



Shelford Tree Service Ltd

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Health & Safety Policy 2020




Health and Safety Policy 2020

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees and contractors;
- to ensure all employees and contractors are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals
- to obtain competent Health and Safety support and advice when required.

Based on: Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999



- SIGNED
- JONATHAN RECORD (BA Hons)
- DIRECTOR

• DATE	28/3/2020	• REVIEW DATE	28/3/2021
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Introduction

Shelford Tree Service Ltd is a small company undertaking the full range of arboricultural tree work operations including tree planting, tree pruning and tree felling (including sectional felling). We also offer other services including stump grinding and cable bracing (of weak tree structures).

We have been operating since 2014 and service the domestic and commercial sectors of the industry. We are fully committed to health & safety and all our staff and sub-contractors are fully qualified and experienced in the operations they undertake. We undertake refresher / update training on a regular basis to ensure all our staff are kept up-to-date on the latest techniques and technologies.

We wholly embrace the contents of this Health and Safety Policy and have clearly communicated its contents to people working with us. We review and where necessary revise the Policy and associated procedure annually and when there are changes in legislation or work practices.

This policy is based on the HSEs documents "An Introduction to Health and Safety" (INDG 259) and "Stating Your Business" (INDG 324) with some specific amendments to reflect the nature of tree work operations.

This policy forms part of the **Staff Safety Pack** which is a separate document.

Organisation

Roles & Responsibilities

Overall and final responsibility for health and safety is that of **the Proprietor, Jonathan Record**.

BA Hons Iii Graphic Design
Tree Surgery for Craftsmen Level 2
Arborist Chain Saw Operation
Chain Saw Maintenance SG72SU001
Use a Chain Saw from a Rope Harness SG72SU001
Climb Trees and perform Aerial Rescue SG72SU002
Small Tree Felling SG72SU003
Emergency First Aid at Work
BTEC National (level 3) Art and Design Triple Distinction

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Proprietor	Overall Responsibility	Ensuring resources are available to meet the company's responsibilities
Operatives	Personal and other responsibilities	To work safely following national/company guidelines, to report any conditions that prejudice safe working

It is Compulsory for all Employees to strictly adhere to the following:

- take reasonable care of their own health and safety and the health and safety of other persons who may be affected by their acts or omissions at work;
- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy).

Coronavirus Covid 19

Shelford Tree Service Ltd Ltd is following World Health Organisation Guidelines issued on 27 February 2020 on preventing the spread of Coronavirus Covid 19. Details can be found at <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>.

'When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.'

Procedure

All of our work takes place outside. However the staff has been thoroughly briefed on the following precautions.

- Shelford Tree Service Ltd will defer jobs where there is an infected person at the work location.
- Clients will be asked to remain indoors once the team has arrived. Pets should also be kept inside as they may have been touched by an infected person and create a contamination danger to the workers.
- Any member of staff displaying any symptoms of Covid 19 will remain at home.
- Staff will travel separately to work locations.
- Staff will wash/sanitise their hands on arrival and at frequent intervals, using the equipment provided by the Company.
- Staff will stand at least 6 feet away from other staff and any client during the period of work.
- Staff will not use any of the facilities of the client. This includes bathrooms, catering equipment and garden furniture.
- A portaloos will be provided for staff use in emergencies. This will be disinfected after each use.
- Staff will bring their own drinks and food to the location of the work.
- Staff will wear gloves for all tasks.
- The handles of tools and equipment used in each job will be cleaned with disinfectant after use.
- Any other smooth surfaces used by staff at the work location will be cleaned before departure.



Arboriculture Association Advice 27 March 2020. <https://www.trees.org.uk/News-Blog/Latest-News/Advice-for-those-continuing-to-work-on-site-during>

Health and Safety arrangements

1. Information, Instruction and Supervision

- HSE website - www.hse.gov.uk HSE Infoline **0845 345 0055**
- Technical advice and information from the Arboricultural Association **01242 522152**

Jonathan Record shall be responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Information which is available to employees both individually via e mail and in the vehicle includes:

- Company Generic Risk Assessments including Staff H&S Information Sheet
- Relevant Site-Specific Risk Assessment / Job sheet
- Accident report form
- Hospital (A&E) list with emergency contact details

2. Personal Protective Equipment (PPE)

Contractors will have safety equipment suitable for their role and the tasks they are expected to carry out. In the event of wear and tear rendering the PPE ineffective it shall be replaced. Employees are expected to look after, maintain and clean (where appropriate) their PPE and to report any wear or defects. Daily checks shall be carried out.

