

Petrol hedge cutter

I complete a practical induction with an experienced member before my first solo use. I must be 18 or over (society rule).

MY FULL NAME

DATE OF MY INDUCTION

MAKE / MODEL / ASSET NUMBER

MY EMAIL

First-aid kit location:

Site address / postcode:

Emergency entrance / access:

USING THIS CHECKLIST

I use the manual, ask questions and practise while the experienced member watches me check, handle, start, use and stop the machine. For each point, I tick Covered (I understand and have covered this), N/A or More help (I need more help). I explain N/A answers and record the task, limits and outcome we agree. If I need more help, I do not use the tool alone until the outstanding points are addressed and recorded.

#	SAFE-USE POINT - on the actual machine	Covered	N/A	More help
MANUAL				
1	I have read and understood the instructions for this model, with help if needed. I know how to access the manual.			
PPE				
2	I put on the eye/face protection specified by the manual before starting.			
3	I wear ear defenders.			
4	I wear gloves, sturdy boots and long trousers. I do not wear shorts or sandals.			
5	I wear close-fitting clothes, tie back long hair and remove scarves, cords or dangling jewellery.			
6	I understand that PPE does not replace safe working methods, and I follow the manual's requirements for my task.			
BEFORE I START				
7	I am 18 or over (society rule).			
8	I check that the teeth are undamaged, the blade bolts are tight and the blades are lubricated. I keep the blade cover on until I am ready to cut.			
9	I check the hedge first for nests, wire, stakes, posts and cables. I do not cut in bird-nesting season, roughly March to August, unless the hedge has been checked and is clear.			
10	I make sure my footing is clear and keep both feet on the ground.			
11	I use only the fuel type and mix specified for this machine, from a clearly labelled can. If I am uncertain, I do not start.			
12	I refuel outdoors with the engine off and cooled, away from ignition sources. I wipe up spills and secure the caps. I start at least 3 m from the fuelling point, or farther if the manual requires.			
13	I understand that the hot exhaust can burn me. I do not rest the machine on dry grass or against my leg.			

Petrol hedge cutter - continued

#	SAFE-USE POINT - on the actual machine	Covered	N/A	More help
USING IT				
14	I keep both hands on the handles. I can show the stop/throttle safety controls and check them as the manual directs. I never defeat a control or use the machine one-handed.			
15	I do not use ladders, steps or water butts. If I cannot reach from the ground, I do not use this tool for the job.			
16	I keep the blade below shoulder height and away from my body and legs, and cut moving away from me.			
17	I watch where the hot exhaust points when I turn the machine for a vertical cut.			
STOPPING AND RETURNING				
18	I switch the engine off and wait for the blades to stop before moving or putting the machine down. Before clearing, cleaning or adjusting, I prevent restart as the manual directs, including disconnecting the spark-plug cap where specified.			
19	I isolate the machine before cleaning. I clean and store it dry as the manual directs, using the recommended methods.			
20	I report any damage or unusual behaviour, tag the machine OUT OF USE and make sure it is logged.			
21	I have had the emergency arrangements explained to me and know how to get first aid and summon help (see 'Using this checklist').			
22	I put the blade cover on when carrying the machine between hedges and when it is in the store.			

MY OUTCOME AND AGREED LIMITS

☐ I am ready for the agreed use

☐ I need more help - no solo use

I record the outcome agreed during my induction. If any applicable point needs more help, I do not use the tool alone.

My agreed task / limits / help needed (including reasons for N/A answers):

MY DECLARATION

I have read and understood the machine's instructions, with help if needed, and practised the essentials. I will use the required PPE, follow the agreed limits, stop if unsure and report faults or concerns.

MY SIGNATURE

DATE

Emergency arrangements: If someone is injured, I stop and make the area safe without putting myself at risk. I get first aid; I call 999 or 112 for serious injury and arrange access for responders. I report accidents and near misses to the Tool Librarian.

I keep this completed record. I revisit my induction after a relevant change, incident, concern or a long gap in use, and ask for further help where needed. Before every use, I check the machine and working area and stop if I am unsure.

For an emailed copy and RVAS Drive storage, I submit my answers through the online form at rvas.co.uk/tool-library/. Submitting a form does not itself authorise solo use. For help or a correction: rvascontact@gmail.com.