and maintained in accordance with current regulations. Vehicle maintenance records will be kept by the Fleet Manager. Maintenance records for other work equipment will be kept by the Parks & Open Spaces Manager.

OTHER DOCUMENTS

LSP for Accident/Incident Reporting

Corporate Code of Practice for Accident Reporting

4. Method

- a. Staff must be encouraged by their manager/supervisor to report all hazards, accidents and incidents (near misses) at the first available opportunity. These reports can be made verbally or in writing but it is important that the report contains as much detail as possible.
- b. These reports may be made in writing on daily/weekly return sheets or, if urgent, by telephone to a supervisor or manager. All accidents and incidents must be recorded on the accident form held on the Intranet as soon as possible. An investigation will then be carried out by the supervisor/manager and appropriate follow up action taken in line with LSP for Accident/Incident Reporting.

- c. If a hazard is being reported, the supervisor/manager will assess the urgency and take one of the following actions:
 - Where it is likely that the hazard will cause significant injury or health problems, the supervisor will act urgently to prevent any such outcome.
 - Where the hazard does not require an immediate response, the supervisor will arrange for the appropriate remedial action to be programmed.
 - Where it is felt that there is no hazard, the supervisor or manager should record this in their supervisory notes.
- d. Once the necessary actions have been taken to deal with the hazard, a record of these actions should be retained by the supervisor/manager.
- e. Daily vehicle checks must be made and recorded on the Driver's Daily Report/Log Sheets. Any hazardous defects must be brought to the attention of the supervisor immediately.
- f. All work machinery will be maintained in accordance with the manufacturer's recommendations. Any hazardous defects must be reported immediately to the supervisor.

5. Monitoring

The management team provide work schedules for each team/staff member. Quality of work is monitored by supervisors by informal site visits and monthly formal inspections.

Supervisors must observe work practice for all of their teams' operations and ensure correct procedures are followed. They will also carry out regular visual inspections of PPE for type and integrity.

Regular 121 meetings between the Parks & Open Spaces Manager/Supervisor and Supervisor/Operational Staff will be held to encourage open and honest feedback about quality of work and Health & Safety.

**DENS - PARKS DEPARTMENT
LOCAL SAFETY PRACTICE**

LOADING/UNLOADING AND TRANSPORTATION

1. Aim

The aim of this LSP is to set out an effective, efficient and safe system of work for the loading, unloading and transportation of grounds maintenance equipment onto vehicles, including trailers, for use at locations managed and maintained by Reading Borough Council's Parks Department. It should contribute to providing a high standard of grounds maintenance in Reading's parks and open spaces.

2. Training

Staff carrying out the above tasks will be trained in the use of machinery provided and the specific skills required to complete the tasks. Staff will also be informed of all significant health and safety risks to themselves and others, along with the controls in place to minimise this risk. Training records are held on the neighbourhood shared drive. Hard copies can be found in training folders in the parks office.

3. Key Health & Safety Points

PPE - Appropriate clothing and personal equipment to be worn as detailed in risk assessment but at all times to include safety boots. Gloves should be used when loading and unloading vehicles; yellow vests should be worn at all times when working in the yard at 19 Bennet Road. All staff and managers are responsible for ensuring that PPE is in a suitable condition for the purpose it is being used.

Condition of Vehicle - the driver will carry out daily checks and complete and sign Driver's Daily Report/Log Book. Any defects will be noted and reported to the supervisor and the necessary procedure will be followed to ensure defect is dealt with. This to include trailers and securing equipment (anchor points straps etc.)

Work equipment (Provision and Use of Work Equipment Regulations 1998) - all vehicles and equipment used will be provided by the Council and be suitable for their intended purpose and maintained in accordance with current regulations. Vehicle maintenance records will be kept by the Fleet Manager. Maintenance records for other work equipment will be kept by the Parks & Open Spaces Manager.

General - No smoking whilst loading/unloading machinery.
Report any illness before, during and after work.

OTHER DOCUMENTS

Parks Risk Assessment for Loading/Unloading and Transportation of Equipment .
RBC Code of Practice for Driving Vehicles at Work, Manual Handling, Lifting
Operations and Lifting Equipment, Fleet Management Policies and Procedures
Manual.

