

South Wales Tree services Ltd

TREE WORK

METHOD STATEMENT

CONTENTS

1. General Method Statement
2. Health and Safety
3. Associated Documents
4. Management Structure
5. Training
6. Communications
7. Site Access
8. Work Procedures
9. Tools and Personal Protective Equipment
10. Depot
11. Plant and Machinery
12. Transport
13. Environmental Policy
14. Waste

1. General Method Statement

South Wales Tree Services Ltd undertake tree work for Commercial clients and private clients. The work entails the cutting of trees in domestic and commercial settings including areas used by the public, and generally, but not always the disposal of arisings.

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

The work is carried out by skilled, trained and competent individuals working in groups of not less than two and usually three or more at the work site as dictated by a task/job risk assessment.

All works procedures incorporate safe systems of working and form part of the internal quality control. These include the Arboricultural & Forestry Advisory Group (AFAG) guidelines published by the HSE and the Guide to Good Climbing Practice and Guide to use of MEWPS in Arboriculture published by the Arboricultural Association.

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

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

2. Health and Safety

All South Wales Tree Services Ltd employees have received basic health and safety training applicable to their responsibilities. Training records are held at South Wales Tree Services Ltd office in each employee's personnel file. The health and safety policy indicates the way that South Wales Tree Services Ltd manages health and safety. All employees are empowered to take whatever action they deem appropriate to ensure the health and safety of themselves, their work colleagues and others that may be affected by their actions or the actions of others.

3. Associated Documents

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

1. South Wales Tree Services Ltd Health and Safety Policy,
2. South Wales Tree Services Ltd Personnel Manual & Disciplinary Procedures,
3. South Wales Tree Services Ltd COMPANY WORK PROCEDURES
4. South Wales Tree Services Ltd Generic and Site Risk Assessments.

4. Management Structure

South Wales Tree Services Ltd operations are under the control of the Company Directors Alex Terry and Daniel Breton based at Swansea Head office. All field operatives are under the direct control of the Foreman on site. All operatives are trained and skilled in their respective work. Work at the site is allowed only when a Foreman and at least one other operative is present. Some works require at least three team members present. Specific detail is given in the works instructions.

5. Training

All South Wales Tree Services Ltd employees receive training appropriate to the task that they will undertake. The training requirements and objectives are detailed in the employee manual and are guided by AFAG 805. All employees are supervised to ensure the correct methods of working are used during site operations and regular Site Safety Audits are undertaken to monitor the use of these systems. Further training is identified during regular staff job reviews and recorded on staff profile sheets. The standard staff training includes: HSE Approved First Aid to at least Emergency Aid; Manual Handling Training, Lantra Awards for machinery including brushwood chippers and stump grinders, NPTC Certificates of Competence for chainsaw use, aerial rescue and safe tree climbing and Construction Skills Certification Scheme.

6. Communications

Continuous communication between site operations, South Wales Tree Services Ltd office and the client is vital at all times. Each Forman is equipped with a mobile telephone to ensure that this contact is maintained. Operational instructions may be by any means, e.g. verbal, written or electronic. The Foreman is required to maintain communication with landowners and site occupiers. Mobile telephones are used as emergency communications and when working in areas with no mobile coverage the Risk Assessment will be reviewed to provide alternative means of communication.

7. Site Access

South Wales Tree Services Ltd expect all clients to provide whatever information and supervision is necessary to ensure the safety of their employees during all site works. Work is generally carried out on weekdays between 7.30 a.m. and 6.00 p.m. weather and available daylight permitting. Alternative work patterns will be arranged directly with clients, site owners, occupiers or others, should it be required. Due to the nature of the work and the locations visited, health and safety arrangements for safe access and egress will be assessed at the work site in conjunction with the clients and owners or occupiers.

8. Work Procedures

All works are undertaken in accordance with the procedures contained within the Company Work Procedures document. These procedures are monitored and reviewed to incorporate up to date knowledge and experience as necessary. Clients' own health and safety standards and procedures can take precedence when they are of an equal or higher standard.

9. Tools and Personal Protective Equipment

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

10. Depot

South Wales Tree Services Ltd Main Office and Depot are located in Swansea. This includes office, workshop, parking of vehicles, storage of logs, woodchip and other associated material for the purpose of arboriculture operations.

11. Plant and Machinery

Plant and machinery operating instructions are included in the operations procedures. These procedures include inspections prior to use and operational testing. All plant and machinery is regularly inspected by the team leader and during quality and supervisory visits. Faulty equipment is withdrawn from service and repairs undertaken prior to return to field operational use.

12. Transport

South Wales Tree Services Ltd provide vehicles suitable for the use that will be made of them. Generally these vehicles are 2 x Ford Transit Tipper. Landrover Defender 110, equipped with sufficient storage space for small items of plant and equipment. The vehicles are equipped with towing facilities for woodchipper machines Tracked and road tow or general-purpose trailers. The vehicles are under the control of the team leader and are regularly inspected both during field operations and during site and supervisory visits. The vehicles are regularly maintained and meet the requirements of road traffic legislation. The weight limits and towing capacities of any vehicle combination is the responsibility of the team leader. Vehicles are only driven on and off site by operatives holding a current and relevant UK driver's licence.

13. Environmental Policy

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

14. Waste

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