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JP Associates

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JP Associates Ltd

Health and Safety Policy

PART 1. General Policy Statement (2005 Revision)

It is the policy of JPJP Associates Ltd (the company) to take a positive attitude to the health, safety and welfare at work of its employees, contractors and all other persons who may be affected by its operations.

This is achieved by the provision of the Health and Safety Policy, which is monitored and reviewed, and by the provision of funds and facilities to meet the requirements of this policy.

The policy is implemented by:

- Complying with the requirements of the Health and Safety at Work Act 1974 (HASAW) and all other relevant legislation
- Providing a written copy of the statement and other relevant documentation to all employees and contractors
- Defining and adopting best working practices and relevant codes of practice.
- Carrying out hazard and risk assessment procedures
- The provision of training
- Holding regular Health and Safety Committee meetings and implementing the committee's recommendations
- Reviewing accidents and incidents on a regular basis.

The directors are ultimately responsible for standards of health and safety and for ensuring that adequate financial provision is made for health and safety issues.

The policy is reviewed on an annual basis.

Date:

Jeremy Peirce
Managing Director

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PART 2. Levels of Responsibility

2.1 Duties of the Board of Directors

1. To oversee Health and Safety within the Company and delegate operating powers to the Managing Director.

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2.2 Duties of the Senior Consultant & Managing Director

1. To initiate and administer the Company policy relating to the health, safety and welfare at work of the company's employees and others affected by its work.
2. To report on the policy as necessary to the Board of Directors
3. To seek generally to improve the record of the Company in respect of health, safety and welfare matters.
4. To produce clear and practical guidelines and work systems for managers and staff to follow.
5. To implement the disciplinary procedure where staff fail to discharge satisfactorily the responsibilities allocated in respect of health, safety and welfare matters.
6. Investigate accidents and prepare reports with recommendations to reduce the potential for further accidents or recurrence.
7. Make site visits to observe working practices.
8. To set a personal example.

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2.3 Duties of the External Health and Safety Adviser

1. Advise and liaise with the Managing Director / Board of Directors on current or proposed legislation, safe working practices and any other matter relating to Health and Safety.
2. Investigate accidents and report to the Managing Director with recommendations to reduce the potential for further accidents or recurrence.
3. Make site visits to observe working practices in all departments.
4. Give advice and co-ordinate information exchange between departments.
5. To set a personal example.

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2.4 Duties of Employees/Sub Consultants

1. To understand and implement the Company's Health and Safety policy within the department.
2. To organise work so that it is carried out with the minimum risk to employees, contractors and others, following the relevant risk assessments and COSHH assessments.
3. Incorporate safety requirements in routine or site-specific work instructions and ensure that they are understood and followed.
4. To report any special health and safety requirements for their department to the Managing Director in order that the Company Policy can be amended as appropriate.
5. To take a direct interest in all health and safety matters and to support publicly all persons carrying out the policy.
6. To put into effect all recommendations relative to safety in accordance with the Company Health and Safety Committee's reports.
7. To use the appropriate plant, machinery, equipment and tools for the work in hand.
8. To maintain tools in good condition and complete necessary safety checks
9. To report any defective plant, machinery, equipment and tools to supervisor immediately.
10. To ensure that all tasks have an adequately recorded risk assessment.
11. To wear safety equipment and protective clothing as appropriate to the site, task or machine.
12. To set a personal example.

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2.7 Additional Duties of Independent Contractors

1. All contractors must take a positive attitude to the health, safety and welfare at work of their employees and sub-contractors. Where the contractor has 5 or more employees there must be a written health and safety policy.
2. All contractors' operatives must be appropriately qualified for work to be carried out.
3. All contractors will make relevant certificates of competence, training records and other documentation available for inspection by the company at all reasonable times.
4. All contractors will make machinery, equipment and PPE available for inspection by the company at all reasonable times.
5. All contractors will inform the company of any accidents or incidents relating to their operations on and off the company's work sites.

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PART 3. Scope of Operational Activities

3.1 Green Issue Consultancy & Management

JP Associates is a consultancy practice delivering arboricultural and green issue management advice to developers, local government, commercial and private clients.

It produces work specifications for contractors on behalf of clients including method statements.

In providing a diverse consultancy portfolio the company engages specialists from outside the organisation to assist JP Associates in meeting its clients' requirements.

3.2 Administration

The clerical and financial administration of the principal operational activities is conducted at the head office and outlying offices. Managers may work from home.

3.6 Overview

The nature of the main operational activities means that work sites are temporary (peripatetic) and as such present specific hazards in relation to emergency planning and risk assessment.

Company procedures aim to reflect this complexity.

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PART 4. Health and Safety Arrangements & Procedures

4.1 Consultation

A clear process of consultation with all members of the workforce is identified in the job related health and safety responsibilities. Regular meetings between team leaders and Department Managers will communicate concerns of the workforce to the senior management team. The senior management team will consult the workforce through the chain of responsibility and by direct consultation with members as specific issues arise. Employees should never hesitate to draw attention to any aspect of health and safety that concerns them.

An employee notice board will be placed in a mutually agreeable location.

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4.2 Communication & Induction Training

The senior management team will ensure every employee is made aware of the Health & Safety Policy and Procedures through a company 'Induction Training Programme' (Section 4.7). Each employee will be made aware of and assisted in fulfilling their health & safety responsibilities by their immediate line manager through consultation.

The Senior Management Team will communicate changes to the Health & Safety Policy and Procedures to all employees through the chain of responsibility outlined above or through direct briefing.

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4.3 Contractors & Sub Contractors

All contractors, sub contractors, agency staff and consultants will be issued with this policy and are subject to it unless they submit their own policy, which is accepted by the company, prior to working or the contract starting.

Where contractors or other persons are present on company premises or worksites controlled by the company they will be informed of any known hazards and made aware of emergency action plans. Contractors will appoint an onsite safety representative. A copy of the contractor's own safety policy may be required on request.

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4.4 Cooperation & Care

To build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. To achieve this all employees must co-operate with the Board of Directors or their representative in accepting and implementing their duties under this policy.

Disciplinary action will be taken in accordance with employment law against any employee who breaks safety rules or who fails to perform their duties in accordance with this policy.

The Board of Directors / Senior Management Team have a duty to take all reasonable steps to preserve and protect the health and safety of themselves, their employees and all other people affected by the operations of the company.

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4.5 Health & Safety Committee & Review Procedures

The policy will be amended when changes occur within the business or legislation. The policy and arrangements documents will be reviewed annually and changes made where applicable. Where accident or incident investigation requires, changes to policy, procedures or working practices will be considered by the committee and implemented as required.

The Health & Safety Committee will meet annually or following major incidents or changes to the business undertaking. The Committee membership will include the managing director, practice manager and the H&S adviser.

Minutes of the meetings will be made available via the company notice board.

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4.6 Health & Safety Planning & Management

The company is committed to ensuring Health & Safety issues within the company are adequately planned and managed in accordance with the Management of Health and Safety Regulations.

It is the policy of the company to identify the health and safety responsibilities of both the client and the contractor at all stages of the project. The objective is to set out the information required by both parties and the role of the company in ensuring that the legal requirements pertaining to health and safety are met. A work instruction sheet will be completed where JP Associates are acting as clients or agents recording key hazard details where appropriate.

Works Instruction & Preliminary Hazard Assessment Form

Where the company produces work specifications for the client and selects contractors to tender for the specified work it will ensure that an exchange of all relevant health and safety information takes place between the client and the contractor.

This information must be exchanged prior to tendering or the commencement of the contract/work specification.

- all prospective contractors are aware of the health and safety requirements of the client and can include these requirements in their costings
- the health and safety arrangements of the contractor can be evaluated and included in the criteria for awarding the contract

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Information required by the client

Safety Method Statement

Where appropriate contractors may be required to submit method statements as part of their safe system of work and will typically contain:

- the safety element of an overall work method statement
- a task safety analysis
- the significant findings of the risk assessment

The purpose of a method statement is to enable contract management, clients to monitor performance/progress and contract workers to carry out their tasks in a safe manner, understand the hazards and risks associated with the work and comply with the controls in place to reduce risk.

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A method statement should contain the following information:

- a description of the work to be carried out
- the location of the work
- the timetable of the works
- the safe system of work to be adopted
- the safe access and egress routes for personnel, plant and materials
- any mechanical plant, access plant and lifting plant that will be used, with details of where it will be sited, how it will be used and copies of test certification where applicable
- the name of the competent person responsible for supervising the work and copies of that person's competency certification

- the names of the persons carrying out the work, their level of competency and copies of their competency certification
- the health and safety risks associated with the work
- the steps to be taken to remove or control the risks identified in the above step
- the effect of the proposed work on the client's business continuity and the steps that will be taken to minimise the disruption
- the actions to be taken in the event of an emergency situation arising
- the names and telephone numbers of the persons that are to be contacted in the case of an emergency
- risk assessment for the task & equipment used as appropriate.

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Health and Safety Policy Document

This may be incorporated within the safety method statement and may include an environmental policy statement.

Information required by the contractor

On behalf of the client the company will provide site details as listed below. The company will where practicable validate information provided by the client and passed onto prospective contractors.

- location of the work and site boundaries
- condition of the workplace
- hazardous substances present
- ground conditions
- location of mains electricity and other services
- current work practices and procedures
- current high risk activities (e.g. storage of highly flammable liquids)
- current emergency procedures and arrangements
- specified fire arrangements and procedures
- existing work rules
- activities of other contractors which may affect the work
- environmental considerations
- site set up
- security procedures and the requirements relating to any statutory notifications of work (such as the reporting of accidents)

Most of this information may be in the form of normal site rules or a Contractor's Rule Booklet whereas information regarding special risks would be in the form of a site specific risk assessment produced by the company (see attached forms).

