



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	14
1.2 Method Statement Date	29/04/2022
1.3 Method Statement Author	Joshua Mercer
1.4 Project/Contract	535 Barlow moor rd
1.5 Start Date	
1.6 Expected job duration	
1.7 Client Contact	Prime properties
1.8 Description	Tree Felling including Rope Access
1.9 Site Address	

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Joshua Mercer	Owner		29/04/2022

Data protection statement

The information and data provided in this Method Statement applies only to the task, project or contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient to any third party other than for the purpose of managing and controlling health and safety in relation to this task, project or contract.

It is the duty of all employees, contractors and agents to observe the provisions of this Method Statement, which has been produced in order to provide a code of good practice and conduct with the object of preventing accidents. At all times employees, contractor and agents must work in a safe manner both to prevent personal injury to themselves or to other personnel.

This Method Statement may contain personal data relating to one or more persons. Such data must not be disclosed to any third party or used for any purpose other than compliance with this Method Statement except with the written consent of the Company or the individual concerned.

3.0 Emergency Contact Details

Name	Joshua Mercer			
Telephone Number	01619153508			

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

4.2 First Aid

It is the responsibility of the company 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. An Appointed Person may be 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. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

4.3 Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where possible. Staff and contractors will not lift materials, tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

4.4 Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.5 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times. Other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

4.6 Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

4.7 Staff and Training

The task will be carried out by staff from JC Tree Services, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

4.8 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated 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 that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

4.9 Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors. Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principal contractor, it may be necessary occasionally for your company to identify suitable local amenities.

4.10 Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height. 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 to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out 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.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

5.1 Stump Grinding

1. Ensure the site is checked for underground services
2. Put on PPE
3. Check the stump is free from stones and metal so far as is reasonably practicable
4. Remove the stump grinder from the van or trailer to the working area
5. Visually check the machine for signs of damage and guards are in full working order
6. Ensure the area is clear of persons other than the machine operator
7. Erect warning signs and safety tape (if required)
8. Manually excavate and reveal buttress roots
9. Operate the machine from a point that gives a clear view of the cutting operation
10. Never approach the cutting mechanism until it has come to a complete stop
11. Clear wood chips as necessary to ensure the safe and efficient operation of the grinder
12. Fill in hole created by stump removal
13. Replace machine into van or trailer
14. Ensure any excavations do not create a tripping hazard to pedestrians following completion
15. When leaving the machine unattended always remove the engine start key

5.2 Chipping Operations

1. Signs and barriers will be erected on site around chipper
2. Chipping works only to be carried out by trained and competent persons
3. Ensure the chipper is visually inspected before work commences
4. Identify debris to be chipped and position by the in-feed hopper
5. Operatives must wear hearing protection at all times when the machine is running
6. In case of blockage the chipper MUST be isolated before any inspection carried out
7. Position trailer for chippings into position under the outlet where necessary
8. All safety features must be checked before operations to begin and initiate chipper
9. Correctly sized branches to be fed from side of in-feed chute only
10. Chipper to be switched off and keys removed when chipping completed
11. The chipping machine must not be left unattended whilst running
12. When not in use keys must be held by the competent person.

Refer further to FISA Safety Guide 604

5.3 Trees - Fell and dismantle trees using rope access

Preparation

1. Where required, and unless otherwise mentioned
2. Works will be undertaken using rigging/lowering techniques to prevent damage to the surrounding features
3. Traffic and pedestrian management incorporating stop/go boards to protect the public will be used where required.

Tree Felling

1. All JC Tree Services staff are to wear chainsaw PPE at all times during the operation.
2. When arriving on site, staff will report to the site office (where applicable) and collect any instructions and permits as required.
3. Work areas to be marked out with warning signs and safety tape as required.
4. Unload equipment from the work vehicles.
5. A designated fuel station will be set up away from the main work zone and away from any water courses and ignition sources.
6. Work site will be visually inspected for safety of operation, the location of power lines, telephone cables, vehicles etc will be noted and the area made safe before work commences.
7. Visually inspect the work equipment and remove from service any where faults are identified.
8. Team leader to brief the team on the way in which the work will progress.
9. A detailed rescue plan will be discussed.
10. All access equipment including harnesses and ropes will be inspected prior to use, any defective equipment will be removed and replaced.
11. The designated climbers will put on their safety harness and necessary safety equipment required to carry out the task.
12. 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. OR:
13. The climber will climb into the tree using SRT (Single Rope Technique).
14. All climbing methods shall have a minimum of two anchor points at any one time.
15. 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.
16. Climbers and grounds staff should establish clear communications between each other.
17. The climber will make recognised cuts, to include sink cuts, hinged cuts and step cuts.
18. Dismantle the tree as required.
19. Branches to be lowered to the ground using the necessary rope and rigging equipment.
20. No timber is to be dropped directly from the tree.
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. Once the tree is dismantled, all brush and brushwood will be chipped and timber will be cut into manageable sections and loaded on to the works vehicle.
23. The area will be tidied using rakes and debris will be put into large bags and the area cleared using a blower.
24. All equipment to be loaded on to the vehicle.
25. Remove the safety warning signs and ensure the area is left in a safe condition.
26. Report to site office (where applicable).

