

H&S Method Statement

[MS1] How to use the **MOWER** safely

Essential briefing points for volunteers

The purpose of this method statement is to ensure safe and effective mowing of the garden. Following these simple steps will help you mow our garden safely and effectively, ensuring a healthy lawn and your well-being.

Before mowing:

- All users must be trained by a Green Hub volunteer prior to any operation and the initial use should be overseen with a Green Hub volunteer
- Check area to be mowed for signs of debris such as stones, roots, sticks etc and remove as necessary
- Mower should be checked before for signs of damage

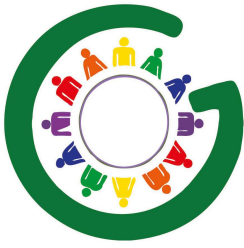
During mowing:

- Users must **at all times** wear safety shoes when operating the mower
- At no time is the mower to be lifted off the ground, or inspected underneath whilst the mower is in use, or the battery is in place
- It is preferable that others in the garden keep a distance when the mower is in operation

After mowing:

- After use, the battery is to be removed and charged if necessary
- Mower must be cleaned of cuttings thoroughly from underside before being stored away – special care to be taken around the blade: **the battery MUST be removed for cleaning**
- Mower should be checked after use for signs of damage, any damage to be reported to the Garden Manager





H&S Method Statement

[MS2] How to use the **STRIMMER** safely

Essential briefing points for volunteers

The purpose of this method statement is to ensure safe and effective strimming of the garden. Following these simple steps will help you strim our garden safely and effectively, ensuring your safety and well-being.

Before strimming:

- All users must be trained by a Green Hub volunteer prior to any operation and initial use should be overseen with a Green Hub volunteer
- Check area to be mowed for signs of debris such as stones, roots, sticks etc and remove as necessary

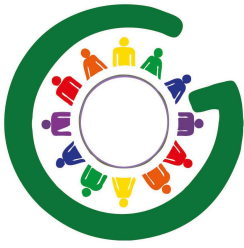
During strimming:

- Users must **at all times** wear safety shoes when operating the strimmer
- Eye protection must be **always worn**, as stones may be thrown up when using the strimmer
- It is preferable that others in the garden keep a distance when the strimmer is in operation
- At no time is the strimmer to be inspected underneath whilst the strimmer is in use and the battery is in place

After strimming:

- After use the battery is to be removed and charged if necessary and the strimmer should be cleaned and checked for signs of damage: **the battery MUST be removed for cleaning**
- Strimmer should be checked after use for signs of damage





H&S Method Statement

[MS3] How to use **GARDEN TOOLS** safely

Essential briefing points for volunteers

The purpose of this method statement is to ensure safe and effective use of garden tools. Following these simple steps will help you use our garden tools safely and effectively, ensuring your well-being.

Before using garden tools:

- All users must be trained by a Green Hub volunteer prior to any operation and initial use should be overseen with a Green Hub volunteer
- Users must **at all times** wear safety shoes when digging
- Always ensure all tools are clean and sharp – gloves should be worn
- Prior to cutting anything check for electrical cables

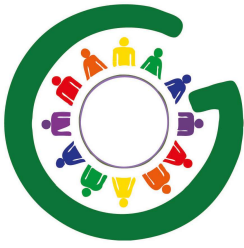
During the use of garden tools:

- Close all tools when not in use and place somewhere safe, **not lying on ground**
- Do not put secateurs in pocket, use holster or place on a flat surface off the ground

After the use of garden tools:

- Always ensure all tools are left clean and check for damage Any damage needs to be reported to the Garden Manager





H&S Method Statement

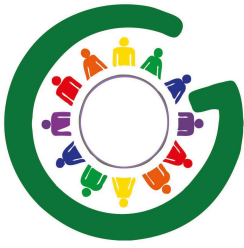
[MS4] How to **LIFT** safely

Essential briefing points for volunteers

The purpose of this method statement is to ensure safe and effective lifting in the garden. Following these simple steps will help you lift safely and effectively, ensuring your well-being.

- Users must be trained in how to correctly lift, by the bending knees, prior to lifting heavy items
- At all times it is better not to lift too heavy an item, and if necessary, the lifting of such items should be shared





H&S Method Statement

[MS5] How to **WATER THE GARDEN** safely

Essential briefing points for volunteers

The purpose of this method statement is to ensure safe and effective watering of the garden. Following these simple steps will help you water our garden safely and effectively, ensuring healthy plants and your well-being.

Before using hose/watering can:

- Equipment needed:
 - Garden hose with nozzle, watering cans, sprinklers (if used), gloves, hat, sunscreen (if required), water source (tap, rain barrel)
- Get equipment ready (as above)
 - Check the garden area for hazards
 - Make sure all watering equipment is working
 - Wear gloves, a hat, and apply sunscreen
 - If using hose, carefully unroll to avoid hose becoming a trip hazard.

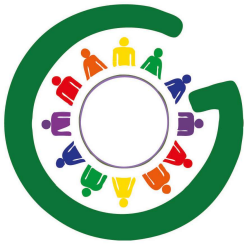
During watering:

- Heat Safety: Take breaks, drink water, and stay in the shade to avoid heat exhaustion
- Reduce Runoff: Water only the garden area to prevent waste

After watering:

- Store Equipment: Coil hoses and store watering cans in a dry place
- Report any damage to watering equipment to Garden Manager





H&S Method Statement

[MS6] How to **WORK IN THE GREENHOUSE** safely Essential briefing points for volunteers

The purpose of this method statement is to outline the safe and efficient procedure for carrying out tasks within a greenhouse, ensuring the health and safety of volunteers and the proper care of plants. Following these simple steps will help you work safely and effectively in the greenhouse, ensuring healthy plants and your well-being.

Before entering the greenhouse:

- Pay attention to the weather conditions, dress appropriately and use sunscreen if necessary.
- Check the structural integrity of the greenhouse, including the frame and glazing
- Inspect the greenhouse for any potential hazards (e.g. broken glass, wet floors) and report any damage.
- Check the walkways are clear of obstructions to prevent trips and falls

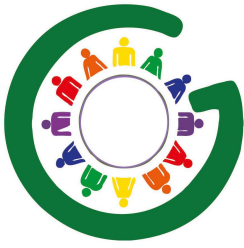
During your time in the greenhouse:

- Ensure there is adequate ventilation for the period of working

After working in the greenhouse:

- Ensure the walkways are clear of obstructions to prevent trips and falls
- Make sure the doors and windows are closed overnight if appropriate
- Report any damage of greenhouse to the Garden Manager





H&S Method Statement

How to **USE THE TOOL SHED** safely Essential briefing points for volunteers

Before entering the tool shed:

- Mind your head when walking in through the door
- Check the structural integrity of the shed, including the wall and any glazing
- Inspect the shed for any potential hazards (sharp objects, slippery floors)
- Check the walkways are clear of obstructions to prevent trips and falls
- Ensure good lighting inside the shed

During your time in the tool shed:

- Use tools according to the manufacturer's instructions and/or Method Statement 3 [MS3].

After using the tool shed:

- Ensure the walkways are clear of obstructions to prevent trips and falls
- Report any hazards in the shed or damaged tools to the Garden Manager
- Clean tools after use to prevent rust and damage.
- Store tools in designated areas such as racks, pegboards, or toolboxes.
- Ensure sharp tools are covered or stored safely to prevent accidental cuts.
- Keep heavy tools on lower shelves to avoid injuries from falling objects.