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Construction (Design & Management) Regulations (CDM)

The HSE have advised that tree planting and general horticultural work includes topsoiling, grading, amelioration, planting, grassing, agricultural fencing, tree work, soft landscape maintenance and associated preparation (including excavation and site clearance but excluding site clearance of "construction work"). These works are therefore not "construction work" and the CDM Regulations 2007 do not apply to them, even if they are part of a larger project which includes "construction work". The HSE have advised that where such works are carried out as part of a larger project including "construction work" the tree planting and general horticultural work can be addressed separately.

Where 'construction work' to include construction design is undertaken by the company the Board of Directors / Senior Management Team will ensure pretender documents, designs,

construction plans, bills of quantities and method statements meet the CDM requirements for the site and that information requested by the 'client', 'CDM Coordinator' and/or the 'Principal Contractor' is provided. Furthermore all employees working on the construction site will be fully briefed about site safety issues and cooperating with the Site Health & Safety Plan by their line manager and/or team leader.

Construction Sites

Where the company is working on a construction site or as part of a construction design project, it will comply fully with the requirements of the Construction (Design & Management) Regulations (CDM) as required. Reference will be made where applicable to the 'Managing Health & Safety In Construction ACOP' (L144). In addition to the company health and safety procedures, full cooperation will be given to the 'Client', 'Designer', or 'CDM Coordinator' in the pre tender / design stages and/or the 'Principal Contractor' during construction phases in providing accurate health and safety information.

Where the company has the role of 'Contractor' it will fulfil its obligations in accordance with the CDM Regulations.

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Forestry Site Management

Where the company fulfils the role of Contractor or Subcontractor it will comply with the health & safety responsibilities as laid down in INDG294(rev1) Managing Health & Safety in Forestry and the requirements of landowner or Forestry Work Manager. Where the company assumes the role of Landowner or Forestry Work Manager it will apply the guidance contained within INDG294(rev1) Managing Health & Safety in Forestry and monitor compliance of contractors and subcontractors.

Timber Hauliers will be expected to abide by the Road Haulage of Round Timber 'Code Of practice' 2003 available via the web at www.ukfpa.co.uk or from the Health & Safety Manager.

Project Management

Where the company undertakes the role of project manager on behalf of a client then the same principles as outlined for Forestry Management Sites will be applied in accordance with INDG294 (rev1). The company in this instance will adopt the role of Forest Works Manager having first ensured the relevant competencies to undertake the project are in place.

Prior to commencing the project the company must establish a memorandum of understanding with the client outlining the company's specific roles and responsibilities for the duration of the project.

Evaluation of the contractor's safety arrangements

As the professional adviser to the client, it is the responsibility of JP Associates to evaluate the potential contractor's competency and their safety arrangements using the contractor evaluation procedure, pre-commencement or pre-tender documentation. The attached forms can be used for this purpose.

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4.7 Employee Induction

Where new members of staff are employed or existing members significantly change jobs they will be provided with training and information to ensure they undertake their roles safely.

Each new employee will receive an individually numbered Health & Safety Procedures folder as part of their induction.

The Induction Training will cover all aspects of safety management and a record will be kept of their induction. Key aspects of H&S Induction will be undertaken **before** work starts by a designated member of the Senior Management Team.

[See induction system](#)

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4.8 Safety Training, Supervision & Information

Employees in the organisation must be adequately trained and informed to perform their job effectively, safely and efficiently. The company is committed to providing the highest quality service to their customers and this is best achieved through a trained, informed and motivated work force.

To achieve this the company will ensure employees are trained in current and safe working practices in line with their job requirements. Individual training requirements will be reviewed annually and after promotion to a new job or role. Employee training records will be updated and maintained in the company's Head Office.

Refresher training and job specific training will be scheduled according to individual training schemes and changes in working activities.

Training will be at the company's expense and where practicable undertaken in normal working hours.

Supervision & Workplace Training

Work place training in the use of chainsaws and other hazardous machines or tasks may take place **only** after an employee has attended a recognised training course. Close supervision of work place training must be by an experienced and competent member of staff authorised by the Board of Directors / Senior Management Team to do so.

Young People

Young workers under the age of 18 will be individually assessed and an appropriate level of supervision will be provided by a designated mentor. The assessment and level of supervision will only be reviewed as part of the induction process.

Under 16 year olds and work experience students **MUST** be authorised by the managing director and supervised at all times by a designated supervisor.

[Employee Induction Form](#)

Certification & Competence

Where legislation or specific industry guidance require, employees will be trained and assessed to a national competence standard. Refer to AFAG 805 Training & Certification For Guidance of Forestry/Arboricultural training.

Basic Chainsaw Competency

The Provision & Use of Work Equipment Regulations 1998 Approved Code Of Practice states that chainsaw operators are expected to hold a recognised certificate of competence or national competence award. It is the policy of the company to accept only those awards offered by the National Proficiency Test Council (NPTC).

[Employee Training Matrix](#)

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4.9 Risk Assessment

No work will be undertaken unless suitable risk assessment has been completed and control measures identified and implemented. Generic (Common Factor) risk assessments are contained within the employee Health & Safety Procedures Folder and cover normal/common tasks and machines.

A company's 'Job Sheet' incorporates a site, task and machine specific risk assessment and must be completed before any work commences (see item 4.10). Managers, Surveyors and Team leaders must ensure any Generic Risk Assessment references used in the job sheet adequately reflect the work being undertaken. Local Safety Policy Statements or Method Statements may be used where common low risk activities are undertaken.

Where generic statements do not cover the operation being undertaken or machine being used adequately an individual assessment must be completed and checked by the Health & Safety Manager.

[JPA Site Risk Assessment Form](#)

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4.10 Emergency Procedures

Offices

An emergency procedure must be in place for all premises used as offices in case of evacuation or injuries, the Board of Directors / Senior Management Team / Practice Manager are responsible for their offices.

Workshops / Yards

The Board of Directors / Senior Management Team must ensure appropriate procedures are in place in case of an emergency caused by machinery, vehicles, and release of hazardous, explosive or flammable substances or any other identified hazard. These procedures should include evacuation, first aid and fire fighting

Temporary Accommodation

Temporary accommodation for employees is occasionally used and it is the responsibility of the Board of Directors / Senior Management Team to ensure it meets with the fire regulations and that adequate emergency procedures are in place in case of medical emergency or fire.

Temporary Worksites

The nature of the company's business is to carry out operations on temporary worksites. An Emergency Action Plan (EAP) is incorporated in the Job Sheet and must be completed BEFORE work commences. Where a job has been previously surveyed the Surveyor/Estimator must ensure as much of the EAP is completed as possible. It is the Team Leader's responsibility to ensure it is complete, accurate and has been communicated to all those working on site. (AFAG 802)

A designated rescuer and rescue method **MUST** be identified when undertaking aerial tree work.

Under no circumstances must work commence without the EAP having been completed and staff notified especially where the job is of an emergency call out nature.

[Works Instruction & Preliminary Hazard Assessment Form](#)
[JPA Site Risk Assessment Form](#)

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4.11 Visitors

Visitors to offices and work sites must be included in the emergency procedures. The company has a 'Duty of Care' to ensure the health and safety of those people invited or otherwise who enter premises controlled by the company. This includes other contractors.

Offices

The individual visited has responsibility for the visitor's health & safety during the visit or where the visitor is unaccompanied then the office manager has responsibility.

Temporary Work Sites

Where a visitor enters a work site including the client they must either be briefed by the company safety representative or their Appointee of the hazards, risks and emergency action plan. Any work likely to endanger the visitor must stop or the visitor excluded until it is safe to enter the work site. The company safety representative retains responsibility for the visitor's health and safety whilst they are on the work site.

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4.12 Control of Hazardous Substances

It is the policy of the company to comply with the Control of Substances Hazardous to Health Regulations and the Hazardous Waste Regulations where they apply.

A risk assessment will be conducted for all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. The assessment will be in writing and a copy held by the operator and at Head Office.

COSHH assessments will be held as close to the hazardous substance as practicable. All workers who will come into contact with hazardous substances will be adequately trained and informed of the health and safety issues relating to that type of work.

Assessments will be monitored and reviewed periodically.

Managers must inform the H&S Manager of any new substances requiring assessment before use.

Generic & Pesticide COSHH Assessments

Flammable Liquids & Explosive Atmospheres

Flammable liquids must only be stored in an approved metal or plastic container. This must be kept secure in stores or vehicles when not in use. Fuel Cans and other flammable liquids must be stored at the worksite in accordance with AFAG 301 & INDG 317. No smoking or bonfires are permitted within 20m of fuel or flammable liquid.

Stores MUST be adequately ventilated and clearly signed. All storage areas are subject to an annually reviewed Dangerous Substances & Explosive Atmospheres Risk Assessment.

Fire Risk Assessment

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Pesticides

The use of pesticides is subject to the Control of Pesticides Regulations. Any member of staff supervising, mixing, applying pesticides or disposing of pesticide containers must hold the relevant NPTC competence certificate in the Use Of Pesticides.

All pesticides must be used as directed by the manufacturer, supplier and container label.

[Chemical Application Record Form](#)
[Chemical Storage Record Form](#)

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Biological Hazards

Some naturally occurring substances may present a hazard and there is a duty to assess the risk of contamination and put in place such controls as are applicable. Hazard examples include plant saps (Hogweed, Staghorn Sumac), Blue Green Algae, Animal Faeces, Leptospirosis, Wood dust (London Plane). Attention must be paid to preventing these substances being transferred via clothing or tools to employee's homes, vehicles or other premises.

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Asbestos

Please see COSHH Assessment Relating to Asbestos.

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Needles / Condoms / Fly Tipping

Increasingly our works brings us into contact with a variety of potentially harmful items left by others onsite. In the case of Needles/Sharps, Condoms, Disposable Nappies or other potentially contaminated items there is a risk of cross infection to those exposed to them. Managers or Surveyors inspecting potential work sites MUST assess the risk of such items occurring onsite and take appropriate action to either have the site cleared or make the work team aware.

ALWAYS wear GLOVES when gathering arisings from ground level or inspecting around the base of trees.

