

Beechdown Arboricultural Limited

We confirm details of our client's insurance programme below:

Business Description: Arboriculture & Landscaping/Gardening

Employers Liability

Insurer: Aviva Insurance Limited

Policy Number: 25052355 CTC

Renewal Date: 11 March 2016

Limit of Indemnity: £10,000,000

Public/ Products Liability

Insurer: Aviva Insurance Limited

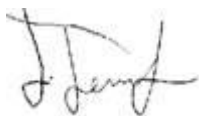
Policy Number: 25052355 CTC

Renewal Date: 11 March 2016

Limit of Indemnity: £10,000,000

Date: 05 February 2015

Signed for and on behalf of Bartlett & Company Ltd



James Jennings

Apprentice Account Handler

The policy includes an indemnity to principals clause.

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy.

Limits shown may have been reduced by paid claims.





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BEECHDOWN ARBORICULTURE LTD

Health and Safety Policy

April 2015



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1.0 Introduction

- 1.1 Beechdown Arboriculture Ltd recognises its responsibilities under the Health and Safety at Work Act to ensure, so far as it is reasonably practicable, the health, safety and welfare of its employees.
- 1.2 Beechdown attaches the greatest importance to health and safety at work and have put in place the following ongoing management systems and procedures to reflect this.
- 1.3 Beechdown will take all reasonably practicable precautions for the prevention of accidents and dangerous occurrences. Beechdown will also try to create working conditions that safeguard employees and labour only sub-contactors, hereafter regarded as employees. Beechdown will allocate the necessary resources and enlist the active support of all employees in order to achieve this.
- 1.4 Beechdown regards the standards set by the various relevant statutory provisions as the minimum standard which must be achieved and will endeavour to improve upon these standards where reasonably practicable.
- 1.5 This policy and the organisation, arrangements and safety procedures will be reviewed regularly, modified and updated as necessary.

2.0 Objectives

- 2.1 The objectives of the policy are:
 - To promote acceptable standards of health, safety and welfare within Beechdown and to ensure compliance with all relevant statutory provisions.
 - To create and maintain a safe workplace for all employees and to ensure that the health and safety of others are not adversely affected by our work activity.
 - To ensure that all staff are provided with adequate instruction, training and supervision.
 - To develop safety awareness and responsible attitudes.
 - To promote a joint consultation approach on health and safety matters.

- To provide a framework within which our safety performance may be monitored.

3.0 Organisation and Responsibilities

- 3.1 The employer is responsible for ensuring that the Beechdown Safety Policy is implemented in practice.
- 3.2 The employer is responsible for safety arrangements and procedures, ensuring that they are applied effectively and that there is adequate training, instruction and supervision.
- 3.3 Supervisors have continuous responsibility for applying safety arrangements and procedures. They are responsible for ensuring compliance with safety arrangements and procedures by ensuring employees have proper instructions and training.
- 3.4 All employees regardless of position in Beechdown have a duty imposed upon them by the Health and Safety at Work Act. This includes:
 - a. Take responsible care for the health and safety of themselves or other persons who may be affected by their work.
 - b. Co-operate with Beechdown in the measures taken to safeguard health and safety at work.
 - c. Report to a person in authority any defects which adversely affect health and safety at work.
 - d. Be aware of Beechdown's safety organisation and arrangements, and those statutory provisions and company Safety procedures relating to their work activity.
- 3.5 It should be noted that disciplinary action can be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and company Safety Rules.

4.0 Company Structure

- 4.1 All employees and labour only subcontractors are required to take reasonable care for their own health and safety and the health and safety of any others who may be affected by anything that they do, or fail to do, in the course of their employment.

4.2 The Beechdown structure, detailing who is responsible for what, is as follows:

Managing Director; <i>Jonathan Rodwell NCH (Arb.)</i>	Overall Responsibility	Ensuring resources are available to meet Beechdown's responsibilities
Health and Safety Manager; <i>Jonathan Rodwell NCH (Arb.)</i>	Directing Group policy and compliance	Keeping up to date with legislation and requirements, ensuring staff are correctly trained and certificated in all relevant areas, ensuring inspections and records are up to date, acting as a conduit between all interested parties so allowing Beechdown to meet its legal responsibilities.
Site Supervisors; <i>Jonathan Rodwell NCH (Arb.) Alan Flemington AA Tech. Cert.</i>	Day to day health and safety compliance	Ensuring risk assessments are in order, that site organisation and work is to the required standard and reporting any defective systems/equipment that could prejudice safe work.
Operatives	Personal and other responsibility	To work safely following national/company guidelines, to report any conditions that prejudice safe working.

5.0 Consultation and Communication

5.1 All employees and labour only sub-contractors have an active part to play in maintaining and improving safety standards. They are consulted on safety issues, risk assessment procedures, working practices, PPE issues and suitability and use of plant and equipment.

6.0 Training and Competency.

6.1 All new employees receive induction training relating to company procedures, health and safety matters and legal obligations.

6.2 All employees will be competent to carry out their duties and will have the necessary, extant certification. No one will carry out any function for which they are not trained or instructed in.

- 6.3 When an activity is carried out infrequently the supervisor will ensure that the employee is fully competent prior to carrying out that activity.
- 6.4 In the event of an employee being involved in a serious near miss or reportable incident, that employee will be reassessed and training organised if appropriate.
- 6.5 Training will be arranged by the company through appropriate bodies and training providers.

7.0 Workplace Arrangements.

- 7.1 Office - The office shall be kept in a safe and clean condition with no trip hazards or obstructions that could cause harm or prevent emergency access or exit.
- 7.2 Stores - The stores shall be secure, ventilated and correctly signed as required by COSHH. The stores shall be well organised, clean and tidy.
- 7.3 Work Sites - Site specific risk assessments will be undertaken, recorded and passed on to employees.
- 7.4 All employees on site shall have access to relevant safety information and first aid provision.

8.0 Safety Information.

- 8.1 Employees will have access to all relevant safety guides e.g. AFAG guides, Data Sheets, Generic Risk Assessments, Site Specific Risk Assessments and operating manuals either on site or in the office or stores as appropriate. (In some cases it may be that duplicate copies are kept in more than one place).

