



Treeevolution Scotland HEALTH & SAFETY Policy, Procedures and Codes of Practice

**Niddry Mains Farm
Winchburgh
EH52 6QW**

Roles and Responsibilities

The roles and responsibilities for Health and Safety in Treeevolution Scotland are set below:

Specific Duties

Person	Duties
Chris White	• Overall responsibility for Health and Safety • Production and periodic revision of the Health and Safety Policy Statement and supporting documentation • Bringing the Health and Safety Policy Statement and codes of working practice to the notice of all employees. • Overall responsibility for instruction training and supervision • Overall responsibility for maintaining plant and equipment in a safe condition • Maintenance of sickness and accident recording to comply with RIDDOR requirements.
Training Manager Craig Douglas.	Responsibilities include: • Ensuring the health and safety and code of safe working practice is adhered to at all times by staff under his control • Assisting the manager in maintaining plant and equipment in a safe condition. • Taking charge of procedures to be followed in the event of an emergency. • Recording the detail of any accidents, injuries or diseases as required by RIDDOR and reporting them to the manager.

Person	Duties
Instructors/ Assessors	Responsibilities include: • Ensuring the Health and Safety and code of safe working practice is adhered to at all times • Ensuring that provisions are made for adequate supervision of training candidates including any additional needs of trainees. • Taking charge of procedures to be followed in the event of an emergency. • Recording the detail of any accidents, injuries or diseases as required by RIDDOR and reporting them to the manager.

Consultation

Trainees are given the opportunity to feedback formally at the end of every training course. Instructors/assessors are in regular communication with managers and are able to raise any issues regarding safe working practices.

Communication

The management of Treevolution Scotland will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the Health and Safety policy. Treevolution Scotland communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives, this policy statement, and by example.

Co-operation & Care

If we are to build and maintain a healthy and safe working environment, co-operation between employees and trainees at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation be trained to perform his or her job effectively and safely.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

In delivering training courses, all employees and sub-contracted trainers will hold the relevant LANTRA/City & Guilds instructor/assessor qualifications which includes delivery of high standards of safe working practices. Instructors/assessors also attend periodic updating, re-certification and training/assessing audit visits by external organisations.

Workplace Inspections

It is the policy of Treevolution Scotland to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The owner will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of Treevolution Scotland to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1999.

Treevolution Scotland will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

Treevolution Scotland have maintenance schedules for specialist machinery which should be followed when undertaking any maintenance.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair as per manufacturer's instructions.

All employees will be provided with such protection as is adequate to protect them from hazards occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Personal Protective Equipment

It is the policy of Treevolution Scotland to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All employees and trainees who may be exposed to a risk to their health and safety while at work will wear suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Treevolution Scotland will be properly assessed prior to its provision and use.

All personal protective equipment provided by Treevolution Scotland will be maintained in good working order.

All employees provided with personal protective equipment by Treevolution Scotland will receive comprehensive training and information on the use, maintenance and purpose of the equipment. Employees are responsible for the day-to-day care, maintenance of personal safety equipment and the reporting of any damage/defects.

Treevolution Scotland will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of Treevolution Scotland to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Control of Hazardous Substances

It is the policy of Treevolution Scotland to comply with the law, as set out in the Control of Substances Hazardous to Health Regulations 1989.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and supplier's health and safety guidance and our own knowledge of the work process.

Treevolution Scotland will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All employees who will be exposed to hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Electricity at Work Regulations

It is the policy of Treeevolution Scotland to comply with the law as set out in the Electricity at Work Regulations 1989.

The electrical installation and portable electrical appliances will be tested on an annual basis. An independent electrical contractor or a "competent person" as defined will undertake the tests by the regulations. All equipment passing such tests will carry a current label indicating the details and date of the test(s).

Treeevolution Scotland will ensure that exposure of workers to the risk of electricity is minimised and adequately controlled in all cases.

All employees who will use electrical appliances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Risk Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety – see also Appendix 1

Treeevolution Scotland's fire safety policy and procedures will take account of fire hazards in specific areas of the workplace.

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the alarm and evacuate the building immediately. Fire extinguishers must never be used to prop open doors or cupboards.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Accident Investigation & Reporting

It is the policy of Treevolution Scotland to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Treevolution Scotland sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident, resulting in injury a report will be drawn up by the manager, or a person appointed by him detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be submitted and analysed to attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of a similar incident.

