



**7 Loweswater Close
Cheltenham
Glos
GL51 3BA**

**(In accordance with)
HEALTH AND SAFETY AT WORK ACT 1974**

May 2019
(review date April 2020)

HEALTH AND SAFETY AT WORK ETC. ACT 1974

Statement of Safety Policy (Part 1)

It is the firm policy of Cheltenham Tree Services Ltd to take all practicable steps to safeguard the health, safety and welfare of all employees and other persons arising from work activities.

The Company will provide adequate and proper facilities to safeguard health and safety of employees and will maintain close co-operation with clients, sub-contractors (where engaged), Suppliers and other persons as appropriate, to reduce inherent risks to an absolute minimum.

Personnel are obliged to co-operate with the Management in the promotion of the Statement of Safety Policy and of the Company Procedural Guidelines.

Each employee is reminded that they have a legal responsibility not to endanger them self or others by their acts or omissions whilst at work.

The Management has the final responsibility for any matter affecting health and safety and will endeavour to meet all responsibilities for the provision of safety training.

The Company will permit such representation as prescribed under the Consultation with Employees Regulations 1996 and will consult with such safety representatives on all matters appertaining to health and safety, as will be required by future legislation.

It is of particular importance that all employees involve themselves in matters relating to health and safety by the very nature of the operations of the Company, and in those situations, which appear to have a high risk. Reasoned reporting to the Management is encouraged. All constructive suggestions will be actioned, to continue our commitment to Health and Safety, Quality of Service and Customer satisfaction.

All employees and sub-contractors (where engaged), will be required to abide by the Company Procedural Guidelines. A copy of the Company Procedural Guidelines will be distributed to all sites in the form of Part 3 of the Statement of Safety Policy.

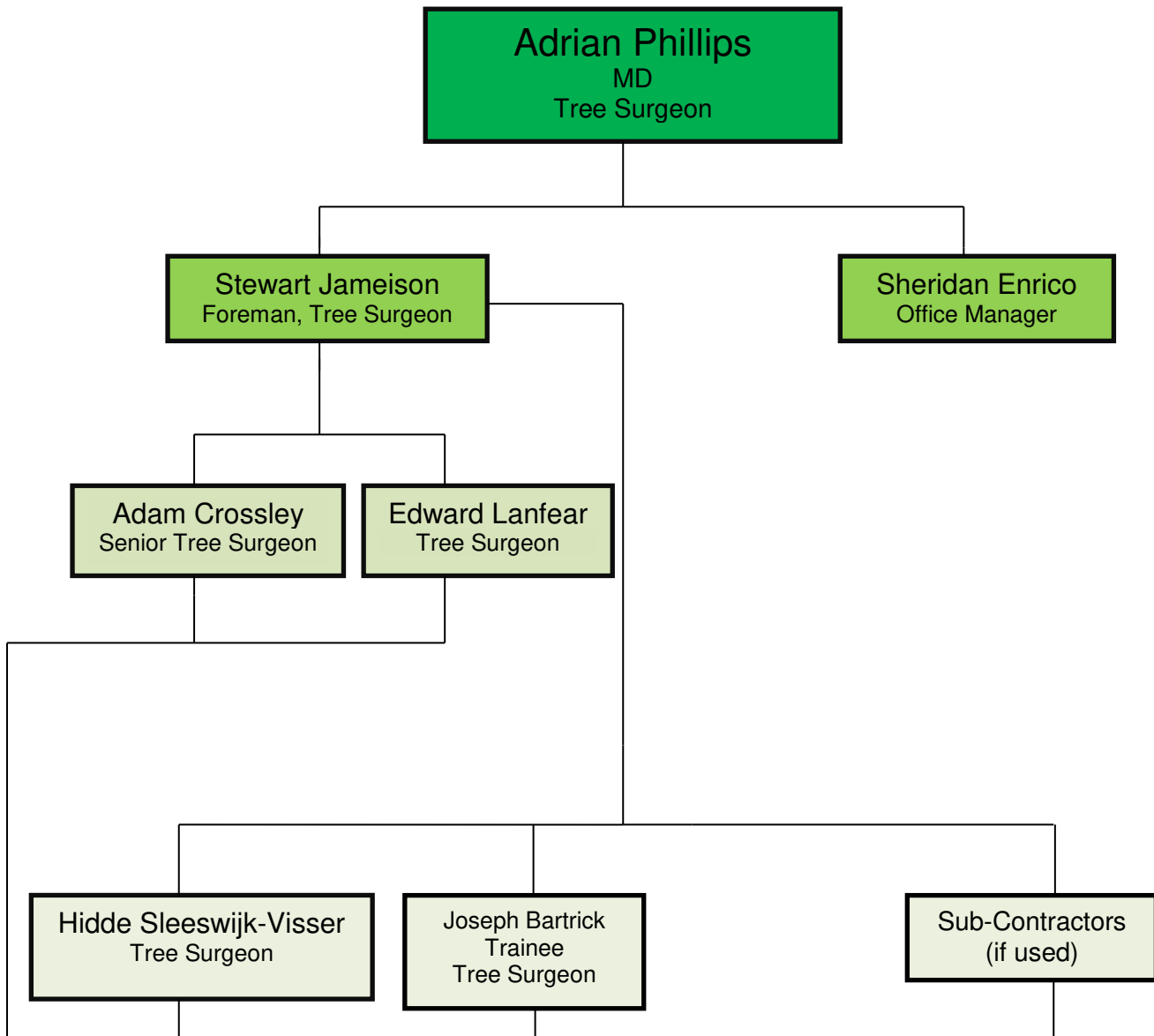
All employees and sub-contractors (where engaged) are responsible for ensuring that any, and all, accidents are reported to the Office, that details are entered in the Statutory Accident Book located in the Office on the day, or as soon as practical the following working day. Also, if working on a contracted site, that the main contractor is advised. Dangerous occurrences must be similarly reported.

