



Emery Landscapes Ltd.

This document forms the
Emery Landscapes Ltd. Safety Policy,
intended to ensure safety is considered and controlled in a
structured fashion, throughout all Company activities.

The Policy has three sections:-

1 The Policy Statement:

- this sets out our commitment to safety.

2 The Organisation

- this details the company structure and responsibilities for safety.

3 The Arrangements

- this comprises our basic Safe Working Procedures, stating how we will actually manage each aspect within the Company.
- all 'Task Based' Risk Assessments and Safe Working Procedures are provided separately to this Policy Document.

If In Doubt.....ASK!



Emery Landscapes Ltd.

Section 1

The Policy Statement



Emery Landscapes Ltd.

HEALTH & SAFETY AT WORK ETC ACT 1974

SAFETY POLICY STATEMENT

Emery Landscapes Ltd. are committed to discharging his obligations under the Health & Safety at Work Etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all other relevant statutory legislation.

We will seek to provide a healthy & safe working environment for all of our employees and will endeavour to ensure the safety of all others who could be foreseeably affected by activities under our control.

In Particular, attention will be given to the provision and maintenance of:-

1. Plant, equipment and systems of work that are safe and without risk.
2. Safe arrangements for the use, handling, storage & transport of articles, goods and substances.
3. Sufficient information, instruction, training & supervision to enable all employees to avoid hazards and contribute positively to their own safety & health at work.
4. Places of work that are safe and without unacceptable levels of risk.
5. Adequate welfare facilities.

To achieve a high standard of health & safety, the active co-operation of all Employees is essential.

Employees are reminded of their own duties under the law,

1. to take care of their own safety and that of other persons,
2. to co-operate fully with their employer so as to enable them to carry out their responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable the Policy on Health & Safety to be effective are contained in the attached documents.

This policy and associated documents will be revised annually, or after any significant change to the company or legislation likely to affect the Policy. The policy will be publicised within the company.

Signed.....

Ken Emery

Date.....

Signed.....

Mrs R. Emery

Date.....

Review Date.....

12 months from above date



Emery Landscapes Ltd.

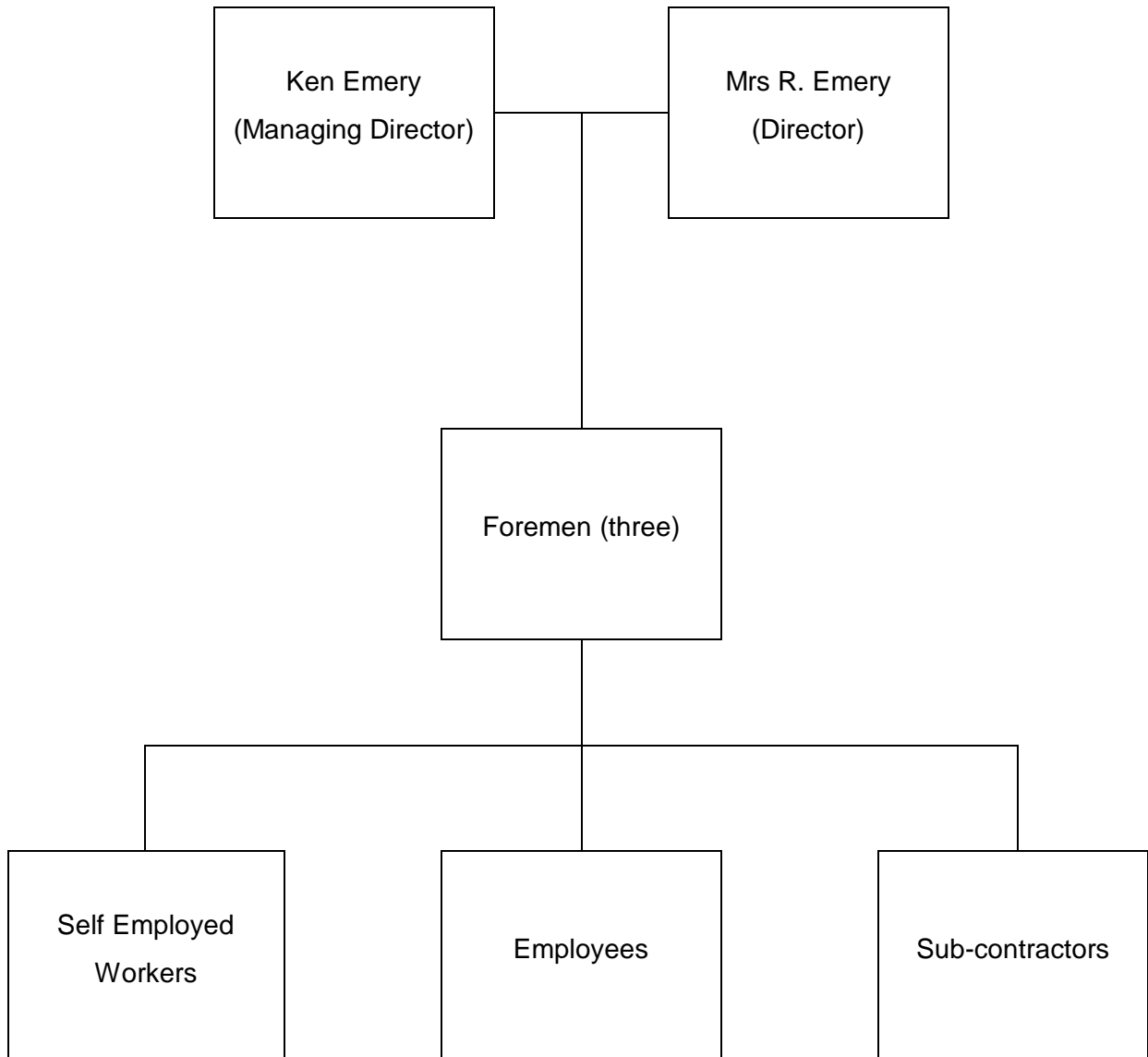
Section 2

The Organisation and Responsibilities



Emery Landscapes Ltd.

