Battle Town Council Work Procedure

For carrying out general tasks within the Battle Town Council Estate

1. This Work Procedure relates to general maintenance and improvement tasks. Additional Work Procedures apply to specific tasks involving specialist equipment such as chainsaws, mowers, hedge cutters etc.

2. Staff must wear protective and/or safety clothing appropriate for a task.

3. Staff must not undertake work for which they do not hold a current qualification, if required.

4. Staff must be observant of the surrounding area with regard to their safety and the safety of the public.

5. Warning signs must be erected on public sites when appropriate.

6. Staff must operate equipment in accordance with their training and manufacturer’s instructions.

7. Staff must check that equipment is checked for safety before use.

8. Fuel must be kept in suitable containers that are labelled with the contents and stored in a suitable locked cupboard (observe COSSH assessment). In the work area, fuel must not be left unattended.

9. Chemicals must be kept in suitable containers that are labelled with the contents and stored in a suitable locked cupboard (observe COSSH assessment). In the work area, chemicals must not be left unattended.

10. Staff must update the Council office of their whereabouts when moving to another site. Staff should carry the Emergency Contact Information (Appendix 1) listing office/staff contact details and grid references for BTC sites.

11. If working alone, staff must maintain contact with a member of staff at agreed times throughout the working day.

12. Staff must be trained at least to a basic level in first aid in the workplace.

13. In the case of an emergency, dial 112 (which will locate the point of call at the call centre) or 999. Give your name, details of the problem or severity of the injury, location/grid reference, best access point, and whether a 4X4 vehicle or a helicopter is required.
I have read and understand this Work Procedure and appendix:

Signed ........................................ Date ..............................

Name .................................................
Battle Town Council Work Procedure for general tasks within the
Battle Town Council Estate

Appendix 1: Emergency Contact Information

Town Clerk: Carol Harris Tel 01424 772210
carolharris@battletowncouncil.gov.uk
Battle Town Council The Almonry, High Street Battle, TN33 0EA

Staff mobile ‘phones: Adrian Blunden 07742 134615
Gary Champion 07526 108873
Michael Deboick 07742 890599
Carol Harris 07928 480292

<table>
<thead>
<tr>
<th>Site</th>
<th>Grid reference</th>
<th>Access point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mansers Shaw</td>
<td>TQ 74244 15929</td>
<td>Rec via Asten Fields or field adjacent to B&amp;L school</td>
</tr>
<tr>
<td>Guild Shaw</td>
<td>TQ 74571 15976</td>
<td>Footpath via Park Lane or via Western Avenue</td>
</tr>
<tr>
<td>Recreation Ground</td>
<td>TQ 7425 1611</td>
<td>North Trade Road or Asten Fields</td>
</tr>
<tr>
<td>Cemetery</td>
<td>TQ 7540 1575</td>
<td>Marley Lane</td>
</tr>
<tr>
<td>Georges Meadow</td>
<td>TQ 7460 1585</td>
<td>Park Lane</td>
</tr>
<tr>
<td>Cherry Gardens Allotment</td>
<td>TQ 74782 16077</td>
<td>Mount Street</td>
</tr>
<tr>
<td>Netherfield Allotments</td>
<td>TQ 72524 17989</td>
<td>Netherfield Hill</td>
</tr>
<tr>
<td>Virgins Croft Allotments</td>
<td>TQ 74877 16919</td>
<td>Virgins Lane</td>
</tr>
<tr>
<td>Watch Oak Allotments</td>
<td>TQ 74427 16397</td>
<td>Chain Lane off London Road</td>
</tr>
</tbody>
</table>

Nearest A&E Conquest Hospital Tel 01424 755255
The Ridge, St Leonards-on-Sea, TN37 7RD