Signed: *A. P. Phillips*
(Managing Director)

Date: 23.05.2019

HEALTH AND SAFETY AT WORK ETC. ACT 1974
Statement of Safety Policy (Part 2)

Employee Chain of Command



Safety Organisation and Control

The Managing Director, Adrian Phillips will be responsible for implementation of the Cheltenham Tree Services Ltd Statement of Safety Policy and will ensure that all employees (and sub-contractors if engaged) observe the Company Procedural Guidelines (Part 3), as follows: -

1. **General** – Will ensure that the objective of the Company’s Statement of Safety Policy is fully understood and observed by all levels of personnel.
2. **Communication** – Will ensure that good communications at all levels are maintained within the Company, so that information concerning health and safety matters, which may affect any or all personnel, is communicated and that any matters concerning health and safety brought up by any employee is directed to the Management.
3. **Training** – Will delegate responsibilities for health and safety matters to appropriate members of staff within the Company and ensure that they are adequately trained and instructed to undertake those responsibilities.
4. **Insurance** – Will evaluate all risks in the Company relating to matters concerning health and safety and in particular, accidents, loss or damage to Company property, or risks to members of the public through any of Cheltenham Tree Services Ltd activity. Will ensure that Insurance and suitable provisions adequately cover the Company’s liabilities.

Make sure personnel are aware of their own obligation for personal insurance requirements, such as accident and illness and should seek independent advice.

5. **Safety equipment** – Will confirm that correct, adequate, and sufficient safety equipment is provided, and properly maintained in all areas within the Company, and confirm that all items of first aid are under control of the appointed person for each site.
6. **Systems of Works** – Will ensure that safe systems of work are carried out on sites in accordance with statutory Regulations and the Company’s Procedural Guidelines. During work on site the designated foreman shall be responsible for overseeing the implementation of the safety Guidelines Procedure. The foreman is usually the climber, or the most experienced person on site. The foreman will be responsible for the safety of ground crew and for the supervision of staff and working methods on site.
7. **COSHH - Control of Substances Hazardous to Health (COSHH Regulations 2002)**
Will ensure that assessments are carried out on all substances used by the Company, prior to their use.
8. **Work Equipment (The Provision of Use of Work Equipment Regulations 1998)** - Will ensure that all equipment is maintained properly, adapted and suitable for hazards which are foreseeable, and all measures are taken to minimise the risks.
9. **Personal Protective Equipment (The PPE at Work Regulations 1992)** - A suitable assessment of the risks presented will be carried out and suitable provision made if mechanical systems are impractical.
10. **The Manual Handling of Loads** – Will carry out an appraisal of the work presented to employees and by this assessment will reduce the risk of injury by introducing mechanical aids and methods of work to suit the task, as is reasonably practicable in the work environment.

11. **Head Protection** – Will ensure that all personnel on all sites wear helmets which meet the Head Protection regulations and in conjunction with the stated policy of Cheltenham Tree Services Ltd and safety practices laid out in the FISA/AFAG leaflet 401
12. **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)** - Will ensure that all incidents, near misses, and/or dangerous occurrences requiring notification to the Health and Safety Executive, are reported on the appropriate forms located in the Office, and a copy of the Accident Report Form is filed in the Accident Book located in the Office.
13. **Safety Meetings** – Will liaise with employees with regard to Safety Training, and the arrangements of any other meetings organised on health and safety matters.
14. **Forward Planning** – Will ensure that safety is a prime consideration in all forward planning in the hire of plant and equipment used on sites and the installation of machinery used in the office and workshop premises.
15. **Risk Management (The Management of Health & Safety at Work Regulations 1999)** - Will ensure risk assessments are carried out for sites and activities with the aim of eliminating or effectively controlling all risks. Will ensure that suitable instruction in the form of induction is taken as appropriate to the Work force and the risks at any time, and from time to time as the site develops.
16. **LOLER - Lifting Operations and Lifting Equipment Regulations 1998-**
A system is in place for daily pre use checks by operatives of all PPE, climbing equipment, rigging, and lowering equipment.
17. **Working at Heights Regulations 2005** –
Will ensure all employees have read and fully understand the W@H Regulations 2005 and provide appropriate training and instruction to enable them to follow the Regulations, and our procedural guidelines.

The Foreman

The Foreman, having general responsibility for safety matters on site, will comply with the following items and Company Procedural Guidelines as applicable to the site and nature of the Contract.

1. **General** – Will ensure that all employees under his control fully understand and observe all aspects of the Company Statement of Safety Policy.
2. **Safety Equipment** – Will ensure that all employees, and labour-only Sub-contractors (where engaged) under his control, know what safety equipment is provided, where it is kept and are familiar with its use. The Foreman will make every effort that employees use safety equipment as and when necessary and report any loss or damage.

Will ensure that all personnel under his control know what first aid and fire equipment is provided, where it is kept and what to do in an emergency.

3. **Communication** – Will ensure that any authorised information related to health and safety is communicated to all personnel under his control including risk assessments as necessary.

Will ensure that any matter concerning health and safety brought up by any of the personnel under his control is communicated to the Managing Director, so that the necessary remedial action can be taken.

Will advise the Managing Director of any breach of statutory requirement or any item considered to be unsafe which is under his control and which cannot be effectively dealt with.

Will ensure that all Notifiable Incidents, Dangerous Occurrences and Near Misses are communicated to the Managing Director and will comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

4. **Systems of Work** – Will ensure that all personnel under his control are instructed concerning safe systems of work and Method Statement requirements.
5. **Training** – Will ensure that all employees have been trained and instructed to perform all tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.

