

K White Arboriculture Ltd

Method Statement

Method Statement Details

Method Statement Number	20
Method Statement Date	Wednesday 21st January 2015 17:09
Method Statement Author	Kevin White
Project/Contract	Camden Lock Village
Start Date	TBA
Expected job duration	TBA
Client Contact	Embassy demolition/ J Quinn
Description	Tree Works/Dismantle/Removal
Site Address	Torbay Street, Camden, London, NW1 8RR

Signatures

	Name	Title	Signature	Date
Document Author	Kevin White	Managing Director		19/03/15
Authorised by				

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd .

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Kevin White	kevin white	Craig Antrobus	
Telephone Number	0208 245 9858	07503465308	07540 295255	

General Precautions

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

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.

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.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person 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.

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 provided. Staff and contractors will not lift items of 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.

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.

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.

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.

Staff and Training

The task will be carried out by staff from K.White Arboriculture Ltd, 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.

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.

Welfare

The principle 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 principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Contractor and Visitor Safety

K.White Arboriculture Ltd will liaise with other contractors staff on a day to day basis and ensure they are aware of the risks present during the works. Staff and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

Emergency Information - Camden Town

Nearest Accident and Emergency:

- University College Hospital
235 Euston Road
London
NW1 2BU

Out of hours office number: 0203 456 7890

First Aid (Arborist)

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider who has completed Emergency First Aid at Work courses (EFAW), with additional tree surgeons training for users of chain saws to cover:

- Initial actions in a remote area.
- Maintaining airways while suspended on ropes.
- Suspension trauma.
- Major bleeds and amputation.
- Dealing with a casualty in remote areas.

Including the provision of suitable first aid equipment for the use of chain saws.

Often principle contractors will ensure sufficient first aid cover for sites under their control this must include the additional cover for use of chain saws.

Machine Tools

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

Network Rail and Tube Systems Near Proximity of works

All works will be carried out from within the Client boundary and provision will be made to ensure that no debris will be allowed to fall outside the boundary potentially affecting railway systems, personnel or property. Any potential for branches to fall outside the boundary will be controlled by securing ropes to ensure the off-cut is held and able to be lowered within the boundary.

Any potential for encroachment due to close proximity will be discussed with the appropriate local body responsible for rail operations and appropriate controls and conditions effected.

Removal of trees (roadside) X2 silver Birch X 1 Leylandi (conifer) Hawley Road.

Fell to ground level X 3 trees to allow construction of security hoarding. Trees to be dismantled by NPTC qualified persons only, and to be climbed and taken down in sections (not felled) to maximize full control. A drop zone (exclusion zone) must be adhered to by closing off the footpath and by directing pedestrians across the road with full Signage. The road will not need to be closed as the trees will be dismantled from the inside to avoid any debris falling outwards.

Rope Access

The Job Planning stage requires identifying the hazards, determining work methods that will mitigate these hazards, and outlining a rescue plan in the event of an emergency.

Knowledge of the work-site, awareness of the hazards involved, familiarity with local personnel and emergency services are all crucial to planning a safe rope-access job. At a new or unfamiliar site, a preliminary site visit by the rope-access technician or even the whole team may be necessary to assure the work is completed in a safe and expedient manner.

The rope-access Technician/Team Leader is responsible for completing the work plan and job hazard analysis (JHA) prior to the commencement of any rope-access work.

All team members must review, comment, and sign the Activity Hazard Analysis (AHA) prior to commencing the job.

The Hazard Zone is below working rope-access personnel where any dropped or dislodged item might cause injury to workers or the public. Signs or warning tape can be used to prevent people from entering the Hazard Zone. Additional personnel may also be necessary to act as attendants both above and below the work area to make sure outsiders are not injured by straying into the Access or Hazard Zones.

The Safe Zone is an area outside the direct influence of the rope-access operation. The Safe Zone must be designated well beyond the potential Hazard Zone, since dropped or dislodged items may bounce considerably farther than might be expected.

