

Scott Fraser Training Ltd

Health and Safety Policy, Organisation and Arrangements

Record of Amendments and Updates		
Date	Details	Initials
1 February 2015	Inclusion of reference to the Industry Code of Practice for Arboriculture – Tree Work at Height.	PWE
7 April 2015	Update the oil and fuel storage and transport section to include more detail about the arrangements for transportation.	PWE
8 April 2015	Added reference to National Highways Sector Scheme 18.	PWE
8 April 2015	Added reference to specific legislation and guidance in the arrangement's sections.	PWE
11 June 2015	Additional detail in respect of how vibration is controlled was added.	PWE
28 July 2015	Specific arrangements in respect of CDM 2015 added.	PWE
8 August 2015	Expanded COSHH requirements for the care of product labels and availability of information on the worksite.	PWE
8 August 2015	Guidance in respect of fire extinguisher training and use.	PWE
8 August 2015	Guidance for the use of MEWPs and guidance when undertaking tree climbing and work positioning operations.	PWE
8 August 2015	Added a new section dealing with heat and/or cold stress.	PWE
9 August 2015	Added reference to the 'dial before you dig' service in the breaking the surface of the ground section.	PWE
9 August 2015	Added a section to deal with abrasive wheels and other rotating equipment.	PWE
1 July 2016	Added an auto contents table which hyperlinks to the selected topic.	PWE
15 July 2016	Updated the procedure for checking driving licences.	PWE
31 October 2016	Updated the policy objectives with reference to the requirements of CHAS.	PWE
12 December 2016	Added arrangements in respect of display screen equipment.	PWE
15 December 2016	Added arrangement to define accidents, near miss and undesirable circumstances.	PWE
27 January 2017	Format updates and the addition of a director's duty to exercise independent judgement and reasonable care, skill, and diligence.	PWE
20 July 2017	Removed references to obsolete industry standards.	PWE
21 December 2017	Specific arrangements for health surveillance added.	PWE
21 December 2017	Specific responsibilities for fire safety and health surveillance added to the organisation section.	PWE

21 December 2017	A clear statement of actions in the event of a suspected asbestos risk added to the asbestos arrangements.	PWE
24 December 2017	Added a section dealing with skin irritation and dermatitis.	PWE
26 December 2017	Added a section dealing with respiratory ailments.	PWE
26 December 2017	Added a section dealing with Leptospirosis (Weils Disease).	PWE
26 December 2017	Added specific responsibilities for defect reporting and corrective action.	PWE
31 December 2017	Format adjustments.	PWE
3 January 2018	Added specific responsibilities for competence management and first aid.	PWE
12 March 2018	Added a specific section dealing with young workers.	PWE
20 March 2018	Added specific rules for the use of a top handled chainsaw.	PWE
20 March 2018	Inserted a rule into the work equipment section specifying that tree climbers using a chainsaw must wear type C protective trousers.	PWE
4 April 2018	Work at height arrangements updated to include steps for access to height in the office.	PWE
7 June 2018	Updated the reference to ISO45001: 2018.	PWE
30 August 2018	Updated the controls for vibration.	PWE
24 April 2019	Amended the controls for work at height from a MEWP. Changed reference to IPAF to 'certificates of competence'. Changed wording for fall arrest lanyards to refer to distance to deploy rather than time to deploy.	PWE
28 May 2019	Updated the controls for vibration.	PWE
29 May 2019	Updated the requirements for first aid to reflect current industry guidance.	PWE
25 October 2019	Updated the workplace arrangements to include the wearing of high viz and safety boots in the yard and workshop.	PWE
10 January 2020	Updated the requirements for work at height using rope systems following recent industry guidance changes.	PWE
10 January 2020	Changes to the arrangements for organic toxic dust syndrome and the requirement for face fitting of dust masks.	PWE
8 February 2020	PPE arrangements updated to include a procedure for second checking knots in ropes in tree climbing equipment.	PWE
10 April 2020	Arrangements were put into alphabetical order.	PWE

24 April 2020	Arrangements for WAH updated.	PWE
10 July 2020	Specific responsibilities added to each arrangement.	PWE
10 July 2020	Updated the controls for vibration to include colour coded labels.	PWE
5 August 2020	Arrangements for WAH updated.	PWE
23 November 2020	Removed all references to generic risk assessments and replaced the term with task and machine risk assessments	PWE
6 January 2021	Added reference to the new industry guidance TG1, TG2, TG4, TG5	PWE
6 January 2021	Removed reference to the Guide to Good Tree Climbing Practice	PWE
6 January 2021	Removed reference to the Guide to the Use of MEWPs in Arboriculture	PWE
6 January 2021	Removed reference to AFAG 308 Top Handled Chainsaws	PWE
6 January 2021	Removed reference to AFAG 401 Tree Climbing Operations	PWE
6 January 2021	Removed reference to AFAG 402 Aerial Tree Rescue	PWE
6 January 2021	Removed reference to AFAG 403 Mobile Elevating Work Platforms (MEWPs) for Tree Work	PWE
10 January 2021	Updated the arrangements for vibration	PWE
8 March 2021	Updated the arrangements for vibration	PWE
20 March 2021	Updated the arrangements for vibration to match current practice	PWE
20 March 2021	Updated the arrangements for communication and consultation to match current practice	PWE
22 April 2021	Added reference to the FISA/AA guidance - Tree Shears and Grapple Saws Safety Alert	PWE
13 December 2021	Added reference to industry guidance TG3 where applicable	PWE

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Scott Fraser Training Ltd

Health and Safety – Statement of Policy

This policy has been documented to clearly show high level commitment to providing and maintaining safe and healthy work conditions, equipment, and safe systems of work.

We shall use the guidance set out in ISO45001: 2018 to help us to operate an OH&S Management System.

There shall be a zero-tolerance attitude towards unsafe acts with breaches of the Scott Fraser Training Ltd policy, procedure and guidance being treated as a disciplinary offence.

Objectives

The objectives of this policy shall be:

- To promote acceptable standards of health, safety, and welfare within Scott Fraser Training Ltd.
- To ensure compliance with all relevant statutory provisions.
- To prevent accidents and cases of work-related ill health.
- To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of persons other than employees are not adversely affected by our work activity.
- To ensure that staff at all levels are provided with adequate information, instruction, training, and supervision.
- To ensure all employees are competent to undertake their tasks.
- To develop safety awareness and responsible attitudes at all levels.
- To promote a joint consultation approach on health and safety matters.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To ensure sufficient funds are available to implement this statement.
- To review and revise this policy, organisation, and arrangements manual as necessary and at regular intervals not exceeding 12 months.

This policy shall apply to the directors, employees and contractors engaged by Scott Fraser Training Ltd and shall be applied throughout the range of services undertaken by the company:

- Training
- Assessments
- Forestry estate work
- Commercial tree services
- Domestic tree services
- Firewood processing
- Saw milling

The Directors recognise that it is their responsibility to ensure that all staff are aware of the contents of this statement and that safe systems of work are provided and maintained on all work sites. Suitable and sufficient financial and physical resources shall be made available to ensure and maintain the health, safety and welfare of themselves, employees and others who may be affected by their undertakings.

The Directors shall manage Scott Fraser Training Ltd in line with current legislation, guidance and accepted best practice and shall ensure that all foreseeable hazards are identified, arising risk is

evaluated, and suitable and sufficient controls are put in place to ensure and maintain a healthy and safe working environment.

The Directors shall undertake to provide suitable and sufficient information, instruction, training, and supervision as is deemed necessary by the regulatory and enforcing authorities to enable the implementation of this policy.

