

Battle Town Council Work Procedure

For Hedge Cutting

1. This Work Procedure relates to the use of hedge cutters and blowers.
2. Staff must wear appropriate safety clothing such as boots, trousers, gloves, helmet, eye/ear protection.
3. Staff must not undertake work for which they do not hold a current qualification if required.
4. Staff must operate machinery in accordance with their training and manufacturer's instructions.
5. Staff must check that machinery is checked for safety before use and that servicing is not overdue.
6. Machinery must not be used in confined spaces.
7. Fuel must be kept in suitable containers that are labelled with the contents and stored in a suitable locked cupboard (observe COSSH assessment).
8. In the work area, fuel must not be left unattended.
9. Equipment must be allowed to cool before refuelling is undertaken away from the work area and away from sources of ignition. Refuelling must never be undertaken with the engine running.
10. The key causes of accidents are trip hazards, flying particles, exhaust burns, cuts and being struck by falling material. Staff must undertake a thorough assessment of the area prior to starting work.
11. Staff must be appropriately trained on the use of equipment and emergency procedures before commencing work.
12. Staff must notify the Council office of their whereabouts before starting work. Staff should carry the Emergency Contact Information (Appendix 1) listing office/staff contact details and grid references for BTC sites.
13. If working alone, staff must maintain contact with a member of staff at agreed times throughout the working day.
14. Staff must be trained to a suitable level in first aid.
15. Staff must ensure that a fully stocked first aid kit, adequate for the degree of potential injury, is on site before work starts.

16. 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.

17. Safe working distances must be maintained at all times.

18. Warning signs must be erected on all public sites.

I have read and understand this Work Procedure and appendix:

Signed

Date

Name

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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

Site	Grid reference	Access point(s)
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