9.0 Work Equipment and Plant.

- 9.1 Equipment will only be used for the purpose it is intended for in accordance with the manufacturers' instructions. All guards must remain in place and be functioning correctly. No modifications will be carried out unless under the instructions of the manufacturer. Essential details and warning signs will be in place at all times.
- 9.2 Equipment will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the

provisions on LOLER. A register of all equipment kept will be maintained showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.

- 9.3 Daily checks will be carried out by employees prior to using the equipment. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by LOLER.
- 9.4 It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.
- 9.5 Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

10.0 Personal Protective Equipment (PPE) and Climbing Equipment.

- 10.1 This covers all PPE and equipment used in the access of trees from rope and harness used to support, guide and protect the climber, as well as that PPE to protect any groundworkers, hereinafter referred to as PPE. Employees will be provided with PPE and safety equipment suitable for their role.
- 10.2 PPE will be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions of LOLER. A register of all equipment kept will be maintained showing details of history, servicing, repair. All equipment will be clearly marked to be identifiable.
- 10.3 Daily checks will be carried out by employees prior to using PPE. Weekly checks will be carried out and recorded. Detailed checks will be carried out by a competent person every 6 or 12 months, as required by LOLER.
- 10.4 It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements will be put in place by the manager to repair or withdraw the equipment.
- 10.5 Withdrawn equipment will be clearly marked as such and will not be used until repaired or the equipment disposed of.

11.0 Safe Working Practices/Risk Assessment.

- 11.1 Generic risk assessments are available for operations carried out by Beechdown. These are reviewed and updated on a regular basis.
- 11.2 Site specific risk assessments (see appendix 10.3) are available for each operation/site. These are made available to employees at the start of each working day to assess and record. These will identify (and remove) potential hazards, assess the level of risk to employees, the public and the environment so reducing the likelihood of accidents occurring.
- 11.3 Employees have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform supervisors of any situation that would result in safe working being jeopardised. Should there be no supervisor on site, employees should take all reasonable actions to maintain safety, including stopping work if necessary.
- 11.4 Unsafe individuals may be suspended from the work site until further notice.

12.0 Control of Substances Hazardous to Health (COSHH).

- 12.1 Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels and oils.
- 12.2 Substances considered for use will be assessed and less harmful substances will be used wherever practicable. Assessments and details of their safety precautions (material safety data sheets) will be made available to employees at the offices and where the substances are stored and used.
- 12.3 Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.

13.0 First Aid Arrangements.

- 13.1 Employees are issued with information relating to elementary first aid. A trained "First Aider" and/or an "Appointed Person" will be present on every work site. That person is responsible for taking charge in the event of injury or illness.

13.2 Each office, yard and vehicle will be equipped with suitable first aid kits appropriate to the number of people in place and the tasks they are carrying out. Employees who require a personal first aid kit will be issued with one and must carry it at all times.

14.0 Alcohol and Substance Abuse.

14.1 Substance abuse, the use of illegal drugs, the misuse of prescribed drugs, the abuse of alcohol, solvents or similar, that can impair a user's judgement and ability to work safely can lead to unacceptable levels of risk to themselves, others and the environment.

14.2 Employees reporting for work in an unfit state due to any of the above will be suspended until such a time that they are fit to work again. Disciplinary action may result.

15.0 Legislation

15.1 Health and Safety at Work Act 1974

15.1.1 The general provisions of the Health and Safety at Work Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work. By maintaining safe plant, safe systems of work, and safe working environments, and also by ensuring adequate instruction, training and supervision. The company is also bound by the Act to ensure the safety of all other persons, who may be affected by the companies work activities.

15.2 Highways Act 1980

15.2.1 The company will comply with the relevant sections of the act when carrying out its work activities. Section 161 of the act makes it an offence to light a fire near a carriageway which results in causing a danger to road users. Section 174 requires warning signs and barriers to be erected whilst working on a highway, see *7.13 New roads and Street works Act 1991*.

15.3 Noise at Work Regulations 1989

15.3.1 Under the regulations the company has a duty to monitor and control noise levels in the workplace. To comply, a noise assessment (see appendix 10.1) has been carried out, employees are advised and hearing protection issued where appropriate.

15.4 New roads and Street works Act 1991

15.4.1 The company will adhere to the regulations, when its work activities interfere, or have the potential too interfere with the public highway. The company will treat public safety as a number one priority. There will be present on site at least one fully trained operator in the correct use of 'signing, lighting and guarding'. Alternatively the company will use fully insured contactors to undertake the duties.

15.5 Manual Handling Operations Regulations 1992

15.5.1 Information on good working techniques are issued to employees to ensure the risk of injury is minimised. Individuals should consider the load, the environment, individual capability and the task to hand when undertaking manual operations.

15.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

15.6.1 The company is aware of its duty under the regulations. The company records all accidents in a 'Data Protection Act' compliant accident book.

15.6.2 Incidents involving near misses will be reported to the manager and appropriate action taken to reduce the risk of similar incidents occurring. All employees will be encouraged to report near miss incidents as this will reduce the likelihood of re-occurrence, so improving safety standards.

15.7 Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

15.7.1 LOLER is aimed at ensuring all lifting operations are properly planned, lifting equipment (climbing and rigging) is used in a safe manner and lifting equipment is thoroughly examined at suitable intervals by a competent person.

15.7.2 The company operates an equipment examination policy as follows:

- Daily pre-use check, carried out by the operator.
- Weekly written record of examination, carried out by the operator.
- 6 Monthly (climbing equipment) external examination, carried out by an external examiner.

- 12 Monthly (rigging equipment) external examination, carried out by an external examiner.

15.8 Dangerous Substances and Explosive Atmospheres Regulations 2002

15.8.1 The DSEAR protects against risks from fire, explosion or similar events arising from dangerous substances used or present in the workplace. Beechdown will abide by the requirements of DSEAR and carry out appropriate Risk Assessments in relation to any qualifying substances and provide measures to eliminate or reduce the risks as far as is reasonably practicable. Beechdown will provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. Where an explosive atmosphere may occur these areas will be zoned and suitable warnings put in place.

