



# HEALTH & SAFETY POLICY

## DEADWOOD ARBORISTS

TREE CARE SPECIALISTS LTD.  
5 HIGHER BEBINGTON ROAD, CH63 2PH

**AUTHOR:** LIAM HUGHES  
**REVIEW DATE:** MAY 2024

**IN ACCORDANCE WITH HEALTH & SAFETY AT WORK ACT 1974**

## **1. STATEMENT OF POLICY**

Deadwood Arborists Tree Care Specialists Ltd. hold this policy with the firm intent to ensure the health and safety of all employees, subcontractors and any other persons who may be affected by the operations of work.

The company is committed to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

Management will endeavour to ensure that the contents of this policy are promoted with each employee/subcontractor as engaged and educate that it is also their own responsibility to refrain from endangering themselves or others by not adhering to the terms agreed.

We strongly encourage employees to involve themselves in the matters of health and safety and report any deviations from reasonable practice. Any constructive suggestions made by employees will be considered should they prove beneficial to the health and safety within the business or to the overall provision of our services.

All employees and subcontractors are required to abide by the terms set within this policy and that all accidents or incidents (including near misses) are reported as required to Thomas as soon as possible with the necessary details recorded accordingly on the appropriate documents.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Reviews of this Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

**In our position as management of Deadwood Arborists Tree Care Specialists Ltd, we**

**Liam Hughes and Thomas Williams swear to uphold, enforce and review this policy.**

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**SIGNED**

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## **2. IMPLEMENTATION OF POLICY**

The terms laid out in the contents of this policy are to be implemented in the behaviours and operations of all employees or subcontractors at the responsibility of Deadwood Arborists' director Thomas Williams.

As the Director, Thomas is to ensure that all guidelines are adhered to at all times; in the occasion of his absence from site then this responsibility is delegated to team leader Matthew Travis.

The overall framework of the compliance and administration in association with health and safety is formulated and upkept by Liam Hughes.

## **3. GUIDELINES OF POLICY**

The Health & Safety guidelines set within this policy are both standard and specific to the arboricultural industry as per the services we provide and the skillset required.

### **3.1 GENERAL RESPONSIBILITIES**

All acting workers of Deadwood Arborists Tree Care Specialists Ltd; the director, employees or subcontractors, are responsible for the general terms of health & safety as follows;

- To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work.
- To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment
- To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs.
- To maintain good standards of housekeeping in our premises and on client premises.
- To report any accident or incident including near-misses (whether or not personal injury results) to the office.
- To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake.
- To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate superior – either the director or team leader present.
- To use and if applicable wear any item of Personal Protective Equipment.
- It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- To undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

- Deadwood Arborists operate a no smoking policy; as indicated by signage throughout.
- Confidence in the familiarity with the terms laid out in all other policies we have set as standard to follow in our practices; including but not limited to our Environmental Policy.
- Confidence in the familiarity with the procedures surrounding Fire risks, prevention and evacuation.
- No actions are to be carried out by any employee or subcontractor for which they are not currently fully trained and qualified - unless under the guidance of the director in a training capacity.
- All tools and machinery are to be operated as per the operating instructions provided by the manufacturer.
- All plugs used in connection with portable tools and chargers must comply with BS4343 and be weatherproof in design.
- Employees must observe and comply with any safety instructions displayed or distributed by Deadwood Arborists in addition to the contents of this here policy.
- General risk assessments are to be provided and adhered to by all employees for all operations to ensure guidance on safe and efficient action. Deadwood Arborists recommend that these are referred to for each operation trained in and actioned.
- All employees and subcontractors are recommended to refer to the relevant FISA guidance for each operations trained in and actioned.

### **3.2 PPE**

All employees/subcontractors must make adequate and appropriate use of all PPE, provided by Deadwood Arborists, as trained to do so per the industry best practice and per the manufacturer's instruction.

The expected PPE to be worn includes but is not limited to; safety boots, chainsaw protective trousers, helmet, gloves and more. All employees are responsible for the safe keeping of their PPE and any damage or loss must be reported immediately so replacements can be acquired. Records are to be kept of the distribution of PPE.

Hi-vis must be worn when allocated on site.

### **3.3 COSHH**

All consideration for COSHH (Control of Substances Hazardous to Health) must be consistently shown by all employees and subcontractors.

To ensure all regulations regarding COSHH are maintained; records are kept of all chemicals used by Deadwood Arborists, with the appropriate COSHH assessment carried out wherever relevant and an adequate spill kit made readily available to minimise the impact (particularly on water in the area).

Use of all substances is undertaken only by competent persons authorised to do so and correct storage is of optimum importance; as is the correct PPE for handling.

COSHH is not just managed in relation to intentional use of substances but also regarding substances that are a byproduct of arboricultural works; including the likes of sawdust, with use of the appropriate PPE compulsory.