SAFETY ORGANISATION CHART





Emery Landscapes Ltd.

HEALTH AND SAFETY AT WORK ACT 1974

RESPONSIBILITIES FOR HEALTH AND SAFETY

Emery Landscapes Ltd. shall ensure that:-

- ◆ The Health and Safety Policy is updated as and when required and is made known to the Employees (including self employed workers and sub-contractors) of the Company.
- ◆ The Policy, Arrangements and Safe Working Procedures as written are implemented.
- ◆ Employees are trained, instructed, informed and supervised to enable them to carry out their work safely and without risks to their safety or health.
- ◆ Self employed workers and sub-contractors are 'competent', and have been trained, instructed and informed, and will be supervised, to enable them to carry out their work safely and without risks to their safety or health
- ◆ Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- ◆ Safe Working Procedures are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Matters brought to their attention of a health and safety nature are dealt with, and where professional advice or assistance is required suitable resources are made available.



Emery Landscapes Ltd.

Emery Landscapes Ltd., with assistance from NFU Mutual Risk Management Services (External Safety Consultants), shall ensure:-

- ◆ The Company safety policy, arrangements and procedures are in line with current legislation and good practice.
- ◆ Required changes in operating procedures due to legislation updates or risk assessment findings are communicated to the directors for action.
- ◆ The Foremen and site based employees (including self employed workers and sub-contractors) are provided with information, instruction and training required to implement the safety policy requirements.
- ◆ Safe Working Procedures are established where the degree of risk indicated as a result of the Risk Assessments merits such action.
- ◆ Compliance with the Company safety policy and procedures is monitored across the business.
- ◆ The Company is conversant with current legislation and is made aware of any relevant commencement dates.
- ◆ Fire safety procedures are established within the Company's premises and sites where work is undertaken.
- ◆ A good standard of housekeeping is maintained in the Company's premises and sites where work is undertaken.
- ◆ Such Personal Protective Equipment as is necessary is provided.
- ◆ All injury accidents and dangerous occurrences are investigated, reported and notified, if appropriate, to the Health and Safety Executive in accordance with the Accident Reporting Procedure.
- ◆ Advice will be sought from NFU Mutual Risk Management Services as and when required. However the Company is strongly committed to managing safety internally.



Emery Landscapes Ltd.

The Company Foremen shall ensure that:-

- ◆ They are familiar with the Company Health and Safety Policy, and the Organisation and Arrangements for Health and Safety, and they are implemented to the best of their ability.
- ◆ Necessary information and instruction is passed on to employees (including self employed workers and sub-contractors) under their control and where appropriate training needs are identified.
- ◆ Where any injury occurs, the appropriate treatment is provided, the details are recorded in a Data Protection Act (DPA) compliant accident book, and in accordance with the Company's Accident Reporting Procedure.
- ◆ Health and safety matters that are brought to their attention are suitably dealt with. If they do not have the authority to take action, Management is informed.
- ◆ Established Safe Working Procedures are properly followed and supervised.
- ◆ Appropriate standards in housekeeping and waste management are maintained in all workplaces and sites for which they are responsible.
- ◆ Necessary Personal Protective Equipment is worn as required and suitably maintained.
- ◆ Adequate welfare facilities are provided and maintained, and employees are familiar with the emergency and fire procedures relevant to the locations and sites they are working on.



Emery Landscapes Ltd.

All employees (including self employed workers and sub-contractors) **shall ensure that they:-**

- ◆ Co-operate with the Company to enable it to meet its legal obligations in terms of health and safety.
- ◆ Carry out their work with due regard to their own safety and the safety of others who could foreseeably be affected by their acts or omissions.
- ◆ Bring matters relating to health and safety causing them concern to the attention of Management.
- ◆ Use Personal Protective Equipment provided for them, and keep it maintained in a good condition.
- ◆ Carry out work activities in accordance with the instruction and training received by them.
- ◆ Report all accidents, injuries and incidents in the DPA compliant accident book.
- ◆ Keep their place of work tidy and free from accumulation of rubbish or materials.
- ◆ Use any guards or protective devices provided on appliances and machinery, and report any defects.
- ◆ Are familiar with any fire procedures and means of escape from every part of any workplace to which they have access.



Emery Landscapes Ltd.

Section 3

The Arrangements



Emery Landscapes Ltd.

ARRANGEMENTS FOR HEALTH & SAFETY

Safe Working Procedures

Emery Landscapes Ltd. arrangements for safety are based on Company Safe Working Procedures, to ensure a structured, uniform approach can be taken across the Company.

