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| <b>LOGO</b>   | <b>H.A.B Tree Care</b>                                  |  |
|            | <b>METHOD STATEMENT : Tree Surgery Method Statement</b> |  |
| <b>Address: 11 Sparrow Close,<br/>Stalbridge, Sturminster Newton,<br/>Dorset, DT10 2FS.</b> | <b>Mobile: 07720632741</b>                              | <b>Email: h.a.b.treecare@hotmail.com</b> |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Project / Contract</b>       |                 |
| <b>Contractor</b>               | H.A.B Tree Care |
| <b>Site Address</b>             |                 |
| <b>Project Start Date</b>       |                 |
| <b>Expected Duration</b>        |                 |
| <b>Projected Completed Date</b> |                 |

|                        | <b>Name</b>  | <b>Title</b> | <b>Signature</b> | <b>Date</b> |
|------------------------|--------------|--------------|------------------|-------------|
| <b>Document Author</b> | Harry Briggs | MR           | H.A.B            |             |

| <b>Emergency Contact Details</b> |              |                 |  |
|----------------------------------|--------------|-----------------|--|
| <b>Contact</b>                   | Harry Briggs | Samantha Spicer |  |
| <b>Tel</b>                       |              |                 |  |
| <b>Mobile</b>                    | 07720632741  | 07951934553     |  |

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## Data Protection Statement

The information and data provided herein shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from H.A.B Tree Care.

## Staff Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions please contact your manager or safety representative.


### The main hazards to your safety and health:

1. Falling from Height
2. Injury from incorrect Manual handling.
3. Injury from slips trips and falls.
4. Vehicle Hazards
5. Injury to other staff or members of the public.
6. Contact with overhead power lines
7. Inclement weather
8. Landscape hazards. Such as steep banks, water courses and livestock.
9. Equipment. For example Chainsaws and Chippers.
10. Exposure to loud machinery.
11. Potentially harmful and flammable liquids.

### Preventative Measures you must take;

1. You must be 'competent' to carry out the task, have ticketed training. Follow health and safety guidelines for rope access and equipment. With all equipment having up to date LOLER (Lifting Operations and Lifting Equipment Regulations 1998) On site aerial rescue and on-site emergency first aid.
2. To follow manual handling procedures outlined in risk assessment. Lifting equipment when applicable utilising your team for required manual manoeuvre, making sure to always wear PPE and use correct posture whilst lifting.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary. Working in pairs to reduce risk of solo slips trips a falls.
4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person, all visitors will be issued with personal protective equipment where appropriate, in addition to high visibility clothing. Mapped out areas for vehicle access & pedestrian access.
5. You must be trained and competent in first aid training. First aid kits are to be issued individually to staff, in addition too a large first aid kit within 50 metres of specified work.

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6. Powerlines work must be done by a competent and ticketed members of staff, in addition to the relative shut downs of specific transformer boxes and power lines. Signs are to be used in correct locations.

7. You must follow all directions given by the manager or his agents for specific weather patterns, which must be reviewed & updated every hour.

8. Barriers are to be used where necessary, in addition to tie in points with rope and harness where needed. Banks men to always access staff. Life jackets & buoyancy equipment when working near water courses, or floating rafts or boats when working near deep water.

9. Appropriate safety precautions are to take place such as, ticketed staff for appropriate work. Well maintained equipment to prevent risk to workers. Pre checks of equipment before use. PPE as requested for specific tools. Equipment to be locked away when not in use.

10. Relevant PPE to be used when using loud machinery. Signs to ensure persons are aware of damaging volumes of noise. Taking breaks when using loud equipment.

11. Follow guidelines related to COSHH. Having ticketed users for specific equipment. Spill and fuel mats for refuelling. Advanced first aid kit for burns & chemical burns.

**Personal Protective Equipment you must wear:**

1. Hard Hat (at all times outside)
2. Safety boots (at all times)
3. Eye protection
4. Hi Visibility Vests
5. Hearing Protection (when using power tools)
6. Chainsaw trousers
7. Gloves
8. Personal First Aid Kit


**Environmental Protection Measures you must take;**

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.

**Quality Control**

1. Adhere strictly to the following procedure to ensure quality of service
2. If in doubt contact your manager for clarification before proceeding.