The Directors shall actively seek the involvement and co-operation of all stakeholders in making Scott Fraser Training Ltd a safe place to work. Employees shall be encouraged to elect and appoint a Safety Representative in order to show that there shall be no adverse treatment of any person reporting concerns over any aspect of working conditions.

The Scott Fraser Training Ltd structure chart shall detail the usual reporting lines within the company, but it is stressed that anybody at any time shall be granted uninterrupted access to the Directors for the discussion or reporting of any concerns over health, safety, or welfare arrangements.

This policy shall be maintained as the business changes in size and nature and following any other significant change.

Analysis of accident, incident and near miss occurrences and trends shall enable the safety management system to be continuously improved.


The Directors shall take responsibility for the monitoring of the success and progress of the safety management system and shall appoint a competent advisor to provide advice and investigation when required.

This Health and Safety Policy shall be continually monitored for effectiveness. It shall be reviewed in the light of any incident that may have implications for the policy or on the suggestion of any stakeholder.

In the absence of any significant change, this document shall be reviewed at least annually.

The Directors shall be ultimately responsible for all aspects of Health and Safety and for reviewing the policy and ensuring that it is complied with.

Employees shall be responsible for day-to-day compliance and their own personal safety. Any incidents, injuries or suggestions shall be reported to the Directors.

Signed	
Name	Scott Fraser
Position	Director
Date	8 th February 2022

Organisation

Specific responsibilities have been noted against each H&S arrangement using the following titles and definitions:

Responsible Person	An individual who is ultimately legally responsible for all activities under their control.
Competent Person	Individual(s) responsible for ensuring operations are managed and undertaken safely and that the work environment is controlled.
Proficient Operator	Skilled, knowledgeable, and experienced operator (s) able to perform specific tasks.

General Responsibilities	
Scott Fraser Director	<p>Overall Responsibility</p> <ul style="list-style-type: none"> • To exercise independent judgment • To exercise reasonable care, skill, and diligence • Ensuring resources are available to meet the Scott Fraser Training Ltd responsibilities • Ensuring that policies, procedures, and control measures are reviewed and that revisions are agreed and communicated throughout the organisation • To seek advice from the health and safety advisor when necessary
Scott Fraser Director	<p>Assurance</p> <ul style="list-style-type: none"> • Keeping up to date with legislation and requirements • Ensuring inspections and records are up to date • Ensuring that all reported defects are actioned in a timely manner • Acting as a conduit between all stakeholders so allowing Scott Fraser Training Ltd to meet its legal responsibilities • Ensuring co-operation and co-ordination • Site safety checks • Control of temporary workers and sub-contractors • To implement the advice of the health and safety advisor

Instructors and Assessors	<p>Day to day leadership and supervision of health and safety compliance.</p> <ul style="list-style-type: none"> • Ensuring activity briefings and risk assessments are in order and are followed • Reporting any proposed change to the planned safe system of work to the office for approval • Completion of daily site-specific risk assessments • Ensuring that work is to the required standard • Reporting any defective systems/equipment that could prejudice the safe system of work • Reporting undesirable circumstances, near misses and accidents • Ensuring that PPE is used by all course attendees / staff and by site visitors as appropriate
Operators	<p>Day to day health and safety compliance</p> <ul style="list-style-type: none"> • To work safely following national / Scott Fraser Training Ltd guidelines • To only operate vehicles, plant, and equipment that they have been trained and authorised to use • To keep vehicles, plant, and equipment in good order • To report any conditions that could prejudice the safe system of work to the • team leader
Elcoat Ltd External advisers	The provision of advice and investigation when asked.

Arrangements

This section defines the standards and rules which relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

It must be noted that disciplinary action shall be taken against employees who persistently and deliberately flout the requirements placed upon them by statutory provisions and by Scott Fraser Training Ltd safety rules.

It must be borne in mind that a breach of Health and Safety legislation by an employee is a criminal offence and action may be taken by the Police and the Health and Safety Executive.

The Managing Director recognises that it is not possible to prepare in written form every safety rule laid down by the Company as circumstances may vary depending upon the nature of the work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

All employees regardless of position within Scott Fraser Training Ltd have a duty imposed upon them by the Health and Safety at Work Act 1974.

This duty includes:

- Take responsible care for the health and safety of themselves and other persons who may be affected by their work
- Co-operate with the Directors in the measures taken to safeguard health and safety at work
- Report to a person in authority any defects which adversely affect health and safety at work
- Be aware of the Scott Fraser Training Ltd safety arrangements, statutory provisions, and the company's safety procedures

Unsafe individuals may be suspended from the work site until further notice.

Abrasive Wheels and other Rotating Equipment

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	Certified operators as listed on the competence matrix

No person shall use abrasive wheels unless they are qualified to do so.

Abrasive wheels and rotating equipment must be guarded, and operators must wear eye and hearing protection.

Operators must ensure that they are wearing close fitting outerwear without any cords or parts that may snag on the equipment.

Long hair must be tied back.

Abrasive wheels shall be checked for damage and excessive side wear prior to use.

Angle grinder used for ad-hoc workshop based tasks eg machine maintenance.

No training in this area is offered.

No tasks require abrasive wheel use.

All Stumpgrinder / Chipper blades sent to outside firm for re-sharpening.

Access to Information

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Manager	N/A

It is essential that the officers of the company firstly understand the requirements placed upon them by legislation and secondly that they have access to the information and guidance available to help them to manage their undertakings in line with those requirements.

The following resources shall be available:

Compliance Register	A maintained list of legislative and contract requirements
Company Library (Electronic)	Electronic file folders containing internal and external guidance material
Company Library (Hard Copy)	Books Industry Standards HSE Guidance Industry Guidance
Arrangements for competent advice	Managers have access to industry specialist health, safety and environmental advice from Elcoat Ltd
Web based sources of information and guidance	www.hse.gov.uk www.legislation.gov.uk www.trees.org.uk (Arboricultural Association)

The specific arrangements in this section of the manual shall be read with reference to the documents available as above and with due regard to the legislation listed in the compliance register. Where available, the compliance register shall contain a web link to the source of the requirement and / or reference to the storage location of any hard copy document.

The following industry guidance shall be accessible for reference:

Ref.	Title
BS3998	Recommendations for Tree Work (2010)
ICoP	Industry Code of Practice for Arboriculture – Tree Work at Height
AA TG 1	Technical Guide - Tree Climbing and Aerial Rescue
AA SG1	Safety Guide - Tree Climbing and Aerial Rescue
AA TG 2	Technical Guide - Use of Tools in the Tree
AA SG 2	Safety Guide - Use of Tools in the Tree
AA TG3	Technical Guide – Rigging and Dismantling
AA SG3	Safety Guide – Rigging and Dismantling
AA TG 4	Technical Guide - Use of Mobile Cranes in Tree Work
AA SG 4	Safety Guide - Use of Mobile Cranes in Tree Work
AA TG 5	Technical Guide - Use of Mobile Elevating Work Platforms in Tree Work
AA SG 5	Safety Guide - Use of Mobile Elevating Work Platforms in Tree