The arrangements do not seek to detail methods of work, as within the Company Safe Working Procedures. The arrangements are designed to set the Company's approach for dealing with risk and legal requirements.

Where a hazard is identified and there is a significant risk associated with the work activity, or where there is a need for information and guidance, Safe Working Procedures will be prepared and issued for action by those with related responsibilities.

These Safe Working Procedures will be based on interpretation of legal requirements and will be designed to ensure the provision and maintenance of safe and healthy working practices for our employees and to ensure the safety of other persons who foreseeably could be affected by the work activities.

Accident Reporting & Investigation

All injury accidents must be reported and recorded in the DPA compliant accident book at site and at the office. Where appropriate, notification will be made to the Health and Safety Executive in the area. It is very important that the clients' site management are notified of any accident immediately.

All Reportable (over three days' absence) and Notifiable serious injuries must be notified to the Health and Safety Executive. All such accidents must be investigated, reported on and action taken to prevent a recurrence.

Serious injury accidents and dangerous occurrences will be subjected to an in depth investigation at the discretion of Management.

Detailed guidance for accident reporting is contained in the DPA accident book and RIDDOR documentation held by the Company.



Emery Landscapes Ltd.

Fire Safety

Suitable 'fire risk assessments' are undertaken for the Company premises and third party sites. Arrangements are put in place to ensure that adequate fire precautions are taken and maintained. Any principal contractor should set the fire arrangements for that site, and employees (including self employed workers and sub-contractors) will be informed of these requirements at induction.

All employees (including self employed workers and sub-contractors) will comply with all Company and / or principal contractor requirements, and ensure risk assessments cover any fire risk introduced by them.

All employees will receive training related to fire safety with particular reference to means of escape in case of fire and in the use of fire fighting equipment.

All teams will carry a valid fire extinguisher within their vehicle(s) at all times.

First Aid

A trained First Aid Appointed Person(s) (i.e. a Company employee) will be available to provide help in the event of injury, including 'aerial rescue' where appropriate.

First aid supplies are provided within the vehicle(s) of the Team Leader(s), and is in the charge of the First Aid Appointed Person(s).

Persons who may incur a serious injury or illness (including any electric shock, however minor) will be taken to the nearest hospital, or medical help sought with the minimum of delay.

In the case of employees (including self employed workers and sub-contractors) working away from the main workplace, an assessment will be carried out by the Supervisor in charge of the work, in consultation with the Team Leader(s) and / or Company Management.

Health & Safety Training

The Company will endeavour to undertake and facilitate all required training, as an ongoing commitment to best practice, including obtaining CHAS registration (e.g. by March 2009). Training needs have been identified for all employees (including self employed workers and sub-contractors), and training will be given to ensure that they are competent to carry out their duties in a safe and proper manner.

Where new Health and Safety legislation is introduced which has a direct bearing on the Company and the work activities, training as appropriate will be provided.

Reference should be made to the training needs assessment.



Emery Landscapes Ltd.

Personal Protective Equipment (PPE)

Where hazards exist in the work activity and there is a need to provide protective equipment, such equipment is provided free of charge.

PPE is provided to offer protection from the hazards perceived to pose a risk to health and safety. Employees (including self employed workers and sub-contractors) have a statutory duty to use such equipment. PPE is purchased to comply with the appropriate British / European Standards currently in force.

Employees (including self employed workers and sub-contractors) must wear the required site PPE at all times. Failure to do so may lead to their removal from site.

Control of Substances Hazardous to Health (CoSHH)

Procedures have been prepared for the identification and control of substances which are by definition "hazardous to health".

Consideration has been given to the provision and use of safer substances and/or where appropriate, the introduction and maintenance of control measures.

Assessments have been carried out by competent persons and the information made available to the employees (including self employed workers and sub-contractors) concerned. Reference should be made to the Company CoSHH Assessments.

Monitoring of Health & Safety Standards

Annual Health and Safety Audits are carried out at the Company premises with the objective of ensuring that the arrangements and standards are being complied with. Site inspections are carried out by the safety advisor monthly and by site managers on an informal basis at least twice weekly.

Audits and inspections are carried out regularly by the Company (using the 'Fountains' SEQ form), randomly by 'Fountains' and 'Central Networks', and annually / as required by NFU Mutual Risk Management Services.

Risk Assessments

Where required under regulations such as The Management of Health and Safety at Work Regulations 1999, general risk assessments and specific risk assessments are carried out with the objective of assessing the risks and of taking appropriate measures to control, reduce or remove the risk factors identified.

Reference should be made to the Company Task Specific Risk Assessments.



Emery Landscapes Ltd.

Enforcement of Health & Safety Standards

Employees (including self employed workers and sub-contractors) who are in breach of Company Safe Working Procedures and / or Safety Rules, clients' and / or principal contractors' safety rules, will be dealt with in accordance with the Company Disciplinary Procedures.

In cases of serious breaches, an(y) employee(s) may be instantly dismissed.

Work at Height / Tree Work

Access equipment used by the Company is normally hired for specific work. This includes powered access equipment and insulated ladders.

Powered access equipment is only used, after risk assessment by trained operatives holding a current IPAF certificate. The platforms hired must be within the competency of the IPAF training and must be accompanied by the last certificate of thorough examination.