It shall be the responsibility of the employee using any equipment, including PPE, to report any defects in the equipment as soon as they become apparent. Arrangements shall be put in place to repair or withdraw the equipment. Withdrawn equipment will be clearly marked as such and will not be used until repaired, if appropriate. The equipment will otherwise be disposed of.

3. Welfare

Shelford Tree Service Ltd will ensure safe and healthy working conditions for workers in addition to providing and arranging access to facilities such as toilets, washing facilities with potable drinking water.

4. Method Statements

Method Statements are provided to guide staff in the safe processes and procedures required in tree surgery activities for Shelford Tree Service Ltd. This can be found in the Staff Induction Pack and forms part of induction and the in-vehicle pack. A detailed job / site specific Method Statement **may** be produced where the client or main contractor requires or where the complexity or extent of the works indicate its desirability. All staff must comply with the Method Statement.

5. Risk Assessments & Emergency Procedures

A Generic Risk Assessment can be found in the Staff Induction pack and the in-vehicle pack.

A comprehensive Site-Specific Risk Assessment (SSRA) will be undertaken by the lead arborist where appropriate. This SSRA will consider in detail; the site as a whole, the condition of the tree, any changes that have occurred since the preliminary site visit (if applicable), the weather conditions and the competence and experience of those assigned to the task.

Further a suitable 'emergency plan' will be established involving 'competent' aerial rescue provision, i.e. experienced and qualified personnel with regular aerial rescue practice. Adequate arrangements will also be made to both contact the emergency services via mobile telephone or landline telephone.

Staff on site will be fully briefed of the significant site hazards, controls and emergency procedures before confirming their understanding. This document will be kept under review throughout the duration of the job and amended as changes occur, i.e. weather conditions, site conditions or task developments.

JONATHAN Record will approve the actions required to remove/control risk and check they are carried out.

6. Training and Competency

All new employees receive induction training relating to company procedures, health and safety matters and legal obligations, first aid, fire safety, & manual handling. Induction training will be provided for all employees by Jonathan Record.

All employees will be competent to carry out their duties and will have the necessary certification. No one will carry out any function for which they are not trained or instructed in so as to be able to work safely with regard to themselves and others. If an employee is involved in an accident, incident or near miss their training needs will be reassessed and training organised if appropriate. Job-specific training will be provided by Jonathan Record.

7. Work at Height

In compliance with the Work at Height Regulations, 2005, all tree work at height will be adequately planned, organised, supervised and carried out in as safe a manner as is practicable, by competent persons in each case, consistent with the hierarchical approach specified in the regulations.

- 1. Work from ground level wherever possible** – consider straight felling of trees to be removed and consider use of pole saws/pruners for low level crown lifting etc. operations (provided the risks involved in so doing, i.e. falling branches onto operator, do not exceed those of 'controlled' working at height)
- 2. Work from Mobile Elevated Work Platform provided the 'reasonable practicable' test is satisfied**, i.e. increased financial cost is proportionate to increased safety (when sectional felling unstable / unsafe trees) OR deemed to achieve a more efficient operation, i.e. crown lifting roadside trees / 'low' pollarding roadside trees.
- 3. Work from rope and harness** Use of rope access / work positioning techniques in line with industry guidance by trained, competent and suitably experienced arborists using suitable equipment under a LOLER inspection regime.

Prior to any tree work at height a risk assessment will be undertaken to determine the most suitable safe means of accessing the tree, the work equipment which is appropriate and to ensure that adequate emergency procedures, including aerial rescue provision, are in place.