15.9 Control of Vibration at Work Regulations 2005

15.9.1 The regulations require the company to assess and reduce the exposure to vibration. This is done through a vibration assessment (see appendix 10.2) and limiting exposure in response to the assessment. The company also operates a policy of purchasing equipment with the lowest vibration levels as far as practicable. Employees are advised about vibration risks and trained in correct equipment selection.

15.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

15.10.1 The company is aware of its duty under the regulations. The company records all accidents in a 'Data Protection Act' compliant accident book.

15.10.2 Incidents involving near misses will be reported to the manager and appropriate action taken to reduce the risk of similar incidents occurring. All employees will be encouraged to report near miss incidents as this will reduce the likelihood of re-occurrence, so improving safety standards.

15.11 The Working at Height Regulations 2005

15.11.1 The company is aware of its responsibilities under the regulations and acts appropriately. A assessment is carried out to establish the safest access/work method, taking into account the task,

equipment and working environment (see appendix) Avoiding working at height, secondary anchor points and mobile elevated platforms (MEWP's) are used where practicable. All tasks are properly planned and emergency/rescue procedures are known by all employees.

15.11.2 When tree climbing is required the company will ensure all employees follow the guidelines laid out in the 'Guide to Good Climbing Practice', a joint publication by the Arboricultural Association and HSE.

15.11.3 The regulations also require prevention of injury due to falling objects. All employees are instructed and trained in best safe practice whilst on the ground. When the companies work activities may endanger the public, every effort will be taken to avoid injuries. Prevention of unauthorised access by the use of physical barriers and/or warning signs is used.

16.0 Monitoring and Review

16.1 The Beechdown Health and Safety Policy will be continually monitored for effectiveness. It shall be reviewed in light of any incident that may have implications for the policy or on the suggestion of managers, supervisors or employees.

16.2 The managing director is ultimately responsible for all aspects of Health and Safety in Beechdown, for reviewing the policy and ensuring that it is complied with.

Appendix 1 - Noise Assessment

Noise at Work Regulations 1989 – Noise Assessment

To comply with the 'Noise at Work Regulations 1989', Beechdown Arboriculture Ltd have carried out a noise assessment. The following table details the maximum dB's of powered equipment currently in service.

The results show that hearing protection must be worn when using all powered equipment with the exception of the portable compressor.

Employees are advised about noise risks relevant to individual equipment. PPE is issued in the form of hearing protection, which is normally incorporated on the safety helmet. The hearing protection must comply with EN 352.

Beechdown reduces exposure to noise wherever possible by changing work practices and encourages the following:

- Job rotation
- Utilising hand tools wherever practicable
- Ensuring adequate breaks
- Maintaining equipment to correct standards

All equipment is clearly labelled with the level of dB emitted; the employee has a responsibility under the Health and Safety at Work Act 1974 to report any defective equipment to the management.

Equipment	Noise Level dB	Hearing Protection Required - Yes/No?
Först ST6 woodchipper	122	Yes
Stihl MS150 TC	112	Yes
Stihl MS200 T	109	Yes
Stihl MS461	119	Yes
Stihl MS650	117	Yes
Husqvarna 3120	116	Yes
Stihl MS880	112	Yes
Stihl BG85 (blower)	102	Yes
Robin HT750	95	Yes
Shindaiwa M2510	106	Yes
Compressor	80	No
Generator	100	Yes

Table 1. Noise assessment figures

Appendix 2 - Vibration Assessment

To comply with the 'Control of Vibration at Work Regulations 2005', Beechdown Arboriculture Ltd have carried out a vibration assessment. The following table details the maximum vibration levels of all powered hand tools, the maximum daily usage time and the daily actionable usage time. The figures are from the HSE 'Hand and Arm Vibration Calculator'.

Wherever possible, to reduce HAV, hand tools will be used instead of powered tools. Wherever powered tools are used, there use must be limited to within the daily usage time. Powered hand tools must be properly maintained in accordance with manufacturers handbooks (i.e. AV mounts fitted correctly and serviceable).

Equipment	Maximum Vibration Levels m/s ²		Max Daily Usage Time hh:mm	Daily Actionable Usage Time hh:mm
	Front Handle	Rear Handle		
Stihl MS150 TC	4.9	4.9	06.00	02.00
Stihl MS880	7.5	7.8	03:00	01.00
Stihl MS200T	5.3	3.4	06:00	01:45
Stihl MS461	4.0	3.8	06.00	04.00
Stihl BG85(Blower)	N/A	9	02:50	00:35
Shindaiwa M2510	4.8	10.7	01.30	00.30
Husqvarna 3120	7.7	10.6	01:45	00:27
Robin HT750	17	8.6	00:41	00:10
Stihl MS650	6.7	6.7	04.00	01.30

Table 2. Vibration assessment figures

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

1:0 EMERGENCY CONTINGENCIES

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.1	Staff or other personnel on site suffer injury	Worsening of conditions or further injury.	Climber and ground crew, client, general public	AFAG safety guides: 401, 402, 802, 805 "Aerial rescue guidance notes" NPTC:CS 38 RIDDOR		Appropriate First Aid Kit on site. Climbers carry personal First Aid Kit. All staff trained and certificated in First Aid At least one ground staff trained and certificated in Aerial Rescue. Site location and means of containing emergency services is known to all staff.	Yes			
1.2	Fire / explosion	Burns / blast injuries	Work team/ client/ general public	AFAG 401, 301, 302, 307, HSE INDG 317: "Chainsaws at Work" HSG 47: "Avoiding danger from underground services" RIDDOR		As above and fire extinguishers fitted in works vehicles: all staff trained in their use.	Yes			
1.3	Contact with energised power lines:-	Serious injury/ fatality. Third party electrocution.	Work team/ client/ general public	AFAG 401, 402, 302, 804 NPTC AE 1, 2 & 3 RIDDOR HSG 47		As above, and all staff trained. Emergency procedures known. Accurate assessment of situation. Means of contacting Electricity Company is known to all staff.	Yes			

/ 1:0 EMERGENCY CONTINGENCIES continued....

