

# 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 .....

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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

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

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