Will ensure that newcomers fully understand the safe operation of plant and tools, or equipment used at the direction of the Company and that a valid risk assessment is undertaken and made available to them and that they confirm their understanding.

6. **Accidents** – Will report all incidents, near misses and dangerous occurrences including damage accidents direct to the Managing Director responsible for safety.

Will ensure that details of accidents, regardless of the nature of the accident are entered into the Accident Book located in the office.

Will ensure that the Association's Accident Report Form is completed for all lost time accidents and any dangerous occurrences or damage accidents.

7. **Safety Check** – Will carry out periodic inspection of the site.
8. **Cranes** – Before a crane is permitted to commence operations on site, will confirm the suitability of the Contractors Method Statement and:
 - a. Examine a copy of the current Certificate of Test and a copy of the Certificate of Thorough Examination, as appropriate under Lifting Operations and Lifting Equipment

Regulations 1998.

- b. Satisfy himself that the driver is experienced and holds a current certificate of Competency and request the driver to demonstrate the safe load indicator alarms by depressing the alarm test button.
- c. Ensure that the driver is provided with an experienced and competent grounds man.

9. **Electrical Appliances** – All electrical appliances used on site will comply with the requirements of the Electricity at Work Regulations 1989 and: -

- a. Be installed by competent electricians
- b. Be operated through 110-volt transformers with a centre tap to earth.
- c. Be connected to electrical systems by means of correct sockets and plugs, which comply with British Standard Specification 4343.
- d. Be properly protected from adverse weather conditions, where such exposure is foreseeable
- e. Be properly supported above head height and not allowed trailing along floors or stairways and so presenting trip hazards.

10. **Facilities** – Will ensure that all areas of the site are maintained in a safe condition and any defective plant, machinery, tools or equipment is reported and taken out of use until repaired or replaced.

Will carry out an inspection of all equipment, tools and all mechanically propelled plant and vehicles and note defects and if required remove from site if defective or isolate until repair may be made.

11. **Safety Helmets** – Will ensure that safety helmets are worn by all personnel on all sites as laid down by the Head Protection regulations and in conjunction with the stated policy of Cheltenham Tree Services Ltd and safety practices laid out in the FISA/AFAG leaflet 401.

Subcontractors (where engaged) have a duty to provide their own safety helmets to comply with all standards of accepted health and safety practices laid out in the FISA/AFAG leaflet 401.

12. **Footwear** – The Company expects every individual employed on site or visiting the site to wear adequate footwear for the site conditions. On **NO** account will trainer type soft shoes be accepted as adequate and persons must be aware that access to site may be barred. All footwear must comply with FISA/AFAG leaflet 401.

13. **Personal Protective Clothing/PPE:** -

- a. High visibility jackets to current BS listings will be issued to all persons who may be placed in a position of risk from either heavy plant, or if working on or adjacent to the highway or footway.
- b. High visibility jackets will be worn as directed by the Foreman, or if conditions of (a.) above apply.
- c. When working on Rail Track or similar premises, where persons may be able to gain access to Rail Track or areas where special Clients Safety Rules apply, specific high visibility clothing will be worn as required.

14. **Specialist Chainsaw Operator PPE:** -

- a. Chainsaw operators will wear full PPE at all times when using Chainsaws, complying with PPE reference FISA/AFAG leaflet 401.

- b. Persons working within 2m of any active chainsaw will wear full chainsaw operative PPE.
- c. All specialist PPE will be the responsibility of the Foreman, in addition to the operative and will be regularly inspected (weekly) or before use.
- d. Misuse, abuse, or failure to wear appropriate equipment will be seen as a disciplinary matter and may result in instant dismissal.

Employees, Contractors and Sub-Contractors (where engaged)

All employees, contractors and sub-contractors (where engaged) **HAVE RESPONSIBILITIES TOO AND:** -

1. Must fully observe the rules of the Company Safety Policy.
2. Must report all safety hazards noticed on site or malfunction of any item of tool or plant immediately to the Foreman.
3. Must conform to all written or verbal instructions given to ensure personal safety and the safety of others.
4. Must be sensibly and safely dressed for your particular working environment.
5. Must wear safety helmets, unless formally directed otherwise.
6. Must conduct yourself in an orderly manner in the workplace and refrain from any form of expressive behaviour.
7. Must use all safety equipment and all protective clothing as may be required.
8. Must use the correct tools and equipment for the job.
9. Must work in a safe manner and if possible, remove site hazards eg Flatten nails, suspend cables and tie ladders.
10. Must warn others of a known hazard and prevent access to it whilst advising Foreman.
11. Must avoid any improvisation of any form which could create an unnecessary risk to your personal safety and to the safety of others.
12. Must maintain all tools and equipment in good condition and report defects to the Foreman immediately they occur.
13. Must report all accidents to the Foreman, whether injury is sustained or not.
14. Must attend any training designed to further the needs of health and safety.
15. Must become acquainted with all processes, materials and substances used in connection with the work and comply with controls required.
16. Must become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises).
17. In liaison with the Foreman, ensure that all reasonable steps are taken to protect the general public against any hazards, which may be created by the site or workplace activities.
18. Cheltenham Tree Services Ltd operates a No Smoking Policy. If you do smoke it must be in your own time, off site, and in a safe place to do so, away from the public.
19. Give the Management your constructive comments with regard to health and safety.

In addition to the above responsibilities, the Health and Safety at Work, etc Act 1974, places legal duties and statutory responsibilities on all EMPLOYEES. These are: -

Section 7 of the Health and Safety at Work, Etc Act 1974, states: -

- a) To take all reasonable care for the health of himself and of persons who may be affected by acts or omissions whilst at work.
- b) To co-operate with his employer to enable the employer to carry out his legal duties or any requirements as may be imposed.