In the case of Sharps (Incl: Needles, Syringes, Blades, Drug Bottles or other drug taking items) DO NOT move or otherwise touch the items, Make the team aware of the items and mark the area for exclusion, the Team Leader is to contact the Department Manager and / or the local Environmental Health Department (District Council) to request clearance/guidance. The Team leader, if suitably equipped, may be authorised by a Director to remove or move these items if the Team Leader assesses it as safe to do so. Where such items are widespread the Team Leader may request work to stop pending site clearance by trained operatives. The Team Leaders or Crew Members are NOT under obligation to handle these items unless they are happy to do so.

In the event of needle stick or other potentially contaminated injury, encourage the wound to bleed (do not suck), wash wound with soapy water, dry and cover the wound, report the incident via the AIRF to your department manager and seek medical advice.

In the case of Condoms, Sanitary towels, Disposable nappies etc; avoid handling the items and if possible quarantine the area. If the items have to be moved wear disposable gloves to handle the items or a pick stick and dispose in a sealed polythene bag. If accidental contamination occurs wash the contaminated area with plenty of soap and water.

Fly tipping is an illegal activity and the local Environmental Health Department must be alerted along with the landowner/client. Where possible quarantine the area. Only clear the tipped waste if contracted to do so – assess the nature of the waste and wear appropriate PPE. DO NOT proceed unless you feel it is safe to do so – contact a Company Director for guidance. Remember that tipped items may be stolen – moving such items could be disturbing evidence useful to the Police. IF IN DOUBT do not proceed.

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4.13 Personal Hygiene

The nature of company's operation requires employees to work in dirty and dusty conditions on short duration worksites which exposes them to substances potentially harmful to health.

Where normal hand washing facilities are not available then alternative facilities must be available such as waterless skin cleanser, hand wipes or similar. These should be used as required and before any meal or refreshment break. All company works vehicles MUST carry suitable hand wipes/cleaner for this purpose.

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4.14 Manual Handling Operations

It is the policy of company to comply with the Manual Handling Operations Regulations 1992.

Given the large variety of type, location and complexity of manual handling tasks undertaken by the company, recorded generic assessments are considered unsuitable. Assessments taking into account the task, the load, the working environment, the capability of the individual concerned and other factors such as PPE will be undertaken by trained individuals. Suitable measures to control the risks will be implemented e.g. Avoid handling, reduce load size, mechanical assistance, ergonomic work principles, assisted lifting and all other possible steps will be taken to reduce the risk of injury to the lowest level possible.

Management will ensure individual employees are adequately trained to make their own manual handling assessment. All employees should receive Manual Handling Training from an approved trainer (NEBOSH, LANTRA) within 2 weeks of starting work for the company.

It is the individual's responsibility to make this assessment and they may refuse to undertake the lifting task if they feel it is unsafe to do so. It is the management's responsibility to support the individual decision, make their own assessment and implement such controls as required.

[Employee Induction Form](#)
[Employee Training Matrix](#)

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4.15 Workplace Inspections

It is the policy of the company to comply with the Workplace (Health, Safety & Welfare) Regulations.

The Board of Directors / Senior Management Team will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

[Company H&S Audit Scheme](#)
[H&S Compliance Audit Form](#)

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4.16 Access & Exit

A safe means of access to and from all workplaces must be maintained at all times.

In offices, workshops and restricted work sites all doorways, walkways and access routes must be kept clear of obstructions. Worksites must be managed to minimise trip hazards for workers and the public. Public paths, open spaces and highways must be left clear of debris. Work arisings, stock piles and stores MUST not endanger the public at any time.

Work specifiers and managers will ensure that significant access hazards or arrangements are made known to teams prior to teams arriving onsite and starting work whenever possible.

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4.17 Work Equipment (PUWER)

It is the policy of company to comply with the Provision and Use of Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations.

The company will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All workers will be provided with adequate information and training to enable them to use work equipment safely.

Only those persons with adequate training will be authorised to use the equipment and all work equipment will be maintained in good working order and repair.

All employees are responsible for ensuring equipment issued to them is inspected and maintained in accordance with the manufacturer's handbook, industry best practice or management recommendations. The inspection and maintenance of this equipment will be logged and records will be monitored to ensure compliance.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Equipment will be withdrawn from use if reported defective and repaired or replaced as soon as practicable. It is the individual team members' responsibility to ensure the management is informed of equipment defects and the equipment is withdrawn from service if it is unsafe.

A replacement policy will operate to ensure equipment is maintained to the highest standard and meets current best practice. For this policy to be effective employees will be individually responsible for the correct maintenance and inspection of that equipment. Where equipment is collectively issued to teams then collective responsibility will be met with the team leader accepting overall responsibility.

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4.18 Control of Noise at Work

The company is committed to protecting the hearing of its employees and those affected by its operations. To that end where employees are exposed to machinery and operations with a noise output that exceeds 80dB(A) a noise risk assessment will be completed and adequate hearing protection supplied to staff affected by it. (Noise INDG363)

Health surveillance for individual employees will be provided where it is identified in the Noise Risk Assessment.

All employees must wear their ear protection where directed to do so and when working in noisy environments that exceed 85dB(A).

Typical dB(A) values:	Chainsaw Idling	80 dB(A)
	Busy Road Side	90 dB(A)
	Tractor Operating	95 dB(A)
	Chain Saw Operating	105 dB(A)
	Brushwood Chippers	120 dB(A)

All machinery that exceeds 85 dB(A) must carry the Mandatory Blue Sticker indicating ear defence must be worn.

Where the public or other people are at risk from noise caused by the company's operations an effective 'Ear Protection Zone' (EPZ) must be enforced with signs and/or barriers. In restricted work sites i.e. Roadsides and footpaths where an EPZ cannot be enforced adequate signs warning pedestrians/motorists or bystanders of the noise hazard must be in place.

[Initial Health Surveillance](#)
[Annual Health Surveillance](#)
[Noise Risk Assessment](#)

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4.19 Personal Protective Equipment

It is the policy of the company to comply with the Personal Protective Equipment at Work Regulations 1992.

Where employees are exposed to risks that cannot be controlled by other means they will be provided with suitable, properly fitting and effective personal protective equipment. This equipment will meet all current safety standards and will reflect the risk assessment for the tasks undertaken. Adequate training and information in the use of that PPE must be available at the time of issue.

Employees will maintain all personal protective equipment provided by the company in good working order. Defects to any personal protective equipment will be reported to the management and withdrawn from service.

Misuse, negligence, wilful damage or loss of personal protective equipment issued to employees may result in disciplinary action. In such cases PPE will be replaced or repaired at cost to the employee.

Where personal protective equipment is issued or identified in the risk assessment employees must use it. Failure to do so may result in injury and will result in disciplinary action. Site managers, supervisors or company safety representatives may exclude persons from the work site where appropriate PPE is not worn.

[PPE Issue Form](#)

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4.20 Fire Safety

All premises owned, leased, rented or occupied by the company for the purposes of business will comply with fire regulations. A fire risk assessment will be undertaken for each place of work by a competent person. Adequate warning devices, signs, information, fire extinguishers, fire exits, escape routes and fire drill procedures will be in place as detailed in the fire risk assessment.

All employees of the company have a duty to report any fire immediately to the fire service and to implement the fire safety procedure detailed below.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves observing no smoking areas, keeping combustible materials separate from sources of ignition and the reporting of defects.

All works vehicles will be equipped with fire extinguishers. A competent person will annually check all vehicle and office extinguishers. Defective equipment will be immediately replaced.

[Fire extinguisher Inventory](#)

The misuse of, or wilful damage to, or obstruction of fire exits or fire extinguishers will result in disciplinary action.

All work areas will be organised to minimise the risk from fire. Refuelling points will be identified in accordance with AFAG Guidance leaflet 301 and Health & Safety Information Sheet INDG317.

In the event of discovering a fire the employee will:

- Raise the alarm to fellow employees, the public and the emergency services.
- Tackle the fire where it is safe for them to do so by:
 - Locating the fire fighting equipment.
 - Ensuring they can correctly operate the equipment.
 - Ensure the extinguisher can be used on the fire source.
- Evacuate the area and ensure everyone is accounted for.
- not re-enter the site until directed to do so by the fire service.

The priority in the event of a fire is to evacuate those at risk.

Premises Fire Risk Assessment

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4.21 Waste Disposal & Bonfires

Offices, Work Shops, Yards and Work Sites will be kept tidy and must not block emergency access or escape routes. Potentially hazardous or flammable waste must be separated from other waste materials. The company's Environmental Policy will be complied with at all times.

All waste materials must be disposed of in accordance with The Environmental Protection Act, Control of Substances Hazardous to Health Regulations, Hazardous Waste Regulations.

Bonfires

The use of bonfires to dispose of arisings from any operations should be avoided where possible. All bonfires must be authorised by a Company Director.

Adequate fire fighting equipment will be available to contain the fire should it need to be extinguished.

Bonfires will not be left unattended during the day and will be extinguished at the end of every day. Where the public has access to the fire site, particularly children, the fire must be completely extinguished including embers and hot coals. Bonfires are not to be lit within 20 metres of buildings, roads, trees and overhead lines.

The use of tyres, waste oil or any other material likely to cause environmental harm, to start bonfires is illegal and must not happen. Smoke is both a nuisance and a hazard. Where smoke drift will cause such a nuisance or hazard the fire must be extinguished.

An accelerant such as petrol or diesel etc. must not be used to start a fire.

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4.22 Smoking

The company operates a no smoking policy in all offices, workshops and vehicles. Smokers are required by law to refrain from smoking wherever non-smokers may be affected and within any enclosed spaces.

Smoking is strictly prohibited in all vehicles and within 15 metres of any areas where fuel is stored.

Appropriate signage will be clearly displayed within all vehicles, at the entrances to and within company offices and workshops.

Smoking is prohibited on a client's property unless authorised by the client.

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4.23 Accident Reporting & Investigation

It is the policy of the company to record all accidents and comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)

An accident is ANY unplanned event and includes 'near miss' incidents even if no injury has resulted, or where there is no damage to property or equipment whether owned by the company or others.