	Work
FISA 202	Application of Pesticides Using Hand Held Equipment
FISA 203	Clearing Saw
FISA 204	Flails and Mulchers in Tree Work
FISA 301	Using Petrol Driven Chainsaws
FISA 302	Basic Chainsaw Felling and Manual Takedown
FISA 304	Chainsaw Cross Cutting and Manual Stacking
FISA 306	Chainsaw Clearance of Windblow
FISA 307	Chainsaw Felling of Large Trees
FISA 310	Use of Winches in Directional Felling and Takedown
FISA 601	Mobile Circular Saw Bench
FISA 604	Wood Chippers
FISA 606	Stump Grinders
FISA 607	Firewood Processors
FISA 701	ATV Quad Bikes
FISA 702	All-Terrain Vehicles
FISA 704	Excavators in Tree Work
FISA 802	Emergency Planning
FISA 804	Electricity at Work: Forestry and Arboriculture
FISA 805	Training and Certification
INDG259	An Introduction to Health and Safety
INDG214	First Aid at Work: Your Questions Answered
INDG229	Using Work Equipment Safely
INDG362	Noise at Work
INDG363	Protect Your Hearing or Lose It
INDG175	Control the Risks form Hand-Arm Vibration
INDG296	Hand-Arm Vibration – Advice for Employees
INDG401	Work at Height Regulations 2005 – A Brief Guide for Employers
INDG402	Safe Use of Ladders and Step Ladders – An Employers Guide
INDG317	Chainsaws at Work
FISA / AA	Tree Shears and Grapple Saws Safety Alert - Apr 2021 Issue (1) Ver 6
ISO	45001 – Occupational Health and Safety Management Systems

Alcohol and Substance Abuse

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Manager	All safety critical staff shall be briefed on these arrangements during induction training

Substance abuse, the use of illegal drugs, the misuse of prescribed drugs, the abuse of alcohol, solvents or similar, that can impair a user's judgement and ability to work safely can lead to unacceptable levels of risk to themselves, others and the environment.

Employees reporting for work in an unfit state due to any of the above shall be suspended until such a time that they are fit to work again.

Disciplinary action may result.

Trainees / candidates who turn up in an unfit state due to the above or those for whom it becomes apparent they are unfit during the day will be sent home.

Asbestos

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	All staff shall be briefed on these arrangements

There are three main types of asbestos still found in premises. These are commonly called blue asbestos (crocidolite), brown asbestos (amosite) and white asbestos (chrysotile) All are dangerous but the blue and brown are more so than the white. They cannot be identified just by their colour.

There are many building materials that could be encountered that may contain asbestos (ACM – Asbestos Containing Materials) such as corrugated roofing, wall insulation and ceiling tiles and if these are broken or disturbed, they could release asbestos fibres.

Breathing in air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. There is usually a long delay between first exposure to asbestos and the onset of disease of 15-60 years.

ACM's must be included on the site-specific risk assessment if present on a proposed worksite.

If working around asbestos roofs or if discovering fly tipped waste which could be ACM on a worksite, you must inform the office immediately so that appropriate advice can be sought.

It is best to assume that materials contain asbestos unless there is strong evidence that it does not.

The company shall maintain both risk and COSHH assessments for asbestos and all operators shall be briefed in the procedure to be adopted if ACM's are encountered.

If any member of staff or site visitor suspects that there is an asbestos risk arising from the work you **MUST** down tools, leave the area immediately and report the situation to the office.

You **MUST NOT** re-enter the contaminated area until you have been told that it is safe to do so.

Lower agricultural barn's roof is likely to contain ACM. This is a high roofed, open barn in good condition.

Upper barn made from Marley Eternit (NOT ACM).

There is occasional fly tipping on the access road to worksite. All will be reported to the office. Scott Fraser Training Ltd will notify the correct people.

Breaking the Surface of the Ground

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	Certified operators as listed on the competence matrix

Certain aspects of operations shall require digging or other breaking of the surface of the ground for example when planting, stump grinding or erecting fence posts.

Care shall be taken to avoid contacting or damaging buried services. Operators must also remain vigilant to uncovering buried asbestos waste.

Prior to breaking the surface, the area shall be scanned using a CAT scanner. In areas of likely service runs information shall be sought from the statutory undertaker.

National Grid can be contacted in the following ways:

Complete a free online request on www.beforeyoudig.nationalgrid.com - get an initial response in minutes

Email plantprotection@nationalgrid.com (you will be sent an automated response to confirm receipt)

Call Plant Protection for free on 0800 688 588

Write to:

National Grid Plant Protection,
Brick Kiln Street,
Hinckley,
Leicestershire,
LE10 0NA

In certain circumstances client site rules will require that the surface is not broken prior to the receipt of a permit to dig. All staff shall adhere strictly to these site rules.

Climbing and Lifting Equipment

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Lifting Operations and Lifting Equipment Regulations 1998
- The Work at Height Regulations 2005
- AA TG1 – Tree Climbing and Aerial Rescue 2020
- AA TG2 – Use of Tools in the Tree 2020
- AA TG3 – Rigging and Dismantling 2021

Climbing and lifting equipment shall only be used for the purpose it was designed for in accordance with the manufacturer's instructions.

No modifications shall be carried out unless under the instructions of the manufacturer.

Essential details and warning signs shall be in place at all times.

All climbing and lifting equipment shall be clearly marked to be identifiable.

Climbing and lifting equipment shall be checked, inspected, maintained, and serviced in accordance with the manufacturers' instructions and the provisions of PUWER and LOLER.

A register of all equipment kept shall be maintained showing details of history, servicing, repair, and particular areas of wear for specific monitoring.

Interim & Pre Use checks shall be carried out by employees/ trainees using hire kits prior to using the equipment.

All climbing and lifting equipment shall be thoroughly examined by a competent person on a 6 and 12 monthly cycle as appropriate.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements shall be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment shall be clearly marked as such and shall not be used until repaired or the equipment disposed of.

Rules in relation to climbing and lifting equipment in response to incidents, observations and industry news and trends:

- Self tied prussic may not be used, as they are not compliant with PPE regulations
- Prussic loops must be captive on the karabiner using either a lark's foot hitch or an elastic band.
- Captive prussic loops must be untied on a weekly basis so as not to concentrate wear in one place.

Competence and Training

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Manager	All staff shall be briefed on these arrangements

Reference shall be made to specific industry guidance such as:

- FISA 805

All new employees shall receive induction training relating to Scott Fraser Training Ltd procedures, health and safety matters and legal obligations.

All employees shall be competent to carry out their duties and shall hold the necessary certification. No one shall carry out any function for which they are not trained or instructed so as to be able to work safely in relation to themselves and others.

When an activity is carried out infrequently the Directors shall ensure that the employee is fully competent prior to him / her carrying out that activity.

A competence matrix shall be maintained to record:

- Personal physical constraints (contact lens wearing or colour blindness for example)
- Levels of authorisation
- Record specific competence, skills, abilities, expiry dates

The matrix shall be reviewed on a regular basis to assess on-going training, refresher requirements and deficiencies. The process shall be informed by safety checks and inspections, feedback from employees and incident histories.

In the event of an employee being involved in a serious near miss or reportable incident that employee may be reassessed, and training organised if appropriate.

Training shall be arranged through appropriate bodies and training providers.

Consultation and Communication

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	All staff shall be briefed on these arrangements

Reference shall be made to the:

- Construction (Design and Management) Regulations 2015
- Information and Consultation of Employees Regulations 2004
- Health and Safety (Consultation with Employees) Regulations 1996
- Stakeholder analysis

All employees, associates, part-time self-employed labour, sub-contractors and clients shall have an active part to play in maintaining and improving our safety standards. They shall be consulted on safety issues, risk assessments, procedures, PPE issues and the suitability and use of plant and equipment.

We understand the needs and expectations of interested parties and we have documented a OH&S policy, which is provided to all staff, displayed on the noticeboard and is available to any interested party upon request.

We shall provide mechanisms, time, training, and resources necessary for consultation and participation.

Information about the OH&S management system, identified hazards, risks and controls shall be made available in a timely, clear, understandable way and we shall ensure that there are no barriers to participation.

All employees shall receive induction training to clearly communicate the standards required by the company.

Instructors & Assessors shall be expected to attend the regular awarding body consultation and briefing meetings throughout their employment.