### **3.4 CHAINSAWS**

The use of all chainsaws in the custody of and during operations for Deadwood Arborists is only permitted by qualified and authorised employees and subcontractors where certification has been provided.

All chainsaws are to be used as per best practice and the NPTC training provided for the relevant qualifications.

Safety and maintenance is paramount in chainsaw use and therefore thorough checks should be carried out to ensure;

- 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.

Any defective, damaged or missing chainsaws must be reported immediately to the director or team leader on site.

The appropriate PPE must be worn at all times when handling chainsaws.

It is the duty of all employees or subcontractors to ensure that the appropriate chainsaw for the appropriate task at hand is used; for example, top handled chainsaws must not be used as ground saws.

Use of a chainsaw at height should only be actioned by qualified and authorised personnel; adhering to industry best practice and successful training.

### **3.5 HEDGE TRIMMERS**

Similarly, hedge trimmers must only be operated by fully trained and authorised employees/subcontractors as per the professional training and manufacturer guidelines.

Checks should be carried out prior to use to ensure all hedge trimmers can be used safely and effectively. Any defective, damaged or missing hedge trimmers must be reported immediately to the director or team leader on site.

The appropriate PPE must be worn at all times when handling hedge trimmers.

### **3.6 STUMP GRINDER**

Use of a stump grinder is only permitted by employees/subcontractors who have received full adequate training to ensure the correct and safe methods are actioned by the operator. Safe working practice as per the manufacturer's instruction and industry guidelines is to be followed.

Safety checks and any consequential maintenance required are to be carried out before each use; making sure all features and guards are adequate as per the manufacturer's guidelines and instruction. Any faults or damage must be reported to the director or team leader as soon as they have been registered.

The appropriate care must be taken for the loading and unloading of the stump grinder for transportation between sites; use of ramps is required and manual handling is to be avoided.

Safety must be established with the correct use of PPE for the operator and appropriate precautions in place to protect all in the vicinity; guards in place for secure exclusion zones and warning signs positioned in clear sight.

### **3.7 WOODCHIPPER**

No unauthorised employees or subcontractors are to operate a woodchipper prior to full training in the correct and safe method of use by experienced personnel.

Safe working practice is to be followed at all times and the manufacturer's guidelines are to be adhered to for competent understanding and use of the controls.

Safety checks and any consequential maintenance required are to be carried out before each use; making sure all features and guards are adequate as per the manufacturer's guidelines and instruction. Any faults or damage must be reported to the director or team leader as soon as they have been registered.

Safety must be established with the correct use of PPE for the operator and appropriate precautions in place to protect all in the vicinity; exclusion zones allocated and warning signs positioned in clear sight.

Correct manual handling procedures must be accounted for in transport of the machine.

### **3.8 TREE FELLING**

The felling of a tree/trees is to be actioned only by trained, qualified and authorised employees/subcontractors as per NPTC training and industry best practice and guidelines.

Best practice as per relevant risk assessment and method statement for tree felling includes but is not limited to the following points;

- A clear escape route in case of emergency.
- A clear defined area for intended felling zone; warnings marked and restricted as appropriate.
- Consideration for the surrounding environment.
- Ensure the appropriate tools are used efficiently and that they are in good condition.

Risks and methods are to be carefully considered and planned for prior to the commencement of any felling with all affected persons adequately informed; avoiding any unsafe practice at all times.

The appropriate PPE must be worn at all times.

### **3.9 LADDERS**

The use of ladders is permitted only when following industry best practice, manufacturer guidelines and with consideration for manual handling.

Extendable and tripod ladders should be erected as per manufacturer guidelines and extra care taken at elevated heights; especially when handling any additional equipment.

All ladders should be checked before use and any defects are to be reported to the director or team leader immediately.

### **3.10 WORKING AT HEIGHT**

All work carried out at height is subject to the Industry Code of Practice; specifically section 2.5; “2.5.1 General principles for arboriculture Careful and detailed consideration must be given to the need to work at height. Where reasonably practicable work at height should be avoided, and where it cannot be avoided justifiable evidence should be available to support that decision. An individual’s or organisation’s past working methods should not automatically set precedents for future practice. Therefore, the organisation (or individual) must ensure that their general management approach to work at height is based upon objective decisions which are documented, and that specific arrangements (i.e. risk assessments for work at height) are in place for assessing and managing the risks on each and every occasion, across the broad range of work sites likely to be encountered.”

The necessity to carry out work at height must be assessed as per our documented Working at Height assessment and just cause identified for the designated method used; working from ground being the most desirable, then from a MEWP and otherwise via climbing.

