

Carefully examine your work place and identify what could cause harm to people.
Weigh up whether or not you have taken enough precautions
The aim is to make sure that NO-ONE gets hurt or becomes ill. Accidents and ill health can ruin lives.
Contact Ground Control Ltd. 01277 650 697 and ask for the Health and Safety Team

SITE SPECIFIC METHOD STATEMENT

CLIENT	IOSH
PRINCIPAL CONTRACTOR	Ground Control Ltd
LOCATION OF SITE	Newton Rigg College, Penrith, Cumbria, CA11 0AH
WORKS REFERENCE	N/A
SCOPE OF WORKS	IOSH Event Aerial Tree Work and MEWP Demonstration
STAFF REQUIREMENTS	3 men
DOCUMENT WRITTEN BY:	Gary Summerfield
DATE:	01.03.2017

CONTRACT MANAGER / SUPERVISORS FOR HEALTH & SAFETY CONTROL

INSTRUCTIONS: Refer to site staffing level guidance matrix - All climbing operations require a minimum of 2 operatives (1 climber, one designated aerial rescuer / groundsman). For ground work only, a minimum labour resource of two operatives is compulsory.

REMEMBER! This is a compulsory minimal staff level, number of operatives should be increased according to task and hazards

NAME	RESPONSIBILITIES	CONTACT NUMBER
Carl Powell	Safety Compliance Manager	07748434973
Paul Shaw	Senior Team Leader	07747620188
Paul Shaw	Team Leader (Fire Precaution)	
Matthew Cully	Operative	Contact team leader
Matthew Allan	Operative	Contact team leader
All above named	First Aider	

SITE SPECIFIC DETAILS

DURATION OF WORKS (Hrs / Days)	1day	START DATE	09.00am	COMPLETION DATE	16.00pm
TREE PRESERVATION ORDER	NO	LOW VOLTAGE <1kV			NO
CONSERVATION AREA	NO	RADIO FREQUENCY SITE			NO
OWNER PERMISSION (VERBAL / WRITTEN)	YES	MICROWAVE FREQUENCY SITE			NO
HIGH VOLTAGE >11KV	NO	OUTAGE REQUIRED			NO

CLIENT AUTHORISATION

ALL STAFF SAFETY INDUCTED	YES	
HIGHWAY AUTHORITY PERMIT GRANTED	N/A	

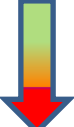
KEY SITE HAZARDS & CONTROL MEASURES

SIGNIFICANT SITE HAZARDS (not covered in generic risk assessments)	CONTROL MEASURES (TO REDUCE RISK)	COMMENTS

Members of the public, including delegates, students and general	The event organiser will identify the area for the tree demonstration. Clear barriers forming an exclusion zone will be erected around the immediate demonstration area to segregate the team from the public. Ground staff will be vigilant for any public entering the exclusion zone. All work will stop if exclusion zone is breached. Clear signage and will be erected around the site to inform of 'tree works' in progress.	Record exclusion zone on site specific risk assessment.
Injuries to public or third parties from falling objects	A clear drop zone will be identified before work start at least 5 metres from the spectators. There will be additional barriers erected around the drop zone to prevent timber bounce. All cut timber will be no longer than 12inches in length and easily manageable by hand to control fall directions.	Follow company safety procedures
Fatigue of climbers – Increased risk of working at height	All climbers will rotate tasks to avoid fatigue which may lead to heightened risk of working at height. Regular breaks to rehydrate and cool down will be required after every demonstration	Record break times on site specific risk assessment
High levels of noise for delegates	All delegates will be at a suitable distance to reduce the exposure of machinery to below 85dbh. All demonstrations will last no longer than 45 minutes keeping exposure levels low for delegates	Record distance from delegates to chipper on site specific risk assessment

WORKING AT HEIGHT RECOMMENDATION

This is only a recommendation based on the initial inspection – The authorised and experienced Arborist must determine the correct means of access as part of the site specific risk assessment – Working at hierarchy procedures must be followed.

Can working at height be avoided?		Y N	No- Demonstration of Aerial Tree Works
Suitable for Collective Fall Prevention Measures		Y N	MEWP access will be utilised in the same demonstration
Suitable for Work Positioning Measures		Y N	Pre climb visual risk assessment of tree for defects

SAFE SYSTEM OF WORK RISK REGISTER

All tree work is dynamic in nature, therefore exact methods of tree access is only confirmed by the trained and independently competently accessed (NPTC) arborist climber on the day of task and recorded in the site specific risk assessment. This cannot be pre-determined as part of this pre-work assessment.