Section 8 of the Health & Safety at Work, etc Act 1974, states: -

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety or welfare.

PROCEDURAL GUIDELINES (PART 3)

Safety Rules

The purpose of this document is to define the Safety Rules, which apply to all employees and sub-contractors (where engaged) in accordance with the requirements of the Health and Safety at Work, Etc. Act 1974. It is the duty of every employee to observe the following rules and behave in a manner that is safe and reasonable towards fellow employees, the Company, its suppliers, customers and visitors.

In the interest of simplifying the Construction site aspects of Health and Safety the company has produced a summary of safety policy and procedural guidelines. It is the responsibility of every person involved with the construction site to make him/ herself aware of that document.

FAILURE TO COMPLY WITH THE FOLLOWING GENERAL RULES WILL RENDER EMPLOYEES LIABLE TO DISCIPLINARY ACTION SUCH AS WARNING AND WHERE NO IMPROVEMENT, POSSIBLE DISMISSAL. THIS LIST IS NOT EXHAUSTIVE.

1. WORKING PRACTICES

- a) Employees must not use any machinery, plant or equipment for which guards have been provided, without those guards being in the authorised position and in full working order. Any faults or damage to guards must be reported to the Foreman immediately.
- b) Employees must not clean any machinery, plant or equipment whilst it is in motion.
- c) Employees must not leave any machinery, plant or equipment running whilst unattended, unless specifically instructed to do so.
- d) Employees under the age of 18 years must not operate any dangerous plant, machinery or equipment, unless they have been trained or are being trained under supervision.
- e) Employees must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the Foreman immediately. Employees may not make any temporary or running repairs, unless authorised by the Foreman.
- f) Employees must use all highly flammable liquids in accordance with the instructions and return them to safe storage after use.
- g) Employees must not attempt any repairs to any machinery, plant or equipment unless qualified and authorised to do so.
- h) All access equipment must be maintained in good order; employees must check all equipment for faults prior to use.
- i) Ladders, which rise in excess of 2 METRES, must be secured at the upper resting place and when this is not possible, at the lower reaches of the ladder.
- j) Whilst carrying out work from elevated working platforms such as tower scaffolding or other forms of scaffolding, guardrail and toe boards must be in position when the height of the working platform exceeds 2 METRES.
- k) All temporary-working platforms, regardless of height, must be mounted on to a sound footing.
- l) All plugs, sockets connectors and couplers used in connection with portable tools must comply with BS4343 and be of a weatherproof design and construction. The use of ordinary domestic type fittings is not permitted.

- m) Working areas and access to working areas must be at all times be kept clear of materials, tools and equipment. In particular, upstanding nails must never be left protruding from timber and other items with sharp or jagged edges must be stored so as not to be a source of danger.

2. Observance of Notices and Written Instructions

- a) Employees are expected to read all authorised Company notices on matters concerning Health and Safety. Guidance notes published by the Health and Safety Executive and the Arboriculture and Forestry Advisory Group, or FISA, and all best practice guidelines.
- b) Employees must observe and comply with any safety instructions displayed on Company premises and sites.
- c) Employees must only operate machinery, plant and equipment in accordance with their NTCP training, appropriate manufacturers and the Company's operating instructions.
- d) Employees must only handle and use hazardous substances in line with the appropriate manufacturers or the Company's operating instructions.
- e) Employees must observe all relevant codes of practice as detailed in the Safety at Street Works and Road Works, A code of Practice 1991 Regulations. This should be implemented when working adjacent to public highways or working on clients' premises or construction sites.

3. Accidents or Incidents (RIDDOR) Complies with the DATA Protection ACT 1998 (Nominated Person - A Phillips)

- a) Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to the Site Foreman.
- b) Employees must report all accidents or dangerous occurrences to the supervisor as soon as is practicable. The injured employee or representative must complete an accident record as soon as possible. The record should then be detached from the accident book and given to the nominated person listed and filed in the confidential accident report bookbinder and then stored securely in the office.
- c) Employees must notify the Foreman of any incident in which damage is caused to the Company or customers' property.
- d) Any reportable occurrences should be reported to the HSE at Bristol 01179886000.

4. Compressed Air

- a) Compressed air must never be used to clean machinery unless a pressure reduction valve is fitted.**
- b) Compressed air must never be used to clear personal clothing. Should compressed air enter body orifices or open wounds, serious injury or even death could result.
- c) Persons using airlines must wear goggles, also by those in the vicinity of the operation.
- d) Any fault in an airline or its fittings must be reported to management for immediate rectification.
- e) Any misuse of Compressed Air must be reported to management.

5. Protective Clothing and Equipment

- a) Employees must use all items of protective clothing and equipment as indicated in all FISA/AFAG leaflets, HSE and Industries Best Practice Guide Notes, provided by the Company as required by manufacturer's instructions, on all necessary occasions.
This protective clothing and/or equipment must be used as instructed and returned to a place of safe keeping at the end of the day. All faults, damage or loss must be reported to the Foreman immediately. Weekly records are kept of all personal PPE equipment.
- b) All personnel on site, as laid down by the Head Protection Regulations, must wear safety helmets.

6. Use, Storage and Disposal of Hazardous Substances (COSHH)

- a) The transfer of fuel to vehicle tanks will only be undertaken by competent persons authorised to do so by the Foreman.
- b) Care must be taken to avoid spillage and measures taken to minimise the effect on ground water.
- c) Users must be fully aware with conditions of use as described in the Company's COSHH Assessment.
- d) The transfer of fuel will only take place in a well-ventilated area and away from any source of ignition.
- e) Fuel/Oil will only be contained in correctly marked containers.
- f) Adequate PPE will be worn when transferring fuel oil.
- g) Personnel will not allow smoking by others in the area of these operations.
- h) Data sheets are filed at the office, the vicinity where the substances are stored and where the substances are used.