A follow up report will be completed after a reasonable period examining the effectiveness of any new measures adopted.

First Aid Provision

All first aid boxes are clearly marked and are easily accessible by all employees during all working hours. All staff will be in possession of a personal first aid kit when working on site. Vehicles will also carry a squad first aid kit.

First Aid stations are positioned within the workshops and classrooms.

Operational staff have been trained in first aid and hold the Full 4 day First Aid at Work qualification.

LOLER Regulations

It is the policy of Treevolution Scotland to comply with the law as set out in the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment (including climbing PPE) will conform to the appropriate CE standards.

Lifting equipment will be individually identified and recorded.

Lifting equipment (especially items of high wear) will be subjected to periodic inspection by suitably qualified operators and the findings recorded.

Lifting equipment will be maintained by a competent person, following the manufacturer's guidance, as part of the above inspection.

Lifting equipment will be thoroughly inspected by a competent person at the prescribed intervals. PPE – 6 monthly, rigging equipment – 12 monthly, lifting equipment – 12 monthly.

Records will be kept relating to the purchase, fitness for use, maintenance, thorough examination and decommission of Lifting Equipment.

All employees who use Lifting Equipment will receive comprehensive and adequate training and information relating to its use.

Control of Vibration at Work Regulations

It is the policy of Treeevolution Scotland to comply with the law as set out in the Physical Agents (Vibration) Directive 2002 and implemented under the Health & Safety at Work Act 1974.

Treeevolution Scotland will ensure that exposure of employees/trainees to the risk of vibration is minimised and adequately controlled.

Low vibration hand held machinery will be selected and purchased.

Exposure time will be minimised to within European guidelines.

Work at Height Regulations

It is the policy of Treeevolution Scotland to comply with the law as set out in the Work at Height Regulations 2005.

Risk assessment of any work at height will be carried out. The operation will be planned and supervised so as to minimise, as far as is reasonably practicable, the risk of fall from height.

Where possible works will be undertaken from ground level using extending pruning equipment.

Mechanical access methods (eg MEWPs) will be considered where reasonable practicable.

Treeevolution Scotland will ensure that workers exposed to the risk of fall from height will receive adequate training specific to the operation being undertaken including rescue techniques.

Personal fall protection (work positioning) equipment will be issued to all staff working at height and adequate training and information provided in its use, inspection and maintenance.

Anchor points will be carefully selected and tested prior to working at height.

When cutting using a chainsaw, additional attachment points may have been installed to improve work positioning.

Treeevolution Scotland will ensure that Industry Best Practice is followed as described in the 'The Arboricultural Association Technical Guides 1-5', the 'ICOP for Arboriculture; Tree Work at Height' and the 'Forestry Industry Safety Accord Guidance Notes'.

Display Screen Equipment

It is the policy of Treeevolution Scotland to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Treeevolution Scotland will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Substance Misuse

It is recognised that drug and alcohol dependencies are recognised medical problems. While support will be provided to any freelance instructor/assessor or member of staff through referral to medical services, the role of a trainer/assessor using equipment and driving is safety critical and therefore any member of staff found under the influence of drugs or alcohol will be removed from the training situation immediately.

It is the responsibility of freelance instructors/assessors who exhibit drug or alcohol dependencies to seek medical help. Until Treeevolution Scotland received a communication from a GP that the instructor/assessor was medically fit to work in a safety critical environment, they would no longer be used by Treeevolution Scotland.

It is the responsibility of Treeevolution Scotland to ensure all support is provided to any employee who exhibits drug and alcohol dependencies or drug or alcohol use at work. The employee will be referred to Occupational Health and until such time as the employee was deemed medically fit to work, they would be referred to other duties. Depending on the circumstance, using drugs or alcohol while at work may also be treated as a disciplinary issue.

Reviewed: Sept 2024

Chris White - Proprietor (IOSH Managing Safely)



CODES OF SAFE WORKING PRACTICE

GENERAL

1. The purpose of this code is to set down safe working practices. It is not to be treated as substitute for training.
2. The information contained in this code should be supplemented by reference to guides produced by the Arboriculture & Forestry Advisory Group, the Forest Industry Safety Accord, the Health & Safety Executive, The Arboricultural Association Technical Guides and other relevant legislation.