The generic risk assessments highlighted below are based on industry best practice and guidance and outline the most common generic risks and control measures used in tree work. They are considered most relevant, but not exclusive, to these works and will be followed by all operatives as standard practice. Copies of all generic risk assessments are included in all safety handbooks for reference.

All work will be carried out under strict supervision in accordance with Ground Control Ltd company policies, procedures and safe systems of working.

GENERIC RISK ASSESSMENT NAME AND NUMBER

General Arboriculture	RA 45
Climbing & Working at Height	RA 46
Mobile Wood Chippers (Arb)	RA 19
Chainsaw use	RA 43
Chainsaw- cross cutting & Stacking	RA59
Hand Tools	RA 53
Manual Handling	RA 61
Equipment Maintenance	RA57
Ladders and Steps	RA50
Mobile Elevated Work Platform	RA47
Petrol and other flammable liquid	RA26
Portable blower and vacuum	RA63

PROTECTING THIRD PARTIES AND PUBLIC

Care will be taken at all times to ensure that no hazards are posed to third parties, the public or trade contractors working in close proximity to Ground Control work activities.

Work in progress signs and physical barriers will be placed around the site informing of the works being undertake **(See Control Measures)**

At all times staff must follow the company safe systems of work and associated site specific risk assessment and ensure the area is clear and safe to work in and appropriate barriers and guards are erected where needed.

METHOD OF WORK

- All operatives will sign in on site and report to the pre-arranged meeting point
- The event organiser will marshal the vehicles to the demonstration area – max 5mph
- All operatives will be inducted by the Ground Control senior team leader on this method statement, safety procedures, associated generic risk assessments and the specific risks associated with the individual site as above.
- All site inductions and site specific risk assessments will be recorded in writing and signed by each operative.
- Operatives will inspect the work area and report any concerns which they feel make the area unsafe to work in.
- Safety signage or barriers will be required. All operatives to be visually aware of the surroundings for unauthorised personnel.
- Operatives will follow any safety information supplied in writing or verbally from the event organiser *(only if the requirement does not impede on the control measures associated with these works)*
- Operatives will agree an emergency procedure including aerial rescue and a clearly recorded and agreed procedure in the Site specific risk assessment, including mobile phone signals and Air ambulance landing sites
- Access to height will be by rope and harness using suitable work positioning measures to access different areas of the tree crown for pruning. The climber will be attached at all times to a minimum of 1 rope system. All climbing equipment will be LoLER tested and a certificate of conformance available on site for all climbing equipment and components. All climbing equipment will be pre-work checked in accordance with PUWER regulations.
- All access to height will be in accordance with industry best practice and only performed by trained, experienced and independently accessed (Nation Proficiency Test Council) climbers.
- Prior to climbing the tree will be assessed by the Arborist in accordance with tree condition assessment to determine implications for working at height, the most appropriate system for safe working at height and the most appropriate methods to access the

tree. Allowances must also be made for: Tree species and timber characteristics; parts of the tree obscured by vegetation; site terrain and location; biotic hazards e.g. bees or wasps; surrounding hazards; structural defects present within the tree or adjoin trees; protected species. Any variables not specified in the generic working at height risk assessment will be included in the site specific risk assessment.