7. Storage and use of Highly Flammable Liquids

- a) Highly flammable liquids must be stored in suitable fixed storage tanks in safe positions or in suitable closed vessels kept in a safe position in the open air and away from direct sunlight.
- b) The container at the workplace should contain no more liquid than that required for a single day's use, remain lidded and the container should be marked with its contents and 'HIGHLY FLAMMABLE'.
- c) Nothing likely to ignite the vapour from the liquid is permitted in any area where such vapour is likely to accumulate.
- d) All areas where concentrations of vapours may occur will be designated 'NO SMOKING ZONES'.
- e) Suitable means of fire fighting must be available at all times when highly flammable liquids are used.
- f) Fuel containers should be in good condition, leak proof and have secure caps. If made of plastic they must comply with Petroleum Spirit (Plastic Containers) Regulations. The equipment should be cleaned before filling and a funnel with a fine gauge filter used. Once the task is completed the container should be re-lidded.
- g) Any employee using highly flammable liquids must comply with all statutory requirements and wear appropriate PPE.

- h) All spillages must be treated seriously and dealt with immediately, by using Industrial Spillage Absorbent, which is present on site. Instructions for use detailed on containers.
- i) Data sheets are filed at the office, the vicinity where the substances are stored and where the substances are used.

8. Storage and use of lubricating Oil

- a) Chainsaws need a lubricating substance to maintain a daily use. Cheltenham Tree Services Ltd employees will only use biodegradable chain oil for this purpose.
- b) Data sheets are filed at the office, the vicinity where the substances are stored and where the substances are used.

9. The use of Steam/Water Pressure Cleaners

- a) Prior to using this equipment, it is the responsibility of the user to ensure that it is in good state of repair, including all electrical connections. If the latter is faulty the equipment should be taken out of service and management informed.
- b) Suitable PPE, including eye protection must be worn when using this equipment.
- c) In view of the high operating pressure of this type of equipment, care must be taken to ensure that the jet is not miss-directed, especially to bystanders.
- d) If unfamiliar hazardous substances are to be used with this equipment reference must be made to a COSHH Assessment to enable the user to operate in a safe manner.
- e) It is important that cables and pressure pipes do not lie on the ground if they are likely to obstruct or be damaged by pedestrians or vehicles.

10. The Use of Tractors

- a) Competent persons may only drive tractors or those under training with continual supervision and management's authority.
- b) Always ensure the tractor is properly equipped and maintained. Regular checks should be made on brakes, steering and tyre conditions, as well as roll over protection.
- c) Always turn uphill when working on a slope.
- d) Where possible drive down gentle slopes and up steeper ones rather than diagonally across it.
- e) Engage the correct gear at the start of a slope rather than on it.
- f) Keep well away from banks and ditches when turning.
- g) Drivers should avoid wearing loose clothing that could foul machinery. Sound non-slip footwear should be worn.
- h) Where fitted, safety caps should be kept on at all times. If a tractor is fitted with seat belts they should be used at all times – this will become mandatory.
- i) Loose tools or any item that could interfere with controls or cause injury should not be carried in the cab.

- j) Prior to moving the driver should ensure that no one is at risk through any of his actions.
- k) No other person than the driver is allowed to ride on the tractor unless the vehicle has facilities to carry passengers.

11. Tree Felling and Scrubland Clearance

- a) All operators must have had appropriate training by a qualified person or be NPTC qualified and have read all guidance notes of said activity (AFAG leaflets, FISA leaflets and any Industries best practice guide notes).
- b) Before commencing any felling or clearance operation ensure the working methods have been carefully planned to avoid unsafe practices and that all persons involved have been adequately briefed.
- c) All persons involved in the operation must wear appropriate PPE.
- d) When tree felling the following points must be considered: -
 - i. Bystanders are kept well away from the operation – Use warning notices as appropriate.
 - ii. Location of power cables etc. should be checked prior to the operation and the appropriate authority notified. No work to be carried out within 6m of power cables unless qualified to do so with appropriate insulated tools. See Section 22 of this policy.
 - iii. Assess the direction, in which the tree will fall, taking into consideration any road, paths, slope of the ground, other trees etc, wind and the natural slope of the ground.
 - iv. Never attempt to fell a tree in a high wind.
 - v. Ensure a clear escape route for the felling crew in case of an emergency.
 - vi. Ensure all tools to be used are sharp and in good condition. Outer clothing should not be such as to catch on branches etc. Safety helmets and safety boots should be worn.
 - vii. Prior to felling a tree always clear away branches and scrub from the base to allow a good foothold and room to swing an axe or safely use a saw.
- e) When felling a tree, first cut a 'V' about a quarter of the tree's diameter in the trunk on the side that the tree is to fall. The 'back' is then cut a little above this 'V'. Larger trees will normally fall without any further effort: smaller trees may need to be pushed. Care must be taken when performing this latter operation to avoid the kick back of the tree and extra care required when felling fast growing timber/shrubs.
 - i. The actual felling of a tree is normally a one-man operation. If a two-man team is used, one person must take control. Both should have a clear un-obstructed escape route and clear visibility of each other.
 - ii. To guide the fall of a tree, a rope may be attached. The rope must be at least twice as long as the tree height. The person doing the cutting should give a warning should when the tree is about to break. All person should then move clear to an agreed escape route in accordance with FISA/AFAG leaflet 301, the use of winches in directional felling.
 - iii. If a tractor is used the fall must be in line with the cable. A steady pull should be maintained, and the cable should again be at least twice the height of the tree to be felled.