Information may be broadcast to all staff using email or phone message and staff shall be encouraged to reply to the information in open forum so that relevant decisions can be made as a team.

Employees shall have access to all relevant safety guides e.g., HSE guides, Data Sheets, Task and Machine Risk Assessments, Site Specific Risk Assessments, and Operating Manuals either on site or in the office or stores as appropriate.

A course / assessment briefing shall be prepared when required:

- To give clear instruction as to the methods to be adopted and the expectations of Scott Fraser Training Ltd to its employees, associates, sub-contractors and trainees.
- To give landowners and clients sufficient information as to the likely methods of operations to be adopted on their worksites and to foster confidence that the operators of Scott Fraser Training Ltd are working in line with current industrial best practice.

A specific briefing shall be prepared which shall give clear and specific instruction as to:

- Access and egress arrangements
- Anticipated working dates and times
- Chain of command and contact numbers
- The expected sequence of events on site
- Reference to the site-specific risk assessment
- Site welfare arrangements
- Emergency planning

Control of Substances Hazardous to Health (COSHH)

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Control of Substances Hazardous to Health Regulations 2002

Hazardous substances include any substance that could cause harm or irritation to employees or others, or harm to the environment. They include fuels, oils, chemicals, pesticides, preservatives or similar.

A master list of all substances hazardous to health shall be maintained and held on the company intranet. This master list shall be reviewed at least annually, and the purchasing process shall identify any additional hazardous substances that enter the company.

Substances considered for use shall be assessed and less harmful substances shall be used wherever practicable.

Assessments and details of their safety precautions shall be made available to employees at the offices and where the substances are stored and used.

MSDS information and COSHH assessments shall be kept on the company intranet.

COSHH assessments shall be displayed at the point of use.

COSHH information shall be held in the team file for reference on the worksite.

Disinfectant for biosecurity shall be securely stored, in its original container.

Rules in relation to hazardous substances:

- All employees must only use substances or products in accordance with the COSHH assessment.
- All substances including products, chemicals, liquids and gasses must be returned to their designated safe storage location when not in use.
- All spills must be cleaned up using the spill control materials as soon as they occur.
- Any waste products, chemicals or oils must be taken to the correct disposal point
- Product labels and other guidance material shall not be defaced or removed.
- Product labels that due to normal wear and tear can no longer be read shall be replaced.

Dangerous Substances and Explosive Atmospheres (DSEAR)

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- Dangerous Substances and Explosive Atmospheres Regulations 2002

The company shall be vigilant for any situation where an explosive atmosphere may build up and shall implement appropriate measures to prevent an explosion or fire.

Preventive measures are likely to include ventilation and the enforcement of a no smoking and no naked flames policy in the yard, workshop, and offices.

Scott Fraser Training Ltd shall provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. Where an explosive atmosphere may occur, these areas shall be zoned, and suitable warnings put in place.

Dermatitis and Skin Irritation

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Certain products and substances such as fuel, oil and tree/shrub sap can irritate the skin.

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. It usually occurs where the irritant touches the skin, but not always.

Signs and symptoms of dermatitis could be:

- Redness
- Scaling/flaking
- Blistering
- Weeping
- Cracking
- Swelling
- Itching and pain

Dermatitis can occur quickly after contact with a strong irritant, or over a longer period from repeated contact with weaker irritants. Irritants can be chemical, biological, mechanical, or physical.

Staff / trainees must wear gloves when undertaking wet and/or dirty work whenever practicable to do so eg not when climbing.

Staff/ trainees are encouraged to wash hands before going to the toilet, before eating and following contamination.

All signs of skin irritation must be reported to the office as an incident.

Display Screen Equipment (DSE)

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Anna Fraser Manager	All staff that have completed the DSE assessment

Reference shall be made to:

- The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The aim of the Regulations is to ensure that employers and employees take the appropriate action to control any risks associated with the use of such equipment, the most familiar of which is the personal computer used for applications such as word processing.

This policy applies to users of DSE equipment whether used on an occasional or regular basis, in the office or working from home.

It is known that long hours of intense work with badly designed equipment can sometimes cause one or more of these problems in a minority of users.

The principal risks relate to musculo-skeletal problems, visual fatigue and mental stress.

Problems such as eyestrain are short term in nature and are unlikely to have continuing consequences for long after the work has ceased. However, musculo-skeletal problems caused by rapidly repeated keying or bad posture, for example, can have long-term effects and may be difficult to rectify even if working methods are changed or the work ceases.

All new staff (including home-based and temporary staff) must carry out an online workstation self-assessment as soon after induction as possible.

Employees must:

- Ensure that they carry out the DSE self-assessment at least annually and perform any recommended actions.
- Must make all minor alterations to their workstation set-up to resolve minor issues immediately.
- Inform their team leader if they are experiencing any pain and discomfort whilst using the DSE

It is very important that staff report any signs of ill-health connected with their work as promptly as possible so that action can be taken to prevent the effects becoming serious or permanent.

Electrical Equipment

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser/ Tom Rideout Manager/ Electrician	All staff shall be briefed on these arrangements

Reference shall be made to:

- HSE guidance on PAT

Scott Fraser Training Ltd shall ensure that all fixed and portable electrical equipment is regularly inspected for safety and structural integrity.

Portable electrical equipment that does not move or suffer wear and tear such as PC's

Timescale	Action
Initial Installation	The appliance is inspected for integrity prior to use and then used until the next scheduled inspection
4 years from entry into service	The appliance shall be inspected and tested by a competent person
4 years from the last inspection	The appliance shall be inspected and tested by a competent person. The inspection routine shall follow the 4-yearly inspection rota until the equipment is deemed to be beyond its safe useful life expectancy.

Portable electrical appliances that are moved regularly and are likely to suffer wear and tear such as hand tools and extension cables

Timescale	Action
Initial Installation	The appliance is inspected for integrity prior to use and then used until the next scheduled inspection. It is checked by the user prior to use
12 months from entry into service	The appliance shall be inspected and tested by a competent person
12 months from the last inspection	The appliance shall be inspected and tested by a competent person. The inspection routine shall follow the 12 and 24-month inspection rota until it is deemed to be beyond its safe useful life expectancy.

Records of testing and examination shall be kept for reference.

Emergency Planning

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Manager	All staff shall be briefed on these arrangements

Reference shall be made to:

- Emergency Plan

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).

Hazardous overhead or underground services at the worksite shall be identified prior to work being undertaken and a permit to dig received if appropriate.

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 and if required the grid reference
- Designated meeting place (useful in remote areas to guide the emergency services to the worksite)
- Nearest access point, street name/district
- Type of access (public road / light vehicles, four-wheel drive required etc.)
- Suitable helicopter landing area
- Phone number of nearest doctor
- Location and phone number of the nearest accident and emergency hospital
- Contract Manager and client contact details

Evacuation measures shall be examined as part of the site-specific risk assessment.

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.

All assessors and instructors must have an in date First Aid qualification.

Should an accident or incident occur that requires the attendance of the emergency services, the client employer or family shall also be informed, as appropriate.

Reporting of accidents shall be in accordance with the Scott Fraser Training Ltd policy and the statutory requirements of RIDDOR shall be considered.

An accident report form shall be completed, and details copied to client as soon as reasonably practicable.

Fire Safety

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Anna Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- The Health and Safety at Work Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2000
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Dangerous Substances and Explosive Atmospheres Regulations 2002

A fire risk assessment and fire plan shall be developed using the following method:

- A plan of the premises shall be drawn.
- Significant fire hazards (ignition sources and fuel sources) shall be noted.
- The Scott Fraser Training Ltd standard risk assessment formula shall be applied to the findings.
- Control measures shall be introduced to reduce the risk of fire to a level that is as low as reasonably practicable.
- All staff / trainees shall be briefed in the fire safety arrangements during induction training/ course or assessment briefing.