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## General Precautions

### Staff and Training

The works will be carried out by staff from **H.A.B Tree Care**. All staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; eg. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

### Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

### PPE

All site workers will wear Safety boots, protective clothing at all times, other items of PPE such as eye protection and gloves are available to be worn as and when necessary. All members of staff including ground staff will wear full chainsaw protective clothing during chainsaw work. All members of staff who work at height will be required to wear a safety harness. All harnesses will be to the relevant British Standard and checked regularly it is the responsibility of the operative to ensure all items of PPE are looked after properly and not subject to damage


### Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

### Manual Handling

All staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he deems necessary. Where practical, mechanical aids should be available and used.

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### First Aid

It is the responsibility of **H.A.B Tree Care** to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. Often principal contractors will ensure sufficient first aid cover for sites under their control.

### Access egress

On construction sites, the principal contractor is responsible for providing safe access and egress to the site.

**H.A.B Tree Care's** staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in, good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

### Working at height

Falls from height remain the single biggest cause of work related death in the UK.

Due to the nature of this work falls from height are an obvious and ever present risk. All employees have been made aware of the dangers and consequences of falling from height, therefore, all working at height will be properly planned, organised and supervised. Only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman/senior person to ensure conditions are safe before allowing any work at height to take place.


The foreman/senior person will carry out a risk assessment before allowing work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

Any ladder longer than 3000 mm will require use of a base stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser. En 131 Professional or Class 1 ladders must be used.

Tree climbing operations using rope access methods should be used when a tree can not be straight felled or a Mobile Elevated Work Platform can not be used due to access, safety or there are minimal works / no net gain in safety of operation. In all cases the tree must be in a safe condition to climb.

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**Contractor/Visitor Safety**

**H.A.B Tree Care** will liaise with other contractor's staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors; all tools and equipment will be cleared to secure storage at the completion of each shift. Scaffold, ladders and any other access to height will be made inaccessible.

**Tools and Electrical Equipment**

All items of tools and equipment will be visually inspected on a regular basis and prior to use, defective or damaged equipment will be removed from service. Electrical tools will be 110V maximum, battery powered tools will be used where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring all tools and equipment brought on the site are fit for purpose.


**Working Near Overhead Power Lines**

Occasionally staff may be required to work near overhead power lines. Work will not be carried out within 75 metres of un-insulated and 20 metres of insulated overhead power lines unless and until the operative has received the appropriate permit to work signed off by both the site manager and local electricity board supplier. The permit to work shall not be signed off until the electricity board has confirmed the power lines have been made safe.

**Machine Safety and Maintenance**

Machines such as chainsaws, chippers and stump grinders are visually inspected on a daily basis before start up; all machines are serviced on a weekly basis and checked for safe operation. **Under no circumstances will any machines be left unattended at any time.**

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## Task Description


### Preparation

1. Load all equipment required for job.
2. Carry out vehicle safety checks.
3. Transport equipment and operatives to site.
4. Report to site foreman and receive permit to work (where required).
5. Put on personal protective equipment.
6. Inform all other contractors/tenants in area at start of works.
7. Liaise with the principal contractor and other contractors to ensure safe operation.
8. Cordon off work area if practical and necessary to do so.
9. Ensure the area to be worked and exit points are clear of obstruction and that safe access and egress is maintained.

### Tree work from rope access.

1. The climber must hold City and Guilds certification in how to 'Climb Trees and Perform Aerial Rescue' and 'Aerial Cutting of Trees Using Free-Fall Techniques'.
2. Chainsaw PPE is to be worn as per the method statement for 'Use of a Chainsaw' and 'Use of a Top Handled Chainsaw' for ground staff and climbing operative respectively.
3. Climbing equipment including a Work Positioning Harness, Climbing Rope, Prussik Rope, Karabiners, Tool Strop and other climbing aids will be visually inspected by the user before use. This equipment is also subject to weekly recorded checks by the user and a 6 monthly thorough examination by a third party qualified assessor.
4. Team leader to brief the team on the way in which the work will progress.
5. A detailed rescue plan will be discussed.
6. The designated climbers will put on their safety harness and necessary safety equipment required to carry out the task.
7. The ladder should be erected and placed into the tree. The climbers will use the ladder to access the tree and once in the tree will attach themselves to the tree. The ladder will then be removed before any branches are cut OR: Use a throw line method to access the tree safely, Climbers must be sure to shock load their system before ascent.
8. A throw line will be used to set up a safe anchor point for the main climbing line. This is carried out but using a small weight attached to a string which is thrown into the crown of the tree and over a branch at a suitable anchor point. The string is then used to pull the rope into place.
9. The climber will climb into the tree using a single anchored line but will fix a second anchor point at the earliest opportunity.
10. All climbing methods shall have a minimum of two anchor points at any one time whilst working, the only exception being ascending or descending from a tree, and the climber will choose strong suitable anchor points in relation to its intended purpose.