4. Method

- a. Work schedules will be completed by the Parks & Open Spaces Manager with the assistance of Parks Supervisors and issued to operatives in advance. Adjustments to work schedules will be made as and when required. The work schedule will be used to determine what equipment is required for that day.
- b. Prior to leaving the depot, operatives will carry out a daily inspection of vehicles and machinery as stated above. Master Copies of Operator's manuals for machinery will be held in the Parks Department Office, copies of which are distributed to staff.
- c. The driver must ensure that the vehicle is suitable for the transportation of its load, people and equipment. All loads and equipment must be securely tied with straps in the back of the vehicle or trailer. Loose tools should be placed in a box in the back of the vehicle.
- d. Where a trailer is used to transport machinery, the driver will ensure that it is roadworthy, properly maintained and suitable for the load it is carrying. It must be properly attached to the vehicle and display the correct number plate and lighting equipment.
- e. For loading and unloading operations, the vehicle should be parked on a flat surface with the handbrake on. Skid ramps or tail ramps should be used whenever possible for machinery.
- f. All loading and unloading must be carried out in accordance with the Codes of Practice for Manual Handling and Lifting Operations and Lifting Equipment.
- g. Care should be taken to avoid pedestrians and obstacles within the work area. Damage or dangerous incidents must be reported to a Parks Supervisor or Parks & Open Spaces Manager immediately.
- h. Any debris arising from operations must be removed.
- i. Drivers should not carry passengers who are not employed by Reading Borough Council without prior permission of their line manager.

4.12 The driver is responsible for ensuring that the vehicle is driven in accordance with Road Traffic regulations and the Highway Code.

4.13 Access must be made through vehicular entrances which must be secured following use.

Tree unloading - Specific

- Large trees to be delivered on open flat bed lorry.
- 5 Operatives to be used for this operation.
- Tractor with front loader to be used to unload trees from lorry and transport trees to compound. This is to reduce manual handling and lifting.
- There will be two operatives on the lorry to load trees into tractor front loader and 2 operatives to unload trees in compound area this is to minimise climbing on and off vehicle.
- Mats to be placed to each side of area where the front loader is placed by side of flat bed to allow trees to be rolled into loader. This is to provide fall protection to operatives on the lorry.
- Mats are to be moved if required to ensure that they are positioned in relation to the trees being unloaded. The ground operatives will carry out this task

5. Monitoring

The management team provide work schedules for each team/staff member. Quality of work is monitored by supervisors by informal site visits and monthly formal inspections.

Supervisors must observe work practice for all of their teams' operations and ensure correct procedures are followed. They will also carry out regular visual inspections of PPE for type and integrity.

Regular 121 meetings between the Parks & Open Spaces Manager/Supervisor and Supervisor/Operational Staff will be held to encourage open and honest feedback about quality of work and Health & Safety.

DENS - PARKS DEPARTMENT LOCAL SAFETY PRACTICE

USE OF HAND HELD POWER TOOLS

1. Aim

The aim of this LSP is to set out an effective, efficient and safe system of work for the use of Hand Held Power Tools, for use at locations managed and maintained by Reading Borough Council's Parks Department. It should contribute to providing a high standard of grounds maintenance in Reading's parks and open spaces.

2. Training

Staff carrying out the above tasks will be trained in the use of machinery provided and the specific skills required to complete the tasks. Staff will also be informed of all significant health and safety risks to themselves and others, along with the controls in place to minimise this risk. Training records are held on the neighbourhood shared drive. Hard copies can be found in training files in the Parks office.

3. Key Health & Safety Points

PPE - Appropriate clothing and personal equipment to be worn at all times to include safety boots. Ear defenders (or earplugs) and safety goggles should be worn when operating trimmers, hedge cutters. Yellow vests should be worn at all times when working in the yard at 19 Bennet Road and on the public highway. All staff and managers are responsible for ensuring that PPE is in a suitable condition for the purpose it is being used.

Work equipment (Provision and Use of Work Equipment Regulations 1998) - all vehicles and equipment will be provided by the Council and be suitable for its intended purpose and maintained in accordance with current regulations. Vehicle maintenance records will be kept by the Fleet Manager. Maintenance records for other work equipment will be kept by the Parks & open Spaces Manager.

General - No smoking whilst using machinery.

Report any illness before, during and after work.