The fire risk assessment and fire plan shall be available to all staff and visitors on the notice board.

Staff shall receive instruction in the use of the portable fire extinguishers during induction training including the expectations of Scott Fraser Training Ltd in respect of fighting fires.

As a general guide, staff/ trainees are not expected to fight fires and the extinguishers are provided to assist in making an exit to the agreed assembly point.

First Aid

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to

- The Health and Safety, First Aid Regulations 1981

The company shall ensure that all staff hold a relevant industry specific emergency first aid qualification.

The Assessor or Instructor on site shall be responsible for taking charge in the event of injury or illness.

Each workshop and worksite shall be equipped with suitable first aid kits appropriate to the number of people in place and the tasks they are carrying out.

Chainsaw operators and tree climbers must carry a large wound dressing at all times.

Footpath Management

Responsible Person	Competent Person	Proficient Operator
Scott Fraser	Scott Fraser	Certified operators as listed on the competence matrix

Public rights of way and permissive footpaths shall be protected using cones, signs and barrier tape as appropriate.

For complex traffic management situations, the company shall employ the services of a specialist traffic management contractor.

All staff on site shall wear a high visibility vest or jacket appropriate to the classification of the highway.

Health Surveillance

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Anna Fraser Director	All staff shall be briefed on these arrangements

Assessors and Instructors on PAYE shall be screened annually for signs of any adverse reaction to agents encountered during performance of their job role.

- Vibration – hand/arm vibration syndrome, carpal tunnel syndrome
- Noise – noise induced hearing loss
- Skin – irritation and dermatitis
- Dust – respiratory disorders

Screening shall be a detailed self-declaration questionnaire, which shall be followed up with verbal confirmation questions from a designated manager.

Any concerning responses shall trigger referral to the operators GP or an occupational health specialist.

Heat and Cold Stress

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Anna Fraser Director	All outdoor staff shall be briefed on these arrangements

During periods of hot weather operators must ensure that they remain hydrated and take frequent breaks in the shade.

Operators shall not reduce the controls for any risk in order to increase the controls for another. This will include the wearing of front protection only chainsaw protective trousers rather than all around protection in an attempt to stay cool.

During periods of cold weather operators must ensure that they wear the layering clothing provided by the company including the wet weather outerwear if appropriate.

The joining information sent to trainees prior to the course, detail appropriate clothing options.

Staff must remain vigilant to signs that colleagues are suffering the effects of heat or cold and must deal with incidents in line with their first aid training.

Incident Reporting and Recording

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- Emergency Plan
- Incident Report Form

Definitions:

- **Undesirable circumstance** – a situation which could lead to a near miss or an accident
- **Near miss** – an unplanned, unforeseen event which could have resulted in harm or loss
- **Accident** – an unplanned, unforeseen event which resulted in harm or loss

An undesirable circumstance would be a rabbit hole seen on the worksite because someone might step in it and hurt themselves.

A near miss would be if someone is walking on site and almost steps into the rabbit hole.

An accident would be if someone steps in the rabbit hole and twists their ankle.

All undesirable circumstances, near misses and accidents must be reported as soon as they are identified to the Instructor or Assessor.

The Instructor or Assessor must manage the situation on site and seek advice / report to the office.

Scott Fraser Training Ltd shall report all incidents required by RIDDOR to the HSE.

All persons on site shall be encouraged to report near miss incidents as this will reduce the likelihood of re-occurrence, so improving safety standards.

All accidents resulting in personal injury, however minor, shall be recorded.

Investigation may be undertaken to establish the immediate and root causes.

Corrective action, the cost of corrective action, the root cause and preventive action shall be recorded.

Leptospirosis (Weils Disease)

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All outdoor staff shall be briefed on these arrangements

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The disease starts with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

People in contact with canal and river water are the most at risk but contact with material on any site where rats are present may also be a risk.

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

There are some easy controls which must be undertaken as routine on all worksites:

- Wash your hands after handling vegetation or any contaminated clothing and always before going to the toilet, eating, drinking, or smoking.
- Use safety glasses or better still, a visor when undertaking work where water of material could become flicked up into your face such as when using a brush-cutter.
- Wear gloves to protect your hands and wash your gloves after work.
- Always wash cuts and grazes immediately using the hand wipes in the truck and if available on the worksite, with soap and running water.
- Cover all cuts and broken skin with waterproof plasters before and during work.
- Report any illness to the office.
- When you go to the doctors, make sure that you tell them about your work.

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis you must tell the office so that we can report it to the Health and Safety Executive.

Lone Working

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All lone working staff shall be briefed on these arrangements

Reference must be made to the Lone Working Procedure.

Duties such as office work, survey work and estimating may require staff to work alone.

Anyone intending to work alone must be adequately equipped and must have made appropriate arrangements for their own health, safety and welfare prior to leaving home or the office.

When intending to undertake lone working, staff must ensure that they are equipped with items such as listed below. This list is not exhaustive, and staff must exercise common sense when preparing for the task ahead.

- All tools and equipment required to complete the proposed task
- All files, papers and maps are taken as required
- High visibility outer wear
- Safety helmet
- Safety boots if necessary or footwear appropriate to the situation
- A charged mobile phone with sufficient credit for the day – with in-contact numbers
- Torch with live batteries
- Blanket
- Personal first aid kit + vehicle first aid kit
- Appropriately serviced vehicle with adequate fuel reserve
- Bottle of water – as appropriate
- Flask of hot drink when working in cold weather
- Money

Prior to staff being deployed to work alone, an assessment of the task shall be made and a communication and checking plan shall be agreed.

Manual Handling

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Manual Handling Operations Regulations 1992

A specific risk assessment covering manual handling shall be maintained.

Information on good working techniques shall be issued to employees during induction training to ensure the risk of injury is minimised.

All staff employed by Scott Fraser Training shall receive manual handling training relevant to the tasks that they will be likely to encounter during their employment. Update training shall be undertaken as appropriate.

All staff must avoid manual handling wherever reasonably practicable to do so. Avoidance of manual handling should always be the first consideration.

If manual handling cannot be avoided, staff should consider the load, the environment, their individual capability and the task to hand when undertaking manual handling operations.

Manual handling shall be undertaken in line with the following avoidance hierarchy:

- Does the item actually need to be moved or lifted?
- Use mechanical handling methods such as fork lifts and cranes
- Use assisted handling methods such as barrows and trolleys
- Share the load with other people
- Last resort – manual handling techniques

Noise

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Control of Noise at Work Regulations 2005

The assessment of noise exposure at work and the introduction of suitable control measures are essential elements of providing a healthy work environment.

Noise-induced hearing loss can be divided into:

- Temporary hearing loss (temporary threshold shift)
- Permanent hearing loss (permanent threshold shift)

Temporary hearing loss occurs where exposure to high levels of noise results in a reduction in the sensitivity of hearing, such as is encountered after leaving a disco or pop concert. If the period of recovery is long enough then hearing sensitivity will return to normal.

Permanent hearing loss occurs when people are exposed to high noise levels without sufficient recovery time as would be encountered through exposure in a noisy work environment. There is insufficient time for the hearing mechanism to recover from the previous exposure with the consequence that there is a gradual but definite reduction in hearing sensitivity. As the process is gradual, people do not realise that there is a change occurring until the hearing loss is significant. Noise-induced hearing loss is characterised by a marked decrease in hearing sensitivity around the 4 KHz frequency as opposed to the process of hearing loss due to age characterised by hearing loss at the higher frequencies first.