Jonathan Record will be responsible for:

1. undertaking work at height risk assessments and determining the most appropriate means of access
2. ensuring that all actions identified in the work at height risk assessments are implemented effectively
3. that all relevant employees are competent and informed
4. ensuring that all relevant employees are informed about the work at height risk assessments
5. monitoring work at height and reviewing / revising procedures where necessary / periodically.

Procedure

Being mindful of the WaHR all tree work will be adequately planned and organised, consistent with the 'hierarchical approach' outlined above, but acknowledging that in most instances accessing of the tree crown will be necessary. All work at height will be carried out by competent people. A Work at Height Risk Assessment will be undertaken, with appropriate work equipment selected and adequately maintained and inspected. Further emergency procedures will ensure adequate and 'competent' aerial rescue provision is available at all times.

At the preliminary site visit an initial risk assessment will be undertaken which will consider the site, and the task to be undertaken, to determine the most suitable, and safe, means of accessing the tree.

Factors that will influence this decision will be (also see ICOP for Tree Work at Height):

1. WaHR tree work 'hierarchical approach'
2. Tree structural condition, presence of significant defects / decay and observing wood condition and characteristics ('Crack Willow' - very brittle)
3. Anchor point availability and strength, i.e. to ensure suitable and adequate
4. Weather conditions (prevailing)
5. Site access, ground conditions and terrain
6. Site type and usage (disruption / obstruction)
7. Task to be undertaken and work standards required
8. Numbers of trees to be worked and value of contract
9. Availability of machinery and equipment to undertake the task
10. Competence and experience of staff engaged.

Climbing and Lowering Equipment

1. All climbing and lowering equipment will be clearly marked to be individually identifiable.
2. A daily pre-climb inspection of his/her climbing equipment will be carried out by the climber.
3. A thorough examination of climbing and lowering equipment will be carried out by a suitably qualified competent person every 6 months in the case of personal protection equipment (PPE) items such as climbing equipment and every 12 months in the case of non-PPE items such as lowering equipment as required by LOLER.
4. Weekly inspections will be carried out by Jonathan Record for PPE items.
5. Weekly inspections will be carried out by Jonathan Record for non PPE items.

Tree Work at Height Information and Legislation

Relevant legislation includes the 'Work at Height Regulations 2005' (WaHR) & associated ACOP (Approved Code of Practice). Also: HaSaWA 1974 (the 'Act'), MHSWR 1999 (the 'Management Regs.'), LOLER 1998 (lifting/lowering regs). HSE / industry guidance:

- The Work at Height Regulations, 2005 – a brief guide
- Safe Use of Ladders and Step-Ladders – an employer's guide
- Tree climbing Operations (AFAG 401)
- Aerial Tree Rescue (AFAG 402)
- Mobile Elevating Work Platforms (MEWPs) for Tree Work (AFAG 403)
- Emergency Planning (FISA 802)
- LOLER: How the regulations apply to arboriculture (AIS30)
- Guide to Good Climbing Practice (Arboriculture Association)
- Guide to Use of MEWPs in Arboriculture (Arboriculture Association)
- ICoP for Tree Work at height (Arboriculture Association)

8. Manual Handling

Management will carry out a Risk Assessment of manual handling tasks within the Company and seek to reduce these wherever possible, for example by the use of machinery.

Where manual handling is unavoidable, training will be delivered and relevant information provided on good working techniques to employees to ensure the risk of injury is minimized.

9. Training & Qualifications

Acknowledging that tree work is potentially very hazardous, and in particular 'aerial' operations, all staff engaged in these tasks will receive sufficient training, and competency testing, i.e. NPTC and CITB / Lantra, where applicable. Thereafter operatives will have the opportunity to consolidate their skills in the workplace under the supervision of experience staff and improve their operational competence and proficiency.

10. Noise and Vibration

To control the risks associated with noise and vibration in the workplace and in order to comply with the Control of Noise at Work Regulations, 2005 and the Control of Vibration at Work Regulations, 2005 the following arrangements will be implemented.