Any employees or subcontractors carrying out work using a MEWP for the system of work must be competent and trained in the compliant use of the controls or assisted by an experienced operator. All MEWPs must be operated as per the manufacturer guidelines and only in the appropriate environment; for example, ground that has been affected by the elements and makes for an uncertain surface may lead to unsafe use and exposure to expansive risk. Similarly, minimal space for safe and effective access for a MEWP may create unnecessary disruption and dysfunction. In the event that a MEWP is no longer viable then use of ropes for climbing is to be considered.

Any employee or subcontractors carrying out work using ropes for climbing must do so as per their formal training with industry best practice in operation and authorisation from a superior – director or team leader. Only qualified persons are approved to do so; unless with the support and guidance of qualified personnel in a training capacity. No climbing work is to commence without aerial rescue procedures in place and a nominated, qualified, person present to act.

All climbing equipment must be checked prior to every use and subject to successful LOLER inspection; in addition to bi-weekly personal, recorded, inspection. Any damaged or missing equipment must be reported immediately to a superior – director or team leader – so it may be replaced as necessary. No equipment which has failed a LOLER inspection is to remain in circulation for any further use. Each employee or subcontractor is notified that they are responsible for the welfare of their climbing equipment while Deadwood Arborists cover the provision of it.

Risks and methods must be assessed and recorded prior to any works at height. All present personnel must be aware and in agreement of the procedures taking place to ensure a safe and effective working environment all around.

### **3.11 MANUAL HANDLING**

The responsibilities allocated within the job role of each employee or subcontractor will always include a multitude of physical tasks that require sufficient understanding and practice of manual handling to reduce the risk of injury from physical exertion.

It is the responsibility of each employee or subcontractor, as per the terms understood within this policy, to ensure the variables are controlled when managing the lifting and/or moving of materials; with particular consideration for those which are larger, heavier or unbalanced. The variables that may affect proper form when carrying out manual handling include but are not limited to;

- Is the load suitable for a single person to manage? If in doubt do not attempt, always seek support.
- Does the load require awkward bodily movement for a sufficient lift? Can it be made more accessible?
- Is the load secure? Could it suddenly shift or separate?
- Can a firm hold be placed on the hold? Is it difficult to grasp?
- Is the ground on which the load will be carried appropriate? Is it slippery? Is it uneven?

In the event that any of the above or further reasoning makes proper procedures of manual handling difficult to comply with, additional advice or support from a superior – director or team leader – is it to be sought so the situation can be assessed and a resolution planned.

### **3.12 COMPANY VEHICLES**

The operating of vehicles owned by Deadwood Arborists is only permitted by authorised drivers who hold a full clear licence and fall within the terms set by our insurance policy – to be aged 25 and above.

Drivers of Deadwood Arborists vehicles are covered by the fleet insurance associated with the company, however must take full responsibility for the compliance of their own driving ability; keeping within the speed limits, parking restrictions, road signs and any other legal regulations relating to the road.

The vehicles themselves must be checked over before use to ensure a satisfactory, roadworthy, condition and that the driver is satisfied to proceed. Regular documented checks of all vehicles are to be carried out and recorded for reference, with full consideration for accordance with PUWER regulations.

All vehicles must only carry authorised loads and be kept in an orderly condition for the most efficient use.

Any employee who drives in a reckless or dangerous manner will have this duty suspended immediately, pending further disciplinary action.

### **3.13 WORKING NEAR POWERLINES**

Deadwood Arborists insist that when works are to be 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 with industry guidance and legal regulations.

No employee or subcontractor is to proceed with works around overhead lines if they are to act in close proximity without preplanning to account for all necessary precautions and the appropriate consultation with the relevant company. Only trained and authorised employees and subcontractors are to carry out such works even when processes are at the highest level of compliance. No work is to be carried out adjacent to overhead lines in poor weather conditions.

## **4. ACCIDENTS AT WORK**

It is the policy of Deadwood Arborists Tree Care Specialists Ltd. that all accidents, incidents and near misses are reported and recorded through the company's accident form and subsequent procedures.

It is the responsibility of all employees and subcontractors to report all incidents and accidents.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents. It will be the responsibility of Deadwood Arborists to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported;

- Deaths
- Specified injuries to members of the public on our sites and taken to hospital.
- Over 7-day injuries - where an employee or subcontractor is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR dangerous occurrence - where something happens that does not result in an injury, but could have done.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by Deadwood Arborists Tree Care Specialists. Depending upon the circumstances of the accident, we may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes;

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons, or near misses on the premises that Deadwood Arborists Tree Care Specialists employees are working on must be reported immediately to Deadwood Arborists Tree Care Specialists and be recorded with the company accident form and procedures.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and Deadwood Arborists Tree Care Specialists wherever possible should ensure that the injured person reads the entry recorded on their behalf. Care should also be taken when stating the nature of the injury.