Exposure to excess noise can induce stress-related symptoms in people with a consequent lack of concentration and rise in accident rates. This can occur at levels below the first action level, and the employers should always, therefore, seek to reduce noise levels to the lowest level reasonably practicable.

- A specific assessment of the risks imposed from noise shall be undertaken
- Suitable PPE shall be issued to employees/ workers for the equipment that they operate
- Employees / trainees shall be advised about noise risks and all equipment shall be selected to reduce that risk
- All PPE and equipment shall be maintained to ensure that noise levels are kept as low as possible
- Operators shall be instructed to report events resulting in temporary threshold shift as an incident.
- Operators shall be assessed for early symptoms of noise injury using a questionnaire annually and if injury is suspected they shall be referred to an occupational health specialist for further assessment

Oil and Fuel Storage and Transport

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All users of vehicles and petrol driven tools shall be briefed on these arrangements

Reference shall be made to:

- Control of Pollution (Oil Storage) (England) Regulations 1992
- Petroleum (Consolidation) Regulations 2014

Oils Fuels and similar substances shall be stored and transported in such a way to ensure security, no proximity to heat or naked flames as to avoid damage to the environment in the case of a spill.

Substances shall be stored:

- With like substances
- Separate to other types of substances so as to prevent any adverse reaction
- With appropriate spill control
- With appropriate flame control
- With appropriate security

Spill clean-up facilities and wash facilities shall be available close to the storage location.

Substances shall be transported:

- Away from other equipment to prevent contamination of climbing and lifting equipment
- With like substances
- Separate to other types of substances so as to prevent any adverse reaction
- In a purpose made container such as a combi-can
- In a specific box with spill control and secure closure
- Away from any contact with heat or flames

A spill kit shall be carried by all operational vehicles.

Personal Protective Equipment (PPE)

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Personal Protective Equipment at Work Regulations 1992

The term 'PPE' shall cover all high visibility clothing, specific protective clothing, dust and vapour masks, helmets, eye and hearing defence, rope access and fall arrest equipment.

PPE and safety equipment will be used as appropriate.

Employees shall be provided with PPE and safety equipment suitable for their role free of charge, as relevant. In the event of wear and tear rendering the PPE ineffective, it shall be replaced free of charge. Employees are expected to look after and clean their PPE and to report any wear or defects.

Instructors and assessors must provide their own PPE as directed by the company.

Trainees can hire PPE. They will receive instruction on the use, maintenance, handling and storage of the item of PPE during the issue event.

As part of the training course, trainees, following a briefing, check PPE. Trainees will alert the assessor or instructor if PPE is ineffective or diverges from presented norms eg lifespan.

PPE shall be checked, inspected, maintained and serviced in accordance with the manufacturers' instructions and the provisions of PUWER 1998 and LOLER 1998. A register of all equipment kept shall be maintained showing details of issue, history, servicing and repair. All equipment shall be clearly marked to be identifiable.

Daily checks shall be carried out by employees prior to using PPE. Regular condition checks shall be carried out and recorded.

It shall be the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements shall be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment shall be clearly marked as such and shall not be used until repaired or the equipment disposed of.

Climbing arborists must wear type C chainsaw protective trousers when using a chainsaw.

Any knots used in tree climbing systems must be checked by a second competent operator prior to leaving the ground.

Respiratory Diseases

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All outdoor staff shall be briefed on these arrangements

Work-related respiratory disease covers a range of illnesses that are caused or made worse by breathing in hazardous substances that damage the lungs such as dusts, fumes and gases. The most prevalent of these diseases are chronic obstructive pulmonary disease (COPD), asthma and silicosis.

In the tree and landscape industries we must be aware of organic toxic dust syndrome which is a severe flu-like illness that can affect operators working with or near wood chip.

Management is preventive, by limiting exposure to mouldy environments with ventilation, or by wearing respiratory protection such as facemasks.

If work involves a risk of dust operators must wear the facemask provided.

Operators must ensure that they have had instruction on how to fit the mask.

Response to Theft or Threatening Behaviour

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Employees or trainees should not attempt to challenge a thief who is in the process of taking company property.

Employees or trainees should not respond to threatening behaviour but should withdraw to a place of safety and report the incident to the office.

Employees or trainees must note the description of the offender including the registration number of any vehicle used by them.

Risk Assessment

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- The Management of Health and Safety at Work Regulations 1999

Hazards inherent in all proposed operations shall be identified and noted. The risk shall be evaluated in terms of the likelihood of the hazard occurring and the potential severity of the consequences.

Task and machine risk assessments shall be prepared for all operations carried out by Scott Fraser Training Ltd and these shall be reviewed and updated as appropriate. The task and machine risk assessments shall be available at point of use for all operations.

Operators shall be informed of their responsibility to comply with the control measures specified in the task and machine risk assessments during induction training.

Site specific risk assessments shall be undertaken for each operation / site. These shall be briefed to staff at the start of each working shift and to visitors prior to them being allowed onto the work site. These shall identify potential hazards, assess the level of risk to employees, the public and the environment, specify agreed control measures and so reduce the likelihood of accidents occurring.

Employees shall have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and to inform the Directors of any situation that would result in safe working being jeopardised.

Top Handled Chainsaws

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- AA TG2 – Use of Tools in the Tree 2020

Top handled chainsaws are specialist tools for use in the crown of a tree when the cut cannot be made with a hand saw or a conventional chainsaw.

Operators must never:

- Use a top-handled chainsaw on the ground – unless for supervised holding and cut practice on aerial cutting courses.
- Use a top handled saw with one hand.
- ‘Hold and cut’ a section of material.

Top-handled chainsaws have two handles. To maintain proper control of the saw both handles must be used.

- Keep the saw well clear of yourself and your climbing equipment at all times.
- Ensure you obtain the best available cutting position to minimise the risk of being struck by the saw (including kickback), or by severed pieces of wood.

Incorrect, one-handed use significantly increases the risk of injury from the saw if it kicks back, skates or bounces on contact with a branch, or drops through at the end of a cut.

Vehicles

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

To reduce the risk of accidents involving the use of Scott Fraser Training Ltd vehicles, all drivers shall adopt the following practices:

- The journey shall be planned in advance
- An assessment of the current state of the tiredness and fatigue of the driver shall be made prior to driving
- An assessment of the current state of medical fitness of the driver shall be made prior to driving
- Staff shall not drive whilst taking medication which could make them drowsy
- Staff shall not drive after the consumption of alcohol or if it is felt that there could be a residual effect of drinking the previous evening
- An assessment of the weather conditions shall be made
- The condition of the vehicle shall be checked for road worthiness
- Time shall be allowed for breaks when a long journey is anticipated
- If drowsiness is felt the driver shall stop for a break as soon as reasonably practicable
- The vehicle shall be driven within the speed limit, in line with the prevailing road conditions and with due courtesy to other road users
- Mobile phones shall not be used whilst driving unless a hands-free system has been fitted and even then, the driver must pull over into a safe position to continue the call.

Vehicles shall be allocated at the discretion of the Director to reach and return from the training site.

Driving licenses of drivers shall be checked with the DVLA once every six months or more regularly if the driver is seen to be accruing penalty points.

All vehicles shall be equipped with a fire extinguisher and first aid kit; the driver shall check the location of these before using the vehicle. Missing items must be reported.

All fines for driving related offences shall be the responsibility of the individual that was driving the vehicle at the time of the incident.

The driving of tractors and other classes of vehicle shall only be carried out by suitably qualified personnel holding appropriate driving licences.

No passengers shall be carried on special purpose vehicles unless they are specifically designed to do so.

Power take off drives shall be guarded at all times when not connected to equipment and shall never be adjusted or connected whilst in motion.