BY RECORDING NON INJURY INCIDENTS YOU COULD PREVENT SOMEONE BECOMING INJURED IN THE FUTURE.

Incidents & Injuries

All injuries & incidents occurring at work will be recorded in the accident book located at head office or using the Accident & Incident Report Form available from the team leader onsite. The details contained within the accident report are Confidential and will be held securely at Head Office.

The H&S Officer and Managing Director will review each accident or incident as soon as practicable after they are reported and recommend action where applicable.

Accident & Incident Report Form

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Reporting Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)

Any notifiable injury, disease or dangerous occurrence that falls within the scope of RIDDOR 95 must be reported to Head Office immediately. The Head Office will complete Form F2508 or F2508A within 3 days of the accident or incident send it to the Local Environmental Health Officer (LEHO) or nearest HSE Office within 10 days of the Injury/Occurrence and same authority informed by telephone without delay. Notification may be made via the RIDDOR Web Site (www.riddor.gov.uk) or by telephone 0845 3009923.

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Accident Investigation

The company sees accident investigation as a valuable tool in the prevention of future accidents. If an accident is reported to the LEHO or HSE an internal investigation procedure will be implemented within 24 hours.

The procedure will be:

1. The accident is reported to the line manager, managing director, H&S Officer & H&S Safety Adviser immediately.
2. A Company Director or a delegated officer will investigate the accident using the HSE Investigating accidents & incidents (INDG245) methodology.
3. The accident and incident reports form will be completed if not done so already.
4. Written eyewitness statements will be gathered.
5. All team members involved will be interviewed and interview minutes recorded as appropriate.
6. All job sheets, risk assessments, inspection and maintenance logs will be collected and copied.
7. All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a legal or works representative present at the company's expense.

8. The investigating officer will compile an initial report within 3 working days of the accident occurring.
9. The completed report will then be submitted to and analysed by the H&S Committee and recommendations made for improvements to safety procedures where required. A copy of the report will be available to those affected for comment.

Where necessary, all reports will be submitted to the company lawyers and / or insurance broker who will advise on liability, proceedings and quantum of damages.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

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4.24 First Aid

Individuals will not put themselves in unnecessary danger in order to administer first aid.

A first aid kit will be identified as part of the site emergency action plan (EAP) and everyone onsite will know the location of the first aid kit, risk assessment and emergency information.

First aid stations are located in all vehicles/premises, and by extension on all work sites. All first aid stations will be clearly marked and easily accessible by all employees during all working hours.

Each team and office will have a trained appointed person whose duty is to take charge in the event of illness or injury. Where applicable at least one team member should hold a recognised first aid at work certificate and all members should hold a basic first aid qualification. Applicable teams include – tree work, chainsaw, forestry or as dictated by the risk assessment.

[Employee Induction Form](#)
[Employee Training Matrix](#)

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First Aid Kits

All company vehicles must carry a First Aid Kit that is adequate for the job undertaken and the number of team members. Where appropriate first aid kits should be as described in First Aid Regulations.

The Supervisor/Team Leader must ensure First Aid kits are replenished immediately after use. (Refills available at the Head Office)

A Company Director will ensure each kit is checked annually and the check will be recorded. The contents will be renewed before expiry dates.

All tree climbers must carry a personal first aid kit containing a minimum of one large wound dressing or in accordance with AFAG 401.

All chainsaw or machinery users should carry a personal first aid kit.

[First Aid Kit inventory](#)

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4.25 Office Health & Safety

The company will comply with the Workplace (Health, Safety and Welfare) Regulations.

Offices shall meet legal requirements, including seating, lighting, temperature, VDUs, workspace and washing and sanitation facilities. Offices shall be kept clean and tidy with no trip hazards or

obstructions. It is the duty of those using the office facilities to comply with the office rules and procedures as laid down by the practice manager.

All personnel must be aware of the correct procedure in the event of fire, fire alarm or other emergency procedures. This will require all personnel to know the location and correct use of:

- Fire extinguishing equipment
- Alarm call point
- Emergency evacuation procedures
- Escape routes and fire exits
- Assembly points
- Nearest Accident and Emergency department

Emergency Details Notice

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4.26 Display Screens & Workstations

The company will comply with the Health & Safety (Display Screens Equipment) Regulations where applicable.

At the discretion of a Company Director, eye and eyesight tests will be offered to those who use VDUs for a significant part of the working day.

Workstations will be designed and monitored to meet with individual needs and training given by users as required.

Workstations will be assessed annually for compliance and suitability.

DSE Workstation Assessment & Audit

DSE Workstation Self Assessment

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4.27 Lone Working

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Examples are surveying for power line tree clearance, job pricing, tree inspection and woodland inspection.

Lone working is not acceptable in any circumstances where employees or contractors are using chainsaws, working at height greater than 2 metres or operating machinery at remote locations.

Field Procedure

If you are working in the field alone ensure that:

- You have assessed the risk (see Lone Working LSPS).
- Your location and expected time(s) on site are known at Head office or by a Company Director.
- You carry a mobile phone.
- You have access to first aid equipment.
- In areas of poor or uncertain mobile phone reception you carry a whistle or alternative form of communication.

A procedure for calling-in to the Head office or other agreed contact must be arranged before leaving the office or entering the site. It is the responsibility of the lone worker to arrange an appropriate procedure for calling in according to their risk assessment. The frequency of the

calls will depend on the individually assessed level of risk but will usually be at normal break times and when leaving the site.

In the event of the lone worker failing to call in as agreed the agreed point of contact should take the following action.

1. **Call the lone worker at appropriate intervals depending on the assessed level of risk. This would normally be at 15-minute intervals in low risk environments & 5 minutes in higher risk environments.**
2. **If no contact has been made within a reasonable time i.e. 1 hour (low risk) or 20 minutes (high risk), another employee or appointed person should carry out a site check if practicable to do so.**
3. **If no contact has been made in a further 20 minutes or 1 hour contact the emergency services.**

OR In high risk situations or where the contact person judges there is a significant risk to health or safety of the lone worker (e.g. severe weather conditions)

1. **Site checks and / or contact with the emergency services should be carried out immediately.**

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Office Procedure

Where staff are lone working in Offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons.

If a lone worker discovers an intruder they must NOT put themselves at personal risk. Where appropriate ensure their own security and contact the Police or raise the alarm. DO NOT approach the intruder unless safe to do so but avoid confrontation.

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4.28 Electrical Equipment

All fixed electrical installations and portable electrical equipment should have periodic visual checks by a designated person suitably competent to do so. A Company Director should ensure these inspections are carried out and recorded where necessary.

Guidance may be sought from INDG236 Maintaining portable electrical equipment in offices and other low-risk environments. See Local Safety Policy Statement 'Electrical Equipment'.

Extension Cables & Outdoor Use

Extension cables should only be used as a temporary connection and must incorporate a Residual Current Device (RCD) or earth monitoring device that has been tested before use.

Where electrical equipment is used outdoors in damp or wet conditions it must be connected to the mains supply via a 110v transformer which is connected as close as possible to the main supply.

Equipment Asset Register

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4.29 Services

Overhead Lines

Before any work commences trees and sites must be checked for all overhead lines including:

- Overhead Power Lines (LV & HV)
- Overhead Power Lines Between Buildings & Sheds

- Telephone Cables
- Cable Bracing Within Tree Crowns
- Stay Wires For Poles

Where overhead lines are identified they should be identified in the risk assessment, all staff made aware of their location and the control measures to avoid damage to the lines and danger to the staff onsite.

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Over Head Power Lines (OHPL)

Where work is necessary in proximity to OHPLs the method of work MUST be agreed with the Distribution Network Operator (DNO) and the necessary work permits received before any work commences. Proximity Zones are defined in the Electricity Association (1991) Engineering Recommendations G55/1 & AFAG 804 and includes:

- Trees to be felled that are within two tree lengths of the overhead conductor.

Any part of a tree that is to be pruned or climbed which is:

- 15m from conductors supported by metal towers, pylons or poles.

Only those employees, contractors, sub contractors that hold the relevant NPTC Utility Arboriculture and/or DNO authorisation may undertake work on trees within the proximity zones defined above.

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Underground Services

Manholes, chambers and underground pipes and cables can be damaged during tree work, fencing and other operations i.e. Felling trees, using ground anchors for winching, MEWP stabilisers, trenching. The site must be thoroughly checked for any underground services and adequate control measures put in place.

The surveyor, estimator or team leader must inform a Company Director if they suspect underground services are present and may be damaged by the proposed operations. In the case of cables and pipelines it may be necessary to use a Cable Avoidance Tool (CAT) & Genny to accurately locate these services.

Only those trained in the use of CAT & Genny are permitted to operate them.

The company operates a permit to excavate system which MUST be implemented where any excavation takes place e.g. Stump grinding, tree planting.

Permit to Excavate Form

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4.30 Highway Working & Work Site Safety Signs

ALL work areas must be suitably signed in accordance with the Health & Safety (Safety Signs & Signals) Regulation 1996. The public and employees must be adequately warned of any hazards.

Highways

Any works on or adjacent to a highway including footpaths are subject to the New Roads and Streetworks Act 1991. The Code Of Practice (COP) for 'Safety at Street Works & Road Works (Blue or Purple Book) should be available in all works vehicles and must be adhered to at all times.

Any work MUST minimise the risk to all personnel and highway users. No work may take place until the Risk assessment has been completed, road signing agreed and erected in the appropriate positions.

All staff will be issued with and must wear High Visibility clothing to BS EN 471 when working on or within 2m of the highway and includes public paths.

Pedestrians are particularly at risk from operations on or adjacent to the road. Signing, Lighting and Guarding MUST equally protect pedestrians as well as road users. Where pedestrians are to have access to a work site, accurate signing and lookouts/banksmen must control their access.

Pedestrians must not be forced or diverted into or across the road unless signing complies with the above Code Of Practice or there is pedestrian crossing e.g. Zebra or Pelican Crossing adjacent to the site.

