

Health and Safety Standards – Arboricultural Operations

The criteria on this list has been drafted and agreed by a Joint Industry Working Party, the members of which are shown at the foot of each page. The Party has supplied this list to the insurance industry.

If you are seeking an insurance quote you are advised to check whether or not the broker you select will ask you to conform to this list, an alternative set of criteria, or none at all.

PART 1 – PAPERWORK

1. Health and Safety Law poster(s) easily seen by all personnel and displaying correct information
2. Employees are consulted on health and safety matters
3. Company Health & Safety Policy statement is a written document including the following:
 - 3.1 Company structure with names of people responsible for key areas of health and safety
 - 3.2 Fire fighting procedures
 - 3.3 COSHH – how the company complies
 - 3.4 RIDDOR – how the company complies
 - 3.5 Risk Assessment – how the company complies
 - 3.6 PUWER – how the company complies
 - 3.7 LOLER – how the company complies
 - 3.8 The Policy is up to date and evidence exists of it's periodic revision
4. COSHH – Control of Substances Hazardous to Health
 - 4.1 Data sheets accessible at suitable location in office
 - 4.2 Data sheets available in vicinity of where the substances are stored
 - 4.3 Data sheets available where the substances are used
 - 4.4 Pesticides records show purchase, usage and surplus in store
 - 4.5 Pesticides records show application details: operator, date, location, weather, substance, rates
 - 4.6 A method exists to survey the health of personnel handling pesticides
 - 4.7 A method exists for the disposal of surplus pesticide
5. RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
 - 5.1 Records are made of reportable occurrences
 - 5.2 Systems exist for reporting to HSE or Environmental Health Officers
 - 5.3 Records show actions taken in response to any enforcement or improvement notice
6. Accident records up to date
7. Risk Assessment
 - 7.1 Generic risk assessments comprehensively cover the range of work undertaken
 - 7.2 Generic risk assessments refer to industry standard codes of practice and promote suitable controls
 - 7.3 Generic risk assessments are regularly revised
 - 7.4 Site specific risk assessments exist to cover operations on a daily basis
 - 7.5 Comprehensible and relevant information is provided to employees
8. PUWER – Provision and Use of Work Equipment Regulations
 - 8.1 A system is in place for daily pre-use checks of vehicles (cars, vans, lorries, tractors etc.)
 - 8.2 A system is in place for daily pre-use checks of equipment:
 - 8.2.1 stump grinders
 - 8.2.2 chippers
 - 8.2.3 winches
 - 8.3 Written records of periodic thorough inspection/servicing of vehicles (cars, vans, lorries, tractors etc.)
 - 8.4 Written records of periodic thorough inspection/servicing of equipment:
 - 8.4.1 stump grinders
 - 8.4.2 chippers
 - 8.4.3 winches
 - 8.5 Written records of training and competence in use of stump grinders (e.g. NPTC AO units)
 - 8.6 Written records of training and competence in use of chippers (e.g. NPTC AO units)
 - 8.7 Written records of training and competence in use of MEWPS (e.g. NPTC AO units, CITB)
 - 8.8 Written records of training and competence in use of chainsaws (e.g. NPTC CS Units)
 - 8.9 Self propelled equipment has a method of immobilisation from unauthorised persons

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- 8.10 Self propelled equipment has an effective braking system
- 8.11 PTO shafts are guarded and have a clutch or shear bolt to prevent fracture in the event of seizure
- 8.12 A system exists for clearly identifying equipment that is out of service awaiting repair
- 8.13 A system exists for repair or replacement of equipment that is out of service
- 9. LOLER – Lifting Operations and Lifting Equipment Regulations 1998
 - 9.1 A system is in place for daily pre-use checks by operatives for:
 - 9.1.1 PPE (climbing ropes, harnesses, climbing karabiners, climbing irons etc.)
 - 9.1.2 rigging/lowering equipment
 - 9.1.3 mechanical lifting equipment (MEWPS, front end loaders)
 - 9.2 Written records of weekly inspection by operatives for
 - 9.2.1 PPE (as i.(i)1 above)
 - 9.2.2 rigging/lowering equipment
 - 9.3 Written records of inspection by competent persons for:
 - 9.3.1 PPE (as i.(i)1 above) every six months *1
 - 9.3.2 rigging/lowering equipment every twelve months *1
 - 9.3.3 mechanical lifting equipment every twelve months *1

*1 and after occurrence of exceptional circumstances or at manufacturers' specified intervals
 - 9.4 Each individual item of PPE and rigging/lowering equipment is clearly identifiable
 - 9.5 PPE is clearly distinguishable from rigging/lowering equipment
 - 9.6 A system exists for clearly identifying equipment that is out of service awaiting repair
 - 9.7 A system exists for repair or replacement of equipment that is out of service
- 10. Personnel files are kept of employees and sub-contractors with the following information
 - 10.1 Certificates of competence (NPTC competencies, First Aid)
 - 10.2 Health and Safety training attended (signed by employee)
 - 10.3 PPE issued (signed by employee)
 - 10.4 Areas covered on induction to the company (signed by employee)

