

The Tree Guy

TREE WORK

METHOD STATEMENT for

(Location)

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1. General Method Statement

The Tree Guy undertake tree work for local authorities and private clients. The work entails the cutting of trees in, and generally, but not always the disposal of arisings from parks, gardens, adjacent the highway.

The works are carried out in a wide variety of locations including, but not limited to parkland, domestic gardens, public roadways, public pathways, industrial facilities etc.

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.

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.

The Tree Guy expect all clients to comply with the statutory requirements of Health and Safety Legislation and inform us of all known hazards and risks that may affect their health and safety whilst at the client's location.

The tree works are potentially hazardous by nature. The training in work procedures, safe systems of working and management systems ensure that the works are completed in a safe manner.

2. Health and Safety

All The Tree Guy employees have received basic health and safety training applicable to their responsibilities. Training records are held at The Tree Guy office in each employee's personnel file. The health and safety policy indicates the way that The Tree Guy 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.

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3. Associated Documents

This method statement should be read in conjunction with the following documents:

- 1 The Tree Guy Health and Safety Policy,
- 2 The Tree Guy Personnel Manual & Disciplinary Procedures,
- 3 The Tree Guy (COMPANY WORK PROCEDURES or similar)
- 4 The Tree Guy Generic and Site Risk Assessments.

4. Management Structure

The Tree Guy operations are under the control of Joe Ashman based at BS40 8TQ. All field operatives are under the direct control of Joe Ashman on site. All operatives are trained and skilled in their respective work. Work at the site is allowed only when Joe Ashman and at least one other operative is present. Some works require at least three team members present. Specific detail is given in the works instructions.

5. Training

All The Tree Guy employees receive training appropriate to the task that they will undertake. The training requirements and objectives are detailed in the employee manual and are guided by AFAG 805. All employees are supervised to ensure the 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. The standard staff training includes:

(HSE Approved First Aid to at least Emergency Aid; Manual Handling Training, Lantra Awards integrated training and Assessment (ITA) for machinery including brushwood chippers and stump grinders, NPTC Certificates of Competence for chainsaw use, aerial rescue and safe tree climbing).

6. Communications

Continuous communication between site operations, The Tree Guy office and the client is vital at all times. Each employee is equipped with a mobile telephone to ensure that this contact is maintained. Operational instructions may be by any means, e.g. verbal, written or electronic. The on site employee is required to 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.

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7. Site Access

The Tree Guy expect all clients to provide whatever information and supervision is necessary to ensure the safety of their employees during all site works. Work is generally carried out on weekdays between 7.30 a.m. and 6.00 p.m. 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 arrangements for safe access and egress will be assessed at the work site in conjunction with the clients and owners or occupiers.

8. Work Procedures

All works are undertaken in accordance with the procedures contained within. 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. Tools and Personal Protective Equipment

All tools and personal equipment in use by field operatives are regularly inspected by the Joe Ashman and during site and supervisory visits. All field operatives are under standing instructions to replace faulty equipment immediately.

10. Depot

The Tree Guy Main Office and Depot are located in BS39 5GF. This includes office, workshop, parking of vehicles, storage of logs, woodchip and other associated material for the purpose of arboriculture operations.

11. Plant and Machinery

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.

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12. Transport

The Tree Guy provide vehicles suitable for the use that will be made of them. Generally these vehicles are Toyota Hilux, equipped with sufficient storage space for small items of plant and equipment. The vehicles are equipped with towing facilities for woodchipper machines or 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. Environmental Policy

The Tree Guy will endeavour to minimise disruption to the natural environment in which they work. All works undertaken, by their very nature, will cause some change to the local environment. The Tree Guy operate in a way that minimises the effects of their work on the local environmental infrastructure.

14. Waste

The Tree Guy holds a Waste Carriers Licence and hold a Certificate of Registration under The Control of Pollution (Amendment) Act 1989. Wherever possible arisings are stored at the depot in purpose built holding bays and utilised as a renewable energy source. Alternatively wood chip may be put back onto the land as a mulch where it will benefit to the local Eco-system. Mature timber may be stacked for use by the owner or occupier of the land as a source of fuel or as a habitat.

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METHOD STATEMENT

Note: Items in Red to be reviewed and amended as necessary

| | |
|---------------------------------|---|
| Site address | Address. |
| Description of works | Summary e.g. felling of five trees and reduction of two further trees by 25%. |
| Site Personnel | List the names. Put in brackets after relevant person Supervisor (S), Team Leader (TL), First Aider (FA). |
| Date/s and time of works | If work is not continuous put all of the dates, plus any unusual requirement for working hours i.e. not during rush hour, after 9:30 and before 4:30 etc |
| Duration: | In days or hours. |
| Emergencies: | Appropriate staff are trained in emergency procedures including aerial rescue. Staff competent in aerial rescue and rescue climbing equipment are provided at all work sites. The staff on site will have at least one mobile telephone. List designated aerial rescuers |
| First Aid: | A squad first aid kit will be carried in all the vehicles used for these works. If individual staff are working more than 30m from a vehicle they will have a personal first aid kit. If the squad is working more than 30m from the vehicle the first aid kit will be positioned at (insert as applicable) Tree climbers carry personal first aid kits. At least two members of staff on site will have completed a course as a nominated First Aider. |
| Vehicles: | Toyota Hilux, Ford Fiesta van |
| Plant: | Tracked Chipper, Trailer |
| Hand tools: | Chainsaws, handsaws, Blower, rake, pitch fork, shovel. |

