**Draughton Parish Council**

**Instructions for safe operation of equipment for verge trimming equipment**

**Safe filling of the fuel container**

1. Set the container on the ground.
2. Touch the filler pipe to the container before removing the container cap.
3. Keep nozzle in contact with the container during filling.
4. Fill to ¾ full and replace cap securely.
5. Do not fill container in bed of pick-up or in car.

**Safe fuelling of strimmer, blower and mower**

1. No smoking.
2. Shut off any running motors and wait 5 minutes to cool.
3. Place equipment outdoors, in well-ventilated and secure position so that fuel tank has cap uppermost.
4. Check that the O/I switch is in the O=off position.
5. Use non-spill filler nozzle and touch this to the fuel tank cap and keep in contact whilst filling.
6. Fill strimmer and blower tank with 2-stroke mixture. Fill mower tank with unleaded petrol.
7. Replace both caps and return cans of fuel to store.
8. Clean up any spillages.

**Strimmer operation**

1. Put on hi-vis tabard and safety specs and ear plugs/defenders as necessary.
2. Set the mixture to ‘rich’ for starting by adjusting the choke to the upper mark.
3. Turn the O/I switch to I=on.
4. Hold the strimmer so that the rotating head does not foul the ground or anything or anyone else.
5. Pull smartly and firmly on the lanyard and repeat until the motor fires.
6. Reduce the mixture control (move choke downwards) to give smooth running with a leaner mixture.
7. Gently rev the motor with the trigger.
8. When strimming, operate with the head about 5cm above ground level and work steadily across the areas to be cleared, standing on the grass verge, not the road.
9. Take care not to allow the rotating cutting wire to contact skin or clothing.
10. To stop motor, turn the O/I switch to O=off.

**Blower operation**

1. Ensure that you have a second person with you to watch for the traffic.
2. Set the mixture to rich for starting, by adjusting the choke to the upper mark.
3. Turn the O/I switch to I=on.
4. Pull smartly and firmly on the lanyard and repeat until the motor fires.
5. Reduce the mixture control (move choke downwards) to give smooth running with a leaner mixture.
6. Gently rev the motor with the trigger.
7. When blowing to clear the road of debris, operate with the head about 15cm above ground level, stand out in the road and blow towards the grass verge so as to clear the tarmac of grass and debris.
8. To stop motor, turn the O/I switch to O=off.

**Mower operation**

1. Put on hi-vis tabard and safety specs.
2. Check that the cutting blade height adjuster is in the highest position and use the cord to secure it in this position.
3. Set the Forward – Neutral – Reverse lever to N=neutral.
4. Set the gear lever to P = park and secure in this position using the notch on the selector.
5. Set the mixture to rich for starting, by adjusting the choke to the upper mark.
6. Start the motor from the driver’s seat.
7. Pull smartly and firmly on the lanyard and repeat until the motor fires.
8. Reduce the mixture control (move choke downwards) to give smooth running with a leaner mixture.
9. Move the mower to the desired location, moving through the gears as appropriate.
10. Slow down when turning, to control the very tight turning circle and risk of rollover.
11. When driving up a slope, select the route in line with the slope and not across the slope to minimise risk of rollover.
12. When climbing embankments, keep the heavy end of the mower uphill.
13. When ready to start mowing, lower the rotating blade assembly to the appropriate height, **starting high if this is the first cut or if the grass is long**.
14. Beware of skid risk in long or wet grass.
15. Shut off engine BEFORE clearing the chute.
16. If it is necessary to lift the mower, NEVER allow hands to be placed underneath. The risk of finger or hand cuts on the rotating blade is high.
17. Never carry passengers, especially children.
18. When travelling on the road or mowing roadside verges, always take a second person to watch for the traffic.

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