

Tree Surgery Method Statement

Guidance Note 30

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Tree Surgery Method Statement **A Basic Guide to preparation**

Introduction

This Guidance Note gives practical information about creating a method statement.

A completed sample template has been included in Appendix 1 and a blank template in Appendix 2. If you wish to use the template in Appendix 2 to construct your own documents, you must ensure that all references to **Santia Accreditation** have been removed and the final documents are clearly incorporated into your existing safety management system.

A method statement is an ideal way of recording the hazards involved in a specific work activity and communicating the risk and precautions required to all those involved in the work, including those undertaking the work and their immediate managers.

A method statement should be developed in conjunction with a risk assessment and together these demonstrate a safe system of work. The method statement needs to be clear, no longer than necessary, and not over complicated. The document should avoid ambiguities or generalisations, which could lead to confusion, and layout a step-by-step sequence of work to describe how the activity is to be carried out safely.

Format

The actual format is dependent on the work being undertaken and the organisational arrangements in place but generally the following headings should be present:

- Organisation/company in control of the operation
- Named individual responsible for the activity and its safety
- Name of method statement originator and authorisation date
- Arrangements for changing/deviating from method statement
- General description of activity
- Location of activity including access and restrictions
- General working environment considerations, e.g. temperature and wind speed
- Protection of others, e.g. members of the public
- Emergency procedures, including location of emergency equipment
- Identity of operatives (and any specific training or certification required)
- Requirements for Personal Protective Equipment
- Plant and equipment used, including safety precautions and restrictions
- Materials information e.g. hazard information and storage/transport requirements
- Work sequence, including associated risks and required control measures for each stage
- Safety checks/clearances at specific stages
- Final clearance that activity is completed to specification
- Any other additional information that may be relevant.

The list above is not exhaustive and a method statement may or may not include each and every item. However, as a minimum it must achieve the following objectives:

- It should be up to date, identifiable and its source accountable.
- It should contain the sequence of works.
- It should identify the associated risks and control measures.
- It should state actions/authorisation required to deviate from method statement.

Appendix 1 is a sample method statement. It can be as simple or as detailed as the job/risk requires, so long as it meets the four main objectives.

Appendix 1

Tree Surgery Method Statement

Contract Manager: Joe Bloggs	Site Supervisor: David Jones	
Originator: Joe Bloggs	Position: Contracts Manager	Date: 01/11/2013
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
<p>Planned Task/Activity Description:</p> <p>The felling of three trees and crown reduction of two further trees by 25%. Order of operations, felling of T3 first, T1 & T2 after completion of T3, pruning of T4&T5</p>		
<p>Location and Access: (attached plan as appropriate)</p> <p>Top left hand corner of Santia House car park</p>		
<p>Working Environment & Restrictions:</p> <p>Private business car park, work undertaken on a Saturday/Sunday so minimal contact with public is expected. Direct area around tree to be sectioned off.</p>		
<p>Protection of others:</p> <p>20 metre boundary around tree area cordoned off with bunting and signage. All ground staff are to remain vigilant for anyone entering, or being adjacent to the work site.</p>		
<p>Emergency Procedures:</p> <p>An appropriate number of staff have been trained in emergency procedures including aerial rescue. Staff who are competent in aerial rescue and rescue climbing equipment are provided at all work sites.</p> <p>The staff on site will have at least one mobile telephone.</p> <p>Mr Dusty Rhodes and Mr Dave Williams are the designated aerial rescuers.</p>		
<p>First Aid:</p> <p>A team first aid kit will be carried in all the vehicles used for these works.</p> <p>If individual operatives are working more than 30m from a vehicle they will have a personal first aid kit. If the team is working more than 30m from the vehicle the first aid kit will be positioned at the base of the wall to the east of the work area.</p> <p>Tree climbers carry personal first aid kits.</p> <p>At least two members of staff on site will have completed a course as a nominated First Aider.</p>		
<p>Operatives/Competence:</p> <p>These works will be carried out by staff experienced in this type of work. All staff have received chainsaw training to N.P.T.C. or equivalent, or will be working under the direct supervision of trained staff. There will be a minimum of two people on site at all times.</p>		

Personal Protective Equipment:

Staff will have the following personal protective equipment when using chainsaws:
Chainsaw protective trousers (climbers to have type C unless risk assessment determines Type A suitable). Helmets (climbers to be mountaineering type) complete with eye protection and hearing protection. Chainsaw protective boots with steel toe caps. Gloves (optional). Hi-Viz clothing (Not for tree climbers)
Other PPE may be necessary dependent upon risk assessment e.g. life preservers near water courses etc.

Plant & Equipment:

Various chainsaws as required. Trailer mounted wood chipper, MEWP, harnesses and ropes. Keys will be removed from wood chippers and other plant when left unattended.

Materials Handling/Storage & Safety Information:

All material will be either processed through the Wood Chipper or cut into manageable loads for 1 person to safely handle.
The minimum amount of fuel to be kept on site at any time, transport enough fuel for one day's work and keep fuel away from buildings, etc. when refuelling or storing.

Critical Stages: (must be undertaken in correct sequence)

1. Site contact made on arrival and induction undertaken
2. The team leader will complete an onsite risk assessment on the day to take account of the weather and any change of circumstances during the operations, brief the team and review daily or in the event of significant site changes.
3. Trees will be climbed by certificated workers with the aid of a rope and harness or work will be carried out from a mobile elevated work platform following industry best practice
4. Aerial rescue arrangements will be implemented as per agreed emergency procedures including installation of rescue line and positioning of ladders and 'rescue kit' adjacent to tree being worked.
5. Arisings from pruning operations will be lowered to ground level in a controlled manner or allowed to free fall where safe to do so, where ground staff will process into manageable sizes.
6. Brushwood will then be chipped onto the ground around the tree bases and spread to an even thickness or chipped into the rear of the vehicle. Cord-wood will then be stacked as habitat piles between the trees or removed as agreed.
7. Trees to be felled will be section felled to ground level or clear felled as appropriate with arisings processed as above.
8. The stems cut up in to manageable pieces and loaded onto a lorry by hand.
9. The area will then be tidied and signage and bunting loaded onto vehicles
10. Site contact made and informed of finish of job.

Final Clearance: (Work/Activity completed to satisfaction).

Name

Position:

Date:

Appendix 2

Blank Method Statement Template

Contract Manager:		Site Supervisor:
Originator:	Position:	Date:
<p>Strict adherence to this method statement is critical to the health and safety of all engaged in the work.</p> <p>Any deviation must first be authorised by the Site Supervisor.</p>		
Planned Task/Activity Description:		
Location and Access: (attached plan as appropriate)		
Working Environment & Restrictions:		
Protection of others:		
Emergency Procedures:		
Operatives/Competence:		
Personal Protective Equipment:		
Plant & Equipment:		
Materials Handling/Storage & Safety Information:		
Critical Stages: (must be undertaken in correct sequence)		
Final Clearance: (Work/Activity completed to satisfaction).		
Name	Position:	Date:

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