1. Employees will be provided with information about noise and vibration risks.
2. A clear indication will be provided to operatives, via stickers attached to each piece of qualifying equipment, of the maximum daily 'trigger time' for each piece of machinery (re. Vibration).
3. Staff rotation will be implemented if maximum trigger times are reached in order these will not be exceeded.
4. Appropriately rated ear defenders (i.e. 'chipper rated') will be issued to all operatives.
5. All PPE and equipment will be maintained to ensure that noise and vibration levels are kept as low as possible.
6. All new or replacement equipment purchased will be selected for low vibration and noise outputs so as to further reduce the risk.

11. Safe Plant and Equipment

The term 'equipment' has been used below to cover all tools, plant, vehicles, machinery and equipment used by the Company in the course of its operations. Any problems found with plant/equipment should be reported to Jonathan Record. Jonathan Record will ensure:

1. that all equipment (including portable electrical equipment where applicable) which requires maintenance and/or inspection is identified
2. that effective maintenance / inspection procedures are drawn up
3. that maintenance / inspection is carried out as is appropriate
4. that any new or second-hand equipment is confirmed to be suitable for use and accords with relevant legislation and health and safety standards before it is purchased
5. employees are not instructed or authorised to operate any machine or use any equipment unless they have received specific auditable training

6. equipment is only used for the purpose for which it is intended and in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications are to be carried out unless under the instructions of the manufacturer. Essential details and warning signs must be in place at all times.
7. equipment is 'pre-use checked', inspected, maintained, repaired, serviced and thoroughly examined in accordance with the manufacturer's instructions and the provisions of PUWER and LOLER
8. inspections, servicing and repairs are recorded and the records retained for the service life of the equipment within the company
9. that employees know to report any defects as soon as they become apparent. Arrangements will be put in place to repair, replace or withdraw the equipment
10. withdrawn equipment is clearly marked as such and will not be used until repaired, if appropriate. The equipment will otherwise be disposed of.

12. Electrical Equipment

Shelford Tree Service Ltd does not currently use fixed or portable electrical equipment.

13. Safe Handling and Use of Substances and Exposure to Biohazards

Hazardous substances include any substance that could cause harm to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives and biological hazards (biohazards) such as London Plane leaf hairs, Lyme and Weil's Disease, Giant Hogweed and others.

Substances considered for use will be assessed and less harmful substances will be used wherever practicable. Jonathan Record will be responsible for identifying all (and new) substances which need a COSHH assessment.

Employees will be kept informed of the hazards that they are exposed to and to the relevant safety precautions.

As well as the above, pesticides, including herbicides, insecticides and preservatives, have specific requirements. They shall be securely stored, in their original containers, and their usage recorded. Pesticides shall only be mixed and used by trained and certificated personnel.

14. Oil Storage

The Oil Storage Regulations require that oils are stored in such a way as to avoid damage to the environment in the case of a spill etc. The company will abide by the requirements of the regulations.

15. Asbestos

It is unusual for operatives to come into contact with asbestos during tree work operations. There are many building materials that could be encountered that may contain asbestos (ACM - Asbestos Containing Materials). Corrugated asbestos roofing materials, particularly on garages and outbuildings, are most likely to be encountered. ACMs will not cause harm whilst intact but will release harmful dust if broken, for example by a falling piece of timber. Where dismantling or pruning work must be carried out over buildings with asbestos roofs, rigging equipment and pull-ropes (tag lines) will be used to lower cut sections and guide them away from the structure.

Prior to the commencement of work, Jonathan Record will be responsible for identifying sites where asbestos may be present and contacting the relevant 'experts' / specialist contractors for assistance.

Where asbestos is encountered on arrival at a site, for example if working near asbestos roofs or if fly tipped waste which could be ACM is discovered on a worksite, Team Leaders shall not commence work but shall contact Jonathan Record.

16. First Aid and Work-Related Ill Health

It will be ensured that all employees hold a current Emergency First Aid at Work qualification awarded by an appropriate organization. The most senior first aider on site (in terms of level of qualification, experience or most recently qualified) shall be responsible for taking charge in the event of injury or illness.

Each vehicle will be equipped with suitable first aid kits appropriate to the number of persons in place and the tasks they are carrying out. Jonathan Record will be responsible for checking first aid kits to ensure that sterile items are in date and restocking first aid kits when necessary.

