Battle Town Council Work Procedure

For the Use of Chainsaws

1. Staff and volunteers must wear appropriate safety clothing including, but not limited to, boots, trousers, gloves, helmet with face and ear protection.

2. Staff must not undertake work for which they do not hold a current qualification.

3. Staff must operate machinery in accordance with their training and manufacturer’s instructions.

4. Staff must check that machinery is checked for safety before use and that servicing is not overdue.

5. Machinery must not be used in confined spaces.

6. Fuel must be kept in suitable containers that are labelled with the contents and stored in a suitable locked cupboard (observe COSSH assessment).

7. In the work area, fuel must be kept at least two tree lengths from the felling area and must not be left unattended.

8. 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.

9. The key causes of accidents are chainsaws, falls from height, being struck by falling timber/trees. Staff must undertake a thorough assessment regarding the weight and direction of fall.

10. All members of a team must be briefed on the task and emergency procedures before work commences.

11. Spotters, if used, must be trained in how to approach the operator and be in place before work commences.

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. One member of the team (not the operator) 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. The operator must carry a suitable compress/blood stopper on their person.

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. Staff must ensure that escape routes are clear before felling.

18. Safe working distances must be maintained at all times: 2.5 times the tree length if felling or 5 metres if cross cutting. Only the operator may work in the danger area.

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

20. Footpaths must be closed and lookouts posted when felling near footpaths.

21. Staff must use safe lifting practices and seek assistance if appropriate.

22. Staff must take measures to ensure that the daily maximum time for hand/arm vibration is not exceeded, for example by taking breaks after each refuelling.

I have read and understand this Work Procedure and appendix:

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

Name  ........................................
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

*Work procedure – chainsaws*  
draft dated 10 May 2018