- iv. The felling of a tree that has a butt diameter greater than the effective guide bar of a chain saw must only be undertaken by someone who has been trained and is competent in tree felling. To comply with FISA/AFAG leaflet 307.
- v. If a wheeled tractor is used to clear small trees and scrub, a safety cab should be fitted. Wheels should be set at their widest extent and extra weight added to the front of the tractor. To comply with FISA/AFAG leaflet 501.
- vi. Where the ground is not level extra care must be taken. A downhill pull is not advisable as trunk could roll.
- vii. A bulldozer should not be used for trees in excess of 6 metres in height.
- viii. Extra care is needed when dealing with rotten trees as they may break without warning.
- ix. When hauling, all branches must be removed. Care is advised as the removal of branches could result in the tree rolling over.
- x. When pulling, hauling or winching
 - Never hitch anything to the tractor above the draw bar hitch point.
 - Never snatch at a tree, this could overturn a tractor.
 - Always maintain a steady pull.
 - Always set the tractor in line with the cable
 - Always be careful if a change of direction is required.
 - Always ensure all ropes and cables are in good condition, strong enough for the load and all equipment and couplings are adequate prior to work commencing.
 To comply with FISA/AFAG leaflets 501, 502, 503.

12. Chain Saws and Hedge Cutters

- a) No person shall operate a chainsaw or hedge trimmer without having received training in the correct and safe method of use.
- b) All guards must be in place.
- c) All required Personal Protective Equipment must be worn on all occasions where a chainsaw is operated.
- d) Prior to use all chainsaws must be thoroughly checked to ensure safe use and weekly written records kept.
 - On/off switch master control functioning
 - Chain brake works correctly
 - Dead hand throttle works correctly
 - Chain catchers present.
 - Chain/guide bar and sprockets are undamaged and serviceable/
 - All external fittings are secured.
 - Lubrication system works.
 - Warning decals present.
- e) Safety and maintenance checks shall be carried out by a competent and trained person, requirements set out as the manufacturer's handbook and in FISA/AFAG leaflet 301/308.
- f) Defective equipment shall not be used and reported to the Foreman and put of service.

- g) All chainsaw operations shall be carried out in accordance with NPTC training and Best Practice guidelines, AFAG and FISA leaflets.
- h) Cheltenham Tree Services Ltd policy is not to use top handled chainsaws as ground saws and should only be used by a trained or supervised professional in a tree climbing environment.

13. Strimmers /Brush Cutters

- a) Read the operating manual carefully and FISA/AFAG leaflet 203. Be fully aware of how to stop the machine in an emergency.
- b) Wear hearing and eye protection, safety footwear and suitable leg protection.
- c) Always thoroughly inspect the area to be cultivated for potential hazards. Remove all stones and obstructions that may damage the equipment or become airborne by the operation of the equipment.
- d) Do not use the equipment unless the line guard is correctly in place.

14. Stump grinders

- a) No person shall operate a stump grinder without having received training in the correct and safe method of use by a trained and experienced operator. Refer to FISA/AFAG 606.
- b) The manufacturer's handbook and FISA/AFAG leaflet 606 and NTCP operations will be part of the risk assessment and processed to help identify the controls to put in place when using a mobile stump grinder. FISA/AFAG leaflet 606 will also cover the safe working practices to be followed when using mobile stump grinder machinery.
- c) All personnel should wear appropriate PPE equipment.
- d) Loading and unloading machinery must be done in a safe and correct manner using loading ramps provided. Avoid manual handling.
- e) Appropriate precautions should be made to protect the operator and the public, warning signs erected, exclusion zones set up. Refer to Safety at Streets Works code of Practice.
- f) Local knowledge of underground services must thoroughly be checked out along with a risk assessment to prevent accidents and injury.
- g) Maintenance should be carried out on a daily basis or before the machine is used, make sure all guards and safety features are as per manufacturers guidelines and written inspection records kept.

15. Brushwood chippers

- a) No person shall operate a woodchipper without having received training in the correct and safe method of use by a trained and experienced operator. Refer to FISA/AFAG 604.
- b) The manufacturer's handbook and FISA/AFAG leaflet 604 and NTCP operations will be part of the risk assessment and processed to help identify the controls to put in place when using a mobile stump grinder. FISA/AFAG leaflet 604 will also cover the safe working practices to be followed when using mobile stump grinder machinery

- c) All personnel should wear appropriate PPE equipment.
- d) Correct manual handling procedures must be taken into account when moving the machine.
- e) Maintenance should be carried out on a daily basis or before the machine is used, make sure all guards and safety features are as per manufacturers guidelines and written inspection records kept.
- f) Appropriate precautions should be made to protect the operator and the public, warning signs erected, exclusion zones set up. A Risk assessment is carried out Refer to Safety at Streets Works code of Practice.

16. Ladders

- a) Ladders shall be checked for obvious defects before use.
- b) Method of use should be in accordance by manufacturers guidelines and industries best practice.
- c) Written inspection records are kept.