Ground staff using chainsaws and climbers (at all times) shall carry a large wound dressing or trauma bandage in their chainsaw trouser pocket or a personal first aid kit (on their person) if preferred.

17. Fire

Significant fire hazards (ignition sources and fuel sources) shall be noted and control measures introduced to reduce the risk of fire to a level that is as low as possible. All staff shall be briefed in the fire safety arrangements.

18. Lone Working

The Company will only allow persons to work alone once an assessment of risk has been carried out and all appropriate and necessary control measures have been validated and found to be wholly effective. In addition, employees are required to take the following steps to protect themselves against the dangers of lone working, namely:

- checking that the work to be done is subject to a risk assessment and whether or not a second person has already been identified as essential for the work
- obtaining as much information from the land or building owner about what risks could be present and what existing controls are in place
- carrying out your own site-specific risk assessment
- pre-arranging contact check calls if deemed appropriate
- ensuring suitable tried and tested emergency plans and arrangements are in place
- taking such emergency survival apparatus and equipment as the environment requires
- if you feel unsafe, do not put yourself at risk, discuss the situation with your line manager.

19. Sub-Contractors

Jonathan Record will be responsible for identifying works where sub-contractors are required. Prospective sub-contractors will be required by Jonathan Record to prove competence and compliance as part of a vetting process to ensure they are competent to perform the works.

Sub-contractors will be issued with a copy of this document and any appendices and will be required to comply with it in full.

20. Utility Services (Overhead and Underground)

Jonathan Record is responsible for

- identifying sites where utility services are present and represent a hazard to work operations
- ensuring adequate arrangements for utility service avoidance or, if not possible, liaison with the service provider to obtain further information
- checking emergency procedures on site to ensure they are adequate and effective in respect of utilities
- reviewing emergency procedures for on-site operations where utilities are affected.

21. Alcohol and Substance Abuse

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

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

22. Smoking Policy

Smoking is not allowed on site. Company cars and commercial vehicles are deemed to be entirely 'non-smoking' when being used by more than one person.

23. Road Safety Policy Statement - Occupational Driving

As part of the Company's overall Health and Safety Policy, the Company is committed to reducing the risks which staff face and create while driving or riding for work. The Company asks its entire staff to play their part, whether they use a Company vehicle, their own or a hire vehicle. The Company is committed to promoting good health at work and safe driving and operation of vehicles used on company business is a vital element in each individual's ability to perform his or her particular job effectively. The Company therefore looks to all employees to uphold the highest standards of driving.

The Company recognises that it has a responsibility to ensure vehicles are fit for the purpose intended and meet all relevant legal requirements (including excise license, statutory inspections and insurance). Furthermore, the Company also recognises its responsibility to ensure that vehicles are maintained in a safe and roadworthy condition.

The Company will ensure that employees hold an appropriate class of licence for the vehicle to be used. The licences of employees using vehicles on company business will be checked annually for disqualifications and endorsements.

Employees using vehicles on company business are responsible for ensuring that routine pre-use safety checks are carried out, and that the vehicle is operated safely.

Staff must never make or receive calls on a hand-held mobile phone whilst driving. Persistent failure to comply with this requirement will be regarded as a serious matter.

24. Incident and Accident Management

Jonathan Record is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. All reportable incidents, accidents and work related ill-health as defined in RIDDOR to the HSE will be reported to the enforcing authority in an appropriate manner and within the prescribed timescales.

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

All accidents resulting in personal injury, however minor, will be recorded on the Accident Report Form which is available in the vehicle. Anyone may complete an entry on the Accident Report Form.

Incidents, accidents and near misses will be investigated by Jonathan Record and the significant findings and actions taken or to be taken will be recorded on a standard form.

Jonathan Record is responsible for investigating work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

25. Monitoring

The effectiveness of our health and safety systems and compliance with them will be constantly monitored.

Accident, Incident and Near Miss Reports will be retained and used for monitoring purposes. Accidents / Incidents which occur across the industry will also be considered.