Only trained and certificated personnel will erect signs to comply with the above Act.

Worksite Signage

All employees will comply with any worksite warning signs. ALL company work sites will be adequately signed to warn visitors of the work activities and to exclude them from designated risk zones.

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4.31 Working At Height

Wherever possible the 'Risk of Falling' should be eliminated and where this is not possible it should be reduced. Where work may need to be carried out at **height a risk assessment** must be undertaken with the following hierarchy of risk considered and appropriate controls applied where practicable.

Works Instruction & Preliminary Hazard Assessment Form

Fall protection is required where any fall risk exists, from height or into a void.

Eliminate Falling

Use long handled tools to reach inaccessible areas e.g. Long handled pruning saws, window hooks, pole pruners. Adequate training and risk assessment must be sought in the operation of any tools used in this work environment. Particular attention must be paid to overhead power, falling objects, stable footing and manual handling. The choice of access method will need to consider factors such as: duration and nature of the task, cost effectiveness, site suitability, training requirements.

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Permanent Fixed Access

Where access is routinely required and it is practicable i.e. Onsite fuel tank, consideration must be given to providing adequate walk ways or gantries easily accessible and constructed with adequate edge protection i.e. kick boards and hand rails. This method seeks to prevent falling and should be designed to do so.

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Temporary Working Platforms (Incl Step Ladders)

These include working platforms, scaffold, cradles and mobile platforms. Scaffolding, trestles and ladders and stepladders are covered in Construction Info Sheet 49. AFAG 401 and The Guide To Good Climbing Practice covers access to trees using ladders.

Scaffold and platforms must be erected and periodically inspected by a competent person.

Any scaffold, step ladders or trestle platform exceeding 2m in height must not be used as a Work Place unless proper edge protection is provided.

Do not use the top platform of a step ladder unless it is designed with special handles.

Do not work from ladders unless you can hold onto the ladder and it is safe to do so. Do not overreach and ensure the ladder is correctly positioned and restrained. Where this cannot be achieved reconsider your access method or supplement with work restraint or fall arrest system.

Ladders & Step Ups

Refer to INDG402 Employer's Guide To Ladders. ALL ladders, step ladders, step ups must be uniquely marked and a register maintained indicating their location and their periodic inspection.

Ladders must be inspected prior to use and given a thorough inspection every 6 months.

All employees using lean to, extendable and step ladders must have received adequate training.

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Personal Suspension System / Work Positioning Techniques

These systems and techniques are only available to those adequately trained and certificated to use them. These systems should only be considered when other forms of access are not practicable. Where possible these systems may be employed with other access methods to provide a hybrid system. Where two or more systems are to be employed the employee must be competent in the use of them all.

The 'Guide To Good Climbing Practice' is the Arboricultural Industry's Code Of Practice and should be complied with at all times. Copies are available from Managing Director / H&S Officer.

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Fall Arrest

This is at the very bottom of the risk hierarchy and should not be used unless none of the above are practicable. Where it is used careful consideration must be given to the level of risk, nature and distance of unobstructed fall, task being undertaken, rescue access and level of individual competency.

Where this system is used the individual must be adequately trained.

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4.32 Lifting Operations (LOLER 98)

The company will comply with the Lifting Operations & Lifting Equipment Regulations 1998. All climbing or lifting operations will be risk assessed and where possible the risk of fall eliminated. Guidance relating to LOLER in Arboriculture may be found in AIS30 LOLER: How the Regulations apply to arboriculture.

Climbing Equipment

All equipment used to control the risk of fall by employees (PPE) i.e. climbing equipment will be individually marked and thoroughly inspected by a competent person every six months. The climber will keep a record of this inspection in their Health & Safety Procedures Folder and at Head Office. Further to a thorough inspection individual climbers will maintain a daily inspection undertaken by them and a recorded weekly check of the most wearing items i.e. ropes, harness, friction devices, ideally undertaken by another climber.

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Lifting Equipment & Lowering Operations

All lifting equipment will be individually marked and thoroughly inspected by a competent person every twelve months.

Any lifting operations will be carefully planned and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

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Mobile Elevated Work Platforms (MEWP) See AFAG 403

MEWPs should be used where reasonably practicable taking into account cost, availability and site accessibility. All MEWPs whether owned or hired by the company must be 'fit for the purpose' as defined under the Provision & Use of Work Equipment Regulations 1998.

At least two employees trained in the use, inspection of and who are familiar with the machine and its safety features must operate the machine onsite. Particular attention must be paid to the stability of the machine, its limitations and emergency procedures.

ALL staff must be correctly attached to the personnel cage/bucket using either a 'Work Position Harness' with short lanyard attachment to prevent falling or a 'Fall Arrest System' where falling from the bucket is possible. All staff must wear head protection with chin straps when working at height.

Under no circumstances may two operatives occupy the same cage/bucket when one is using a chainsaw.

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Cranes (in Arboricultural Operations)

Cranes may only be used in conjunction with the company Crane Risk Assessment and Crane Instruction Form. All crane work must be authorised by the Safety Officer and/or the Managing Director.

Only those holding NPTC CS41 Sectional Felling or its equivalent may undertake or supervise the dismantling of trees with a Crane. At least two members of staff including the climber must hold a recognised certificate of training as a Slinger / Banksman / Signaller.

The Crane operator MUST be conversant with sectional dismantling of trees.

Crane Risk Assessment and Crane Instruction Form

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4.33 Vehicles & Driving

Drivers are responsible for completing pre-use checks and safe use of any vehicle they are driving and including the safety of loads carried or trailed. This includes their own vehicles, company vehicles and hired vehicles.

Company Vehicles

Only authorised staff may drive company vehicles and must have an appropriate licence for the category and class of vehicle and combination under their control. A copy of their licence must be held at the Head Office before staff may drive a company vehicle. If any changes to the licence occur then a new copy of the licence must be submitted to head office as soon as possible.

The company will request sight of the paper copy of employee driving licences every 6 months.

The Managing Director must be informed of any driving offences resulting in penalty points being added to your licence as soon as possible. Failure to do so may result in disciplinary action.

Loading Vehicles

The driver is responsible for the safety of the load they are carrying.

All drivers must ensure they are aware of the vehicle's 'Maximum Authorised Mass' (MAM = gross vehicle weight) and ensure that it is not exceeded at any time. Particular attention **MUST** be paid to the combination of vehicle and trailer weights when both or either are loaded.

All loads must be secured and at no time cause a nuisance to other road users or pedestrians. Loose loads liable to shed dust must be sheeted or netted down. Load (ratchet) straps and or appropriately rated rope may be used to secure loads. Bungee straps **MUST** not be used. Loads **MUST** be secured so as to restrain them in the event of sudden braking.

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Private Vehicles

Where private vehicles are used for company business or for travelling to and from work adequate insurance cover must be in place, which covers business use if appropriate. Where vehicles are used for business purposes a copy of the insurance certificate will be required. A current Road Fund Licence (Tax Disc) must be displayed and the vehicle must be in a roadworthy condition and where appropriate, have a valid MOT certificate.

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4.34 Mobile Telephones

Mobile telephones are a necessary and important communication tool within the business. Where a mobile phone is seen as an essential item for individual employees to fulfil their responsibilities a phone will be supplied.

Research has shown that damage may occur to the brain due to long-term exposure from microwave radiation emitted from the antenna of mobile phones. In the light of this the following must be considered when using the mobile phone:

- Keep conversations as short as possible
- Hold the phone away from the head and direct the antenna away from the head
- Use a hands free phone kit whenever possible

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Driving & Mobile Phones

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The general policy therefore is that Mobile Phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving.

- If a call is received it must only be via a Hands free kit.
- The driver should find a safe place to stop the vehicle to make or receive the call.
- Any call **MUST** be kept as short as possible.
- Calls may be answered only when the driver feels the traffic and road conditions make it safe to do so.
- Calls should not be made whilst driving and if they are only where traffic and road conditions make it safe to do so.
- Under no circumstances may a call be placed unless via one touch speed dial or voice activated.
- Under no circumstances may text messages be read or written when driving.

Any driver found to be using a mobile phone without a 'hands free kit' whilst driving will be subject to disciplinary procedures.

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4.35 Guidance & Information

All persons, employees and subcontractors, working on behalf of the company, in whatever capacity, will be expected to abide by industry best practice, approved codes of practice, Health & Safety Executive guidelines and company procedures.

All tree work operations will conform to the following:

Arboricultural & Forestry Advisory Group (AFAG) Guides

See Appendices for complete list of available Safety Guides. Copies of these are held at Local Offices by divisional managers or are available from the Health & Safety Officer. AFAG Guides have replaced the FASTCo Safety Guides.

Arboricultural Association Publications

Guide To Good Climbing Practice (Only issued to climbing arborists).

Health & Safety Executive Guidance

See Appendices for complete list of available Guidance Leaflets. Copies of these are held at the Head Office.

Subsequent guides will be supplied as they become available.

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4.36 Alcohol & Drugs

It is the company's policy to have an alcohol and drug free work place. This policy applies to all staff including subcontractors and others working on behalf of the company.

Alcohol is defined as drink that contains alcohol and includes 'Low Alcohol Drinks'.

Drugs are defined as any use of illegal substances, the use of prescribed 'over the counter' drugs or the misuse of solvents.

Any worker, sub contractor or other person working on behalf on the company found to have consumed, or be under the influence of any of the above during normal working hours including meal breaks will be excluded from work and subject to the company's disciplinary procedure.

Any worker, sub contractor or other person working on behalf of the company found in possession of a banned substance on company premises or during the course of normal working hours will be reported to the Police and dismissed immediately.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held at the Head Office.

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4.37 Control of Vibration at Work

Hand held powered equipment such as Chainsaws, Brushcutters, Cut-Off Saws, Hammer Drills and hand guided power equipment such as Lawnmowers or rotavators transmit vibration to the operator. This vibration can result in a Hand Arm Vibration Syndrome (HAVS) developing in certain circumstances.