17. Climbing Operations

- a) No persons shall undertake a tree climbing exercise without having received training in the correct and safe method of tree climbing procedures. This person would have previously read FISA/AFAG leaflet 401. Training and supervision will only be given by an experienced and trained tree surgeon who will have achieved NTCP qualifications.
- b) Everyone engaged in tree climbing operations must be fit to undertake the task given.
- c) Ensure a Risk assessment has been carried out and findings recorded.
- d) Daily checks are carried out on all PPE equipment (Harness's and Carabiners under the PPE regulations 1992) and that all employees personal climbing equipment is within the Cheltenham Tree Services Ltd, LOLER equipment programme. If brand new equipment, registered and listed.
- e) Written inspection records are kept.
- f) Before undergoing a climbing operation, the climber must first work out a method with his ground staff and then perform a pre-climb inspection to identify any new risks, a method of access and anchor points.
- g) Lowering and rigging equipment must be available on site and this equipment is within Cheltenham Tree Services Ltd LOLER programme for daily and pre-use checks.
- h) Ground staff must know the working plan and must maintain effective communication with the climber. Refer to FISA/AFAG 401, NTCP training and "A guide to Good Climbing Practice".

18. Risk Assessment and Emergency Procedures

- a. Cheltenham Tree Services Ltd policy is to ensure that an on-site risk assessment is carried out for every job and a site-specific risk assessment is carried out before work starts. All site work force must understand the site hazards, risks and additional control measures.
- b. Risk assessments will be carried out by competent and trained staff. The complete risk assessments findings, key elements and additional hazards will be recorded.

- c. Site-specific risk assessments will cover the site, task and machinery. It will identify the hazards, evaluating the risk and implementing all control measures. The Foreman will assign a specific employee to make sure everyone on site and anyone affected by the works understands the control measures.
- d. The Foreman will nominate the Ariel Rescuer and First Aider; this information will be recorded on the site-specific job sheet and emergency contingency plan.
- e) It is the Company policy that a trained Tree Ariel Rescuer and first aider are on site at every job.
- f) All employees have been issued with personal first aid kits and work vehicles are equipped with crew size first aid kits.

19. Fire Precautions

- a) Employees must familiarise themselves with a fire evacuation procedure and an appropriate assembly point. When working in office premises, employees must ensure that they are aware of fire exists and an assembly point.
- b) Employees must not obstruct any fire-fighting appliance, fire exit, hydrant or any fire escape route.
- c) Fire extinguishers are available in the office, workshop and company vehicles.

20. Working Conditions

- a) Employees must wear clothing suitable for the job they are doing. Where long hair can become a safety hazard it must be contained.
- b) Employees must not run except in an emergency.
- c) The premises should be kept in a clean and tidy condition and cables should not be placed across walkways.
- d) The VDU should be adjusted for the correct angle and positioned at a distance to suit. The keyboard should be adjustable for tilt.
- e) The chairs should be adjustable and supportive, especially for the back, pelvis and buttocks.
- f) Any faulty equipment eg electrical apparatus or plugs/sockets should be reported to the Management as soon as possible.

21. Company Vehicles

- a) Before attempting to drive any company vehicle, employees must satisfy themselves that it is in a safe and roadworthy condition in accordance with the PEWER regulations. Any faults or apparent potential hazards must be reported to the Foreman immediately. A visual check should be carried out to ensure that the vehicle is not obstructed before moving off. Written records are recorded.
- b) Employees must not drive any company vehicle for which they do not hold the appropriate driving licence or for which they are not authorised to drive.
- c) Employees must not drive their vehicle recklessly or at a speed likely to cause danger to their fellow employees or themselves.

- d) Employees must observe all speed restrictions, traffic controls, road signs, parking restrictions and any other road regulations.
- e) Employees must keep the vehicle in a clean and tidy condition.
- f) Employees must not carry unauthorised loads.
- g) Any authorised driver proven to be in an intoxicated condition will be suspended immediately.

22. Works in Vicinity of Overhead Power Lines

- a) Prior to works being undertaken in close proximity of overhead powerlines, the operator must treat the power line as live and in doing so must treat the situation in accordance to FISA/AFAG 804.
- b) No operator will undertake Arboricultural works if the tree or parts of the tree, he or she is going to work on come within 10 metres of an overhead powerline before: -
 - a. Consulting with the electricity company
 - b. All recommended precautions set out by the electricity company must be in place before engaging in any arboricultural works.
 - c. In all cases arboricultural works will cease in the vicinity of overhead cables in wet and windy conditions.

23. Working at height

All employees must read and fully understand the W@H Regulations 2005 and will receive appropriate training and instruction to enable them to follow these Regulations, and our procedural guidelines.

24. MANUAL HANDLING OPERATIONS

The nature of our industry requires the application of physical effort, but it is the responsibility of all Employees concerned to reduce the risk of injury from this physical exertion. To achieve control of the risks the Regulations require the management to apply systems of work which remove, so far as is reasonably practicable, the requirement for persons to move heavy, bulky, unbalanced and generally awkward objects.

The Foreman has to comply with the following: -

- a) Assess any hazardous manual handling operations, which cannot be avoided.
- b) To reduce the risk of injury so far as is reasonably practicable, by implementing suitable safe systems of work and training of all individuals.
- c) To provide information on the loads to be handled as made aware by the designers under their obligations from the CDM Regulations.

The workforce is required to comply with the systems of works set in place to minimise risk of injury to themselves or their work mates or other persons.

It is the responsibility of the workforce and the site management to make themselves fully aware of all requirements and to confirm that they are reasonable.

The following checklists should always be considered, and appropriate formal assessments undertaken and referred to.

THE TASKS – DO THEY INVOLVE:

- * holding or manipulating loads at distance from trunk?
- * unsatisfactory bodily movement or posture, especially
 - twisting the trunk?
 - stooping?
 - reaching upwards?
 - excessive movements of loads, especially:
 - excessive lifting or lowering distances?
 - excessive carrying distances?
 - excessive pushing or pulling of loads?
 - risk of sudden movement or loads?
 - frequent or prolonged physical effort?
 - insufficient rest or recovery periods?
 - a rate of work imposed by a process?