Beechdown Arboriculture Limited
GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

1:0 EMERGENCY CONTINGENCIES (continued)

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
1.4	Emergency call-out work:- Night-time work. 1.Poor weather conditions	Cut/crush/ impact injury due to poor visibility/ unstable trees or structures/other people/vehicles on site	Work team/ client/ general public	AFAG 301, 302, 303, 304, 306, 307, 308 310, 501, 802, 804 HSE INDG 317 HSG 47		All operators trained and certificated. Co-ordination with: Emergency services, Local Authorities, Electricity company etc Portable lighting on site. Unauthorised personnel excluded from work area: signs, barriers, etc. PPE.	Yes Yes	None, night work not undertaken.		

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

2:0 SITE CONSIDERATIONS

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

2.1 WORK SITE – Common Factors

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
a	Works vehicles (Not including driving)	Injury from contact with sharp edges: doors, lockers, tail-gates, etc. Jump/fall from load bed, trailer, cab, etc. Crush injuries from tipper bed, unexpected movement, etc	Work team/client/general public	AFAG safety guides: 403, 501, 502, 503, 603, 701, 702 (In-house code of practice)		All operators trained. Vehicle manufacturers instruction manual available (tippers, etc). All guards & warnings in place. Regular vehicle servicing and maintenance. Loading and securing of load in accordance with DoT guidelines. PPE.	Yes			
b	Use of hand tools	Cuts. Muscular strain	Climber/ground crew	AFAG 201, 302, 304, 307, 401. NPTC: CS30-41		Edged tools guarded and sharpened to ease cutting. Safe stance/positioning Safe working distance from colleagues. PPE.	Yes			
c	Manual handling	Muscular strain/back injury, crush injuries	Work team	HSE: INDG 317 INDG 145: "Spare your back". AFAG 301, 302, 303, 304. NPTC: CS30-41		Avoid lifting where practicable. Use alternative (mechanical) aid. Move smaller pieces. Use ergonomic work systems, work planning. PPE.	Yes			
d	Weather	Poor visibility. Loss of grip/slipping. Physiological stress. Hypothermia	Work team	AFAG 401, 802, 302, 307 "A Guide to Good Climbing Practice"		Change task. Stop work. PPE. Thermal blanket available.	Yes	Space blanket required.	01/06/2006	25/05/2006

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

2:0 SITE CONSIDERATIONS

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

2.1 WORK SITE – Common Factors – (continued)

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
e	Terrain	Slipping/ tripping	Work team	AFAG 401, 302, 307, 802		Prepare site. Change task. Change access. PPE: Appropriate footwear for staff. Suitable tyres for vehicles	Yes			
f.	Lifting and access equipment	Falling, injury from falling object, concussion, crushing	Work team / client / general public	AFAG 310, 401, 403, "A guide to good climbing practice", CITB Operator's certificate, NPTC Cert. of Comp.		All staff fully trained and competent. Regular inspections and Thorough Examinations. System in place to decide best method of access.	Yes			
g.	Powered tools and machinery	Cut injuries, crushing, electrocution, infection from hydraulic oil	Work team / client / general public	AFAG 105, 203,		All staff fully trained, with full access to machinery manuals and records. Manufacturers guidelines to be followed	Yes			
h.	Biotic factors	Stings or bites, transmitted infections (bacterial or viral)	Work team / client / general public	Health monitoring and surveillance		Identify vegetation with the potential to cause harm, (e.g. Giant Hogweed). Locate and monitor insect or animal activity, (e.g. wasps nests, bat roosts, deer herds), and treat with caution. Note any staff member who suffers allergic reaction.	Yes			
i.	Discarded hypodermic syringes	Viral infection, psychological trauma	Work team / client / general public	Health monitoring and surveillance		Identify potentially hazardous sites, and treat with caution. Appropriate first aid and post exposure treatment.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

2:0 SITE CONSIDERATIONS

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
2.2	Power lines - over and underground	Contact with live lines: electrocution	Work Team/ General Public	AFAG 401, 804 HSG 47 NPTC: CS30-41 and AE 1, 2 & 3		All staff trained. Safe working distances outside vicinity zones. Contact local Electricity Co. Shut down power.	Yes			
2.3	Other utility wayleaves and underground services	Rupturing Gas mains: explosion. Rupturing septic tanks/pits: health hazard	Work Team/ General Public	AFAG 401 HSG 47,		Utilities' site plans. C.A.T. scanner. Identify services prior to starting works.	Yes	Hire C.A.T. scanners if necessary. Implement pre-work assessments to identify hazards		
2.4	Buildings/ other obstructions	Trees/ parts of trees in contact or causing falling objects	Work team/ Client/ General Public	AFAG 302, 307, 401 NPTC CS 31, 32, 33, 41, 44		Work planning. All staff trained and certificated in felling and dismantling operations. Buildings evacuated as necessary.	Yes			
2.5	Working near roads/ Footpaths/ Public areas	Trees/parts of trees hitting passing traffic/ pedestrians. Workers hit by passing traffic	General Public Work team	AFAG 401 DOT: Chapter 8 Safety at street works and road works code of practice.		All staff trained. Adequate staff to maintain appropriate traffic control. Certificated operator on site. Use of "Hi-viz" clothing/PPE. Public excluded from work area: Signs, barriers, tape. Use external contactors to install and maintain signing, lighting and guarding, where necessary.	Yes	Include external contactors contact numbers on job sheets		

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb.

Position: Manager

Date: 20th July 2008

3:1 CHAIN SAWS + HEGDE TRIMMERS – Common Factors

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
a	Fuelling	Fire/explosion: Burns/blast injuries	Ground crew/ General public	HSE: INDG 317 AFAG 301, 308 NPTC: CS30		All operators trained & certificated. Shaded fuelling site. Safe distance from any ignition source. Correct sealed containers. Saw fuel caps replaced correctly. Comply to COSHH regulations	Yes			
b	Maintenance: Chain/bar	Cuts from chain/ bar	Work team	HSE: INDG 317 AFAG 301, 308 NPTC: CS30		Avoid bare hand contact with chain & bar. Ensure files have handles. PPE Uses vices where possible	Yes			
c	Noise	Deafness	Saw operator/ work team	HSE: INDG 317 AFAG 301, 308, NPTC: CS30		Correct saw maintenance (exhaust baffles, etc.). PPE.	Yes			
d	Vibration	Hand/arm vibration syndrome (white-finger)	Saw operator	HSE: INDG 317, 126 /175 AFAG 301, 308 NPTC CS30		Select appropriate equipment. Saw A/V systems and chain & bar correctly maintained. Monitor and control exposure periods. PPE	Yes			
e	Poor Handling	Muscular strain/ long-term injury	Saw operator	HSE: INDG 317, "Spare your back" AFAG 301, 302, 303, 304, 308 NPTC: 30-41		All operators trained and certificated. Use of ergonomic work systems. Work planning.	Yes			
f	Contact with moving chain/ trimmer blade kickback	Cut injuries	Saw operator	HSE: INDG 317 AFAG 301, 302, 303, 304, 308 NPTC: 30-41		All operators trained and certificated. Saw safety features. PPE	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb.