Before any work at height, employees (including self employed workers and sub-contractors) must check access equipment, ensure a 'working at height' risk assessment is undertaken, and utilise a Safe System of Work to ensure access equipment is suitable, and can be safely used for the task. Training has been given on assessment of work at heights and in the use of access equipment.

Extension (insulated) ladders are only used when all other methods of work at height cannot reasonably be used, and it is safe to use ladders. Extension ladders are only used in conjunction with suitable stability devices.

Short duration indoor work at height (with feet at heights of up to 1m) are only carried out using a suitable step platform. The use of a step ladder will only be undertaken where a risk assessment justifies its use.

All ladders are part of the plant control register and subject to regular checks.

Alloy tower scaffolding may only be erected by persons holding the PASMA certificate and must be checked before initial use and every 7 days afterwards as appropriate. These checks must be recorded and records retained at site.

Only trained scaffolders are permitted to alter scaffold. Any other person altering or removing parts of scaffolding may be subject to disciplinary action.

The Company may train certain personnel to alter scaffold, these people will be authorised in writing.

See also 'Arboricultural Policy' below.



Emery Landscapes Ltd.

Electrical Safety

Only competent electricians are permitted to carry out electrical work. Unqualified persons are not permitted to carry out any electrical work under any circumstances.

Employees (including self employed workers and sub-contractors) have a duty to ensure they visually check the condition of any electrical appliance prior to use.

Employees (including self employed workers and sub-contractors) must stop, report and put out of use any electrical item they suspect to be faulty or unsafe.

Electrical installations must not be switched on by anyone other than the electrician. The electrician must never leave any installation capable of being energised where there may be a risk of electrocution.

The Company will undertake regular testing of fixed electrical installations at the Company premises, and regular testing of portable electrical appliances.

Noise / Vibration

Any significant noise exposure to employees (including self employed workers and sub-contractors) will be assessed by Management / Team Leader(s), at the Premises or worksite (in consultation with the client / principal contractor as required).

Warning signage will be displayed where the use of hearing protection is required. Various types of hearing protection are made available for employees (including self employed workers and sub-contractors if required).

Significant vibration exposure to employees (including self employed workers and sub-contractors) will be assessed by Management / Team Leader(s), at the Premises or worksite (in consultation with the client / principal contractor as required).

Any vibrating tools will be selected for their low vibration characteristics. Adequate rest breaks are allowed, and employees (including self employed workers and sub-contractors staff) are trained.

Consultation With Employees

To comply with the Health and Safety (Consultation with Employees) Regulations 1996 the Company has established systems where meaningful discussion can take place on matters relating to health and safety between the Management and Employees (including self employed workers and sub-contractors staff).

At Emery Landscapes Ltd., consultation with employees (including self employed workers and sub-contractors staff) is carried out formally on a 'quarterly' basis, informally on a daily basis, and via the monthly 'Fountains Safety Bulletin'



Emery Landscapes Ltd.

Young Persons

The Company recognises the additional risks to which young persons are exposed in the working environment due to their immaturity and lack of experience. Where such persons are employed suitable risk assessments will be undertaken, work carefully monitored and additional supervision provided.

Construction (Design & Management) Regulations

In its roles as a 'Contractor' and 'Sub-contractor', the Company is aware of its obligations to ensure high standards of health and safety, and to that end have systems established to manage any aspect of the Construction, Design and Management Regulations.

Confined Spaces

Any work activities involving entry into confined spaces will be subject to the requirements of the Confined Spaces Regulations, using a suitable risk assessment, a Permit to Work and Safe Working Procedure.

Services

Steps will be taken to ensure the integrity of underground services which may be affected by the Company's activities. Plans and information will be sought and cable locating tools used prior to any work commencing in the vicinity of such services.

Where overhead services are identified at any clients' sites, the risk assessment will consider our activity and the risk of contact with the overhead power lines. Consultation with the principal contractor and local power company will be undertaken as appropriate.

Clients will be consulted at the pre contract stage to identify the location of any existing or temporary water, gas or electrical services in the grounds or buildings prior to starting on site.

Work Equipment

Work equipment and vehicles must be inspected daily (e.g. vehicle brakes, steering, tyres, water and oil), and towing items and loads must be adequately secured.

All vehicles will have a valid MOT, tax and insurance certificates at all times.

All work equipment will comply with the requirements of relevant legislation, will be of sound construction, suitable for purpose and the appropriate certification and documentation will be readily available.



Emery Landscapes Ltd.

Such inspections as are required under statutory legislation will be carried out by insurance companies or competent contractors.

Security

All sites and locations will be adequately protected to ensure the safety of children and members of the public. Where work is in progress suitable protection shall be provided and only authorised personnel allowed within the area.

The Environment

The Company is committed to the protection of the environment, fauna and flora, including watercourses and wildlife, such as nesting birds. The Company will actively seek to control all adverse impacts due to their activities in the workplace. This will include the control of noise, dust, waste, etc. and where practical the reduction of energy consumption and re-cycling.

Drugs & Alcohol

Employees (including self employed workers and sub-contractors staff) are required to present themselves for work unimpaired by the effects of alcohol or drugs. The use of drugs and alcohol at work is expressly forbidden and it is a requirement that anyone using prescribed drugs under medical supervision notifies the Company.

Breaches of these requirements will render the person(s) liable to Company disciplinary procedures.