THE LOADS – Are they:

- * heavy?
- * bulky or unwieldy?
- * difficult to grasp?
- * unstable, or with contents likely to shift?
- * sharp, hot or otherwise potentially damaging?

THE WORKING ENVIRONMENT – Are there:

- * Space restraints preventing good posture?
- * Uneven, slippery or unstable floors?
- * Variations in level of floor or work surfaces?
- * Extremes of temperature or humidity?
- * Conditions causing ventilation problems or gusts of wind?
- * Poor lighting conditions?

INDIVIDUAL CAPABILITY – Does the job:

- * Require unusual strength, height etc?
- * Create a hazard to those who might reasonably be considered to be pregnant or to have a health problem?
- * Require special information or training for its safe performance.

OTHER FACTORS

- * Is movement or posture hindered by personal protective equipment or by clothing?

ENVIRONMENTAL POLICY AND PRACTICE

1. Environmental Policy

Our Environmental Policy is detailed overleaf. We have no convictions for breaches of environmental legislation.

2. Management of Sub-contractors (where engaged) Environmental performance

Prior to their appointment, our sub-contractors (where engaged) are interviewed. This procedure, amongst other things, includes quality, health and safety and environmental issues, which are incorporated into the terms and conditions of their employment.

3. Quality in Environmental Management Systems

We are aware of the systems required to demonstrated good quality management and have taken them on board in the organisation of our Company procedures. We have not applied for registration, but our systems are available for scrutiny if you wish.

4. Person Responsible

The person responsible for our environmental performance is the Managing Director.

5. Environmental Management System

We do not have in force an Environmental Management System.

6. Environmental Performance Targets and Objectives

We do not set environmental performance targets and objectives, but our aim is to conform to reasonable standards for the benefit of all.

7 Public Reports

We do not report publicly on progress towards meeting environmental performance targets and objectives.

ENVIRONMENTAL POLICY

Trees are renewable resource and should be managed sustainably to the benefit of the environment. Trees convert carbon dioxide into oxygen, and they do this best when they are young and growing. As well as being the lungs of the earth, trees, when properly managed, provide wildlife habitats and enhance the landscape.

As a forward thinking environmentally aware company, we make our living dealing with trees and have a moral and financial obligation to conduct all our activities in the best interest of the environment. In all our activities, working practices and business relationships, Cheltenham Tree Services Ltd continuously works towards protecting, conserving and enhancing all aspects of the environment both locally and globally. We will conduct our own activities and operations to reflect best environmental practice and implement an environmental management system to pursue sustainability and continual improvement.

To do this Cheltenham Trees Services will:

- Regularly assess and understand the environmental impact of our business and specific contracts and take steps to minimise these impacts
- Meet all the necessary regulatory and consent requirements pertaining to our business including the wildlife and Countryside Act.
- Continue to understand environmental issues and in particular those that are of direct relevance to our business in particular the non-contamination of water sources when working adjacent to them.
- Ensure adequate protection is afforded to certain species of wildlife when undertaking tree work in accordance with Wildlife and Countryside Act paying particular attention to all species of Bat.
- Continue to raise the awareness of all our employees, the effect of their actions on and their responsibility to the environment.
- Minimise our environmental impact by the operation of suitable minimisation and recycling schemes.
- Manage our business premises in an environmentally sensitive manner.
- Make use of, wherever practicable, best environmental practice when planning and developing new and existing operations.
- Monitor the use in our products of chemical compounds hazardous to the environment and where practicable use materials that have least impact on the environment
- Using biodegradable chain saw oil in all practices.
- Reduce waste and promote reuse and recycling within our organisation.
- Ensure we do not use peat that has been extracted from sites of special scientific interest.
- Continue to improve efficiency in our use of energy.
- Ensure efficiency in our use of water.
- Exposure to noise to the general public and employees will be kept at a minimum at all times. Working to the "Noise at Work Regulations 2005".

GOOD NEIGHBOUR POLICY

The working process will at times create inconveniences in the form of noise, vibration, dust and congestion.

We recognise that if it is to proceed without undue interruption, it will be essential that these problems are acknowledged, controlled and minimised. We will seek to avoid potential aggravation and to develop a 'Good Neighbour' policy.

From our experience of working in environmentally sensitive situations, we have found that many of the day to day problems that can occur can be avoided by keeping the occupiers of adjacent buildings informed of both intended and current activities.

Before any operations commence, a member of our site team would aim to have visited all of the route line/neighbouring properties and occupants of adjoining properties. The explanations may include: -

1. A brief description of work we would be carrying out.
2. A small plan-showing site access routes and location of works.
3. A description of our control procedures to avoid road contamination, excessive noise, excessive dust etc.
4. A description of proposed security measures to avoid trespass by our operatives on to their property and by their personnel onto site, thus preventing a safety risk.
5. A list of key names and telephone numbers should they need to contact us.

By implementing this reasonable behaviour, it is our aim to anticipate, advise and avoid, any problems relating to our works.

SUMMARY OF STATEMENT OF SAFETY POLICY

The Company **Cheltenham Tree Services Ltd** is in the business of building to quality and success. That success cannot be achieved unless total commitment to create and maintain safe and healthy conditions on our sites is given.

The Statement of Safety Policy will be an active instrument for the management of health and safety within the Company as it sets out the clear responsibilities what the employees, sub contractors and others have to each other. It also states the path of the Company Managerial responsibility.

Acknowledgement of receipt of: -

Statement of Safety Policy

Environmental Policy

Good Neighbour Policy

Received on ...29.01.17 From: Adrian Phillips

Signed ... *A. P. Phillips*..... Print Name: Adrian Phillips

Revised Pages:3.....

Received on23.05.2019 Signed *A Phillips*.....