3:2 TREE CLIMBING – Common Factors

Position: Manager

Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
A	Weak tree structure	Failure of climber's anchor point. Climber falls from tree. Limbs fall on climber/ground crew.	Climber/ Ground crew	AFAG safety guides: 401, 403. "A Guide to Good Climbing Practice" NPTC: CS38,45		All operators trained and certificated. Assessment of tree. Avoid climbing: use of working platform as established by access method assessment. Ensure strength of anchor point. Use of supplementary anchor points.	Yes			
B	Equipment failure	Climber falls from tree	Climber/ Ground crew	AFAG 401 "A Guide to Good Climbing Practice" NPTC: CS38 HSE AIS 30		Daily checks of equipment. Worn/damaged equipment withdrawn from service. Comply with LOLER 98, thorough examination every 6 mths.	Yes			
C	Poor climbing technique: Free climbing Unprotected positioning. Loss of balance	Climber falls from, or within, tree: Major or minor injuries from contact	Climber/ Ground crew	AFAG 401 "A Guide to Good Climbing Practice" NPTC: CS38		All operators trained and certificated. Use of correct equipment and procedures. PPE.	Yes			
D	Falling objects: Equipment Tools Branches	Injury to persons and/or property below	Ground crew./ Client/ General public	AFAG 401 "A Guide to Good Climbing Practice" NPTC: CS38, 39, 40, 41 and 45		All operators trained and certificated. Correct use of tools and equipment. Identified hazard areas. Communication procedures. Use of signing and guarding to restrict access.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb.

3:2 TREE CLIMBING – Common Factors

Position: Manager

Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
E	Awkward movements when working in tree	Muscular strain. Back injury.	Climber	AFAG 401 "A Guide to Good Climbing Practice" NPTC: CS38		Planned work programme. Ergonomic climbing techniques and routing of rope to achieve best working positions.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb.

3:3 CHAINSAW IN TREE – Common Factors

Position: Manager

Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
A	Top handled saw use	Cut injury. Kick back. Cutting climbing rope.	Saw operator/ ground crew	HSE: INDG 317 AFAG 308, 401. "A Guide to Good Climbing Practice" NPTC: CS30, 38, 39, 40, 41		All operators trained and certificated. Top handled saws used only in tree (apart from warm-up). Operator in correct position. Ropes kept in safe position. Use of cut-proof stop if applicable. Chain brake applied before and after cutting. 2 handed use wherever possible. Never 'cut and hold'. PPE.	Yes			
B	Passing saw to or from climber	Saw falling on ground staff. Rope damage.	Saw operator/ ground crew.	HSE: INDG 317, AFAG 308, 401. NPTC: CS30, 38, 39, 40, 41 and 45		All operators trained and certificated. Good communication. Correct methods of attaching /securing saw. Use of tool line if appropriate. PPE.	Yes			
C	Large saw use	Cut injury, Kickback, muscular strain/back injury, cutting climbing rope/strop.	Saw Operator	HSE: INDG 317, AFAG 301, 401. "A Guide to Good Climbing Practice" NPTC: CS30, 38, 39, 40, 41		All operators trained & certificated. Saw is appropriate to task. Saw supported centrally on harness, or on tool line if appropriate. Operator in correct position. Ropes kept in safe position. Use of cut-proof stop if applicable. Chain brake applied before and after cutting. 2 handed use at	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

						all times. PPE.			
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3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
3.4	Branch removal	Cuts. Impact/crush injuries	Climber/ ground crew. Climber	AFAG 308, 401 "A Guide to Good Climbing Practice" NPTC: CS38, 39, 40 and 41		All operators trained and certificated. Correct climber position. Accurate severing cuts. Team communication. Lower branches as required. PPE.	Yes			
3.4a	Hedge Trimming	Eye Injury, fumes, working for steps.	Operator			Wear face masks, frequent breaks if working in confined spaces. Ensure steps on level ground/have the steps footed. Use long handled hedge trimmer where possible	Yes			
3.5	Use of lowering equipment	System failure: Impact/crush injuries. Rope friction burns.	Climber/ ground crew.	AFAG 401 "A Guide to Good Climbing Practice" NPTC: CS38, 39, 40 & 41 HSE AIS 30		All operators trained and certificated. Equipment inspected regularly by a competent person. Correct routing of ropes. Position of anchor points, pulleys, etc. Working within SWL. Team communication.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

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3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb
 Position: Manager
 Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
3.6 a	Tree felling	Impact/crush injuries.	Work team/ client/ general public	AFAG 302, 307, 310, 305. NPTC: CS31-33 and 44 HSE: INDG 317		All operators trained and certificated. Safe working distances. Signs/barriers/tape. Accuracy of cuts. Use of felling aids. PPE.	Yes			
3.6 b	Delimiting and cross-cutting	Chain saw injury, crush injury.	Work team.	AFAG 303, 307. NPTC: CS30-33, HSE INDG 317		All operators trained and certificated. Work planning. Safe working distances. Escape routes maintained.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

