



The following document is a copy of our health and safety policy for your information only, to assure you of the health and safety standards which Leyland Tree Services practise. This is important as being informed of what are deemed to be safe practises greatly reduces the risk of personal injury to all.

## 1 The potential dangers

Working at heights, chainsaws, woodchippers, power lines are the obvious ways in which you may cause or be caused injury. Many machines are noisy and can cause progressive hearing loss, flying chips can damage eyes and poor lifting techniques will damage your back.

## 2 The need for a health and safety policy document

Because of the above dangers it is important to have a well thought out and clear statement on how we are to recognise and prevent hazard or injury. Remember it is not just you who can be damaged; you often work near public or other contractors. **BE AWARE AT ALL TIMES.**

## 3 The Legal Requirement

The Health and Safety at work Act 1974 is designed to protect everyone affected by our work activities. The Employer or sub contractor must :

Provide and maintain safe working systems including plant, machinery and equipment

Provide training, information and supervision to ensure safety and health

Provide adequate welfare facilities

Ensure safe usage, transport, and storage of articles or substances

Take responsibility for your actions and for others

Co operate with your employer with regard to health and safety monitoring

**NB EMPLOYEES HAVE BEEN SUPPLIED WITH TRAINING AND P.P.E. PLEASE ENSURE FOR EVERYBODY'S PROTECTION THAT YOU USE IT. IT IS THE RESPONSIBILITY OF THE SUB CONTRACTOR TO PROVIDE THEIR OWN. REGULAR ON SITE INSPECTIONS BY THE MAIN CONTRACTOR ARE CARRIED OUT ON A REGULAR BASIS THROUGHOUT CONTRACT DURATION.**

## 4 The need for co-operation

It is our intention as the main contractor to comply with these requirements as far as is reasonably practicable but your co-operation as employees and sub contractors is required for our team to be a success.

Wilful neglect of these requirements is likely to lead to accidents or death. Follow your risk assessment and refer to it daily. Make it part of your daily routine.

## 5 The organisation for carrying out the policy

Overall responsibility for health and safety matters rests with the Employer. Many duties are delegated to others and individuals at all levels need to understand the degrees of responsibilities placed upon them.

Manager - (The main contractor) Overall responsibility for health and safety

Produce revisions of Health and Safety policy, risk assessments and method statements for site-specific tasks

Maintaining plant

Bringing and monitoring Health and Safety awareness into the work place

Foreman - (Employee or Sub contractor)

Act as team leader ensuring this document is upheld duties include: maintenance assistance, emergency procedures, RIDDOR, site supervision, Correct working practices as specified in FASTCO or NPTC guidelines, PPE usage and attending to duties specifically asked for by the main contractor eg The erection of adequate signage/ road traffic management.

Operatives - (Employees or sub contractor employees)

Adhere to this document and assist in the following duties:

Maintenance, emergency procedures, PPE usage, correct working practices as specified by FASTCO or NPTC guidelines

## 6 - First Aid Provision

All staff must be informally trained in basic first aid techniques. At least one operative on site must carry full First aid at work training as specified by St Johns Ambulance Service. The most experienced first aider will take charge in the event of accidents. A first aid kit conforming to the 1981 First aid regulations will be made available at all times on site. In addition climbers will be issued with items recommended by FASTCO guideline 34.

## 7 - Emergency Procedures

All personnel are to be familiar with the nearest telephone.

All personnel are to be familiar with the nearest Hospital.

At least one operative is to be trained in aerial tree rescue.

## GENERAL PROCEDURE

STOP ALL OPERATIONS and notify all operatives involved in operations. Administer First Aid as specified in First Aid At Work Training.

Notify most suitable emergency service as soon as possible giving location, description of accident, and type of injury. Comfort victim until emergency service arrives.

Report injury to main contractor. Report in writing injury details in Health and Safety manual.