Gas Safety

If gas cylinders are used for 'hot work' purposes, a suitable risk assessment will be carried out and 'hot work' safety procedures implemented. Only suitably trained / experienced persons will undertake this type of work

Self Employed Workers / Sub-contractors

All self employed workers and sub-contractors will be vetted for their competency and safety procedures. They are required to complete an Assessment Questionnaire.

It is an essential condition of their contract that they adopt the same standards of work and safety in their activities as that of the Company.

The Company will provide adequate monitoring and supervision of self employed workers and sub-contractors, and they will be subject to the same disciplinary procedures.



Emery Landscapes Ltd.

Health & Safety Advice

The Company employs external consultants (NFU Mutual Risk Management Services) as and when required to provide health and safety advice and assistance as is required under The Management of Health and Safety at Work Regulations.

Stress

Emery Landscapes Ltd. are aware of the dangers of work related stress and are committed to the ongoing reduction of unhealthy work related stressors.

Display Screen Equipment

All 'users' as defined by the regulations and others deemed to be at risk will be subject to a display screen equipment assessment to ensure their workstation is arranged to minimise the risks to their health.

Smoking

Smoking is only permitted in designated areas as designated by the client or principal contractor.

Smoking is not permitted in or within 10 metres of any building, storage container, storage compound, van, company car or any other internal or substantially enclosed space owned by Emery Landscapes Ltd., or any customer of Emery Landscapes Ltd.

In all cases smoking is strictly prohibited within 10 metres of any combustible solid, liquid or gas. Employees (including self employed workers and sub-contractors staff) must follow principal contractor's additional site rules on smoking on site.

Mobile Phones, Radios & CB Radios

All teams will have a mobile phone with them at all times.

The use of mobile phones and CB Radios in Company vehicles whilst driving is strictly prohibited unless hands free. Even hands free conversation must be kept short and limited to answering incoming calls only.

Mobile phones must not be used whilst walking around site, using tools or working at heights.

Radios are only permitted on site if they have been PAT tested and operate at 110v. Where used radios must be kept at a level which will not damage hearing or cause nuisance to clients or neighbours.



Emery Landscapes Ltd.

ARBORICULTURAL POLICY

Climbing Operations

The attention of all Employees is drawn to 'A GUIDE TO GOOD CLIMBING PRACTICE' Arboricultural Association 2005.
AFAG guidance notes eg. 308 Top handled chainsaws, 310 Use of winches, 301 Use of petrol chainsaws.

All equipment to be checked out and on return, defects being reported.

- i) Daily checks: Climbing and lowering equipment to be checked before and after use
- ii) Weekly inspection: A weekly written record of all checks is to be made in the appropriate personal protective climbing equipment.
- iii) Thorough examination: Every 6 months by a suitably qualified competent person.
- iv) All equipment is to be marked and identified with dates of issue, use and any defects.
- v) Defective equipment must be marked and withdrawn from service.

Climbing Operations are potentially dangerous, not only to the climber, but to ground personnel, spectators etc.

No Employee shall perform climbing operations whilst under the influence of alcohol, drugs or any medication which may affect his ability to carry out such operations. Where medication is being taken, this must be brought to the attention of the Employer or Supervisor.

No Employee shall carry out climbing operations until he has been fully trained in the operation he is carrying out. The Exception to this is an Employee who is being trained and is under supervision.

NPTC unit 39

No Employee shall use a chainsaw in a tree until he is a fully trained and experienced climber and fully experienced with the use of a chainsaw on the ground.

Inclement weather

It is possible to carry out climbing operations in bad weather conditions, however, when weather conditions are sufficiently bad as to pose an unacceptable risk, bearing in mind the nature of the work to be carried out, climbing operations should not be undertaken.



Emery Landscapes Ltd.

Dangerous trees

Where a tree is too dangerous to climb by conventional means, it may be necessary to employ special equipment or machinery such as scaffolding or a hydraulic tower lift. The responsibility for any decision in this respect will rest with the Employer or Supervisor after discussion with the climbing team and the Client. The Supervisor or Employer will bring any such special circumstances to the attention of the climbing team before work commences.

Overhead Services

The presence of overhead services such as power lines should be noted and action as detailed in the Section of this document dealing with overhead cables should be taken.

Safety clothing

A Climber using a chainsaw must wear full protective clothing as detailed in the Section on Chainsaw use. He may wear gloves other than chainsaw mitts or gloves.

A climber who is not using a chainsaw must wear the following.:

- i) Helmet to British Standard 5240 or a light mountaineering-type helmet.
- ii) Stout, non-snap clothing.
- iii) Gloves.
- iv) Safety boots with good grip and steel toe-caps.

Safety Equipment

Climbing safety equipment as agreed with the Employer must be used at all times. Climbing equipment varies, but its purpose does not - **THE CLIMBER MUST BE ATTACHED TO THE TREE BY A SECURE ANCHOR POINT AT ALL TIMES.**

It is appreciated that climbing methods vary and may be a matter of personal choice, however, the following must be observed at all times where climbing operations are being undertaken.

Before Climbing

All equipment, e.g. ropes, karabiners, harnesses, strops etc should be checked by the climber and any defects reported to the Supervisor or Employer. Defective equipment must not be used.

Complete equipment check list.



Emery Landscapes Ltd.

Communications

A system of communications must be devised by the climber and groundman so that they can communicate whilst the climber is in the tree. The sequence of operations to be followed in a particular job should be agreed before the climber ascends.