#### **4.1 FIRST AID AT WORK**

The provision of First Aid by Deadwood Arborists is administered through industry specific first aid training that all employees have completed certification in.

Sufficient first aid kits can be found in all vehicles of Deadwood Arborists and personal first aids are provided to each employee or subcontractor.

First aid is provided in collaboration with accident/incident reporting and care for any extensive injury is elevated as necessary. Emergency procedures are always in place with emergency numbers – including individual contacts and local A&E – provided.

#### **5. HAND ARM VIBRATION SYNDROME (HAVS)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS.

Deadwood Arborists Tree Care Specialists will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

Annual assessments are carried out for each employee or subcontractor to remain informed on their personal position in relation to HAVS.

#### **6. LONE WORKING**

Lone working is only authorised in exceptional circumstances. When granted, mobile phone checks must be carried out between the employee and superior – director or team leader - to ensure the safety of the employee. On completion, the employee is to call and confirm cessation of work.

## **7. NOISE**

Regular exposure to high noise levels can cause debilitating conditions such as tinnitus and varying levels of deafness. Ear defence is a consistent part of PPE provided and encouraged by Deadwood Arborists.

Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued. Where noise levels are at 85db (a) or above, where possible, Deadwood Arborists Tree Care Specialists will take measures to reduce the exposure of noise to its employees by means other than hearing protection. Where this is not possible, the area may be identified as a Hearing Protection Zone.

## **8. RISK ASSESSMENTS & METHOD STATEMENTS**

Deadwood Arborists will prepare a generic risk assessment covering the common risks encountered in the company's normal business. The significant findings of the risk assessments will be briefed to all employees and subcontractors.

Deadwood Arborists will carry out site specific risk assessment for sites where employees and subcontractors are obliged to work. Such assessments will consider the health and safety of employee / subcontractors and the public on site. Deadwood Arborists will pay particular attention to identifying and controlling any hazards on each site. Employees will be briefed and sign a copy of risk assessments for the work they carry out.

Similarly, method statements will be produced for extensive works per site. These method statements will cover the planned procedures and terms for commencement and completion of arboricultural works. Employees will be briefed on and sign a copy of each method statement for work they carry out.

## **9. WELFARE**

The welfare of employees and subcontractors is of the utmost importance to Deadwood Arborists and is accounted for at all times.

Sufficient materials for cleaning and hygiene are provided within all vehicles and drinking water is made readily available. Beyond the compulsory PPE provided, Deadwood Arborists also offer additional protection as relevant; for example, SPF throughout summer and additional layers as uniform during colder temperatures.

### **9.1 FATIGUE**

Fatigue is the decline in mental and or physical performance. Fatigue management is a shared responsibility between Deadwood Arborists Tree Care Specialists and employee as it may factors that occur both in and outside of the workplace.

To assist in the management of fatigue Deadwood Arborists Tree Care Specialists will comply with current Working Time Regulations.

All employees are required to attend work fit to safely perform their duties without risk to themselves or others. If you are experiencing fatigue it is important to identify the factors that are contributing to fatigue employees are encouraged to discuss any issues in confidence with the Managing Director or their nominated person.

## **10. CUSTOMERS & THE PUBLIC**

Deadwood Arborists pledge to do the utmost to ensure the health and safety of all customers and members of the public who may be affected by arboricultural works carried out.

Separate policies and processes are in place in regards to overall customer satisfaction, however through compliance with the terms in place throughout this policy we are certain that no risks are to be posed to their health or safety throughout the duration of Deadwood Arborists time on site.

Persons surrounding each site will be notified as appropriate when arboricultural works are due to commence and open communication will be promoted with Deadwood Arborists so any concerns or queries can be discussed.

All appropriate signage, exclusion zones and communication is established to further ensure the health and safety of those in the vicinity. All operations are to be terminated immediately should any disturbance or breach to these variables occur.

## **11. GUIDANCE**

Deadwood Arborists Tree Care Specialists commit to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner.

## **12. SUMMARY OF POLICY**

This Health & Safety policy is implemented to comply with all laws, regulations, industry working practice, governing training bodies and relevant manufacturer guidelines in order to create and control a safe environment and culture of work for all employees and subcontractors within Deadwood Arborists. In addition, the terms laid out endeavour to safeguard the customers of Deadwood Arborists and any members of the public who may be affected by arboricultural works carried out.

In line with the terms presented, each employee and subcontractor is informed of their own responsibilities in order to abide by the health and safety pledged to be upheld within Deadwood Arborists Tree Care Specialists Ltd. Every employee or subcontractor will have this Health and Safety policy briefed and made accessible to them with a recorded acknowledgement.

The director has the overall authority to endorse and establish the terms set within this Health & Safety policy. In the event that the guidance provided within this policy is breached, the individual is held accountable for the circumstances surrounding improper operations and the consequential actions.