FASSFERN FORESTRY LIMITED

TREE WORK

METHOD STATEMENT
for

United Utilities Water plc

Site: Everett Road
Manchester.

16.12.2012

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1. General Method Statement

Fassfern Forestry Limited undertake tree work for utility companies, local authorities, commercial and private clients. The work entails the cutting of trees in, and generally, but not always the disposal of arisings from parks, gardens, woodlands, development sites, comercial sites and adjacent to the highways.
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.

Fassfern Forestry Limited 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 Fassfern Forestry Limited employees have received basic health and safety training applicable to their responsibilities. Training records are held at Fassfern Forestry Limited office in each employee's personnel file. The health and safety policy indicates the way that Fassfern Forestry Limited 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 Fassfern Forestry Limited Health and Safety Policy,
2 Fassfern Forestry Limited Personnel Manual & Disciplinary Procedures,
3 Fassfern Forestry Limited COMPANY WORK PROCEDURES
4 Fassfern Forestry Limited Generic and Site Risk Assessments.

4. Management Structure

Fassfern Forestry Limited operations are under the control of the Company Director based at 58 Lady Crosse Drive, Whittle le Woods, Chorley, Lancashire, PR6 7DR. All field operatives are under the direct control of the supervisor on site. All operatives are trained and skilled in their respective work. Work at the site is allowed only when a supervisor 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 Fassfern Forestry Limited 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 integrated training and Assessment (ITA) for machinery including brushwood chippers and stump grinders, NPTC Certificates of Competence for chainsaw use, aerial rescue and safe tree climbing).

6. Communications

Continuous communication between site operations, Fassfern Forestry Limited office and the client is vital at all times. Each supervisor 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 supervisor 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

Fassfern Forestry Limited 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 BS3998. 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 supervisor and during site and supervisory visits. All field operatives are under standing instructions to replace faulty equipment immediately.

10. Depot and Office

Fassfern Forestry Limited Main Office is located at 58 LAdy Crosse Drive, Whittle le Woods, Chorley, Lancashire, PR6 7DR.
The depot is located at Hill Top Farm, Brindle, Chorley, Lancashire. This includes 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

Fassfern Forestry Limited provide vehicles suitable for the use that will be made of them. Generally these vehicles are chip trucks, equipped with sufficient storage space for small items of plant and equipment. The vehicles are equipped with towing facilities for woodchipper machines 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

Fassfern Forestry Limited 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. Fassfern Forestry Limited operate in a way that minimises the effects of their work on the local environmental infrastructure.

14. Waste

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.

METHOD STATEMENT

Site address	Everrett Road, Manchester
Description of works	Tree works and stump grinding as per drawing D3259.001
Proposed Sequence of Works	1. Fassfern Forestry Limited will attend pre start meeting on site prior to works. 2. Fassfern Forestry Ltd vehicles, machinery and operatives will enter working area. Area to be barried and taped from public due to close location to highway and properties. Public footpath will be closed by council. 3. Daily inspection of working area will be carried out: i.e nesting bird checks. Any changes or additional hazards will be added to the risk assessment. Tool box talk will be carried out with all operatives to discuss the scope of works for each day. 4. Vehicle and machinery will be set up and positioned ready to commence work. 5. Work will only commence when all issues regarding safety and good work practice are insitu. 6. Trained arborists will fell and prune trees as identified on site visit and plan using hand held petrol chainsaws and polesaw. 7. Branches will be cut into managable safe sections and fed into woodchipper by ground staff 8. Woodchip will be blown into wagon and removed from site. 9. Timber will be cut into managable safe sections and loaded onto the wagon ready for removal from site. 10. Stumps will be ground out. 11. On completion of works, the site will be cleaned, inspected and left as found.
Site Personnel	Neil Wilson (S) (FA) Darren Wilding (FA) J Pye I Parkinson
Date/s and time of works	To be comfirmed
Duration:	2 weeks