Ride on or ride in machinery such as Mowers, Planting Machines, ATV or tractors particularly off road can generate Whole Body Vibration (WBV) and associated health issues. Normal driving is considered to be below the requisite action value.

Vibration Exposure is given in metres per second squared (m/s^2) over a standard eight hour working cycle in 24 hours (A(8)). HAVS has an Exposure Action Value of $2.5m/s^2$ A(8) and an Exposure Limit Value of $5m/s^2$ A(8). WBV has an Exposure Action Value of $0.5m/s^2$ A(8) and an Exposure Limit Value of $1.15m/s^2$ A(8).

HAVS and WBV risk assessments will be undertaken against the action and limit values where a risk is identified.

The company will undertake to purchase equipment with the lowest vibration ratings where possible. The exposure action value (EAV) for new and existing equipment will be assessed:

1. Where the Vibration Exposure is below the EAV, then the item machine and task will be monitored.
2. Where the Vibration Exposure is less than ELV, then measures will be taken to reduce the level of vibration exposure to below the EAV or the exposure time reduced accordingly by
 - a. Selecting a different machine or task.
 - b. Providing task rotation.
 - c. Issuing adequate PPE.
3. Where Vibration Exposure cannot be brought below the ELV then the equipment will NOT be used.

All Operators of Hand Held, Hand Guided or Ride On Powered Machinery will be subject to annual health surveillance monitoring.

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4.38 Working Time Regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out their activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

Employees will not be required to work more than an average of 48 hours in a seven-day period unless they have signed an individual opt out agreement to do so. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

Call Out / Night Work

Where emergency or other call out attendance is required the manager requesting the work will ensure the employee is 'fit' to undertake the work i.e. carry out a risk assessment on whether the employee is not put at increased risk from fatigue.

Managers must ensure that employees are given adequate daily and weekly rest periods in normal working situations and especially in emergency or call out situations.

Young Workers

Workers under the age of 18 are considered as Young Workers and may not ordinarily work more than 8 hrs per day or 40 hours per week. They may not Opt Out of the Working Time Regulations.

Opt Out Agreement

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4.39 Enforcement & Disciplinary Procedures

Employees or contractors who contravene company health and safety requirements or procedures will be notified in writing. The company reserves the right to exclude from site, temporarily or permanently, any personnel who breach company health and safety requirements or statutory legislation.

Contravention of health and safety requirements will be dealt with under the scope of the company's Disciplinary Procedure. Breaches of health and safety requirements may be treated as Gross Misconduct resulting in dismissal.

Full details of the company disciplinary procedure and company rules are given in the Appendices.

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4.40 Stress

The Company recognises that the health and safety performance, conduct and relationships with other persons at work may be affected by work related stress.

The Company adopts a proactive approach to stress management within the workplace applying the following rules: -

- Induction training will include advice to employees on the health risks associated with stress at work.
- Supervisors will make every effort to identify persons with possible stress related problems.
- Persons with problems will be counselled by the Managing Director or agreed third party suitably qualified in occupational health to establish the extent of the problem and determine a rehabilitation programme if appropriate.
- Advice will be given to employees on the methods of controlling temporary work related stress through simple breathing and relaxation exercises.
- Where work related stress is identified regular monitoring of the situation will be undertaken.

The guidance provided in HSE publication, 'Stress at Work' HSG116 will be followed as appropriate.

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END OF THE MAIN DOCUMENT
SEE ATTACHED ADDITIONAL INFORMATION

Local Safety Policy Statements

J P Associates (Consultants) Ltd

Local Safety Policy Statement

Date: 29 September 2002 Revision: 1

Author: A M Lane (in association with the Grand Western Canal Country Park)

Blue Green Algae

A number of freshwater algae can cause nuisance effects such as excessive accumulations of foams, scums and discolouration of the water. Some algae can also produce toxic chemicals that pose a threat to wild and domestic animals, fish, and also humans. The most common and visible are the cyanobacteria (often referred to as blue-green algae) that have properties characteristic of both bacteria and plants.

Algal blooms

The development of a cyanobacteria bloom depends upon local conditions and site specific characteristics. But they generally occur where there are high levels of nutrients, principally phosphorus, together with warm, sunny and calm conditions.

The bloom will form on the surface of the water and can accumulate downwind forming a scum on the lake shore that looks like blue-green paint. People, especially children, and domestic animals should avoid contact with the concentrated scum, which may be toxic.

Toxic effects

Algal toxins can cause illnesses such as dermatitis, gastro-enteritis, atypical pneumonia and hepatoenteritis in humans. Symptoms of these include skin rashes, eye irritation, vomiting, diarrhoea, fever and pains in muscles and joints in those that swallow or swim through the concentrated scums. The toxins can also cause severe illness and death to wild, farm and domestic animals.

Cyanobacterial blooms and scums are not always toxic and it is not possible to tell from its appearance whether a bloom or scum is harmful. However, a high incidence of toxicity is evident from analysed samples. The Environment Agency therefore, continues to adopt a precautionary approach, recognising the need to regard all cyanobacteria species and strains as capable of producing toxins, and hence as a threat to human health and safety.

Controlling the Risks

Following discovery of Blue greens either by the contractor or the environment agency, warning signs are erected and other workers informed.

Should skin contact with the scum occur, it is advisable to wash area with clean water ASAP. Should ingestion of scum occur it will be necessary to contact a GP and inform him/her of the contact with the blue green algae. (See also symptoms above)

Ref: Environment Agency



J P Associates (Consultants) Ltd

Local Safety Policy Statement

Date: 31 December 2002 Revision: 1
Author: A M Lane

Electrical Equipment

The guidelines for this Electrical Equipment policy are laid out in the HSE publication 'Maintaining portable electrical equipment in offices and other low-risk environments' INDG236. Furthermore Regulation 4(2) of the Electricity at Work Regulations 1989 states 'As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as reasonably practicable, such danger'.

General

This LSPS gives general policy guidance on indoors and outside portable electrical equipment i.e. Desk lamps, Computers, Electric Drills, Photo Copiers, Grinders, Pressure washers.

It is designed to give general guidance in conjunction with the company Health & Safety Procedures. If you are unsure contact your Health & Safety Officer/Adviser or nearest HSE office.

Suitability

The electrical equipment used must be 'fit for purpose' as defined under the Provision & Use of Work Equipment Regulations 1998. That is to say the level of use, working environment and associated site hazards i.e. damp conditions should be considered when buying, hiring or using this equipment. If you feel the equipment is unsuitable for the job or conditions in which it is used then inform your supervisor of Health & Safety Officer as soon as possible.

Inspection

Electrical equipment MUST be inspected however the nature of the inspection and its frequency depends on the type of equipment, the environment it is in and the risk it poses to users from electrical contact e.g. a regularly portable drill used onsite will need a more regular inspection than an occasional use desk lamp.

1. All electrical equipment must be recorded and assigned an inspection regime. Table 1 gives some guidance on the type and frequency of inspection.
2. Where necessary a visual inspection by the user is required particularly for equipment used outside. This is a visual inspection and should look for the following:
 - i. Cuts, abrasion or crushing of the cable & covering.
 - ii. Plug casing is cracked, loose or has bent pins.
 - iii. Non standard cable joints e.g. tape up.
 - iv. The outer cable covering (sheath) is not adequately gripped inside the plug – see if the coloured wires are visible.
 - v. Equipment has been used in wet, damp or dusty conditions for which it is unsuitable.
 - vi. Damage to the outer covering or casing of the equipment that may lead to internal parts being exposed.
 - vii. Overheating i.e. melting, scorch, brown marks or staining.
3. Formal Inspection should be recorded on the equipment log kept in the office or yard. This inspection is as above but should include checking the fuse is present and the correct amp rating.



Power Rating	Fuse Rating
Appliances up to 720 watts	3 Amp
From 720 to 1200 watts	5 Amp
From 1200 to 3000 watts	13 Amp

4. Ensure staff know where the MAINS CONSUMER UNIT (commonly next to the electric meter) is and how to isolate the supply.

Residual Current Devices (RCDs)

1. (RCDs) are commonly used particularly where the risk of electric shock is highest e.g. outside supplies, outside equipment extension lead reels. All RCDs must be regularly tested in accordance with the manufacturer's recommendations. Where electrical equipment is used outside or attached to an extension lead an RCD must be used as close to the mains supply as possible. When connected to portable equipment outside the RCD should be tested daily. REMEMBER RCDs are not 100% reliable.

Outside Working

Where practicable battery powered hand held tools should be used instead of mains powered. If mains powered electrical equipment is used outside you must ensure the following:

1. It is suitable for outside use with an appropriate protection against moisture i.e. at least drip-proof, splash proof or best of all water tight.
2. Ensure it is connected to the mains supply via a 110v Transformer which is as close to the mains supply as possible.
3. Ensure the mains supply has an RCD fitted and that YOU have checked it works.
4. Ensure all electrical plugs are unbreakable, correctly fitted and contain the correct fuse.
5. All extension leads are capable of carrying the current levels required. (See manufacturers guidance)

Portable Generators

All manufacturers' guidelines must be complied with. The general guidelines above must be complied with – 110v output used in preference to 240v and an RCD fitted and tested on the generator output.

Generators must be stopped before ANY refuelling takes place. (See FASTCo 301 for guidance).