Vibration

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Control of Vibration in the Workplace Regulations 2005

Hand-arm vibration is vibration that is transmitted into the worker's hands from hand-held machinery such as chainsaws, hedge trimmers and brush cutters or from materials which are being held whilst undergoing some form of mechanical treatment. Repeated and prolonged exposure to this type of vibration can have serious effects on a worker's health, including:

- Circulatory problems resulting in vibration white finger (VWF)
- Injuries to joints, bones and tissues
- Nerve damage

The effects are collectively known as hand-arm vibration syndrome (HAVS). Sufferers may not necessarily suffer from all of the above symptoms. Vibration White Finger is the result of damage to the circulatory system. The symptoms are whitening of the fingertips, usually triggered by cold or wet conditions.

The first signs that damage is occurring is normally a sensation of 'pins and needles', or tingling sensation which is often noticed at the end of the working day. Continued exposure to vibration may result in increasingly frequent attacks accompanied by numbness and whitening of the tips of the fingers or 'blanching'. Continued exposure results in considerable enlargement of the affected area.

The whitening is often accompanied by numbness and pins and needles. The colour may change to a reddening of the area as blood returns to the affected area, normally accompanied by severe pain. As the condition is often triggered by the cold or wet conditions, this can have a severe impact on a person's social and leisure life

Damage may manifest itself as pains to the soft tissue and bones in the hands, wrists, or arms as well as a general loss of strength in these areas. Carpal Tunnel Syndrome is a reportable disease when associated with hand-held vibrating equipment. Damage to the nerves in the hands can result in a loss of sensation and permanent numbness or tingling sensation. Dexterity and the manipulation of small objects may become difficult or impossible and again, this can have a severe impact on the employee's social and leisure life.

The company shall ensure that the following controls are in place:

1. A specific assessment of the risks imposed from vibration shall be undertaken.
2. Work methods that eliminate or reduce exposure shall be used.
3. Modern tools with anti-vibration systems shall be provided. Comparative vibration emission levels shall be a factor in the purchase of new equipment.
4. Training and assessment shall include information and testing on maintaining a correct stance and grip when using equipment.
5. Vibration levels shall be investigated and logged so that the maximum trigger times can be planned. The company maintains a spreadsheet, which lists all handheld power tools alongside their vibration level as specified by the manufacturer, the EAV and the ELV. This is discussed during the health and safety briefing on each course, as relevant.
 - Vibration values were taken from the manufacturer’s vibration data sheets and the times to reach the EAV and the ELV were established using the Stihl vibration calculator.
 - A 10% factor of safety uplift has been applied to the vibration levels stated by the manufacturer to account for chain sharpening and machine wear and tear.
 - No reduction has been applied for situations where the saw is being supported by the timber using the timber dogs or when using the saw in a horizontal position whilst dismantling a large stem as this was thought to be the safest option.

Inventory				Vibration			
Description	Type	Manufacturers Serial Number	Issued to	Vibration Value A(8) [m/s/s]	Vibration Output Factor of Safety Formula	Time to reach 2.5M/S/S Exposure Action Value	Time to reach 5M/S/S Exposure Limit Value
				Take the highest level given by the manufacturer	The vibration value with an uplift of 10% to account for increased vibration due to age, wear and tear	Hours of Trigger Time given the uplifted vibration magnitude until measures must be taken	Hours of Trigger Time given the uplifted vibration magnitude
Chainsaw	Stihl MS150			4.9	5.39	1h 43m	6h 53m
Chainsaw	Stihl MS170			6.9	7.59	52m	3h 28m
Chainsaw	Stihl MS201			2.7	2.97	5h 40m	22h 40m
Chainsaw	Stihl MS201TC-E			3.5	3.85	3h 22m	13h 30m
Chainsaw	Stihl MS261			2.7	2.97	5h 40m	22h 40m
Chainsaw	Stihl MS441			3.3	3.63	3h 48m	15h 11m
Chainsaw	Stihl MS461			4	4.4	2h 35m	10h 20m
Chainsaw	Stihl MS500			4.2	4.62	2h 21m	9h 22m
Chainsaw	Stihl MS661			5.6	6.16	1h 19m	5h 16m
Chainsaw	Husq 550xp			4.9	5.39	1h 43m	6h 53m
Hedge Trimmer	Stihl HS81R			2.5	2.75	6h 37m	> 24h
Hedge Trimmer	Stihl HS82R			2.8	3.08	5h 16m	21h 5m

The green and red colour codes shown in columns I and J relate to the green or red labels that have been applied to powered hand tools.

6. Suitable PPE shall be issued to employees for the equipment that they operate.
7. Employees shall be advised about vibration risks during induction training or as a toolbox talk and reminded to report events resulting in tingling hands as an incident.
8. All PPE and equipment shall be maintained to ensure that vibration levels are kept as low as possible.

9. Operators joining the company shall be assessed for symptoms of vibration injury using a tier 1 questionnaire and if injury is suspected they shall be referred to an occupational health specialist for further assessment.
10. Operators shall be assessed for early symptoms of vibration injury using a tier 2 questionnaire annually and if injury is suspected they shall be referred to an occupational health specialist for further assessment.
11. Completed assessment forms shall be analysed by a manager and further advice sought if required.
12. Managers shall plan the task and allocate resources to ensure that there are sufficient team members so that no one person will be exposed to a level of vibration which is likely to cause injury. Operators shall be instructed to share the tasks around the team to avoid any person being exposed to a level of vibration above the ELV. This shall be done by allocating a day category code to the proposed work.
13. A label shall be fixed to all hand tools that emit vibration with details of the times taken to reach the exposure action value and the exposure limit value. Green labels are used for low risk and red for high vibration tools:

	Tools that when used in combination with any other green tools throughout the day, would not present a vibration hazard.
	Tools that when used on their own or in combination with any other tool whether green or red, may present a hazard if the total vibration exposure time of all tools in combination is greater than the ELV stated on tool with the highest vibration output.

For example:

EAV 6h 30m ELV 12h 15m

EAV 0h 30m ELV 1h 15m

Using this system, all operators know that if they use any tool with a red label, their powered tools use during that day must not exceed the ELV time on the tool with the red label.

Operators also know that the exposure time only includes the periods where they were using the tool for a task.

For example, the operator may be undertaking work using the tools for 8 hours but the time exposed to vibration was only 1 hour because their usage comprised of many very short duration periods of operating the trigger.

Using the data gathered above, hypothetical working days were calculated so that managers could easily establish if the proposed task would have a high vibration risk rating.

A	B	Vibration Exposure Time					H	I
		C	D	E	F	G		
		Top Handled Chainsaw	Medium Ground Saw	Large Chainsaw	Hand Held Leaf Blower	Hedge Trimmer	Daily Exposure Total	Action Required
	Vibration Output including the 10% factor of safety	~ 5.4m/s/s	~ 3m/s/s	~ 6.2m/s/s	~ 2.75m/s/s	~ 3m/s/s	If < 2.5m/s/s in 24 hours	None
	~ EAV	1 hour 43 minutes	5 hours 40 minutes	1 hour 20 minutes	6 hours 37 minutes	5 hours 16 minutes	If > 2.5m/s/s in 24 hours	Generic controls
	~ ELV	6 hours 53 minutes	22 hours 40 minutes	5 hours 16 minutes	> 24 hours	> 24 hours	If > 5m/s/s in 24 hours	Not acceptable
	Normal tree surgery day example							
A	Climbing Arborist	40 minutes	20 minutes		20 minutes		1.8m/s/s	None
	Ground Chainsaw Operator		40 minutes		20 minutes		1.1m/s/s	None
	Chipper Operator				20 minutes		0.6m/s/s	None
	Heavy tree surgery day example							
B	Climbing Arborist	40 minutes	40 minutes	40 minutes			2.5m/s/s	Generic Controls
	Ground Chainsaw Operator		40 minutes	40 minutes	40 minutes		2.1m/s/s	None
	Chipper Operator		40 minutes		40 minutes		1.2m/s/s	None
	Hedge trimming day example							
C	Operator 1				20 minutes	2 hours	1.6m/s/s	None
	Operator 2				20 minutes	2 hours	1.6m/s/s	None
	Operator 3				20 minutes	2 hours	1.6m/s/s	None
	Ringing up with a large chainsaw example							
D	Operator 1			2 hours	20 minutes		3.2m/s/s	Generic controls
	Operator 2			2 hours	20 minutes		3.2m/s/s	Generic controls
	Operator 3			2 hours	20 minutes		3.2m/s/s	Generic controls

The following colour coding has been assigned to the scenarios shown above according to the total exposure calculated for each operator and the likely tool usage throughout the working day.