3:0 OPERATIONS

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
3.7	Storm damaged trees: Extreme tension.	Chain saw injury. Impact/crush injury.	Work team	AFAG 302, 306, 310, 501, 502. NPTC: CS34, 35		All operators trained and certificated. Work planning. Safe working distances. Escape routes maintained. Correct assessment of tension and compression. Safe use of winches. PPE.	Yes			
3.8	Chemical spraying.	Poisoning. Contamination.	Operator/ Work team/ Client/ General public	AFAG 102, 202. HSE: AS 27, AIS 16, AS 30 NPTC: PA1, PA2, PA6		All operators trained and certificated. Choice of application method. Operation in accordance with COSHH. Safe and secure storage. Information available. Accurate calibration and mixing. PPE. Washing facilities. Correct disposal of waste. Medical surveillance.	<i>Not Applicable</i>			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
3.9a	Tree Planting	Back injury, cuts, crush injuries	Work Team	AFAG 103		All operators trained, correct. P.P.E	Yes			
3.9b	Hedge Laying	Back injury, cuts, crush injuries	Work Team			All operators trained, correct. Use correctly sharpened tools only. P.P.E	Yes			

Beechdown Arboriculture Limited
GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

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Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

4:0 MACHINERY

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
4.1	Brushwood chippers	Cuts. Noise (deafness). Limb injury. Eye injury.	Operator/ Work team/ Client/ General public.	AFAG 604, 802 NPTC: Cert of Comp, HSE AIS 38: "Power-fed mobile wood chippers: Operator protection at in-feed shoots"		All operators trained. Manufacturer's instruction manual available. All guards & warnings in place. Regular machine maintenance. All existing machines retrofitted to comply with HSE knee bar regs. Unauthorised personnel excluded from work area: signs, barriers, etc. PPE.	Yes			
4.2	Stump grinders	Cuts Noise (deafness). Injury from flying debris. Injury from contact with cutter wheel. Contact with underground services.	Operator/ Work team/ Client/ General public.	AFAG 606, 802 NPTC: Cert. of Comp. HSG 47		All operators trained. Manufacturers instruction manual available. All guards & warnings in place. Regular machine maintenance. Adequate barriers for flying debris. Unauthorised personnel excluded from work area: signs, barriers, etc. PPE.	Yes			
4.3	Winches - hand or mechanical	Injuries from: Failure of equipment. Whiplash. Worn cables.	Operator/ Work team/ Client/ General public.	AFAG 310, 501, 502 HSE: AS15, AIS 27 AIS 29 & 30 NPTC: CS31 & 32		All operators trained. Regular machine maintenance. Equipment inspected regularly by a competent person. SWL known: all strops, shackles and cables to SWL minimum. PPE.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

4:0 MACHINERY

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

4.4 Mobile elevated work platform (MEWP)

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
4.4	Mobile elevated work platform (MEWP)	Operator falling from MEWP. MEWP falling over. Equipment failure. MEWP colliding with power lines/ vehicles/other structures.	Work team/ General public	AFAG 403 HSE AIS 30 NPTC Cert. of Comp		All operators trained & certificated. Manufacturers instruction manual available. Regular machine maintenance. Equipment inspected regularly by a competent person. Fall arrest system used if applicable. SWL clearly marked & observed. Safe positioning in accordance with manufacturers recommendations. Safe working area clearly defined. No work within power line exclusion zone. PPE.	no	re-train	Before using MEWP	
4.4a	Towing a MEWP	Road traffic accident	Work team/ general public	AFAG 403, Highway code.		All operators trained & certificated. Manufacturers instruction manual available. Regular machine maintenance. Equipment inspected regularly by a competent person. Ensure MEWP is in a road worthy condition.	no	re-train	Before using MEWP	

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

4:0 MACHINERY

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
4.4b	MEWP Mechanical failure.	Machine tipping over, machine hydraulic failure.				All operators trained & certificated. Manufacturers instruction manual available. Regular machine maintenance. Equipment inspected regularly by a competent person. Ensure MEWP has LOLER certification. In house check sheet used to inspect MEWP prior to use.	no	re-train	Before using MEWP	
4.4c	Using MEWP for branch removal	Falling from MEWP, branches striking MEWP, machine striking power lines/ vehicles/ other structures				All operators trained & certificated. Manufacturers instruction manual available. Regular machine maintenance. Equipment inspected regularly by a competent person. Fall arrest system used if applicable. SWL clearly marked & observed. Safe positioning in accordance with manufacturers recommendations. Safe working area clearly defined. No work within power line exclusion zone. PPE. In house check sheet used to inspect MEWP prior to	no	re-train	Before using MEWP	

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

						use.			
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4:0 MACHINERY

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

4.5	Cranes	Equipment failure. Crush injuries from falling or swinging material. Working from hook/basket. Contact with power lines.	Climber/ Work team/ Client / General public	AFAG 403 (504) HSE AIS 29 & 30 NPTC AE 1 to 5		All operators trained. Crane operator trained and fully conversant with tree work operations. All guards & warnings in place. Regular machine maintenance. Unauthorised personnel excluded from work area: signs, barriers, etc. Team communication. Agreed work plan. PPE. Insurance covering any hire agreement is adequate.				
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Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

5:0 COSHH

Completed by: Jonathan Rodwell NCH Arb.
Position: Manager
Date: 20th July 2008

Ref:	Hazard	Risk	Persons involved	Industry best practice	Date Issued	Control measures	Adequate ? Y/N	Action Required	By (date)	Completed (date)
5.1a	Fuels, oils, lubricants, anti-freeze.	Eyes, skin, inhalation, ingestion, fires, explosions	Operators, work team, client, general public.	Safety data sheets		P.P.E, training, correct storage (lockable fuel store, correct storage fuel in transport and on site. Comply to COSHH regulations	Yes			
5.1b	Dust and fumes	Inhalation	Operators, work team, client, general public			P.P.E, take regular breaks in dusty environments.	Yes			
5.1c	Biotic agents	Skin Irritation, inhalation	Operators, work team, client, general public			P.P.E and correct I.D for toxic plants.	Yes			
5.1d	Bonfire Smoke	Inhalations	Operators, work team, client, general public			P.P.E, minimise, exposure, consider, climatic conditions e.g. Wind.	Yes			
5.1e	Micro-organisms	Disease – Tetanus, weils and lymes disease	Operators, work team			P.P.E, identify risks take appropriate measures. Ensure correct vaccinations.	Yes			

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

6:0 Dangerous Substances and Explosive Atmospheres (Workshop)