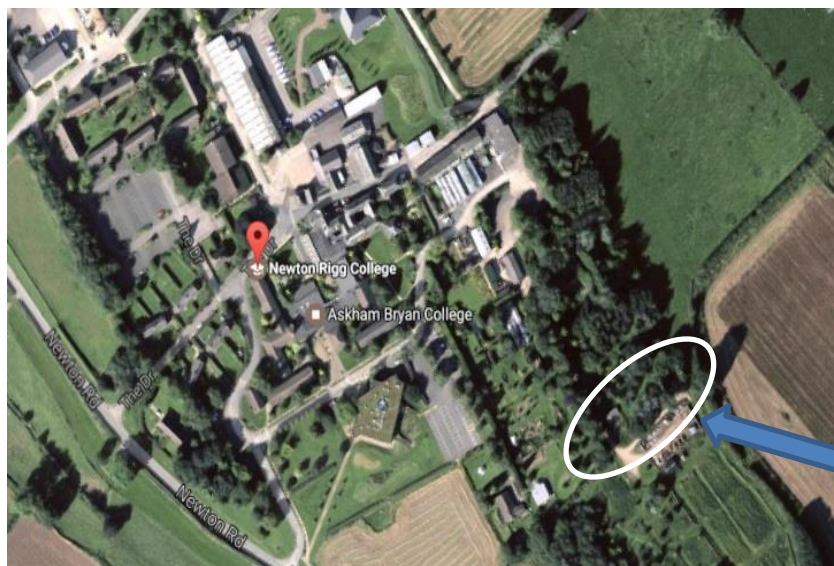
- Tools and equipment (Chainsaw) will be securely attached to the climber's rope by the ground staff before being pulled up by the climber to the work position. All chainsaws will be securely attached to the climber via a dedicated tool strop and karabiner at all times.
- A dedicated rescue climbing kit will be positioned at the base of the tree for emergency rescue if required. A dedicated rescuer will be nominated on the emergency planning section of the site specific risk assessment.
- All chainsaw operatives will carry a dedicated trauma aid first aid kit and compression bandage at all times.
- The climber will access the safest and most efficient means of pruning the tree branches once in position within the crown of the tree. The tree will be sectional pruned in small manageable sections to manage and control free decent to the ground using approved industry best practice aerial pruning techniques.
- At all times, communication will be maintained by the climber and the ground staff and a clear area dedicated as a drop zone.
- MEWP's will have a current LoLER certificate of conformance and be checked on the day of use by a qualified operative.
- MEWP's will be set up in appropriate locations for stability and outrigger pads on firm ground
- Only trained and competent staff will operate MEWPS
- A clear MEWP emergency rescue will be recorded on the site specific risk assessment.
- All tree works will be in accordance with BS3998: 2010 Tree Work- Recommendations or client specification.
- Timber and wood detritus will be cut and collected by the ground staff who will hold competency certificates in ground saw and chipper operations. All timber will be manually fed into the wood chipper and removed from site.
- Wood chippers will be set up so the discharge chute is away from and members of the public or delegates
- Unless specifically specified all detritus will be removed from site.
- On completion of the day's work, all tools and equipment to be removed from site.

This method statement is intended to be used in conjunction with the site specific risk assessments that form the company's 'safe systems of work'.

SITE DIRECTIONS

Newton Rigg College, Penrith, Cumbria, CA11 0AH

SITE PHOTOGRAPHS



Tree Demonstration Area

WELFARE FACILITIES

The demonstration is scheduled for completion in 1 day
Local public facilities will be utilised for the duration of the works

PERSONAL PROTECTIVE EQUIPMENT REQUIRED BY ALL OPERATIVES ON SITE

All operatives are required to wear Personal Protective Equipment (PPE) whilst on site.
The minimum requirement for this project:

Personal Protective Equipment provided for this task and comply with EN 381 protective clothing for users of hand held chainsaws:

- Military style Israeli trauma wound dressing bandage to be worn by all arborists using chainsaws
- First Aid team box
- Safety boots – EN 345 1/2
- Safety helmet – EN 397
- Hearing protection – EN 352-1
- Upper body protection (if specified)– EN 381-11
- Gloves – EN 381-7
- Leg protection – EN 381-5
- Eye protection – EN 1731 – mesh, EN 166 – safety glasses
- Harness (EN 813 / EN 358) and absorber EN 361
- 2 point fall arrest harness complete with a 1.5m adjustable work restraint lanyard EN361 & EN354
- High visibility vest or coat- conforming to BS EN471
- Leather Protective Gloves (suitable for the specific task) – conforming to BS EN 388

A first aid kits will be accessible in each company vehicle. The size and capacity of this kit will be 3 operatives minimum.

DOCUMENTATION ON SITE

All operatives will hold the following documentation on arrival at site location

- ☒ Identification Badge
- ☒ This Document
- ☒ Site Specific Risk Assessment Sheets
- ☒ Field Team Health & Safety Folder containing company policies on safety procedures, generic risk assessments and method statements, CoSHH and all staff qualifications

The Team Leader will also maintain any and all health and safety documentation given to him by the client's representative

PLANT AND EQUIPMENT USE REQUIREMENTS

Equipment to be used on this site:

- 2 Hilux trucks
- Manual fed mobile wood Chipper – tracked or towed
- Handsaws (silky Saws)
- Chainsaws (top handled and ground Saws)
- MEWP
- Arborist climbing equipment

All plant and equipment will be checked before use.