Specialist tree care Machine Tools

A range of tools can be used in particular a top handled chainsaw for aerial use in tree felling and tree pruning works. Only competent, trained operators will be allowed to use the top handled chainsaw and will be required to adhere to HSE safe working standards, and incorporate the Arboricultural & Forestry advisory group (AFAG) guidelines. All top handled chainsaw operatives should be NPTC certified or working towards this qualification under the supervision of a qualified person/persons.

Suspended Harness Rescue

All team members are competent to climb and use safety harness and ropes equipment, subsequently will be able to effect rescue in the event of lead member falling.

Tenants Warning and Safety

It will be the responsibility of the principle contractor to inform Tenants of works being carried out, K.White Arboriculture Ltd staff will liaise with tenants prior to starting and during the works to ensure they are aware of the risks that will be present during the contract. Special attention will be paid where there are elderly, infirm or children present. Safe access and egress for tenants will be erected and maintained. K.White Arboriculture Ltd staff will not leave any area of work in a dangerous condition or with risks to themselves, tenants, and other contractors. K.White Arboriculture Ltd will liaise with other contractors on site for the purpose of exchanging information regarding work schedules and safety.

Tree Felling

Operatives working from ladders will use following process

1. Ladders will be footed or tied

2. Operative using cutting equipment will have full Ballistic Armour protection, Hard Hats, Safety Boots, High Vis Jacket and Gloves

3 Branches will be cut by operative to ensure cuttings will not fall into nearby roadway

4. Ropes will be attached to larger branches and secured then ground operatives will ensure secure fall

5. Banksman will be in place at all times

6. Cutting operative will not work above height of ladders and will be secured using a harness at all times

7. Cutting Operative will be trained in use of machinery and will always cut away from themselves

8. Operatives to be aware of falling branches and weather conditions, in particular high winds

Operation-

Operatives will commence cutting from highest level available cutting downwards to strip smaller outstanding arched branches.

Once this operation is completed

Smaller sections of main trunk line will be cut

Commencement point will be from highest point of tree down to base level

Trunk sizes cut will not exceed three feet sections

Tree Pruning & Ground Clearance

This work involves pruning trees and clearing overgrown vegetation. Care to be taken when cutting branches off, ensure control of falling debris. Use rope to support and lower. Take care using ladders for access to height. Ensure tree is robust enough to take side loading.

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

Grounds Maintenance

Preparation

1. Works to be planned, where possible outside site opening hours.
2. Management to inform appropriate personnel that the task is about to be carried out.
3. Place signs and barriers around work area to warn others of work that is being undertaken and check work area carefully and identify any hazards that may hinder you in the task you are performing. (Remember to leave enough space within the enclosed area to work).
4. If working on uneven ground consideration should be given if using access equipment.
5. Consider the ground surface and decide if it is slippery or unstable.
 - Is the surface wet?
 - Is the surface covered in algae?
 - Is the surface hard and level?

Take the necessary steps to ensure you work safely.

1. High winds and poor general weather need to be considered when working outside. Outdoor work in poor weather is to be confined to essential (emergency) tasks only.
2. When using power tools you need to consider the noise levels for both yourself as the user and for those around you.
3. Where safety guidelines specify PPE, then you must comply.
4. Consider the noise levels which those working around you are also exposed to and either only proceed with the work when the area is cleared of others or ensure that others are also wearing hearing protection.
5. Use barriers and signs to control access to the area.
6. Occasionally the noise levels may be such that neighbours are also exposed to excessive noise levels. If this is the case supervisor must decide on actions to be taken.
7. If there is a risk of dust, sand or other debris becoming airborne the use of good housekeeping techniques should be followed to minimise exposure. Wear the appropriate PPE (dust mask and goggles).
8. Additional screens may be required to protect Others who may be in close proximity to the work zone (Consider public and in particular children and pets.)
9. When operating machinery and equipment the appropriate PPE should be worn. Operator must be deemed competent
10. Be aware that surfaces of machinery and equipment may be excessively hot. This may be from:- design, fault or as a result of excessive work being done. Check carefully before handling. Use PPE to prevent injury. Do not leave machinery or equipment in locations accessible to unauthorised others.
11. Machinery and equipment must be isolated prior to cleaning or making adjustments.
12. Guarding must always be used if provided. It should only be removed for cleaning or maintenance by a competent person after isolation and replaced prior to re-energising.
13. Only trained and competent persons should work with any machinery or equipment. This means that familiarisation training and assessment is required.
14. Before using any chemicals or substances consult the relevant COSHH Assessment as this will tell you how to store, handle and work safely with these items. You must follow the instructions given. You must wear the correct PPE and use good housekeeping techniques to minimise the risk of accidents.
15. On completion of works, all tools, equipment, debris and unused materials must be cleared from the work site.
16. Notify management that the work is completed. Where necessary obtain approval of works completed.
17. Surfaces must be clean and safe prior to removing barriers and signage and the area re-instated for normal use.

