



Salcey Group Ltd

Unit 2 Silverstone Business Park, Shacks Barn Farm, Silverstone,
Northamptonshire NN12 8TB Tel 01327 350718

Method Statement

Section

1. **Site: TSB 51 Highgate High Street, London, N6 5LA**

2. **Proposed Work:**

QUOTE B

1 x Beech (see photo below)

The tree presents a high risk of structural disturbance to adjacent properties and retaining wall to adjacent footpath. We therefore recommend it is removed to ground level and herbicide applied to the arising stump (Genoxone).



3. **Start date of proposed work:** TBC

4. **Time of proposed work:** between the hours of 8.30am and 3.30pm

5. **Access arrangements:**

- Mitie to liaise with their client to confirm the start date, if required
- Mitie to arrange for any adjacent parking bays to be cleared prior to the commencement of work

6 Resources to be used:

6.1 Two fully qualified operators shall be used:

- 1 x Crew Leader
- 1 x Grounds Man

6.2 Plant and equipment:

- 1 x Truck
- 1 x Chipper
- Hand tools
- Chainsaws and maintenance equipment
- Climbing equipment
- Genoxone

Note:

All plant and equipment supplied to employees has been selected, maintained and issued in accordance with the requirements of PUWER 1998 and LOLER 1998.

7 Methodology

7.1 Works outlined in section 2 –Tree works shall be carried out in accordance British Standards 3998:2010 'Recommendations for Tree works' and in line with industry best practice. All of our techniques follow the guidelines of the AFAG (Arboriculture and Forestry Advisory Group).

7.2 Salcey Group Ltd has undertaken checks to ensure there are no TPO (Tree Preservation Order) restrictions, or that the works are located within a Conservation Area.

If trees are subject to TPO (Tree Preservation Order) restrictions, or if the works are to be carried out within a Conservation Area, then the appropriate permissions will have been granted by the local authority before works commence.

Reference to generic risk assessments held in crew leader files will be made:

- G004 – Hand Arm Vibration
- G005 – Manual Handling
- G006 – Noise at Work
- G010 – Tree Felling and Cross Cutting
- G013 – Chainsaw Operations
- G014 – Environmental Aspects and Impacts
- G015 – Ground Worker and Woodchipping Operations
- G018 – Pesticide Application
- G019 - Removal of Brash and Timber
- G022 – Tree Climbing Operations
- G042 – Use of Hand Tools

Upon arrival and departure the Crew Leader will liaise with the Branch Manager, following this they will complete a site specific risk assessment, brief the findings to the crew and ensure any control measures are implemented and adhered to.

The work area will be cordoned off using signs and cones to create a safe working zone and to warn any approaching pedestrians and vehicles of the work in progress.

The ground worker will be vigilant of their surroundings at all times and act as a look out, if necessary they will stop work when pedestrians and vehicles approach to allow them to pass safely before continuing.

Tree Works

The work will be completed from ground level using hand tools and via the canopy of the tree.

Climbing Works

Where climbing is required, the Climber shall gain access to the work area and maintain an appropriate position by employing industry approved climbing and work positioning techniques.

Works to be carried out will be achieved using arboricultural climbing and work positioning equipment i.e. sit harness, industrial climbing rope and other ancillary equipment including chain saws and appropriate hand tools and equipment.

Branchwood will be dropped to the ground in small pieces when safe to do so. The climber and ground worker will co-ordinate this process.

Care will be taken by the crew at all times.

Herbicide Applications

Herbicide will be applied to the arising stumps to help prevent re-growth.

Herbicide Applications shall be carried out in accordance with the herbicide manufactures instructions.

All operatives will be fully qualified and trained in accordance with NPTC certification.

The disposal of unwanted or surplus chemical, contaminated clothing, washing, empty containers shall be carried out as soon as possible in accordance with the approved licensed procedures. No disposal shall be made by burial or by spraying over waste ground within the designated area.

8 Arising Waste Materials

8.1 All arisings are to be removed from site.

9 Site Supervision

9.1 Site safety supervision shall be as follows:

- Overall responsibility for all operations will be Alistair Farquharson
Mobile – (07793 442584)

9.2 SEQ Advisor - CQMS – (01476 566665)

10. Safety of Personnel and Briefing Arrangements

10.1 The Crew Leader shall ensure that a site specific risk assessment has been carried out and that the significant findings have been recorded. All workers involved in any operation on the worksite shall be made aware of and comply with the identified controls.