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|---------------|---|
| Staff: | These works will be carried out by staff experienced in this type of work. All staff have received chainsaw training to N.P.T.C. (CS30, 31, 38, 39, 41) as a minimum or are working under the supervision of trained staff. There will be a minimum of two people on site at all times. |
|---------------|---|

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| Method: | <p>Trees will be climbed by certificated workers with the aid of a rope and harness or work will be carried out from a mobile elevated work platform following industry best practice. Arisings from pruning operations will be lowered to ground level in a controlled manner or allowed to free fall where safe to do so, where ground staff will process into manageable sizes. Brushwood will then be (chipped onto the ground around the tree bases and spread to an even thickness/chipped into the rear of the vehicle). Cord-wood will then be (stacked as habitat piles between the trees/ removed) as agreed.</p> <p>Trees to be felled will be (section felled to ground level/ clear felled) with arisings processed as above. The stems (will be left on site in a safe position and removed later with a lorry mounted crane/ cut up and loaded onto a lorry by hand).</p> |
| Site risk assessment: | <p>The team leader will complete an on site risk assessment on the day to take account of the weather and any change of circumstances during the operations, brief the squad and review daily or in the event of significant site changes.</p> <p>The team leader will be responsible for ensuring the health and safety of everyone within the working area or who may be affected by the works.</p> |
| Risk prevention | <p>Staff trained and certificated with a minimum experience of 6 months or under direct supervision of team leader.</p> <p>Signing and organisation of the works to notify those at risk in advance and during the works, and/or organise works to avoid busy times of day.</p> <p>Site risk assessment to assess daily site hazards i.e. weather affecting visibility of the works and awareness of third persons.</p> <p>Equipment will be well maintained and in safe working order.</p> <p>Keys will be removed from woodchippers and other plant when it is unattended.</p> <p>Keep the minimum amount of fuel on site at any time: transport enough fuel for one days work and keep fuel away from buildings, etc when refuelling or storing.</p> |
| PPE: | <p>Staff will have the following personal protective equipment:</p> <p>When using chainsaws:-</p> <ul style="list-style-type: none"> Chainsaw protective trousers (climbers to have type C). Helmets complete with eye protection and hearing protection. Chainsaw protective boots with steel toe caps. Gloves (optional) Reflective Vests (Not for tree climbers) <p>Other PPE may be necessary dependant upon risk assessment</p> |

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Contact Sheet

Site:.....

Job Number:.....

**The
Tree
Guy**

| | Company Name | Individual | Address | Emergency Phone no. |
|-----------------------------------|--------------|------------|---------|---------------------|
| Client | | | | |
| Main Contractor | | | | |
| Main Contractor (on site foreman) | | | | |
| Sub-Contractor | | | | |
| Sub-Contractor (on site foreman) | | | | |
| Site Agent/ Manager | | | | |
| Local Authority Tree Officer | | | | |

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| Local HSE Office | | | | |
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| Safe Methods of Work. | The relevant HSE Arboricultural and Forestry Advisory Group Leaflets are as follows: | | |
|-----------------------|--|---|-----------------|
| | AFAG No. | Title | Relevant (Tick) |
| | 103 | Planting | |
| | 104 | Fencing | |
| | 105 | Hand held Power Posthole Borer | |
| | 201 | Hand Tool Weeding, Brashing and Pruning | |
| | 202 | Application of Pesticides by Hand Held Equipment | |
| | 203 | Clearing Saw | |
| | 204 | Flails & Mulchers in Tree Work | |
| | 301 | Using Petrol Driven Chainsaws | |
| | 302 | Basic Chainsaw Felling and Manual Takedown | |
| | 303 | Chainsaw Snedding | |
| | 304 | Chainsaw Cross Cutting & Manual Stacking | |
| | 306 | Chainsaw clearance of Windblow | |
| | 307 | Chainsaw Felling of Large Trees | |
| | 308 | Top Handled Chainsaws | |
| | 310 | The Use of Winches in Directional Felling and Takedown. | |
| | 401 | Tree Climbing Operations | |
| | 402 | Aerial Tree Rescue | |
| | 403 | Mobile Elevating Work Platforms (MEWPS) for Tree Work | |
| | 404 | Electrical Utility Arboriculture | |
| | 501 | Tractor Units in Tree Work | |
| | 604 | Wood Chippers | |
| | 606 | Mobile Stump Grinders | |
| | 702 | All Terrain Vehicles | |
| | 703 | Debogging and Recovery of Forest Machines | |
| | 704 | Excavators in Tree Work | |
| | 802 | Emergency Planning | |
| | 804 | Electricity at Work: forestry and arboriculture | |
| | 805 | Training and Certification | |

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| | Other applicable Best Practice Guidance as issued by Arboricultural Association. | |
| | Guide to Good Climbing Practice | |
| | Guide to the use of MEWPS on Arboriculture | |
| Method statement completed by: | | |
| Checked by: | | |
| Date: | | |

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