Mechanical Shredder

1. Always read, understand and follow instructions in the operator's manual supplied with equipment before use. Make sure you know how to stop the engine rapidly.
2. Always ensure that the machine is only operated by trained personnel, young people (aged 17 and under) should not be allowed to operate these machines
3. Lone workers are not allowed to operate these machines.
4. Always use personal protection equipment: Safety Helmet, Face Shield, Safety Goggles, Ear Defenders, Safety Footwear, Heavy Duty Gloves, Non Snag Outer Clothing, High Visibility Clothing when working at roadsides
5. Make sure that the cuffs of the gloves are close fitting or tucked into your sleeves to stop them being caught on material as it is fed into the chipper
6. Ensure that the correct First Aid Kit including large wound dressing is available on site.
7. Ensure that a fire extinguisher is present with the machine.
8. Inspect the condition of the equipment for faults, especially throttle and stop controls. Ensure that all chutes and discharge outlets are clear from debris before starting.
9. Ensure that all guards and deflectors are securely and properly fitted and undamaged as per operating instructions. Do not use machinery without guards fitted. (e.g belts, pulleys, shafts etc.. are secure and undamaged).
10. Ensure that the machine has been properly converted from any transport mode.
11. Fuel equipment in well ventilated areas, outside. Using fuel mixture as stated in the operator's manual, always stop the engine and allow to cool before re-fuelling.
12. Always use the machine on a firm surface free from obstruction; the machine must be level with the infeed chute at least 600mm above ground level.
13. Shredders may throw objects, always be aware of people and buildings in close proximity to the work area. If a person approaches within a perimeter of 15 metres, stop work until they have moved to a safe distance.
14. Ensure that the discharge chute is positioned to prevent chips being blown onto the highway during roadside operations.
15. Always stand clear of the discharge area.
16. Stand to one side of the infeed rollers to avoid being hit by ejected materials.
17. Let material go as soon as it is engaged in the infeed rollers or chipping components.
18. Use a push stick at least 1.5m long for both short produce and for the last piece of produce to be chipped.
19. Do not put any part of your body (including hands or feet) into the infeed hopper whilst the machine is running.
20. Keep the area of ground in front of the infeed hopper free from debris to prevent any tripping hazard.
21. Do not position the chipper so that you have to stand on an embankment/slope when feeding into the machine.
22. Only feed appropriate materials into the shredder, as stated in the operator's manual. Check that the material to be chipped is free from stones, metal and foreign objects.
23. If the shredder becomes jammed, follow the instructions in the operator's manual
24. Never leave shredder unattended at any time during use and remove the engine start key when the engine is left unattended.
25. Follow instructions in the operator's manual for storage, both short and longer term.
26. Complete the routine maintenance schedule detailed in the operator's manual.
REMEMBER - The blades continue to rotate for several seconds after the engine or drive controls have been shut off and disengaged!

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

Test and Handover

1. Snagging works will be carried out to client satisfaction
2. Remove all tools and equipment
3. Clean area
4. Ensure waste is disposed of in accordance with local authority requirements
5. Remove all waste and recycle wherever possible
6. Handover to client
7. Sign out if applicable

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 K.White Arboriculture Ltd 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 brash 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

Trees - Fell and dismantle trees using rope access - Close proximity to Network Rail etc boundaries.

Tree Felling - Trees height 10 - 12 metres

1. All K.White Arboriculture Ltd 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).
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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).

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