PART 2 – STORES AND WORKSHOPS

- 11. Storage of Pesticides, fuels and oils :
 - 11.1 prevents unauthorised access
 - 11.2 has appropriate warning signs (contents, hazard rating, no-smoking)
 - 11.3 is well ordered with sufficient shelving and space for record completion
 - 11.4 has appropriate illumination
 - 11.5 has spill-safe container ('sump')
 - 11.6 has hand washing facilities
 - 11.7 has spill mop-up system
 - 11.8 has first aid (including eye-wash) facilities
 - 11.9 has appropriate fire extinguishers
 - 11.10 has COSHH data sheets for all substances stored
 - 11.11 handlers of pesticides hold NPTC PA1 and those using pesticides hold NPTC PA6
- 12. Equipment:
 - 12.1 Workshop equipment (grinders, drills etc.) has appropriate signs (ear protection, eye protection)
 - 12.2 Workshop equipment (grinders, drills etc.) is in serviceable condition:
- 13. Workshop and store fire exits are marked and fire instruction signs are present
- 14. Workshop and store First Aid equipment is prominently wall mounted and is adequate in relation to the size of the workforce
- 15. Stored timber arisings are safely organised

PART 3 – OPERATIONS

- 16. On site paperwork
 - 16.1 If contractor has received from Client information on health and safety risks relevant to the work site (MHSWR) it is on site and available to operatives
 - 16.2 On-site risk assessment completed and comprehensive

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- 16.3 Personnel hold certificates of competence relevant to the work in progress (climbing, chainsaws, chippers, grinders, MEWPS, signing lighting & guarding, bracing, aerial rescue)
17. Appropriate PPE worn correctly by all appropriate personnel (AFAG 301, 401, 604 & 606) (see table below)

	Ground C/saw	Climber C/saw	Wood Chipper	Stump Grinder	Climber no-saw	Ground no-saw	MEWP C/saw
Helmet							
Chin strap on helmet	NA		NA	NA		NA	
Eye protection					NA	*3	
Ear protection					NA	*3	
Gloves – normal	NA	NA			NA	NA	NA
Gloves – c/saw		NA	NA	NA	NA	*3	
Leg protection – type A		NA	NA	NA	NA	NA	NA
Leg protection – type C	NA		NA	NA	NA	NA	
Boots – normal	NA	NA					NA
Boots – c/saw			NA	NA	NA	NA	
Non-snag outer clothing					NA	NA	
High vis on roadside							
Personal first aid kit							
Fire extinguisher	NA	NA	NA		NA	NA	NA

*3 Ground-workers need eye, ear and hand protection when they are working in close proximity to saws

18. First aid kit on site adequate for number of personnel
19. Tools and equipment
- 19.1 Chainsaws comply with AFAG 301 and AFAG 308 safety checklists:
- 19.1.1 stop switch is clearly marked and functioning
 - 19.1.2 front hand guard/chain brake (working), chain catcher and anti vibration mounts
 - 19.1.3 throttle lock effective
 - 19.1.4 reduced kick-back chain
 - 19.1.5 exhaust and silencer effective
 - 19.1.6 stop mounting point at rear of saw
 - 19.1.7 ear protection symbol visible
- 19.2 Wood chippers comply with AFAG 604 safety checklist:
- 19.2.1 guards are secure and undamaged
 - 19.2.2 in-feed control bar and stopping device are correctly functioning (including modifications/retro-fit bars to achieve regulations in force as of 2002)
 - 19.2.3 noise warning signs are in place
- 19.3 Stump grinders comply with AFAG 606 safety checklist:
- 19.3.1 guards are secure and undamaged
 - 19.3.2 debris curtain around cutting head is present, intact and adequate
 - 19.3.3 PTO guard is complete and stationary (where PTO driven)
 - 19.3.4 Engine stopping device is clearly marked, functioning and accessible by operator whilst in use
- 19.4 Mobile Elevated Work Platforms comply with AFAG 403 safety checklist
- 19.4.1 SWL is clearly marked
 - 19.4.2 ensure levelling indicators and/or out of level alarms (if present) are functional
- 19.5 Other tools are serviceable and appropriately guarded
- 19.6 All tools are used appropriately in accordance with relevant AFAG safety checklist
20. Site organisation
- 20.1 Road-signing, guarding and lighting conforms with industry standard (if on a highway)
 - 20.2 Site signing, guarding and lighting is effective in securing the site (all sites)
 - 20.3 Each person knows their role and their line manager
 - 20.4 Effective communication is evident between ground man and climber
 - 20.5 Arisings are appropriately handled, converted, stored and/or loaded for removal
21. Climbing
- 21.1 Equipment conforms to AFAG 401 and a Guide to Good Climbing Practice
 - 21.2 Techniques conform to AFAG 401 and a Guide to Good Climbing Practice
 - 21.3 Equipment is accessible for aerial rescue

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- 21.4 Ground man is competent to perform aerial rescue (to standard within Aerial Rescue Guidance Notes)

PART 4 – NOTES

22. Describe the H&S training and/or experience of people with responsibilities in the H&S policy
23. Describe the H&S training and/or experience of other personnel. Include frequency of training and organisation(s) used
24. Describe the company audit of health & safety systems (if contracted out provide details)
25. When was the last audit, what were the recommendations and have they been implemented (provide copy)
26. Describe disciplinary measures in place to address non-compliance with any health and safety issue
27. What proportion of total wage roll relates to labour only sub-contractors
28. provide details and a description of work carried out by labour only sub-contractors
29. Describe the checks the company makes of the validity of sub-contractors' insurance cover, their indemnity limits, exclusions and policy excesses
30. What records are kept of the above?

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