Any plant or equipment failing daily checks or without a valid test certificate will be removed from service and securely stored for either repair or replacement. Only supervisors will have access to plant or equipment that has been removed from service to avoid uncontrolled access and use.

SAFE ACCESS / EGRESS TO THE SITE					
<ul style="list-style-type: none"> Emergency access route is the access route to the demonstration and will be recorded on the site specific risk assessment Vehicles will not be parked in areas where they block any safe access / egress for emergency vehicles 					
ACCESS ROAD	YES	4 X 4 VEHICLE	YES		YES / NO
FOOTPATH	YES	ACROSS FIELD	NO		YES / NO
CAR/VAN	YES		YES / NO		YES / NO
OPERATIVE TRAINING CERTIFICATION					
<p>The Team Leader is to ensure that no member of staff carries out any duties above and beyond his / her general competencies unless he / she are either:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Undergoing mentoring by a competent person; or <input checked="" type="checkbox"/> Is under close supervision <p>Ground Control operatives must carry a copy of all industry related qualifications appropriate to the work being undertaken. This must be available at all times for inspection by either Ground Control or a client representative.</p> <p>The minimum training requirement for this work are set out below</p>					
ACTIVITY		CERTIFICATE		REQUIRED	
Chainsaw Maintenance		CS30.1 (0020-01)		YES	
Cross cut timber using chainsaw		CS30.2 (0020-02)		YES	
Chainsaw maintenance & Cross cutting		CS30.1 & CS30.2 (0020-03)		YES	
Felling and processing trees up to 380mm		CS31 (0020-04)		YES	
Branch removal & breakdown of a crown		CS37 (0020-05)		YES	
Safe use of a powered pole pruner		CS48 (0020-06* / 0020-10))		NO	
Accessing a tree using rope and harness		CS38.1 (0020-07)		YES	
Supporting colleagues undertaking off ground tree related operations		CS45 (0020-08* / 0020-11)		YES	
Felling & Processing Trees over 380mm		CS32 (0021-01* / 0021-11)		NO	
Severing uprooted or windblown trees using a chainsaw		CS34 & CS35 (0021-02)		NO	
Assisted Felling operations		New (0021-03)		NO	
Preparing & Agreeing Emergency Treework Operations		New (0021-04* / 0021-12)		NO	
Emergency tree work operations		CS50 (0021-05)		NO	
Aerial Tree Rescue Operations		CS38.2 (0021-06)		YES	
Aerial Tree Pruning		CS40 (0021-07* / 0021-13)		YES	
Aerial cutting of trees using free-fall techniques		CS39 (0021-08)		YES	
Aerial Tree Rigging		CS41 (0021-09)		YES	
Installation & Maintenance of Structural Tree Supports		New (0021-10* / 0021-14)		NO	
Use of a chainsaw from mobile elevated work platforms		CS47		YES	

Safe use of Mobile elevated work platform (IPAF)	PAL 1(b) & 3(b)	YES
NRSWA Chapter 8 (signing & Guarding)	Lantra 12A/B	NO
HAZARDOUS MATERIALS & SUBSTANCES		
See CoSHH register and associated CoSHH risk assessments in safety handbook and clients site register.		
SUBSTANCE / MATERIAL	RISK ASSESSMENT NO'	ON SITE
Chainsaw Oil	RA344813	YES / NO
Petrol (Highly Flammable Liquids)	RA3444893	YES / NO
Diesel Fuel	RA344962	YES / NO
Leptospirosis	RA347061	YES / NO
Tetanus	RA347127	YES / NO
FIRE PROCEDURES		
<ul style="list-style-type: none"> The named person above will be the appointed operative in fire procedures In the event of a fire, immediately raise the alarm by shouting "FIRE, FIRE" and notify the team leader on site If you are delegated to summon the Fire Brigade dial 999, ask for the Fire Service and give the full site address Emergency alarm on this site will be verbal. On hearing the alarm operatives will proceed immediately to the nearest fire assembly point which will be determined on the day of task and recorded on the site specific risk assessment emergency planning section. On hearing the alarm DO NOT try to fight the fire or return to collect personal belongings. If you believe that a member of Ground Control staff is missing or still on the site, DO NOT return to the location, but DO inform a supervisor immediately or the emergency services on arrival to site. 		
EMERGENCY SERVICES & CONTACT NUMBERS		
<p>Emergencies involving company operatives will be dealt with by the company first aiders who are trained in first aid procedures or by emergency services depending on the response location and the emergency type.</p> <p>If the situation / hazard pose a greater emergency to other staff, dial 999 and request the emergency services.</p> <p>Give clear and precise information to the emergency services and the full site address. An operative should be instructed to make themselves clearly visible to the imminent arrival of the emergency services and clearly indicate the location of the incident.</p> <p>In the event of a major accident or incident the company Health & Safety Director must be contacted within 2 hours of the incident occurring.</p> <p>Health & Safety Director – 01277 650 697</p> <p>HSQE Manager – 07720 339439</p> <p>The Health & Safety Director will be responsible for informing the Health and Safety managers and instigating a company incident / accident investigation.</p> <p>NEAREST ACCIDENT & EMERGENCY HOSPITAL:</p> <p>Cumberland Infirmary Tel: 01228 523444 Newtown Road Carlisle Cumbria CA2 7HY</p>		

