

Eastleigh Town Council – Use of Council Equipment Policy

The Town Council do not accept any responsibility or liability for anyone who chooses to use its machinery without adequate training. 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 Town Council.

Site Representatives must ensure that they have received training on how to use the equipment prior to using the equipment and that they have read all necessary instructions and safe use guides. A record of this training being carried out must be kept. Machinery should only be used in accordance with the manufacturer's guidelines.

All equipment maintenance must be carried out by the Site Representatives, or a contractor hired by the Town Council.

Site Representatives must ensure that they are always wearing suitable protective clothing and personal safety equipment, no matter how small the job. If choosing not to wear suitable clothing and equipment, the user is fully responsible for any injury, loss or damage arising from using the equipment whether to themselves or another individual.

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 are advised to wear a visor and hearing protection.

Lawnmower

- Sturdy shoes must be worn - no open footwear.
- You must always use the grass collection bag.
- You must after use empty the grass collection bag in the compost area.
- 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. If you are not wearing this equipment, it is at your own risk and the Town Council accept no liability for any injury, loss or damage 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.

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 inform you that you are permitted to use the Council's equipment.

All equipment used must be signed in and out, and any fault notified immediately to the Council and Site Representative.

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

Allotment Equipment Disclaimer

Please complete and return this form to: Allotments@Eastleigh-tc.gov.uk

Allotment Site:	
Name:	
Plot No:	
Contact Information: (Please provide email or contact number)	

I, 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	
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Until you have signed, returned and had acknowledgement of receipt for this disclaimer, you may not use the equipment.

Version	Owner	Date Approved	Minute Ref	Action	Website Updated	Next Review
V1-2024-25	Town Council	13 Mar 2024	89/23	Resolved	Yes	Feb 25
V1-2025-26	Town Council	13 Feb 2025	50 /24 / 5	Resolved	Yes	Feb 26