## 8-RIDDOR

Reporting Of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Records are to be kept of all reportable accidents. Such incidents can be classified as:

Death, Hospitalisation, incapacity or in the case of smaller accidents such as sprained muscles.

In the event of an incident record the following details Full name, Occupation, nature of injury, date and time, location and brief description of circumstances

## 9-COSHH

Control of Substances Hazardous to Health (COSHH)

Chemicals are to be stored in appropriate containers within the permanent workshop, transported to site

In sealed containers and used ONLY by operatives holding PA1 / 6.

All substances when used must be recorded in the COSHH manual and disposed of by official channels.

All substances must be clearly identifiable and free from defect. Our ONLY supplier is to be Grestys at Crewe.

## 10 - CODE OF SAFE WORKING PRACTICES

The purpose of this code is to set down safe working practices- it is not a substitute for training and assessment by NPTC.

All staff must be fit and healthy. Prescription medicine or mental handicap is to be reported to the management

All staff must receive appropriate levels of training and assessment (as required) for their job description

All operations must carry at least 2 persons

Never undertake tree work under the influence of drugs

All persons must be aware of this document and provide a signed agreement to say they have understood its content

PPE required at all times including chainsaw ballistic trousers and boots, helmets conforming to BS 5240 and gloves (WE ADVISE THE USE OF PROTECTIVE GLOVES)

Additional hi viz clothing may be required for work at the roadside

ON SITE INSPECTIONS ARE CARRIED OUT ON AN ADHOC BASIS BY THE MANAGEMENT DURING CONTRACTS TO ENSURE THIS DOCUMENT IS UPHELD. IT IS THE RESPONSIBILITY OF THE SENIOR FOREMAN TO ENSURE THIS DOCUMENT IS UPHELD.

## 11 - GENERAL EQUIPMENT USE

### CLIMBING EQUIPMENT

Harness of either sit position or full body type

Ropes must conform to BS 4928 Pt2 with min. diameter of 10mm. Polypropylene ropes are not allowed for climbing and we strongly recommend the use of NEW ENGLAND MULTI PLATT 13MM

Two ropes must always be used in conjunction with a single Swedish strop.

Karabiners with a minimum rating of 2500kg with a clearly discernable 3 actions must be used.

Climbing irons are to be free from defect and regularly maintained

ALL CLIMBING OPERATIONS ARE TO BE CARRIED OUT AS PER NPTC ASSESSMENTS THAT ARE RELEVANT TO THE JOB DESCRIPTION. CLIMBING OPERATIONS SUCH AS SECTIONALLY DISMANTLING ARE ONLY TO BE CARRIED OUT BY ASSESSED AND APPROVED OPERATIVES

### RESCUE EQUIPMENT

The use of ladders is not recommended.

The provision of a spare harness, ropes and karabiners is to be on site at all times

### CLIMBING OPERANDUM

Never climb or work above a top anchor.

Always use centre D ring when topping out, never side D rings

The use of blakes hitch is required over a prussic loop system

Always ensure the angle between top anchor and working position is no more than 45 degrees.

IF IN DOUBT FOLLOW YOUR TRAINING IN NPTC ASSESSMENTS

### THE USE OF LOWERING EQUIPMENT

The safety factor used in Arboriculture is 10:1. This means that a pulley block with a breaking strain of 1 T would be used for lowering material up to 100kg.

Safe Working Load is the load a piece of equipment can operate without stressing it. All equipment with S.W.L. displayed will also have the relevant safety factor displayed IE 7:1

ALWAYS REMEMBER THE MAIN ANCHOR OR PULLEY BLOCK IN A SIMPLE LOWERING SYSTEM IS ALWAYS SUBJECTED TO TWICE THE LOAD OF THE OBJECT BEING LOWERED.

AND

AN OBJECT FALLING WILL GAIN A UNIT OF ITS OWN WEIGHT PLUS ITS ORIGINAL WEIGHT FOR EVERY FOOT IN WHICH IT FALLS