OTHER DOCUMENTS

Parks Risk Assessment for Hand Held Power Tools.

Parks Risk Assessment for Loading/Unloading and Transportation of Equipment.

LSP for Loading and Transportation, Inspection/Maintenance of Equipment and Accident/Incident Reporting

RBC Codes of Practice for Driving Vehicles at Work, Manual Handling, Fleet Management Policies and Procedures Manual.

4. Method

4.1 Work schedules will be completed by the Parks & Open Spaces Manager with the assistance of Parks Supervisors and issued to operatives in advance.

Adjustments to work schedules will be made as and when required. The work schedule will be used to determine what equipment is required for that day.

- 4.2 Prior to leaving the depot, operatives will carry out a daily inspection of vehicles and machinery as stated above. Master Copies of Operator's manuals for machinery will be held in the Parks Department Office, copies of which are distributed to staff.
- 4.3 The driver must ensure that the vehicle used for the transportation of its load, people and equipment is suitable. All loads and equipment must be securely tied with straps in the back of the vehicle or trailer. Loose tools should be placed in a box in the back of the vehicle. Refer to LSP for Loading and Transportation.
- 4.4 Cutting heights or machinery adjustments should be made prior to commencing work and in accordance with the manufacturers Operators Manual.
- 4.5 Machinery must be used in a manner for which it was designed and as instructed in the operators manuals:-

Strimmers: Before starting work ensure that machine, throttle, air-filter, buffers, guards, and cutting head is in good condition and suitable for the work required. Fuel in an open, well-ventilated area. Select a flat area at least 3m from re-fuelling spot to start machinery. Always use the handle and not rope for starting. Set machine at idle, pick up and secure machine onto body using manufacturer's safety harness. Always hold the strimmer firmly using both hands. Work in a methodical manner using a scything motion tilting the head slightly towards the direction of cut. Do not to overreach. Always face the direction of work and ensure the immediate area is free of pedestrians for a distance of 10m. When working on slopes, consider use of crampons or a harness. Walk forwards at all times and NOT backwards.

Hedge Trimmers: Before starting work ensure that the machine, throttle, air-filter, handles, guards, and cutting blades are in good condition and that the blades do not run when engine is on idle. Lubricate the blades prior to use. Fuel in an open, well-ventilated area. Place machine on flat ground at least 3m from re-fuelling spot to start. Always use the handle not rope. Hold trimmer firmly, squeeze throttle to accelerate engine, tilt at an angle of 15-30 degrees so cutting tooth is angled into hedge and proceed to cut. Swing the hedge trimmer in an arc towards the edge of the hedge. This will remove cuttings from hedge. When cutting the sides swing the hedge trimmer upwards and downwards so both sides of the cutter are used. Thickness of the material to cut should not exceed 1" in diameter. Always face the direction of work and ensure the immediate area is free of pedestrians for a distance of 5m. After use always clean the blades to remove sap/gum.

Blowers: Before starting work ensure that the machine, throttle, air filter, handles and air outlet are in good condition. Fuel in an open, well-ventilated area. Place

machine on flat ground at least 3m from re-fuelling spot to start. Always use the handle not rope. Hold blower firmly in one hand and angle at floor between 15 - 30 degrees. Squeeze throttle to accelerate engine and work systematically across area to be cleared, ensure no obstacles are in the outlet range. Always face the direction of work and check the immediate area is free of pedestrians for a distance of 20m. Do not use in wet conditions. Large areas of debris must be cleared using a hand broom or shovel and placed in refuse sacks for disposal. All loading and unloading must be carried out in accordance with the Codes of Practice for Safe Handling and Lifting and Lifting Operations and Lifting Equipment.

4.6 Work will be carried out in accordance with the schedule and to the standard required. Any debris arising from these operations will be removed from hard surfaces.

4.7 Care should be taken to avoid pedestrians and obstacles within the work area. Damage or dangerous incidents must be reported to a Parks Supervisor or Parks & Open Spaces Manager immediately. Use Accident / Incident forms where necessary.

4.8 At the end of the day all equipment should be checked and cleaned prior to being stored securely in an allocated area.

5. Monitoring

The management team provide work schedules for each team/staff member. Quality of work is monitored by supervisors by informal site visits and monthly formal inspections.