WASTE MANAGEMENT							
<p>Chip brash/branches will be removed from site or as designated by land owner</p> <p>Waste management will be regularly audited (at least once a month) to ensure adequate steps are being taken to prevent any unauthorised disposal of green waste.</p>							
ENVIRONMENTAL CONSIDERATIONS							
FLORA / FAUNA	Y /N	FUELS	Y	BIRDS & BATS	Y /N	AMPHIBIANS	Y / N
WATER	Y / N	CHEMICALS	Y / N	BADGERS	Y / N	<i>Other</i>	Y / N
<p>Before commencing work the team leader will carry out a site specific risk assessment by dynamically upgrading this document to a site-specific assessment.</p> <p>All operatives will be compliant to and guided by the company conservation and wildlife policy. Sites where wildlife habitats such as SSSI, County wildlife sites, bats roosts, badger sets, otters or any other protected sites are identified, all operatives will take every precaution, including stopping any further work, until such time as the site can be assessed by the in house qualified environmental professional.</p> <p>All operatives will be mindful of possible hibernation bat roost sites and follow guidance from the bat conservation trust, Natural England and the Arboriculture and bats- a guide for practitioners Lantra technical awards.</p> <p>In the event of a spill such as HFL's (diesel fuel) wherever possible and without taking risks to personal safety, Ground Control operatives will act immediately to identify the spill material and the associated hazards and precautions required. Ground Control operatives will stop the source of the spill if safe to do so. Contain the spill by using absorbent materials or by building a bunding / dam of earth or sand to divert and block the spill away from drains, watercourses and other sensitive areas. Ground Control will clean up and dispose of all contaminated materials in line with waste management guidelines.</p>							
RESPONSIBILITY FOR THIS DOCUMENT							
<p>The Team Leader is responsible for ensuring that all work is carried out in accordance with the company safe systems of work, statutory requirements and industry best practice.</p> <p>ALL OPERATIVES SHOULD, IRRESPECTIVE OF THIS METHOD STATEMENT AND RISK ASSESSMENT, READ AND UNDERSTAND THE SAFETY POLICIES AND SAFETY DOCUMENTS CONTAINED IN THE COMPANY SAFETY HANDBOOK AND FOLLOW ANY RECOMMENDED PROCEDURES AND PRACTICES CONTAINED WITHIN.</p> <p>No variation to the detail of the final document must take place without prior advice to and discussion with the senior member of staff on site or client representative.</p> <p>Any such variations must be formally recorded by both parties; significant variations may require the submission of a fully revised document to the client. Such variations must be formally recorded by both parties.</p>							
NOTES							

SUPERVISOR	I confirm that I have verified this method statement and amended where necessary with the client's agreement. I have briefed the team of risks, controls, job plan, safe working methods and emergency procedures. I have briefed all safety requirements, and any other relevant information. I have detailed and re-briefed any amendments made.	
NAME	SIGNATURE	DATE
TEAM MEMBERS	I confirm that I have been briefed and understood and/or have contributed to this Method Statement and will carry out works accordingly taking into consideration the appropriate control measures identified on this document and the associated generic Risk Assessments & Method Statements:	
NAME	SIGNATURE	DATE