



Forestry & Arboriculture

Epic Tree Care - Health & Safety Policy Health and Safety at Work etc Act 1974

*Management of Health and Safety at Work Regulations
1999*

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed.....

On Behalf of Epic Tree Care

Date: 01/11/2018 Review date: 01/11/2019

Contents

1. Introduction	2
2. Contacts	3
3. Organisation (Roles & Responsibilities)	3
3.1. Overall and final responsibility for health and safety	3
3.2. Day-to-day responsibility	3
3.3. Overall Responsibilities	3
4. Detailed Information	4
4.1. Consultation with employees	4
4.2. Safe plant and equipment	4
4.3. Safe handling and use of substances	4
4.4. Asbestos	5
4.5. Information, instruction and supervision	5
4.6. Competency for tasks and training / qualifications	5
4.7. Work at Height	5
4.8. Accidents, first aid and work-related ill health	6
4.9. Monitoring	6
4.10. Sub-contractors – use of	6
4.11. Emergency procedures (office & workshop)	6
4.12. Emergency procedures (on site)	7
4.13. Utility Services (overhead & underground)	7

1. Introduction

Epic Tree Care is a small sized company undertaking the full range of forestry and arboricultural tree work operations including tree planting, tree pruning and tree felling (including sectional felling). We also offer other services including stump grinding, cable bracing (of weak tree structures), advice and consultation services, spraying.

Epic Tree Care has been operating since 01/10/2014, our emphasis is on efficiency and low impact, high quality services. We are fully committed to health & safety and all our staff and sub-contractors are fully qualified and experienced in the operations they undertake. We undertake refresher / update training on a regular basis to ensure all our staff are kept up-to-date on the latest techniques and technologies.

This company health and safety policy has been written to outline our existing practices and so is fully in line with our way of working, all employees are full aware of contents through working usage on a day to day basis. We review the policy, and associated procedures, on a regular basis to check their effectiveness and update in line with any changes or improvements which are identified by ourselves or others.

2. Contacts

Primary point of contacts for all Epic Tree Care operations are:

Elaine Rush

Job Title: Manager

Email: sales@epictreecare.co.uk

Mobile: +44(0)7498063229

Clive Coney

Job Title: Owner Operator

Email: info@epictreecare.co.uk

Mobile: +44(0)7955 818648

3. Organisation (Roles & Responsibilities)

3.1. Overall and final responsibility for health and safety

Clive Coney

3.2. Day-to-day responsibility

Elaine Rush, Clive Coney

3.3. Overall Responsibilities

All employees shall perform the following actions to ensure their own safety, and the safety of persons who may be within the vicinity.

- ✓ Co-operate with managers on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of their own health and safety; and
- ✓ Report all health and safety concerns to an appropriate person (as detailed in this policy).
- ✓ Visually Inspect all equipment prior to use.

4. Detailed Information

Risk assessments will be undertaken by:
Elaine Rush or Clive Coney

The findings of the risk assessments will be reported to:
Clive Coney, Elaine Rush

Action required to remove/control risks will be approved by:
Clive Coney, Elaine Rush

Responsibility for ensuring the action required is implemented is with:
Clive Coney, Elaine Rush

Checking that the implemented actions have removed / reduced the risks is with:
Clive Coney, Elaine Rush

Generic Risk assessment templates will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Owing to the nature of the work risk assessments will be undertaken on a site-by-site basis, in the format of a toolbox talk along with generic risk assessments for repetitive operations i.e. chainsaw use, to establish a safe method of work. In the event of an unusually complex scope of work, difficult area, or new process, a full Site Specific Risk Assessment may be completed. These are also available for completion if required by contractor.

4.1. Consultation with employees

Consultation with employees is provided by direct consultation without safety reps, following incident or near miss a full meeting with all parties involved is compulsory. Notes to be taken and actions to prevent recurrence will be recorded.

4.2. Safe plant and equipment

All Employees are responsible for ensuring they visually check any equipment to be used prior to first use in the morning.

For ongoing maintenance and testing, Clive Coney is responsible for ensuring equipment is safe and tested for use.

4.3. Safe handling and use of substances

All Substances currently in use with Epic Tree Care are on a COSHH register. Spill Kits and eye wash stations are available on site and at work, PPE is provided for all substances. Register is reviewed annually, or when a new substance is identified / introduced, whichever comes first.

4.4.Asbestos

Clive Coney will be responsible for identifying sites where asbestos may be present and contacting the relevant 'experts' / specialist contractors for assistance.

4.5.Information, instruction and supervision

The Health and Safety Law leaflets are available from Clive Coney or Elaine Rush.

Health and safety advice is available from:

The Health and Safety Executive (HSE) website*

The Forestry Industry Safety Accord (FISA) website **

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Clive Coney

Clive Coney is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

*Health and Safety Executive - HSE Infoline 0845 345 0055 - HSE Website www.hse.gov.uk

** Forestry Industry Safety Accord-www.ukfisa.com

4.6.Competency for tasks and training / qualifications

Induction training will be provided for all employees by:

Clive Coney and Elaine Rush

Job-specific training will be provided by:

Clive Coney

Specific jobs requiring special training / qualifications / experience include but are not limited to: chainsaw use, tree felling, tree climbing operations, tree dismantling and rigging operations, aerial rescue, use of MEWP's, Vehicle driving, use of winches.

Training records are kept/by:

Elaine Rush

Training will be identified, arranged and monitored by:

Clive Coney and Elaine Rush

4.7.Work at Height

Work at height is a normal part of tree work, and as such is usually covered by generic risk assessments with exceptions as outlined within 4.

4.8. Accidents, first aid and work-related ill health

Health surveillance is required for all employees performing work with Epic Tree Care due to the high risk nature of the work.

The first-aid box(es) are kept:

Within all work vehicles and in the workshop / office onsite.

The appointed person/first aider is:

Clive Coney

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

Within the Office on site.

Clive Coney is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work) as per RIDDOR requirements.

4.9. Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

monitor health and safety actively by regular spot checks and/or work site visits and reactively by investigating any accidents or ill health should they occur.

Clive Coney is responsible for investigating accidents, near misses, work-related causes of sickness absences, and then acting on investigation findings to prevent a recurrence.

4.10. Sub-contractors – use of

All Training Certificates are requested for checks and availability prior to first day on site. Employees are restricted to activities for which they are trained with some exceptions where a qualified person is on site and monitoring / training. Certificates also required for any subcontractor provided equipment i.e PUWER / LOLER certification where appropriate.

4.11. Emergency procedures (office & workshop)

Fire Risk Assessment available and on display in the Workshop and Office.

Escape Routes are kept clear, this is checked visually at least once per week.

Fire Extinguishers available onsite.

All Areas have relevant Alarm systems in place.

4.12. Emergency procedures (on site)

Fire Extinguishers, eyewash stations available in all work vehicles.

Adequate arrangements for aerial rescue provision at all work sites including competent and experience 'rescuers' and suitable equipment.

4.13. Utility Services (overhead & underground)

Clive Coney is responsible for identifying sites where utility services are present and represent a hazard to work operations. These would be identified in normal Toolbox talk / risk assessment activities. Where necessary utilities may require to be switched off / redirected and Traffic Management may be required. In all cases care shall be taken to ensure all employees are safe and utilities are not at risk.