Supervisors must observe work practice for all of their teams' operations and ensure correct procedures are followed. They will also carry out regular visual inspections of PPE for type and integrity.

Regular 121 meetings between the Parks & Open Spaces Manager/Supervisor and Supervisor/Operational Staff will be held to encourage open and honest feedback about quality of work and Health & Safety.

DENS - PARKS DEPARTMENT LOCAL SAFETY PRACTICE

USE OF WATER BOWSER

1. Aim

The aim of this LSP is to set out an effective, efficient and safe system of work for the use of water bowzers at locations managed and maintained by Reading Borough Council's Parks Department. It should contribute to providing a high standard of grounds maintenance in Reading's parks and open spaces.

2. Training

Staff carrying out the above tasks will be trained in the use of machinery provided and the specific skills required to complete the tasks. Staff will also be informed of all significant health and safety risks to themselves and others, along with the controls in place to minimise this risk. Training records are held on the neighbourhood shared drive. Hard copies can be found in files in the parks office.

3. Key Health & Safety Points

PPE - Gloves and safety boots should be worn at all times when operating water bowser. Yellow vests should be worn at all times when working in the yard at 19 Bennet Road. All staff and managers are responsible for ensuring that PPE is in a suitable condition for the purpose it is being used.

Work equipment (Provision and Use of Work Equipment Regulations 1998) - all vehicles and equipment used should be provided by the Council will be suitable for its intended purpose and maintained in accordance with current regulations. Vehicle maintenance records will be kept by the Fleet Manager. Maintenance records for other work equipment will be kept by the Parks & Open Spaces Manager.

General - No smoking whilst using machinery.

Report any illness before, during and after work.

OTHER DOCUMENTS

Parks Risk Assessment for Loading/Unloading and Transportation of Equipment.
LSP for Loading and Transportation and Accident/Incident Reporting
RBC Codes of Practice for Working at Height, Driving Vehicles at Work, Manual Handling, Fleet Management Policies and Procedures Manual.

4. Method

It is important that all staff take responsibility for the work they do and they way they do it.

4.1 Work schedules will be completed by the Parks & Open Spaces Manager with the assistance of Parks Supervisors and issued to operatives in advance. Adjustments to work schedules will be made as and when required. The

work schedule will be used to determine what equipment is required for that day.

- 4.2 Prior to leaving the depot, operatives will carry out a daily inspection of vehicles and machinery as stated above. Master Copies of Operator's manuals for machinery will be held in the Parks Department Office, copies of which are distributed to staff.
- 4.3 The driver must ensure that the vehicle used for the transportation of the bowser, people and equipment is suitable. All loads and equipment must be securely tied with straps in the back of the vehicle. Loose tools should be placed in a box in the back of the vehicle. Refer to LSP for Loading and Transportation. The bowser must be empty before being loaded or unloaded. At least two people are required to load or unload the bowser onto the vehicle.
- 4.4 The bowser can only be filled up to the maximum line. On no account must the weight of the bowser, water and vehicle exceed the maximum permitted limit. When filling the bowser the vehicle should be parked on a level surface and the hand brake applied. Fill the bowser using a hydrant or other suitable water point taking care as the water may be at high pressure.
- 4.5 When using the bowser care should be taken to avoid pedestrians and obstacles within the work area. Access to sites, where necessary, must be made through an appropriate vehicle entrance. All vehicle entrances must be kept locked. Any machinery adjustments should be made prior to commencing work and in accordance with the manufacturers Operators Manual.
- 4.6 Machinery must be used in a manner for which it was designed and as instructed in the operator's manuals.
- 4.7 Work will be carried out in accordance with the schedule and to the standard required. Any debris arising from these operations will be removed from hard surfaces.
- 4.8 Damage or dangerous incidents must be reported to a Parks Supervisor or Parks & Open Spaces Manager immediately. Use Accident / Incident forms where necessary.
- 4.9 At the end of the day the bowser should be drained down, checked and cleaned prior to being stored securely in an allocated area.

5. Monitoring

The management team provide work schedules for each team/staff member. Quality of work is monitored by supervisors by informal site visits and monthly formal inspections.

Supervisors must observe work practice for all of their teams' operations and ensure correct procedures are followed. They will also carry out regular visual inspections of PPE for type and integrity.