Emergencies:	Appropriate staff are trained in emergency procedures including aerial rescue. Staff competent in aerial rescue and rescue climbing equipment are provided at all work sites. The staff on site will have at least one mobile telephone. Nearest Hospital - Trafford General Hospital Moorside Rd, Urmston, Manchester, M41 5SL Tel: 0161 748 4022 (1.4 miles from site)
First Aid:	A squad first aid kit will be carried in all the vehicles used for these works. If individual staff are working more than 30m from a vehicle they will have a personal first aid kit. If the squad is working more than 30m from the vehicle the first aid kit will be taken to the working area. Tree climbers carry personal first aid kits. At least two members of staff on site will have completed a course as a nominated First Aider.
Vehicles:	Mercedes 614D (6 tonne Chip truck) Ford Transit Tipper Isuzu Denver
Plant:	Track Mounted pedestrian controlled wood chipper Model - Vermeer BC150TX (Chipper weight 1.5 tonne Trailer 0.75 tonne) Track mounted Stump Grinder SC60TX
Hand tools:	Chainsaws, Hand Saw,
Staff:	These works will be carried out by staff experienced in this type of work. All staff have received chainsaw training to N.P.T.C. or are working under the supervision of trained staff. There will be a minimum of two people on site at all times.

Contact Sheet

	Company Name	Individual	Address	Emergency Phone no.
Client	United Utilities	Simon Merritt	United Utilities Lingley Mere Business Park Lingley Green Ave Great Sankey Warrington WA5 3LP	7510937918
Main Contractor	Fassfern Forestry Limited	Neil Wilson	58 Lady Crosse Drive Whittle le Woods Chorley PR6 7DR	07778 306232
Main Contractor (on site foreman)	Neil Wilson	-	58 Lady Crosse Drive Whittle le Woods Chorley PR6 7DR	07778 306232
Sub-Contractor	-	-	-	-
Sub-Contractor (on site foreman)	-	-	-	-
Site Agent/ Manager	-	-	-	-

Local Authority Tree Officer	Trafford Borough Council	-	Trafford Borough Council	0161 912 2000
Local HSE Office	H&S	Grove House Skerton Road Manchester M16 0RB		0845 345 0055

Safe Methods of Work.	The relevant HSE Arboricultural and Forestry Advisory Group Leaflets are as follows:		
	AFAG No.	Title	Relevant (Tick)
	103	Planting	
	104	Fencing	
	105	Hand held Power Posthole Borer	
	201	Hand Tool Weeding, Brashing and Pruning	
	202	Application of Pesticides by Hand Held Equipment	
	203	Clearing Saw	
	204	Flails & Mulchers in Tree Work	
	301	Using Petrol Driven Chainsaws	✓
	302	Basic Chainsaw Felling and Manual Takedown	✓
	303	Chainsaw Snedding	✓
	304	Chainsaw Cross Cutting & Manual Stacking	✓
	306	Chainsaw clearance of Windblow	✓
	307	Chainsaw Felling of Large Trees	✓
	308	Top Handled Chainsaws	✓
	310	The Use of Winches in Directional Felling and Takedown.	
	401	Tree Climbing Operations	✓
	402	Aerial Tree Rescue	✓
	403	Mobile Elevating Work Platforms (MEWPS) for Tree Work	
	404	Electrical Utility Arboriculture	
	501	Tractor Units in Tree Work	
	604	Wood Chippers	✓
	606	Mobile Stump Grinders	✓
	702	All Terrain Vehicles	
	703	Debogging and Recovery of Forest Machines	
	704	Excavators in Tree Work	
	802	Emergency Planning	
	804	Electricity at Work: forestry and arboriculture	
	805	Training and Certification	✓
	Other applicable Best Practice Guidance as issued by Arboricultural Association.		
	Guide to Good Climbing Practice		✓
	Guide to the use of MEWPS on Arboriculture		
Method statement completed by:	**Neil Wilson**		
Checked by:			
Date:	**16.12.2012**		