Table 1 Suggested Inspection & Testing Intervals

Equipment/Environment	User Checks	Formal Visual Inspection	Combined inspection and testing
Inside Equipment			
Battery Operated: (< 20 volts)	No	NO	No
Extra Low Voltage: (< 50 volts AC) e.g. telephone equipment, low voltage desk lamps, desktop chargers. (see below for cable connection)	No	No	No
Information Technology: Desktop PC, VDUs	No	Yes 2 – 4 years	No if Double Insulated (☐) Otherwise up to 5 years
Photocopiers, fax machines. Printers. NOT hand held, rarely moved	No	Yes 2 – 4 years	No if Double Insulated (☐) Otherwise up to 5 years
Double Insulated equipment (☐): NOT hand held. Moved occasionally, e.g. fans, table lamps, printers.	No	Yes 2 – 4 Years	No
Double Insulated equipment (☐): HAND HELD e.g. Vacuum Cleaners.	Yes	Yes Annually	No
Earthed equipment (Class 1): e.g. Kettles, Fan Heaters	Yes	Yes Annually	Yes 1 – 2yrs
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes Annually	Yes 1 – 5yrs depending on type of equipment it is connected to.
Outside Equipment			
Double Insulated equipment (☐): HAND HELD e.g. Sanders, Drills	Yes (Daily)	Yes Every 6 Months	No
Earthed equipment (Class 1): e.g. Drills, Circular Saws	Yes (Daily)	Yes Every 6 Months	Yes Annually
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes (Daily)	Yes Every 6 Months	Yes Annually

Frequency of inspection may be reviewed after first cycle or if faults are found.

Ref: HSE (1999) Maintaining portable electrical equipment in offices and other low-risk environments.

INDG236, HSE Books.

Jenkins D (2002) Domestic Electrical Safety. ROSPA



J P Associates (Consultants) Ltd

Local Safety Policy Statement

Date: 18 February 2002 Revision: 1
Author: A M Lane

Cattle

The risks associated with cattle include Physical injury caused by trampling, charging or kicking and Biological injury through the contraction of Cattle Associated Leptospirosis (CAL).

General

Cattle are naturally inquisitive and will want to investigate a new appearance in the field. The group will have dominant animals within them and the interplay between these animals can be the cause of accidental injury. Male animals in a mixed group do not always pose a potential threat above the other group members. However entire (Non Castrated) or partially entire (Rigs) can pose a threat especially the latter. Dairy breed Bulls pose a greater risk when alone or running with a herd than Beef breed bulls. If you are unfamiliar with cattle, breeds and behaviour then you must seek advice from the landowner.

A Bull with a herd of cows may see you as a threat and therefore will protect the herd. Follow the precautions noted below.

Cows can be a threat when protecting their calves. A calf may be situated in long grass and is not visible to you. Should you come between the mother and calf there is a danger she will charge through to get to her calf.

Trampling

When the animals see you they may come over to look at you. This often leads to the group running in excitement. Cattle have relatively poor eyesight and this coupled with running can lead to their trampling you accidentally.

Rapid movement and bright clothes (not just Red) can cause this level of excitement so beware of Hi Visibility/bright clothing and waving your arms.

TO AVOID TRAMPLING

Stay Calm – DO NOT RUN – DO NOT SHOUT – DO NOT WAVE YOUR ARMS

Move calmly towards a safe point (Boundary, Gate or Vehicle).

Avoid wearing very bright clothing (Or take it off)

Do not cross the middle of the field – STAY CLOSE TO THE BOUNDARY HEDGE/FENCE.

NEVER TAKE A DOG (or leave it in the vehicle)

Charging

This is serious and the situation where it may arise **MUST** be avoided. If you are inexperienced with cattle you are in danger and you must follow the above instructions (To Avoid Trampling).



Avoidance is best by not entering fields where a Bull is on its own, with other Bulls (All male group) or is with a herd of cows unless you are sure of its breed, have assurances from the owner and have the relevant experience to make this risk assessment.

If the cows have calves check that you do not accidentally come between a cow and its calf. If you do, move calmly away applying the basic rules.

If you in the situation, remember cattle have poor eyesight so – AVOID SUDDEN MOVEMENTS – AVOID BRIGHT CLOTHING – STAND STILL if you are too far away from a point of safety or WALK CALMLY AWAY to the nearest safe place.

Kicking

Cattle can be very inquisitive and apparently docile around the worksite or vehicle. If you move amongst or near the animals remember that they can kick often as a result of being touched. Their kick will be longer than you arms reach.

Moving cattle

To move cattle away from a worksite or vehicle care must be taken not to endanger yourself or the cause injury to the animals. Shouting and noise will normally result in the animals leaving the area however a number of participants may be required. DO NOT USE STICKS; you are liable for any damage caused to the animals including bruising. Flapping a sack will often be associated with feed sacks as will banging buckets.

Cattle Associated Leptospirosis

50 – 70% of all cattle carry this organism, which causes a flu like illness, jaundice and meningitis. If you come in contact with cattle faecal matter especially urine then ensure it is washed off.

Instances of this disease are very rare and normal hygiene will greatly reduce the risk of infection. Cover cuts and thoroughly dry contaminated clothing and equipment.



Local Safety Policy Statement
For

Inspection, Consultancy & Surveying

Validation

They may include, Estimating tree work, Arboricultural Inspection of Trees, Hazard Tree Surveys, Woodland Surveys, Forest Mensuration, Pre development tree surveys and Arboricultural Monitoring on Construction Sites.

This LSPS must be read in conjunction with the company Health & Safety Policy and Procedures document. Each Section below relates to a procedure or policy (shown in *italics*) that should be covered in the main document. Where it is not then supplementary guidance will be required.

1. Hazard & Risk Assessment (*Risk Assessment*)

Site visits to carry out survey or inspection work are generally of a low risk nature however consideration must always be given to the following:

1. Lone working particularly in remote areas
2. Site specific hazards
3. Safe access to and egress from the site
4. Hazard trees on & off site
5. Aerial Inspection
6. Third Party Aggression
7. Damage To Property

2. Lone Working (*Lone Working*)

In many instances the consultant or surveyor will be accompanied by the client and so lone working practice does not apply.

Where lone working does apply then whoever specifies the work and the person undertaking the work **MUST** risk assess the site in terms of, remoteness, onsite hazards, individual means of communication onsite and communication with another person. In **all** cases the company's Lone Working Field Procedure must be followed. Please refer to the relevant procedure in the Health & Safety Policy, Arrangements & Procedures.

It is essential that someone knows your whereabouts and expected contact time or time of return when you are working alone.

3. Site Hazards (*Risk Assessment*)

Site hazards may include:

- Drowning/Suffocation – Ponds, Rivers, Boggy or Wet ground
- Falls - mine shafts, wells, cliffs, quarries.
- Slip – Steep banks, wet conditions, vegetation.
- Trip hazards – fencing, brambles.
- Cuts - Fly tipping, site rubbish, glass.
- Aids / Hepatitis / Disease - Hypodermic Needles, Rats,
- Livestock – Physical injury and faecal contamination.
- Biotic Factors – Wasp/Bee Sting, Adder Bite, Hogweed.
- Contact with vehicles – Highway inspection, construction site.

ASSESS the site first – do any of the above apply? Before entering the site ensure you have completed a preliminary site risk assessment verbally with the client or site manager where appropriate.

Look for SIGNS indicating possible hazards e.g. spoil heaps from mining, winding houses in the area and vegetation such as Rushes, Sedge or Sphagnum Moss which can indicate wet areas.

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Syringes or other drug taking apparatus may indicate the potential for sharps (needles) to be present. These pose a very serious hazard and particular care must be taken around vegetation or sucker growth at the base of urban trees i.e. when clearing debris to inspect use a stick or ensure your gloves are 'needle proof'.

INSPECT the site carefully to identify potential problems where appropriate.

Use MAPS or PLANS to identify possible hazards such as quarries, mine workings.

Always wear appropriate CLOTHING. This should suit the weather conditions expected and unexpected.

Wear HI VIS out clothing particularly if working beside the highway, on construction sites, active felling sites and in remote areas.

FOOTWEAR must be suitable to prevent slips, provide sufficient support and protection for the terrain, and resist the penetration of sharp objects such as needles, nails or glass.

HARD HATS must be worn on ALL Construction Sites, Felling Sites and where the risk assessment dictates.

4. Safe Access (Safe Access & Egress)

Access to site must be by arrangement except in the case of Local Authority work where 'Authority To Enter' is used. As part of the arrangement the client/owner MUST identify a safe way to access the site where appropriate.

UNDER NO CIRCUMSTANCES must an employee put themselves or others at unnecessary risk by entering a site. This means climbing a low fence i.e. 1.2m is possibly acceptable but scaling a 2m wall may not be.

Be aware that once in a site you must be able to safely exit the site particularly in the event of an emergency. Be very aware of dogs in gardens or livestock in fields when considering safe exit.

If you cannot enter a site easily and safely then it is the CLIENTS responsibility to provide you with a safe means of access.

When accessing a site by vehicle ensure your vehicle is suitable for the access conditions e.g. 4wd For Off Road Conditions, Suitable tyres for low traction environments. IF IN DOUBT WALK THE ROUTE FIRST.

If entering a construction site then report to the site manager first.

5. Hazard Trees (Risk Assessment)

In many cases the reason for being onsite is to inspect potentially hazardous trees. Make sure you are wearing appropriate PPE for the job i.e. Hi Vis & a Hard Hat. Make sure fully assess the potential Tree Hazards i.e. Wind Blow, Lodged Branches, Partially Cut Trees, Storm Conditions/High Winds.

As part of any Hazard Tree Inspection if you identify an imminently dangerous tree YOU must take every action to protect the public without endangering yourself. Inform the owner and/or the Police and/or Local Authority of your concerns.

6. Aerial Inspection (Working at Height)

The company's Working At Height Policy must be read.

Aerial Inspection of trees includes access to the tree using a ladder (over 2m) or using a rope and harness.

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Under NO circumstances are trees to be free climbed.

Where access over 2m is required using a ladder a competent person must be present to foot the ladder, the ladder MUST be fit for the purpose, checked by the climber and the guidelines recommended in AFAG 401 must be followed.

Under NO circumstances may any work be undertaken from a ladder i.e. decay detection, sample collection unless the climber is secured to the tree, holds NPTC unit 38 or equivalent and is wearing equipment suitable for tree climbing as indicated in the AFAG 401.

Where aerial inspection of the tree requires access using a Rope & Harness then AFAG Guides 401 & 402 must be strictly adhered to.