A whistle is to be used in emergencies to signal work to stop.

Climbing

The climber must be secured to the tree at all times with his harness and either a life-line or strop.

The safety line should be kept taut at all times - this reduces the risk of a 'snap' take-up of slack should the climber fall.

Where a ladder is used (see separate guidelines on the use of ladders), the climber must secure himself to the tree before stepping off the ladder.

Ascending the tree

The climber should plan the route up the tree before leaving the ground.

The climber must always be secured to the tree. He must secure the second set of knots or strops before undoing the first, or he must be secured to the tree by a strop.

The climber must not carry any heavy item (such as a chainsaw) whilst ascending the tree.

The climber should not climb above his anchor point.

When using climbing irons or spikes, an adjustable strop or safety line and adjustable karabiner such as the 'Clog' should be used.



Emery Landscapes Ltd.

Working in the tree

Be aware of safe working loads records kept in office.

The climber should establish a suitably high anchor point before beginning work. He should ensure that the anchor point is high enough to take account of any fall (including the stretch in the rope) - this is particularly important where the climber is working out on the ends of long branches where the length of the branch may be greater than the distance to the ground.

Where appropriate, the climber should be secured by another rope or strop when working, particularly with heavy tools.

The climber should ensure that all anchor points are sound before entrusting his weight to them. Where an anchor point is suspect, the rope should be passed around the trunk of the tree and over the anchor branch.

Tools should be passed to the climber using an appropriate line. Heavy tools should be passed to the climber and supported on a tool line by the groundman. Tools should be secured to the climbing harness with an appropriate strop at all times. Lightweight chainsaws may be carried on the harness as the climber changes position. Tools should never be thrown from a tree. Apart from small items such as spanners, pliers etc all tools in use in the tree must be secured either to the climber or by some other means.

The life line should always pass to the ground in a clear line, so that it can be used for a rapid descent in case of emergency. When the climber has to change position, the line should be re-routed so that the clear fall of line is maintained.

Generally, only one man should work in the crown of a tree at one time. However, in very large trees, where climbers are working on opposite sides of the crown, or when cable bracing is being carried out, two men may work in the crown of the same tree. In such circumstances, however, one must not work above another. Two men may work in the crown of a tree for training purposes.

Operations

When removing branches, the climber should be above the timber being removed.

No items (including branches) should be thrown from the crown of a tree without the climber checking to ensure that it is clear below. The groundman should ensure



Emery Landscapes Ltd.

that any area, into which material is being thrown is kept clear. If there is any likelihood of danger in this respect, items must be lowered using ropes.

Roping Down

Where there is risk of danger or damage, branches and other timber should be lowered from the tree using ropes. Whilst techniques will vary according to circumstances, the following guidelines must be adhered to:

Ropes must be of a suitable size to cope with the weight of the timber to be lowered. Remember that a knot can reduce the breaking strain of a rope at that point by up to 50%. It is better to 'over-rope' than use a rope which is too light for the job in hand.

Ropes should be thoroughly inspected before use. Defective ropes should not be used. Defects will include cuts, plucks, abrasions etc. Any defects should be reported to the Supervisor or Employer.

Ropes should be inspected on a regular basis. Natural fibre ropes are prone to decay and they should be laid on a bench and the lays opened and examined for decay and signs of powdering. Any defects should be reported to the Supervisor or Employer.

Remember that ropes (particularly man-made ropes) stretch by up to a third of their length, especially if subjected to a snap loading. Bear this in mind when lowering over buildings etc. Natural fibre ropes do not stretch as much but are liable to sudden breakage if overloaded.

Where 'topping-off' strops are to be used, these should also be inspected. If fitted with metal eyes or shackles, these should be checked. Incomplete shackles should not be used. Topping-off strops should always be secured to the parent branch or stem by a Timber Hitch incorporating at least 4 tucks of rope.

Forks used as anchor points for lowering ropes should be checked to ensure that they are sound and strong enough to take the proposed load.

Friction should be applied to the ground end of lowering ropes by wrapping them around either nearby trees or the tree being worked on. Care should be taken to ensure that no-one is under a branch which is being lowered. There must be a sufficient number of operatives holding the ground end of a lowering rope to compensate for the weight being lowered.

Where necessary, additional ropes should be used to lower branches horizontally and to guide branches.



Emery Landscapes Ltd.

The climber should never be secured to a fork being used as a lowering point.

Role of the Groundman

Climbing is dangerous and physically strenuous, the climber needs to concentrate fully. The groundman has an important role to play in ensuring that the climber works safely and without risk to any person. He should do this by ensuring that no-one enters the work area, by keeping track of the climber's work and pointing out potential hazards to him, by keeping the climber's ropes free from tangles.

The groundman should also co-ordinate operations, for example by stopping traffic when necessary and ensuring that ropes used for lowering or pulling off are effectively and safely manned. In addition he should make sure that the site close to the tree is kept safe by removing arisings etc.

When working close to a highway, the groundman must wear a fluorescent vest.

All groundmen must wear safety helmets and steel toe-capped boots at all times. When using a chainsaw, appropriate clothing and safety equipment as specified in this Safety Policy Document should be worn.

After Completion

Ropes should be carefully hanked and stored. They should not be brought into contact with chemicals, sharp items, fuel etc.