Tree work

3. Safety guides to which most references should be made are AFAG 401/402 Also FISA 301, 303, 304, 305, 306, 307, 310, 801, 802, 803, 804, 202, 206 and 215 are relevant to arboriculture.
4. All staff and trainees engaged in tree work operations must be fit and any physical or mental handicap or medication is to be reported to the management.
5. No staff or trainees are to be allowed to carry out any tree work operations if under the influence of alcohol or drugs. (If under medication report to management).
6. All staff must receive appropriate training in all the tasks they are asked to perform.
7. All instructors must be trained in basic first aid techniques.
8. All instructors must be aware of the content and implications of the employer's Safety Policy and Policy Statement.
9. All persons with long hair must have their hair tied back AT ALL TIMES.

PROTECTIVE CLOTHING REQUIRED

10. Climbers not using a chain saw must wear:
 - Non-snap outer clothing which is comfortable and hard wearing.
 - A suitable helmet with chin strap conforming to EN 397.
 - Rubber or composite treaded boots which fit securely and comfortably.
11. Climbers using a chain saw must wear (in addition to the items listed above):
 - Chain saw protective trousers with all-round leg protection conforming to EN 381-5 Class 1 Type C.(Subject to risk assessment Type A trousers could be worn in high temperature / humidity conditions).

- A suitable helmet conforming to EN 397 incorporating a visor and ear defenders with a short/no peak and chin strap.
- Boots incorporating chain saw protective material and conforming to PR EN 381-1 Class 1.

12. Groundcrew (within the working area) must wear:

- A suitable helmet conforming to EN 397 incorporating a visor and ear defenders.
- Boots incorporating chain saw protective material.
- Chain saw protective trousers with leg protection (min. Type A Class 1)
- Appropriate fingered glove conforming to PR EN 381-7.
- HI-VIS corporate clothing will be provided for each member of staff.

CLIMBING EQUIPMENT

13. When working in any tree (however small) the following minimum equipment must be used:

- A climber's harness of either the full harness {with shoulder straps} or sit harness with leg straps.
- Arboricultural climbing ropes of a minimum diameter of 10mm and a minimum length of over twice the height of the highest anchor point to be used. Braided rope conforming to BS 4928, PART 2
- One or two adjustable strops or slings of a convenient length appropriate to the user and of the same minimum diameter and construction as the climbing rope.
- Karabiners of a minimum rating of 22 KN with spring-loaded 3 stage self-locking gates.

14. Climbing equipment must be used for work positioning not as a Safeguard for fall arrest. Climbers must plan their work to avoid climbing more than 250 mm above their anchor point.

RESCUE EQUIPMENT

15. One spare complete set of climbing equipment consisting of the items listed above and a pair of climbing irons, a sharp knife with a folding or retractable blade and a whistle should be within easy reach at all times ready for instant use.

CLIMBING AIDS

16. Mechanical climbing aids such as ascenders and descenders are recommended in certain situations as a means of accessing the tree or in controlled descent eg. rescue. All such aids must 'lock-off' when 'hands free'. Operators must be trained in their use.

USE OF LADDERS (see also HSE Guidance Note No 31 & AFAG 401)

17. Check before use for obvious defects. Refer to manufacturer's instructions.
- Ladders must be used in accordance with the manufacturer's instructions.
 - The manufacturer will specify the permitted overlap allowed between sections of an extension ladder. Generally, an overlap of 3 rungs is adequate.
 - When erecting a ladder for access into a tree, the top of the ladder should be set firmly to minimise the risk of the ladder twisting.
 - The base of the ladder should be positioned a distance from the tree of approximately one quarter of the height of the ladder.
 - The unsupported part of the ladder must not touch obstructions even when loaded with the climber's weight.
 - The base of the ladder must be secured appropriately by being footed by a Groundsperson, by a rope attaching the base of the ladder to the base of the tree or by a non-slip or stabilising base.
 - Extended ladders which are too heavy or long to be taken away from the tree by the Groundsperson should be lowered by using a rope tied to the top rung of the ladder and passed over a convenient branch.
 - The climber must anchor his or herself to the tree before leaving the top of the ladder or carrying out any work.