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11. Once climbers are in their first working position, the grounds person will attach top handled saws to the main line for the climber to haul aloft. The climber will attach the chainsaw to the harness using the tool lanyard.
12. The climber will make recognised cuts, to include sink cuts, hinged cuts and step cuts.
13. Where possible the climber will use hand saws to dismantle the tree branches / tree to eliminate the chainsaw hazards, however larger diameter branches will have to be cut using a Top Handled Chainsaw.
14. Branches to be carefully dropped to the ground ensuring the drop zone is clear or where there are obstacles lowered to the ground using the necessary rope and rigging equipment.
15. Additional climbing aids can be used such as climbing irons to help secure footing in place. These are only to be used during sectional take downs as they cause damage the cambium layer of the tree, causing infections & rot points.
16. Wire core adjustable strops are also to be used when using a chainsaw on an upright stem. This is due to the higher risk of the chainsaw coming in contact with the rope. In these circumstances larger ground chainsaws are required due to the diameter of the trunk and the most appropriate sized chainsaw should be used.
17. Should the Top Handled Chainsaw run out of fuel then it will be lowered to the ground using the climbing rope so that the ground staff can re-fuel following the 'Re-fuelling' method statement.
18. The branches will then be dealt with by ground staff using chainsaws (Use of a Chainsaw) to further dismantle so that they can be easily moved. This will be undertaken whilst the climber is re-positioning to maintain a safe and clear drop zone and to prevent the ground becoming cluttered. It is essential that good communication is maintain between climber and ground staff during this process.
19. Ground staff are also responsible for keeping climbing ropes free of knots and entanglements and would also aid the climbing and rigging operations so that branches can be carefully lowered to the ground and undo any knots.
20. Branches will either be stacked on site or processed through a wood chipper. Cord wood will either be left on site or removed by loading onto a van manually or a grab lorry.
21. On completion of sawing the user will ensure the chain break is in place and that the chainsaw is switched off and ensure that the safety cut off is engaged.
22. The climber will then descend from the tree in a controlled manner ensuring that the climbing system is of suitable length, with a stopper knot in place to ensure they do not run off the end of the rope. All climbing equipment will be retrieved and stored immediately to ensure no damage or that it is left as a trip hazard.

**Emergency Procedure for Aerial Tree Rescue;**

1. A minimum of 2 operatives must be present during any tree climbing tree work operation.
2. At least one ground operative must also hold City and Guilds certification in how to 'Climb Trees and Perform Aerial Rescue' and must have additional equipment available on site to perform an aerial rescue in an emergency. The designated aerial rescuer will be identified on the site specific risk assessment.
3. Climber and aerial rescue operative to discuss method of aerial rescue to be performed as most suited to the task and tree to be climbed before work starts. The designated aerial rescue operative and method of aerial rescue is to be recorded on site specific risk assessment cover sheet.
4. If work vehicles cannot be positioned near to work site then the aerial rescue provisions must be placed close to the tree climbing works.

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5. Aerial rescue provisions to include a ladder, work positioning harness, climbing ropes, climbing aids (prussik ropes, karabiners, climbing irons), a knife with a retractable blade, personal first aid kit and strops to secure climber to rescuer.

6. Should there be an accident the casualty's condition must be assessed and it may be necessary to contact the emergency services before performing the aerial rescue. If there are 2 ground staff the third staff member should contact the emergency services whilst the aerial rescue is being performed.

**Test and Handover**

1. Snagging works will be carried out to client satisfaction.
2. Handover to client.

## Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

| Print Name   | Signed          | Date |
|--------------|-----------------|------|
| Harry Briggs | H.A.B Tree Care |      |
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