Karabiners, can become defective if subjected to undue strain or if dropped, twisted or subjected to misuse. They should be treated with care.



Emery Landscapes Ltd.

WORKING WITH LADDERS

Before Use

Ladders should always be inspected before use. Both stiles (the uprights) and rungs should be inspected.

Wooden Ladders

Inspect for cracking, warping and distortion. Check that metal tie-rods are firmly fixed in place.

Metal Ladders

Check for corrosion, cracks and other defects. Bent stiles will weaken the ladder.

Extending Ladders

Check rope, guide rails and hooks.

If any defects are found, they should be reported to the Supervisor. Defective ladders should not be used.

Use

The ladder should be used only to gain access to the crown of the tree. The climber should tie himself in by his life-line before he leaves the ladder. The ladder should be removed by the groundman before work commences.

If working from a ladder, i.e. if carrying out light crown lifting, the climber must be tied in to the tree.

Putting up a ladder

Ensure that the ground surface is level and sound enough to support a ladder. If necessary secure the bottom of the ladder to the ground. On paved or slippery surfaces, use a ladder with non-slip feet.

When putting a ladder up, use as many men as is necessary to raise it or throw a rope over a branch and haul the ladder up.

When erected, the foot of the ladder should be one-quarter of the ladders height away from the trunk of the tree.

The ladder should be at least 1.2 metres (4 feet) above any branch on which it is resting. Note: if timber is cut from a branch, this will cause it to rise and may dislodge the ladder.



Emery Landscapes Ltd.

OVERHEAD ELECTRICITY SUPPLY LINES

Where there is work within 9m of electricity power supply cables or equipment the supply authority must be informed and approve the working practices and or be represented on site.

Electricity supply lines carry extremely high voltages. Contact with these lines is almost always fatal. The voltages involved can 'jump' considerable distances, particularly in damp weather.

Recognising an electricity supply line

There are two main types, the steel towers or pylons which are managed and maintained by National Grid Co. plc, which carry very high voltages and the smaller wooden poles which normally carry 11,000 volts which are maintained by the Area Distribution Boards (e.g. Eastern Electricity etc). Contact with either type of cable is usually fatal. Note should also be taken of transformer stations and other electrical supply apparatus.

The wooden poles are often mistaken for telephone poles **ELECTRICITY SUPPLY POLES HAVE PORCELAIN INSULATORS ON THEM.**

Where work is to be carried out close to electricity supply lines, the Employer will liaise with the Electricity supplier to establish safe working guidelines in each case. If the Employer believes that it is necessary to ensure the safety of his Employees, he shall request that the line be turned off for the duration of the work.

The Employer shall agree safety guidelines with the electricity supplier, and shall request that they are stated in writing at least one week before work commences. The guidelines supplied should include details of a mechanism for ensuring that the line has been turned off.

The Employer will pass these safety guidelines to the Supervisor or Contractor, both verbally or in writing in sufficient time for the Supervisor etc to acquaint his operatives with the guidelines before work commences.

The Supervisor must pass on the guidelines to all the members of the work team which will be engaged on such work, including members who join the team after work has commenced.

No deviation from the guidelines set by the Electricity Supplier will be tolerated.

Non-conductive tools may be specified where this is the case, no other tools must be taken to site.



Emery Landscapes Ltd.

General

In all other cases where work is being carried out near overhead power lines, the following must be observed.

No felling to be carried out within two tree-lengths of any overhead power line. The line beyond which work is prohibited to be marked with tape.

No tree work to be carried out within 9 metres of lines on wooden poles or 15 metres of lines on steel towers.

Extra care to be taken during wet weather as water conducts electricity.

Care to be taken with all types of lifting machinery to ensure that booms do not come into contact with cables (the same is true of other plant, e.g. JCB's etc).

Particular care when carrying long equipment such as ladders, polesaws etc.

At no time should use be made of any power pylon or pole, e.g. as a winching point.

LIFTING EQUIPMENT

Inspection by a Competent Person

Lifting equipment and metal attachments should be inspected every 12 months
Fabric slings or items prone to wear should be inspected every 6 months

Crane Winches and Winching

Winching is a potentially dangerous operation.

Inspection

All winches should be inspected by a suitably qualified person every 6 months. All cables, strops and similar items should be tested every 12 months. In both cases a Certificate of Testing should be obtained.

The Employer will appoint a person to ensure that such testing is carried out at the prescribed intervals.

All persons operating winches shall have been trained in their use and correct assembly before carrying out any operations.



Emery Landscapes Ltd.

Before Use

The operator shall ensure that the winch and all cables, strops, shackles etc are in good and efficient working order and that all safety mechanisms are in place and effective.

No more men than is recommended by the manufacturer should be used to operate any winch.

Operators should wear winch gloves, steel toe-capped boots with good grip, safety helmets and non-snag clothing.

The winch should be correctly assembled by a competent person.

When winching stumps or short items, where there is a risk that the cable could ride up and slip off, a notch should be cut to allow the strop to gain a purchase.

All operatives should be aware that winching is in progress and should be aware of the planned sequence of events.

No operative should ever stand astride a winch cable.

The anchor point should be checked to ensure that it is sufficiently strong for the item to be winched.

Never use an item such as a scaffold pole to lengthen a winch lever.

'Trehella' or drum ('Monkey') winch

These ratchet winches are potentially very dangerous, particularly when strain is being released. The following additional guidelines apply.