USE OF CLIMBING IRONS

18. When Topping Down and using climbing irons, the climber must be attached to the tree with a climbing rope, strop(s), purpose built wire or wire reinforced strop. The means of attachment to the tree should be adjusted to allow for the taper of the trunk, and for passing the rope/strop over small obstructions such as branch stubs.
19. The climber must anchor him or herself to the tree independently when passing obstructions such as lateral branches.
20. Attachment of the rope/strop to the harness must be to the centre D ring or to purpose built side D rings incorporated in some designs of harness. If there is a danger of the timber splitting then the centre D rings only should be used.
21. When cutting with a chainsaw, a climber working from climbing irons must check the positioning of the rope/strop in relation to the positioning of the cut. One additional system must be used as a safety back up when 'topping down' vertical sections.

22. The climber should be aware of the varying characteristics of different species with regard to the use of climbing irons, and of the differences in their use when climbing live or dead trees.
23. Tree climbing gaffs must be used.

MAINTENANCE OF PROTECTIVE CLOTHING AND EQUIPMENT

24. All staff are to read, understand and implement the manufacturers maintenance recommendations as appropriate.
25. All safety equipment and protective clothing is to be kept clear of cutting tools, fuel, chemicals and any other potential hazards at all times on site, in storage and in transit.
26. Defective equipment must be withdrawn from use. If in doubt whether any equipment is defective, withdraw from use.

SAFETY EQUIPMENT AND CLOTHING

- Climbing harness - examine daily before work commences for cuts and abrasions and failure of stitching.
- Climber's ropes, strops, slings, prussik loops, split tails, pole-belts: examine daily before work commences for cuts, abrasions, glazing and other damage. Check splices, knots and ends for security and wear.
- Karabiners and other aids - examine daily before work commences for obvious defects. Check moving parts frequently. Keep clean at all times.
- Protective Clothing - Check for cuts, abrasions and wear before use. Replace when excessive wear has taken place. If chainsaw trousers are cut, refer to management.
- Boots - Keep clean. Apply Nikwax or similar when appropriate. Examine for cuts, abrasions and tread wear before use.
- Helmet - Inspect daily before work commences for deep scratches, cracks, burns and harness defects. Do not store in exposure to sunlight. Replace after heavy impact or after Manufacturer's maximum lifespan period.
- Ear Defenders - Check daily before use for obvious defects. Ensure seals and padding are intact and replace when damaged or dirty.
- Visors/Eye Protection - Check daily before use for obvious defects.

FIRST AID KIT

27. Keep well stocked, clean and accessible at all times. Personal wound dressings are to be carried ON YOUR PERSON at all times.

CHAIN SAW:

28. Check all safety features before commencing work. The on/off switch, the chain brake and the throttle lock-out must be in good working order. The chain catcher, rear hand guard and

anti-vibration mountings must be in good condition. Chains and bars must be protected with bar covers when not in use, in storage, on site and in transit.

29. Before commencing work, check the chain for obvious defects. Ensure that it is correctly sharpened and tensioned.
30. Before commencing work, check the bar for obvious defects. Periodically, the bar should be removed and examined. The bar should be straight. Rails should be the same height (level) and parallel. Uneven rails should be filed level and any burred or peened edges should be filed flat. Ensure that oil holes are clear and that sprocket-noses turn freely. Check the (main) sprocket for wear. Invert bar before replacing to even out bar wear. Replace badly worn bars/sprockets. Grease sprockets on a regular basis.
31. Check that the saw runs and idles correctly. The chain should not move when the saw is idling. Adjust carburettor settings as necessary to restore correct running and idling.
32. 'Knock out' air filters periodically. Filters should be blown out with an air line at weekly intervals. Alternatively, they can be washed out with warm water with a few drops of washing-up liquid added, or use Solvent (as supplied).
33. Check that the saw is oiling correctly before use.
34. Check operation of chain brake as per manufacturer's instructions before use.

HAND TOOLS

35. Check before use for obvious defects. Keep cutting tools sharp and protect cutting edge in storage and in transit.

WORKING ROPES

36. Synthetic fibre ropes - Examine prior to use

WORKING WITH TOOLS IN THE TREE

37. The groundsperson must ensure that all equipment is serviceable before being passed up to the climber. Serviceability includes compliance's to legislation, to current guidance notes issued by the Health and Safety Executive, and general maintenance and use in accordance with manufacturer's instructions.
38. Cold chainsaws should be started by the groundsperson on the ground to check running/tuning, oiling and function of on/off switch, and operation of chain-brake.
39. Tree surgery requiring the use of a chainsaw should be carried out only by a trained and competent climber, who has experience in chainsaw use, or by a trainee under supervision who has had experience of chainsaw use on the ground. All chainsaw users MUST hold an NPTC Certificate of Competence. RE: HSE Guidance Notes GS 48. (This is an additional requirement by the Arboriculture Association).