- 10.2** The Crew Leader shall ensure that a safe method of operation for the work to be done has been agreed and that a safe working distance can be maintained between workers and between the workers and the machinery.
- 10.3** Each crew member is supplied with helmets attached with ear defenders suitable for working with motor manual tools and chippers.
- 10.4** All helmets are supplied with visors to reduce risk of flying particle of dust etc.
- 10.5** All crew members are supplied with dust masks if required.
- 10.6** All motor manual tools are fitted with factory anti-vibration equipment, and crew members are supplied with **heavy duty** gloves.
- 10.7** All crew members have been trained in manual handling operations, including heavy lifting.
- 10.8** The Crew Leader shall ensure that adequate protection will be put in place for parked works vehicles.
- 10.9** The Crew Leader shall ensure adequate warning cones and signs are in place to protect members of the public.
- 10.10** The Crew Leader shall ensure compliance with the daily work programme and agree a suitable emergency contact procedure. Where reasonably practicable a mobile phone or radio and a pre-arranged call-in system shall be used.
- 10.11** The Crew Leader shall ensure that the operators can provide the emergency services with sufficient detail for them to be found if there is an accident, the grid reference, the distance from the main road, the type of access (suitable for car / four wheel drive / emergency service vehicles etc).
- 10.12** The Crew Leader shall ensure that warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996, indicating a hazardous worksite and that unauthorised access is prohibited are in placed on all reasonably foreseeable approaches to the worksite.

11. Communication and Liaison

- 11.1** The operations manager shall be responsible for all work undertaken and shall be available by mobile telephone on a 24 hours per day basis (07793 442584).
- 11.2** The Crew Leader shall ensure that the client is fully aware of all work programmes prior to undertaking any operation on site.

12. Emergency Plans

- 12.1** Potential problems in getting to a casualty shall be anticipated, (for example, tree climbing and the need for aerial tree rescue or the release of a casualty that has become trapped below a tree or heavy equipment).
- 12.2** Hazardous overhead or underground services at the worksite shall be identified prior to work being undertaken.
- 12.3** Emergency contact details and site evacuation procedures that may be necessary shall be planned prior to work being undertaken. It is anticipated that these details may include:

- Site location name

- Designated meeting place(useful in remote areas to guide the emergency services to the worksite)
- Street name/district
- Type of access (public road / light vehicles, four-wheel drive required etc)
- Location and phone number of the nearest accident and emergency hospital
- Radio call signs where appropriate

12.4 Evacuation measures shall be examined as part of the site specific risk assessment and briefed to all staff on the worksite by the Crew Leader.

12.5 If after first aid has been administered a casualty is able to walk and is near to transport or the roadside, they shall be helped to leave the area, otherwise they shall only be moved if it is absolutely necessary.

12.6 Personal first-aid kits shall be carried by all staff whilst at work. The kit shall contain:

- a large wound dressing
- a pair of plastic gloves
- a Resusciate (or similar device)

This requirement shall be in addition to the worksite first-aid kit which shall be kept at a central location. Guidance shall be taken from the HSE leaflet INDG214 *First aid at work: Your questions answered*.

12.7 First-aid provision shall be assessed and shall take account of:

- the nature of the work
- the past history and consequences of accidents
- the nature and distribution of the workforce
- the remoteness of the site from the emergency services
- working on shared or multi-occupied sites
- holidays and other absences of first-aiders
- the presence of trainees and the public
- the possibility of medical conditions or allergies

12.8 At least one member of staff shall be qualified in emergency first aid.

12.9 Should an accident or incident occur that requires the attendance of the emergency services, the client shall be informed.

12.10 Reporting of accidents shall be in accordance with Salcey Group Ltd policy. The statutory requirements of RIDDOR shall be taken into account.

12.11 A Salcey Group Ltd accident report form shall be completed and details copied to the client as soon as reasonably practicable.

To be completed by the Crew Leader

I have read and briefed this safe system of work to the crew

Crew Leader Name:..... Date:.....

Signature:.....

To be completed by the Crew Members

I have been briefed on this safe system of work by the Crew Leader

Crew Member name	Crew Member Signature	Date