Refuelling Procedure for petrol driven equipment

Petrol for the machines is carried in combi cans which are secured in the vans.

1. Machines will be refuelled away from the van, visitors, and members of the public.
2. Smoking is not permitted during refuelling and operation of the machines.
3. Fuel is poured from the proprietary containers through a funnel into the machine tank.
4. Caution will be exercised to prevent overfilling and spillages, all spillages will be cleared up immediately.
5. Return the petrol can to the van and ensure it is clamped in position and the van locked

5.4 Use of Chipper to Remove Trees

1. Obtain a permit to work where applicable.
2. Operatives to wear the correct PPE at all times including gloves, goggles, hi-viz, hard hat, steel toe caps
3. There is no such thing as a 'minor accident' when dealing with chippers. Keep body part well away from the hopper!
4. Know the maximum size of timber the chipper can take. Excessive size of wood and other material increases the risk of injuries. Blunt force trauma is a common incident associated with large bits of debris. The chipper blades move at an extremely high speed. The high speed may discharge bits of material that may land on you with severe impact. This can result in grave injuries. Always inspect the material to be chipped before you feed into the chipper. It should be free of stones, metal or other hard objects. These can easily cause a machine jam. They may also be discharged from the machine and cause injuries if they hit your body.
5. Close contact with the machine increases the possibility of an accident. Be careful to avoid the feed chute area. A moment of distraction could find you get pulled into the machine. Feed leaves and smaller tree parts into the transport compartment.
6. Tuck in all Clothing. Loose clothing can cause you to get jammed in the machine. Do not wear baggy clothes when you have to operate a chipper. Avoid cuffs that hang, jewellery items that dangle, loose belts or other items that have the potential to get caught on branches and drag you into the machine. Should such a snag occur, you may be pulled into the machine and get seriously injured.
7. Wear Protective Items. You need to protect your eyes, ears, head and feet when at work with a shredder. Wear safety goggles and ear protection. The machine works at high speed and there's always the possibility that fine particles and debris will fly about. The goggles will keep bits of debris from your eyes. Ear defenders should be worn due to the high volume of noise while the machine is in operation. You also need to wear a hard hat. This will protect your head from the impact of any flying splinters and debris. Wear steel toecap safety boots for greater safety to your feet.
8. Clean as You Chip. Lots of debris will gather on the ground around the chipper. The delivery chute should be directed into a specific area to collect all debris for disposal. The perimeter should be enclosed by sheet boarding to contain and minimise need for clean up.
9. The following are recommended safe chipper work practices to reduce caught-in and Struck-by hazards:
10. Designate one or more employees as a safety watch to be stationed near emergency shut-off devices while other employees feed material into the chipper.
11. Stand to the side of the in-feed chute when feeding material into the chipper. This reduces
12. the Caught-in hazard and allows quick access to emergency stop devices.
13. Keep hands and feet out of the immediate in-feed chute area while the chipper is running.
14. Push material into feed rollers with a wooden tool or a long branch.
15. Feed branches into the chipper butt-end first.
16. Place shorter branches on top of longer branches being fed into the chipper.
17. Place small debris into trash cans instead of feeding it into the chipper.
18. Never stand, sit or climb onto any part of the chipper while it is running.
19. Shut down the chipper and remove the ignition key when it is unattended.
20. Before starting a chipper, ensure that the chipper's disc hood is completely closed and latched, and that there are no foreign objects in the in-feed area.
21. Ensure that the discharge chute is positioned to prevent chips from hitting employees.
22. Do not stand in front of the feed table when the chipper is running.
23. Check material to be fed to ensure that it is free of metal and other foreign objects.
24. Isolate Power and use proper locking pins to immobilise the disc cutting wheel when attempting to clear a clogged chipper chute or changing chipper blades.
25. Ensure you have been trained on safe work procedures based on chipper manufacturer recommendations.
26. Know how to use the safety devices and controls, especially the emergency shutoff switch.
27. Know where the caught/crush points on the machine are, where to stand, and where to keep your hands and feet during operation.
28. Learn how to ISOLATE the machine, open and close the hood, clear jams, and feed branches.
29. Keep the chipper well maintained. Perform safety checks before each use to ensure safety devices work properly. Do not allow workers less than 18 years of age to operate a chipper.
30. All waste to be removed from site when all bushes have been shredded

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[illegible]