

<b>Last review: September 2020</b>
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<b>Signed By:</b>
<b>Approval Committee: Governing Body</b>



**GILLINGHAM SCHOOL**  
**Hardings Lane, Gillingham**  
**Dorset SP8 4QP**

**PREMISES (Grounds)**  
**MANAGEMENT POLICY**

The Health and Safety Policy for Grounds Maintenance is an amalgamation the **Gillingham School Health, Safety & Security Policy Statement**, the **Gillingham School Policy for Contractors on Site** and the **Gillingham School Grounds Maintenance Risk Assessments and General Information**.

Gillingham School Risk Assessments and General Information: -

Grounds Maintenance 01 General use of Machinery  
Grounds Maintenance 02 Fuel  
Grounds Maintenance 03 Blowers  
Grounds Maintenance 04 Strimmers / Brushcutters  
Grounds Maintenance 05 Pedestrian Mowers  
Grounds Maintenance 06 Hedgecutters  
Grounds Maintenance 07 Pressure Jet Markers  
Grounds Maintenance 08 Chippers / Shredders  
Grounds Maintenance 09 Ride-on Cylinder Mowers  
Grounds Maintenance 10 Ride-on Rotary Mowers  
Grounds Maintenance 11 Weedspraying  
Grounds Maintenance 12 Maintenance of Grounds – General  
Grounds Maintenance 13 Handling of Sports Equipment  
Grounds Maintenance 14 Wasps & Bees

At all times, the Health Safety and Security of all persons who work at the School, of all pupils of the School, of all visitors to the School and of the general public are of paramount importance.

Health and Safety issues relating to the damage of equipment, buildings, etc caused by the use of maintenance equipment, tools and machinery are also very important issues to be born in mind when working on the School site. e.g. broken windows caused by stones thrown from mowers, strimmers, etc.

### General Grounds Maintenance

This section should be read in conjunction with the **Gillingham School Grounds Maintenance Risk Assessments and General Information**.

### Possible Hazards

- Moving plant and machinery including tractors, gang mowers, ride-on mowers, etc. causing injury by running into or over people or crushing injuries to people. Also causing injury to the operator of the equipment in the event of collision with

buildings, furniture, trees, etc. Damage to buildings, furniture, trees, etc could also be considerable.

- Flying debris generated by powered maintenance equipment such as strimmers, mowers, brush cutters, hedge trimmers, blowers, etc. could cause injury to passers' by and/or damage to windows, buildings, etc.
- Poor maintenance of equipment resulting in breakdowns, malfunction, failure to stop, etc.
- Unauthorised use of grounds maintenance equipment to carry passengers.
- Mud created by vehicles causing damage to grassed areas, forming ruts and uneven surfaces and transferring mud to paths and play areas causing slippery surfaces.
- Noise pollution.
- Injury or ill health through improper use of equipment.
- Cracks in the ground caused by dry weather.
- Adverse / severe weather conditions e.g. spells of very hot weather, spells of very wet weather or strong/high winds making trees unsafe and hazardous.
- Trees and/or debris from trees on the ground.
- Broken or missing manhole covers.
- Spray from the use of hazardous chemicals.
- Slipping on snow and/or ice.
- Wasps and Bees.

#### People who may be harmed or affected by the above hazards :-

Grounds maintenance personnel, staff, pupils and members of the public, visitors, motorists etc.

#### Precautions in place to minimise risks :-

- All equipment is regularly serviced and well maintained.
- All members of the site management team and grounds maintenance team are aware of Health & Safety policies and Risk Assessments specifically written and undertaken for their duties
- All members of the site management team and grounds maintenance team have access to COSHH assessment details pertaining to the site.
- Grounds vehicles and motorised equipment only to be operated by staff nominated to do so by Site Manager or the senior managers of the school. Relevant certified training must be completed before usage is permitted.
- Staff members using any items of equipment must ensure that they are wearing suitable PPE (Personal Protective Equipment) including High Visibility Jackets.
- Staff to ensure that pupils are kept away from areas where tractors, mowers, strimmers, etc are being used.
- 5mph speed limits re maintained on the site.

- Site team and grounds maintenance staff are to ensure that tractors, mowers, strimmers, etc are not used close to pupils especially at break and lunch time.
- Staff to ensure that items of equipment are not left unattended.
- Spraying should not take place in windy conditions.
- Spraying equipment is to be used only in areas where there are no personnel present.
- Ensure that all equipment is securely stored to prevent theft or unauthorised use.
- Trees visually inspected and regularly inspected by qualified person. All advised work considered and carried out in a timely fashion.