40. The chainsaw should be attached to the climbing harness by means of a strop for general use, but the saw should be used free of attachment when there is a risk of the saw being trapped and taken with a severed section.
41. The climber and groundcrew should ensure that risk is minimised to people and property from falling debris or equipment.
42. Equipment should be transferred to the climber by use of the climbing rope, or separate tool line. Equipment should be attached so as not to cause damage to the rope.
43. The weight, size and power of the saw to be used in the tree should be determined by the physical ability of the operator.
44. At height the chainsaw should be started by gripping the rear handle firmly between the knees, gripping the front handle with the left hand and pulling the starter cord with the right hand. Alternatively, the front handle should be held with the left hand, the bar directed well clear of the person and the starter cord pulled with the right hand. The technique requires using the weight of the saw to counteract the resistance offered by the starter cord due to engine compression. Half throttle must not be used unless the chainbrake is applied.
45. When using a chainsaw care must be taken to avoid contact with the "Kick Back" zone against any objects. Care must be taken to make appropriate and accurate cuts.
46. The chainsaw chainbrake must be operated when the saw is not in use at the work position or when moving a running saw between the tree and body. The saw should be switched off when changing work position.
47. A chainsaw or other equipment which malfunctions whilst in the tree should be passed to the grounds person for repair, adjustment or replacement.
48. Reference must be made to the manufacturer's recommendations for use for electric, hydraulic or pneumatic saw (see also ASC....) Eg. PS50 Pole Pruners.

TREE CLIMBING - ASCENT. MOVEMENT WITHIN. DESCENT

ASCENT:

- The climber must ensure that he/she is securely attached to a suitable anchor points at all times, by means of his/her climbing ropes or safety strops/slings.
- Ascent may be achieved by prussiking on the climbing ropes/SRT/foot-locking/using mechanical aids/climbing while belayed.
- The climber must ascend to appropriate anchor points and Tie-in' before accessing the point of work. Use of cambium/friction savers is recommended.

- The climbing rope or cambium saver should be placed around the stem when natural branches/forks are not suitable.

MOVEMENT WITHIN THE TREE:

49. The climber must be securely anchored to the tree by his/her climbing ropes which must be kept as taut as possible.
50. When changing position the climbing rope should be re-routed as necessary and placed in a safe position or a redirect strop should be used to avoid large pendulum swings when working in the crown extremities.

DESCENT:

51. The climber must descend at a controlled rate, using both hands on the ropes; one on the friction device/knot and one on the free ends to remove kinks, knots and tangles. The free ends should have a stop in place; either a knot or mechanical device.

PPE

52. PPE eg. Harness, ropes, adjustable strop and friction device/knot system to be used for work positioning only. Do not work above your anchor point.

GROUND CREWSHIP:

53. THE GROUNDS PERSON MUST:

- Plan the job with the climber before work commences and become aware of the task(s) involved.
- Maintain effective communication with the climber, either verbally or by using agreed hand signals.
- Maintain concentration, watch the climber(s) and anticipate needs; passing up tools etc. as required, keep climbing and work ropes on the ground free of knots, kinks and tangles and in a safe position away from obstructions and colleagues, and falling debris.
- Ensure that the public and traffic are excluded from the work area.
- Keep tools and equipment not in use away from the immediate area of work.
- Control working ropes but must not wrap around his/her body or part of the body to gain extra grip or purchase. Use of friction device is recommended.

PREPARING TO WORK

54. Organise the disposal method to take into account the nature of the materials, site conditions, hazards and the public.
55. Stack/store materials in such a way so as not to cause a danger to personnel, the public, traffic or property.
56. Ensure appropriate equipment is available on site. If not immediately required, it should be stored clear of the working area in a designed safe 'Service Area' not accessible to the public.
57. When the work area involves a highway and/or public area, the appropriate warning notices must be erected as specified in the DOT Traffic Signals Manual, Chapter 8, and any subsequent publications together with BS 873. Refer to Handbook - 'Safety At Street Works and Road Works' - A Code of Practice.
58. Adequate lighting should be provided when working during the hours of darkness.