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

Location		Workshop – Beechdown Arboriculture Ltd, Club Cottage, Top Road, Slindon, Arundel BN18 0RP				Date:	01.04.2015		
1. Assess the Risks									
Substances present or liable to be present (regardless of amount)	Hazardous Properties	How used or stored (inc. non routine activities)	In accordance with current legislation or guidelines?	Can substitution/ elimination be achieved?	Control measures required				Could this cause an explosive atmosphere?
					Max. amount required to be kept	Storage requirement (inc sump, separation etc)	Ventilation requirement	Warning signs required	
Petrol	Highly Flammable	10/ Fuel Can 5/ Combi Can Stored compliant fuel store.	Yes	Yes	25/ total	Compliant lockable fuel store with sump	Opening of doors	No – Smoking Highly Flammable	Yes
2. Potential ignition sources	1) Naked Flame 2) Electrical Equipment				3. Mitigation Measures	1) No smoking or naked flames in workshop 2) Generator to be used out side workshop 3) Replacement of 20/ jerry can to 10/ can			
4. Explosive Atmosphere Zones	Within the fuel store and surrounding area		5. Accident/Incident/Emergency Procedure	Fire: Clear area, tackle fire with correct extinguishers if safe to do so and contact emergency services. Explosion: Clear area and contact emergency services.					
5. Staff briefing date:	11/07/2005		5.1 Extra Training Requirements?	None at present.					
			6. Review Date:	3 monthly					

Monitor and review at 3 monthly intervals, or when there are changes in staff, equipment, or work activity Reviewed – 01/04/2015

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

6:0 Dangerous Substances and Explosive Atmospheres (Onsite)

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

Location		Transportation and On Site				Date:	17.06.2011		
1. Assess the Risks									
Substances present or liable to be present (regardless of amount)	Hazardous Properties	How used or stored (inc. non routine activities)	In accordance with current legislation or guidelines?	Can substitution/ elimination be achieved?	Control measures required				Could this cause an explosive atmosphere?
					Max. amount required to be kept	Storage requirement (inc sump, separation etc)	Ventilation requirement	Warning signs required	
Petrol	Highly Flammable	10/ Fuel Can 5/ Combi Can	No	Yes	25/ total	Transported on vehicle in secured position. Stored on site in accordance with best safe practice	Back of open truck. Or Open Air.	No – Smoking	Yes
2. Potential ignition sources	1) Naked Flame 2) Sparks from machinery				3. Mitigation Measures	1) No smoking or naked flames near fuel sites 2) Nominate fuel sites in accordance with AFAG 301 3) Replacement of 20l jerry can to 10l can			
4. Explosive Atmosphere Zones	Within close proximity to fuel cans.		5. Accident/Incident/Emergency Procedure		Fire: Clear area, tackle fire with correct extinguishers if safe to do so and contact emergency services. Explosion: Clear area and contact emergency services.				
5. Staff briefing date:	11/07/2005		5.1 Extra Training Requirements?		None at present.				

Monitor and review at 3 monthly intervals, or when there are changes in staff, equipment, or work activity Reviewed – 01/04/2015

Beechdown Arboriculture Limited
GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

6.Review Date:	3 monthly
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Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

7:0 Manual Handling

Completed by: Jonathan Rodwell NCH Arb.
 Position: Manager
 Date: 20th July 2008

Manual Handling of Loads: Assessment Checklist

Section A – Preliminary

*Circle as appropriate

Job Description: Lifting of loads Factors beyond the limits of the guidelines?	Is an assessment needed? (i.e. is there a potential risk for injury, and are the factors beyond the limits of the guidelines?) <p style="text-align: center;">Yes/No*</p>
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If 'Yes' continue. If 'No' the assessment need go no further.

Operations covered by this assessment (detailed description): Location: On Site, Workshop and Log Yard Personnel involved: On Site Operatives Date of Assessment: 04/07/2005	Diagrams (other information):
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Section B – See overleaf for analysis

Section C – Overall assessment of the risk of injury? Low / Med / High *

Section D – Remedial action to be taken:

Remedial steps should be taken, in order of priority: <ol style="list-style-type: none"> 1) Avoid lifting unless necessary 2) Training and certification 3) Operational planning 4) Use of mechanical aids 5) Additional help when lifting 6) Only lift loads within capability 7) Don't lift when bent, twisted or stretched back 8) Take regular breaks
Date by which action should be taken: Immediate
Date for reassessment: 05/08/2005
Assessor's name: Jonathan Rodwell Signature:

Beechdown Arboriculture Limited

GENERIC RISK ASSESSMENT FOR COMMERCIAL ARBORICULTURE

Section B – More detailed assessment, where necessary:					
Questions to consider:	If yes, tick appropriate level of risk			Problems occurring from the task (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action (Possible changes to be made to system/task, load, workplace/space, environment, communication that is needed)
	Low	Med	High		
The Tasks – do they involve: <ul style="list-style-type: none"> • Holding loads away from trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical movements? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movements of loads? • Repetitive handling? • Insufficient rest or recovery? • A work rate imposed by a process? 		Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes		1. Muscular injuries 2. Back strain 3. Crush injuries	1. Avoid lifting where practicable 2. Use mechanical aids 3. Move smaller pieces 4. Use ergonomic work systems 5. Work planning 6. Correct use of PPE
The Loads – are they: <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable/unpredictable? • Intrinsically harmful (e.g. sharp/hot)? 	Yes	Yes Yes	Yes Yes	1. Muscular injuries 2. Back strain 3. Crush injuries	1. Avoid lifting where practicable 2. Use mechanical aids 3. Move smaller pieces 4. Use ergonomic work systems 5. Work planning 6. Correct use of PPE
The working environment – are there: <ul style="list-style-type: none"> • Constraints on posture? • Poor floors? • Variation in levels? • Hot/cold/humid conditions? • Strong air movements? • Poor lighting conditions? 			Yes Yes Yes Yes Yes Yes	1. Muscular injuries 2. Back strain 3. Crush injuries	1. Avoid lifting where practicable 2. Use mechanical aids 3. Move smaller pieces 4. Use ergonomic work systems 5. Work planning 6. Correct use of PPE
Individual capability – does the job: <ul style="list-style-type: none"> • Require unusual capability? • Hazard those with a health problem? • Hazard those who are pregnant? • Call for special information/training? 			Yes Yes Yes Yes	1. Muscular injuries 2. Back strain 3. Crush injuries	1. As Above 2. Refraining from work if not physically fit
Other Factors: Is movement or posture hindered by clothing or Personal Protective Equipment?		Yes		1. Muscular injuries 2. Back strain 3. Crush injuries	1. As Above