7. Third Party Aggression (*Safety & Security*)

Except where authorised by a Local Authority under the terms of an 'Authority To Enter' every employee MUST NOT enter property unless directed to do so by the owner or legal occupier thereof. Although not always essential a letter indicating permission to enter should be available onsite i.e. acceptance of quote, letter of instruction.

Where confrontation occurs or aggression is shown to you, you must withdraw as politely as possible from the situation. Under NO circumstances enter into argument or a physical confrontation with the other person.

Where any such situation arises you MUST report it immediately to your line manager using the Accident & Incident Report Form (AIRF).

Where confrontation is likely or the individuals are known to be potentially aggressive then at least TWO people may attend the meeting. These may be both employees or one may be the client as appropriate.

8. Damage To Property (*Accident & Incident Reporting*)

Employees MUST leave the property as secure as they found it. In the event damage has occurred to the site through accident or negligence the owner or site manager must be notified without delay.

The damage must be repaired and/or the site left in a secure condition.

Where damage occurs an AIRF must be completed and sent to your line manager without delay.

LEAVE THE SITE AS YOU FOUND IT is only acceptable when reasonable to do so. Leaving a gate unfastened with livestock in the field because that is how you found it is not acceptable.

End of Policy

Local Safety Policy Statement
For

Lone Working

Validation

The guidelines for this lone working policy are laid out in the HSE publication 'Working Alone In Safety' INDG73(rev)

Lone Working is unavoidable in many cases and the Employer has a duty under section 3 of the Health & Safety At Work Act 1974 to ensure their health, safety and welfare is maintained and that this extends to those affected by their work. It also places a duty on the employee to take care of themselves and those affected by their work.

This policy is the company's response to this duty but it requires the cooperation of employees in order to ensure their health, safety and welfare when they are working alone.

This policy relates to a number of field & office situations for example:

- Surveying
- Job Pricing
- Tree inspection & reporting
- Office work

Each situation requires a risk assessment that is site, task and machine specific. The Management of Health and Safety at Work Regulations (1999) requires us to undertake a risk assessment.

Prohibition

Where industry best practice guides, regulations or machinery operating instructions prohibit lone working then this MUST be applied and two company employees including the operator must be onsite. Note that direct supervision of the operator may not be required but this MUST be supported by a recorded risk assessment.

Lone working whilst using a chainsaw or similar machine and working at height i.e. over 2m is not acceptable.

Controlling The Risks

Risk assessments for lone working must take into account individual capabilities and competence as well as the local situation and environment. For example, new or inexperienced members of staff will require more supervision than others who are very experienced. Similarly, young people or women may be more at risk of attack than others.

People who work alone must also be fit to do so and be able to respond to emergency situations appropriately on their own. Some medical conditions may preclude lone working and this must also be considered in the risk assessment.

Solitary Workers should not be exposed to significantly greater risks than if they are working together. Where the risks are considered greater then they must be identified and controlled i.e. Does the workplace present special risks to solitary workers e.g. Terrain, remoteness, exposure to weather, steep drops, flooding, livestock?

- Is the work being carried out prohibited for lone workers? Check with the company policy, industry best practice guides (HSE/AFAG) & machinery guidance
- Can the work be physically undertaken safely by one person e.g. Manual Handling?
- Is there a risk of violence?

- Are those undertaking solitary work medically fit to undertake the work?

First Aid

Refer to Standard Safe Working Procedure on First aid at work. Staff who work alone should have a basic four-hour emergency first aid training (First Aid for Lone Workers) and be provided with a personal first aid kit. There may be circumstances identified in the risk assessment where the member of staff requires a higher level of first aid training, or a more comprehensive first aid kit e.g. Foil blanket for working in remote and exposed places.

Communication

The solitary worker must have a means of outside communication e.g. Mobile Telephone, with them at all times.

Where signal strength is variable or non-existent an alternative method of periodic communication will be required e.g. Call In Times [CIT] or a buddy system.

Location

The head office or a designated 'buddy' must be aware of the location or itinerary of solitary workers at all times. This may take the form of address with post code, grid reference, or an itinerary. If the solitary workers deviate from the planned itinerary then they must inform the office or 'Buddy'.

FIELD WORKING

Suggested Emergency Procedure to be followed by the buddy or Head Office staff.

- You should only initiate this procedure if the worker is more than half an hour late in responding or returning to base.
- Try to contact the missing worker on their mobile phone, radio etc, including checking if they went straight home but avoid causing alarm to partner etc.
- If no response is achieved, inform your line manager.
- Attempt to contact anyone that officer was visiting that day to confirm if they arrived and when they left and any information about their likely whereabouts.
- Check with the emergency services if the officer has been involved in any known incidents. (local hospital, police,)
- Try and contact officer again, if no response, the line manager must assess the risk and decide whether to organise a search along the known route they would have been using. The line manager must decide who will carry out the search. Note if searchers are lone workers, the above procedure applies to them as well. If conditions are bad, the line manager may decide against sending out a searcher and contact the emergency services straight away.
- If after a search the missing person still is not found, the line manager must inform the emergency services (police).

OFFICE WORKING

Where staff are lone working in Offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons.

If a lone worker discovers an intruder they must NOT put themselves at personal risk.

- DO NOT enter the building to call the police.
- Ensure own security and contact the Police or raise the alarm.
- DO NOT approach the intruder.

GUIDANCE ON RISK ASSESSMENT FOR LONE WORKERS

Personal Risk Assessment Advice

1. Employees should carry out their own personal risk assessment before undertaking any work activity. This should include as a basic minimum a consideration of the following:
2. Do you know where your work location is?
3. Is there a generic assessment for the task?
4. Do you have protective equipment you may need?
5. Do you require specialist equipment?
6. Are there any specific safe working procedures for the task?
7. Does someone know the location you are going to?
8. Do you have a means of communicating with that person or others?
9. Have you booked out and informed your control of any time restrictions?
10. Do you know what to do should an accident/incident occur?
11. Have you vetted the person you are going to meet?

On arrival at the Work site

1. Can you park safely - is signing in required?
2. Are there any mandatory requirements for the site?
3. Is the access to and from the site safe?

Changes To Route / Communication

- Staff must inform Head Office of any relevant changes such as new phone numbers, change of address, change of vehicle details etc. Head Office must then pass on the relevant information to line managers.
- Staff must not take unnecessary risks and must take care of their own health and safety.
- Staff must inform buddies or responsible person of any changes to visit route, timings etc.
- Staff must be trained in simple risk assessment so that they are capable of making basic assessments in the course of their jobs.

Information and Training

All staff who work alone must be made aware of the requirements and given access to a copy of this safe working procedure by their line manager. Staff must also be given a copy of their lone working risk assessment and have the local hazards and control measures explained to them. (Managers keep records)

Lone working staff will require training in risk assessment so that they are capable of assessing risks from lone working and knowing when to seek help. The training will also include the safe working procedures and how to respond to emergencies.

Ref: Management of Health & Safety at Work Regulations 1992
HSE Working Alone In Safety INDG73 rev



JPA SITE RISK ASSESSMENT FORM

Site		Activity		Assessed by	
Date	JPA staff on-site		Ref no		Sheet: of

This risk assessment identifies those hazards present on the above site which could affect the safety of personnel working on the above activity and other persons on site. This risk assessment covers JP Associates' activities; any contractor's working on-site must adhere to their own risk assessments and method statements.

Activity	Hazard, Hazardous Event & Expected Consequence.	People Affected	Assessment Of Risk Prior To Controls			Controls	Residual Risk
			Likelihood Level X	Consequence level =	Risk Level		

Risk Level Scores (See over for detail)	Risk Level	Action
16-26	UNACCEPTABLE	DO NOT PROCEED
15-11	TOLERABLE	Only proceed where risk assessment is under constant review during event.
5-10	ADEQUATE	Proceed with stated controls if residual risk = between 1 10
1-4	ACCEPTABLE	

RISK MATRIX

		Very Unlikely	Unlikely	Likely	Very Likely	Certain	
		5	10	15	20	25	
Consequence	5	5	10	15	20	25	Death
	4	4	8	12	16	20	Major Injury Reportable
	3	3	6	9	12	15	Minor Injury Reportable
	2	2	4	6	8	10	Minor Injury
	1	1	2	3	4	5	Equipment Damage
		1	2	3	4	5	
		Likelihood					

16-26	UNACCEPTABLE	DO NOT PROCEED
15-11	TOLERABLE	Only proceed where risk assessment is under constant review during activity.
5-10	ADEQUATE	Proceed with stated controls if residual risk = between 1 10
1-4	ACCEPTABLE	



Job Ref:

WORKS INSTRUCTION & PRELIMINARY HAZARD ASSESSMENT FORM

J P Associates Ltd, 46 St. Peter St, Tiverton, Devon, EX16 6NR				Circle as appropriate	AGENT	CLIENT	
Site Visited? Circle as appropriate	YES	NO	Date Of Site visit:	Nature of Visit: Tick as appropriate	Tree		
Client Details if not JPA:				Site Address/Location:		Eco	
						Jap Knot	
						Site	
						Other:	

Point Of Contact Details:	Name	Tel No.
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Work Instruction:

Hazard Evaluation:	Tick if applicable	Detail?
Site Access		
Steep Slopes/Terrain		
Excavations/Holes/Shafts		
Underground Hazard		
Overhead Hazards		
Highway Hazards		
Third Party Aggression		
Construction Site		
Biological Hazard		
Needle/Sharps Hazard		
Dangerous Structures		
Working At Height		
MEWP Accessible?		

Other Hazards/Issues:

Environmental/Ecological Considerations:

Does the contractor need to submit a Method Statement to JP Assoc/client before proceeding?	Circle as appropriate	YES	NO
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Work Instruction & Hazard Evaluation undertaken by:

IT IS THE CONTRACTOR'S RESPONSIBILITY TO CARRY OUT THEIR OWN RISK ASSESSMENT FOR THE SITE, TASK & EQUIPMENT USED. This must be available on-site during any work undertaken.