WORKING METHODS AND PROCEDURES

ROADSIDE WORK

- Be alert at all times' Traffic and pedestrians may behave in an unexpected manner.
- Ensure that personnel and arisings remain within the Designated Area at all times.
- All personnel should wear high visibility waistcoats or jackets.

HANDLING OF ARISINGS (Including loading and unloading)

- Ensure that full control of materials is maintained at all times.
 - Never let members of the public help with work.
- Take care when lifting - ensure a firm, balanced stance, a good grip and that knees are bent and back straight.
- Do not attempt to lift excessively heavy or awkward objects - pivot and roll timber where possible. If you are struggling, get help or use appropriate aid tools/lifting equipment.
- When handling excessively heavy or awkward objects use appropriate lifting equipment/machinery.
- Drag brushwood bundles, do not carry them.

'Cutting Down' loads of brushwood (to reduce bulk) should only be carried out with extreme care by experienced chainsaw users.

Ensure that loads are secure and evenly distributed. Do not overload. Tie down high loads of brushwood and timber before moving off.

BRUSHWOOD CHIPPER

The chipper should be operated only by staff who have been adequately trained in the use of the machine. Operators must wear safety clothing/equipment specified.

Ensure that the chipper has been maintained according to the manufacturer's recommendations and that the necessary pre-start checks have been made.

Position and operate the chipper to take account of site conditions, hazards, the public and work routes.

On highways only close-fitting hi-vis jackets or waistcoats which can be fastened should be used.

APPENDIX 1 EMERGENCY FIRE EVACUATION PLAN

Address: Niddry Mains Farm, Winchburgh EH52 6QW
Phone Number: Landline: 01506 891412,
Mobiles Craig Douglas 07748 964421
Chris White 07850 976098
Karen Prophet 07748 964422

Review date: Sept 2026

Sound of the alarm

The sound of the alarm will be a shouted warning.

Raising the alarm

In the event of a fire:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by the commencement of the manual warning of a shouted warning.

Action staff should take on hearing the alarm:

The following actions will be taken upon the fire alarm being raised:

- The member of staff will take charge and lead in the fire evacuation
- Dial 999 and request attendance by the Fire Service. Staff member will give their name, name of building, building address (as detailed above), contact number and details of the fire.
- Collect any visitors and safely evacuate them from the building
- Staff will commence evacuation of the building ensuring that this is done in a calm and orderly manner.
- If safe to do so, the member of staff should ensure that electrical mains and gas supplies are switched off before leaving the building. The location of these is known by staff.
- The member of staff in charge shall ensure that no one re-enters the building until confirmed safe to do so by the Fire Service
- Staff should meet at the assembly point and check all staff and visitors are accounted for.
- The member of staff in charge shall liaise with the Fire Service upon their arrival.

Escape routes

The escape routes from the building are as detailed on the Fire Exit signs.

Fire Assembly point

The fire assembly point is the yard area.

Fighting Fires – Extinguisher use

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so, ie. There is a clear means of escape, fire is small

Personal safety always takes priority and if in any doubt, staff should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment

- Gas supply shut off
- Mains fuse box
- Mains water inlet
- Gas/oxygen cylinders
- Location of fire alarm panel

Number of staff needed to carry out the evacuation plan

- All members of staff are trained in fire evacuation procedures

Equipment needed to effect the emergency plan

All members of staff have a mobile phone.

Responsibilities

For ensuring the Fire Evacuation plan is up to date:

Chris White

For training staff on the Fire Evacuation plan on their roles and responsibilities:

Chris White

Sept 2024

Chris White

Treevolution Scotland

Review Date: Sept 2026

FIRE EVACUATION - ACTIONS

1	Raise the alarm – shouted warning
2	Dial 999 for Fire Services
3	Ensure all staff leave the building following the Fire Exit signs
4	Fire Assembly point – yard area – ensure all staff and visitors are accounted for.
5	If safe to do so, switch off electrical mains and gas supply
6	Ensure no one re-enters the building until the Fire Service indicate it is safe to do so.

FIRE EXTINGUISHERS – LOCATIONS

KITCHEN

DOWNSTAIRS HALLWAY

UPSTAIRS HALLWAY

CHAINSAW WORKSHOP 1

MACHINERY WORKSHOP