Beechdown Arboriculture Limited

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Beechdown Arboriculture Ltd

General Method Statement For Arboricultural Operations



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1.0 General Method Statement

- 1.1 Beechdown Arboriculture Ltd undertakes tree work for private clients, businesses, organisations and charities. The work entails planting, pruning, cutting and felling trees and generally, but not always, the disposal of arisings.
- 1.2 The works are carried out in a wide variety of locations including, but not limited to, private gardens, estates, parks, woodlands, public footpaths, industrial estates and adjacent to highways.
- 1.3 The work is carried out by skilled, trained and competent individuals working in groups of not less than two and usually three or more at the work site as dictated by a task/job risk assessment.
- 1.4 All works procedures incorporate safe systems of working and form part of the internal quality control. These include the Arboricultural & Forestry Advisory Group (AFAG) guidelines published by the HSE and the Guide to Good Climbing Practice and Guide to use of MEWPS in Arboriculture published by the Arboricultural Association.
- 1.5 Beechdown Arboriculture Ltd expects all clients to comply with the statutory requirements of Health and Safety Legislation and provide information on all known hazards and risks that may affect operatives health and safety whilst at the client's location.
- 1.6 Tree work is potentially hazardous by nature; training in work procedures, safe systems of working and management systems ensure that the work is completed in a safe manner.

2.0 Health and Safety

- 2.1 Beechdown Arboriculture Ltd employees have received health and safety training relevant to individual roles and responsibilities. Training records, in each employee's personnel file, are held at the Beechdown Arboriculture Ltd office. The health and safety policy indicates the way that Beechdown Arboriculture Ltd manages health and safety. All employees are empowered to take whatever action they deem appropriate to ensure the health and safety of themselves, their work colleagues and others that may be affected by their actions or the actions of others.

3.0 Associated Documents

- 3.1 This method statement should be read in conjunction with the following

documents:

- Beechdown Arboriculture Ltd Health and Safety Policy.
- Beechdown Arboriculture Ltd Generic and Site Risk Assessments.

4.0 Management Structure

4.1 Beechdown Arboriculture Ltd operations are under the control of the managing director based at Club Cottage, Top Road, Slindon, Arundel, West Sussex BN18 0RP. All field operatives are under the direct control of the site team leader/site safety coordinator. All operatives are trained and skilled in their respective roles. Work at the site is allowed only when a team leader and at least one other operative is present. Some work sites require the presence of three or more operatives. Details are given in the site specific risk assessment and method statement.

5.0 Training

5.1 Beechdown Arboriculture Ltd employees receive training appropriate to the tasks that they undertake. The training requirements and objectives are detailed in the employee manual and are guided by AFAG 805. All employees are supervised to ensure that correct methods of working are used during site operations and regular Site Safety Audits are undertaken to monitor the use of these systems. Further training is identified during regular staff job reviews and recorded on staff profile sheets.

6.0 Communications

6.1 Continuous communication between site operatives, Beechdown Arboriculture Ltd office and the client is vital at all times. Team leaders are equipped with a mobile telephone to ensure that contact is maintained. Operational instructions may be by any means, e.g. verbal, written or electronic. The team leader will maintain communication with landowners and site occupiers. Mobile telephones are used as emergency communications and when working in areas with no mobile coverage the Risk Assessment will be reviewed to provide alternative means of communication.

7.0 Site Access

7.1 Beechdown Arboriculture Ltd expects all clients to provide whatever information and supervision is necessary to ensure the safety of its employees during all site works. Work is generally carried out on weekdays between 7.30am and 6.00pm, weather and available

daylight permitting. Alternative work patterns will be arranged directly with clients, site owners, occupiers or others, should it be required. Due to the nature of the work and the locations visited, health and safety site in conjunction with the clients and owners or occupiers.

8.0 Work Procedures

8.1 All works are undertaken in accordance with the procedures outlined within the company health and safety policy, generic and site specific risk assessments and site specific method statement. These procedures are monitored and reviewed to incorporate up to date knowledge and experience as necessary. Clients' own health and safety standards and procedures can take precedence when they are of an equal or higher standard.

9.0 Tools and Personal Protective Equipment

9.1 Tools and personal protective equipment in use by site operatives are regularly inspected by the team leader and during site and supervisory visits. Site operatives are under instructions to report faulty equipment immediately.

10.0 Depot

10.1 Beechdown Arboriculture Ltd main office and depot is located at Club Cottage, Top Road, Slindon, Arundel, West Sussex BN18 0RP. This includes office, storage, workshop, and vehicle parking.

11.0 Plant and Machinery

11.1 Plant and machinery operating instructions are included in the operations procedures. These procedures include inspections prior to use and operational testing. All plant and machinery is regularly inspected by the team leader and during quality and supervisory visits. Faulty equipment is withdrawn from service and repairs undertaken prior to return to field operational use.

12.0 Transport

12.1 Beechdown Arboriculture Ltd provides vehicles that are fit for purpose. The vehicles are equipped with sufficient storage space for small items of plant and equipment. The vehicles are equipped with towing facilities for brushwood chippers and general-purpose trailers. The vehicles are under the control of the team leader and are regularly inspected both during field operations and during site and supervisory visits. The vehicles are regularly maintained and meet the requirements

of road traffic legislation. The weight limits and towing capacities of any vehicle combination is the responsibility of the team leader. Vehicles are only driven on and off site by operatives holding a current and relevant UK driver's licence.

13.0 Environmental Policy

13.1 Beechdown Arboriculture Ltd endeavours to minimise disruption to the natural environment during work operations. All work undertaken, by its very nature, will cause some change to the local environment. Beechdown Arboriculture Ltd operate in a way that minimises the effects of its work on the local environmental infrastructure.

14.0 Waste

14.1 Work arisings can be removed from site as woodchips and timber or may be left for use by the owner or occupier of the land as mulch/compost, as a source of fuel or as wildlife habitat.