Always use as many men to release the strain as were used to tension the winch.

'Tirfor' Jaw-grip winches

These winches have built-in overload protection. In some this is a slipping clutch, in others a set of shear pins. Shear pins should always be replaced with the proper parts, never use nails or similar items.



Emery Landscapes Ltd.

Winching accidents

These can occur as follows

- i) Dropping the winch on to the legs or feet - extremely common.
- ii) Back injuries when lifting the winch or coiled cable.
- iii) Cable snapping.
- iv) Cable or strop slipping off.
- v) Winch failure (not common).
- vi) Winching something on to the operative - care should be taken to ensure that the height of any item to be winched over is less than the distance from the winch to the base of the item.
- vii) Winch anchor point giving way.
- viii) Hand injuries on cables or strops.

After Use

- i) Clean and lubricate winch.
- ii) Clean and lubricate metal cables, strops, slings and shackles.
- iii) Clean and check nylon strops.
- iv) Ropes, where ropes are used, these should be carefully checked as they rub on the metal parts of the winch and are susceptible to wear.



Emery Landscapes Ltd.

CHAINSAW USE

Chainsaws are potentially dangerous. All users must have been trained in their use to a standard accepted by the Health and Safety Executive. It is the intention of the Employer that all employees whose work necessitates the use of a chainsaw will eventually attain National Proficiency Testing Council Certificates of Competence or the equivalent.

Only Employees who have received recognised training can use a chainsaw, unless he is under training, by a Certificate of Competence holder on a one-to-one basis

NPTC units:

- i) 30, 31, 36 for ground use.
- ii) 39 for use in trees.

No person other than an Employee is to use any chainsaw belonging to the Employer or hired by him.

No person must use a chainsaw if he is under the influence of alcohol, drugs or medication. If prescribed medication is being taken which may affect any Employee's ability to use a chainsaw this must be brought to the attention of the Employer or Supervisor.

Protective Clothing

All Employees using a chainsaw, whether in a tree or on the ground must wear the following:

- i) A helmet conforming to British Standard 5240, incorporating eye-protection and ear-defenders. Both eye-protection and ear-defenders should be worn whilst the saw is in use.
- ii) Protective mitts or gloves designed for use with a chainsaw (note: climbers may dispense with these if they prefer).
- iii) Non-snag outer clothing.
- iv) Protective trousers, with appropriate guarding to both front and rear.
- v) Steel toe-capped boots with a good gripping sole, incorporating protection against chainsaw cuts.

The equipment listed above must be maintained in good, clean condition. Any defects should be reported to the Employer.

The following checks should be carried out:



Emery Landscapes Ltd.

Before Starting The Saw

- i) Check the chain tension.
- ii) Check the chain brake by pushing it forward and trying to pull the chain round with your **GLOVED** hand.
- iii) Check that all external parts are intact and that all nuts, bolts etc are firmly secured.
- iv) Check chain oil and fuel. Always fill the oil containers first – if there is not enough oil, do not fill the fuel container as running a saw which has run out of oil will severely damage the guide-bar and chain.

Starting the Saw

If the saw is cold and needs either choke or half-throttle, it must be started on the ground (note: never pass a cold saw up a tree to a climber).

Either the ground-start or knees-held start is appropriate for starting the saw. If starting the saw in a tree, the start positions detailed in Arboricultural Safety Council Leaflet No 1 'Tree Climbing Operations' must be adopted unless the saw can be started by resting it on a branch.

After Starting The Saw, but Before Use

- i) Check that the chain stops when the throttle trigger is released.
- ii) Check chainbrake operation under full throttle.
- iii) Check that the chain oiler mechanism is functioning. Be careful not to hold the nose of the bar close to any object as the saw will 'kick' back if you touch it.
- iv) Check that the on/off switch functions.

Any defects should be reported to the Supervisor and the saw should not be used until they have been put right.



Emery Landscapes Ltd.

Supervisor's Responsibilities

The Supervisor should:

- i) Ensure that operators are properly equipped and wear the appropriate safety clothing all the time.
- ii) Ensure that the saw, bar and chain are suitable for the job being undertaken.
- iii) Ensure that no chainsaw operator is left to work on his own. There should always be another worker within hearing and, preferably sight of a chainsaw operator.
- iv) Check the operator's use of the saw to ensure that standards of safe handling and work techniques are maintained. If necessary correct and advise the operator as to correct methods.
- v) Ensure that an adequate First Aid Kit, including a large wound dressing is on site.
- vi) The Supervisor must always make himself aware of the nearest point at which he can summon help in the event of an accident e.g. telephone etc.

Some Safety Points

- i) Remember that a chainsaw operator is effectively isolated by his safety equipment, concentration and the noise of the saw from what is going on around him. Always bear this in mind as other people are not aware of it.
- ii) Never reach across the bar of a chainsaw.
- iii) Exclude onlookers from the work area.
- iv) Move at least 10 metres away from the fuel point before starting the saw.
- v) No fuel should be within 20 metres of a fire.
- vi) No smoking near fuel or fuel points.
- vii) Keep the work site tidy.

The attention of all Employees is drawn to Forestry Safety Council Leaflet No 10 - The Chainsaw and Arboricultural Safety Council Leaflet No 47 - Chainsaws - Petrol - Driven.