Likely Daily Vibration Exposure (m/s ²) for any individual	Control Measures
< 2.5 Daily vibration exposure is below the EAV.	<ul style="list-style-type: none"> There is no need for further measures to reduce exposure.
2.5 to 5 Daily vibration exposure is above the EAV but below the ELV.	<ul style="list-style-type: none"> There is an increased risk of developing vibration related conditions for the operator. Generic Controls MUST be applied
> 5 Daily vibration exposure exceeds the ELV.	<ul style="list-style-type: none"> Staff must not operate any combination of tools beyond the 5m/s/s limit. Reduce daily work time and/or use machine with lower equivalent vibration level. Generic Controls MUST be applied Time Limits MUST be applied to reduce the likely exposure to below 5m/s/s when planning the work.

Welfare

Responsible Person	Competent Person	Proficient Operator
Anna Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- The Workplace (Health, Safety, and Welfare) Regulations 1992

Offices and workshops shall have suitable welfare facilities including toilets, wash facilities and an area to take breaks and lunch.

For woodland work on site 'local arrangements' shall be made, and these arrangements shall be included on the daily briefing.

For example:

- *Toilet facilities are available in Parsonage Wood and Cooksbroom Wood*
- *Washing facilities are available on the vehicle*
- *Dundale wood – toilet and washing facilities are available at the BP Services on A21*

Work at Height (WAH)

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	Certified operators as listed on the competence matrix

Reference shall be made to:

- The Lifting Operations and Lifting Equipment Regulations 1998
- The Work at Height Regulations 2005
- AA ICoP – Tree Work at Height 2020
- AA TG1 – Tree Climbing and Aerial Rescue 2020
- AA TG4 – Use of Mobile Cranes in Tree Work 2020
- AA TG5 – Use of Mobile Elevating Work Platforms in Tree Work 2020

All risks from working at height shall be assessed and work at height shall not be undertaken if the task can be safely and appropriately carried out from a position on the ground.

The first stage in planning any work at height shall be to carry out a suitable and sufficient assessment of the risks posed by the operation.

Suitable and sufficient measures shall be taken to prevent persons falling a distance where they are liable to be injured.

During training, when a climber is using personal fall protection systems for tree climbing, it is expected that there will be a backup system to prevent them falling a distance that is likely to cause injury if the primary system (including the main line, components, or anchor) were to fail. The backup should be attached to an independent anchor where possible.

Account shall also be taken of:

- The risks that need to be managed
- The distances that need to be negotiated by access and egress equipment
- The distances and consequences of a potential fall
- The duration and frequency of use
- The need for easy and timely evacuation
- The requirement for rescue
- The working conditions

Only equipment that is appropriate to the nature of the proposed work shall be used.

All tree climbing, and work positioning shall be undertaken in strict accordance with the requirements of the TG1 Tree Climbing and Aerial Rescue published by the Arboricultural Association.

MEWP operators shall hold a certificate of competence for the use of a MEWP.

MEWPs shall be used in accordance with the requirements of TG5 Use of MEWPs in Arboriculture (Arboricultural Association)

The MEWP shall be equipped with a physical barrier to separate the MEWP operator from the chainsaw operator if two people are to work in the basket.

The MEWP operator (and the chainsaw operator) shall be secured to the basket using a harness and lanyard to prevent falling from the basket. This will be a work restraint system rather than a fall arrest system due to the risk of injury from branches in the distance it takes the fall arrest equipment to deploy and arrest the fall.

Any team allocated work at height using arboricultural climbing and work positioning systems shall have more than one competent tree climber in order that an aerial rescue can be undertaken if required.

Stable step ladders shall be used for access to height when working in the office. The steps must be footed by a co-worker.

Tasks may be accessing high shelves or writing on the upper part of the noticeboard.

Work Equipment (PUWER)

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- The Provision and Use of Work Equipment Regulations 1998

The term 'equipment' shall cover all tools, plant, vehicles, and machinery used in the course of Scott Fraser Training Ltd business.

Equipment shall only be used for the purpose it was designed for in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications shall be carried out unless under the instructions of the manufacturer. Essential details and warning signs shall be in place at all times.

Equipment shall be checked, inspected, maintained, and serviced in accordance with the manufacturers' instructions and the provisions of PUWER and LOLER. A register of all equipment kept shall be maintained showing details of history, servicing, and repair. All equipment shall be clearly marked to be identifiable.

Pre use checks shall be carried out by employees/ trainees prior to using the equipment. Periodic maintenance checks shall be carried out and recorded.

It is the responsibility of the employee using any equipment to report any defects in the equipment as soon as they become apparent. Arrangements shall be put in place by the manager to repair or withdraw the equipment.

Withdrawn equipment shall be clearly marked as such and shall not be used until repaired or the equipment disposed of.

Rules in relation to plant and equipment:

- The course joining information details equipment required.
- Instructors/ assessors will check the suitability of equipment.
- The estimator shall specify the equipment to be used for the proposed work.
- Only the equipment as specified on the joining information shall be used.
- Employees/ trainees shall not operate any machine unless they have been trained and authorised to do so.
- Operators must not interfere with or remove guarding on any piece of equipment.
- Any faults, damage, defects, or malfunctions must be reported to a Director as soon as they are discovered.
- Operators must not attempt any maintenance on any machine unless they are trained and authorised to do so.

- Cleaning or maintenance must not be undertaken unless the machine has been shut down and the power isolated. On self-powered equipment the key must be removed.
- Machinery must not be left unattended whilst it is in motion.
- All employees/ trainees must observe all pedestrian and vehicle controls throughout the premises.

Workplace Arrangements

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

A specific risk assessment covering the office, workshop and yard shall be maintained.

The office shall be kept in a safe and clean condition with no trip hazards or obstructions that could cause harm or prevent emergency access / egress.

Workspaces and display screen equipment shall be assessed for suitability for the specific user and these assessments shall be reviewed or repeated regularly to ensure continuing suitability.

All instructors, assessors and trainees to wear appropriate PPE when engaging in training / assessment activities.

All visitors / employees / trainees shall be kept informed of fire evacuation procedures and first aid provision arrangements.

All employees/ trainees shall have access to relevant safety information and first aid provision.

All employees/ trainees and visitors must comply with all warning signs and notices displayed on the premises.

All employees/ trainees and visitors shall make appropriate use of all safety equipment and facilities.

All work areas must be kept clear of debris, scrap and other rubbish in order to facilitate ready access and egress and to reduce the risk of fire.

Working in Proximity to Water

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All outdoor staff shall be briefed on these arrangements

All staff deployed to work in the proximity of deep water shall be able to swim.

Specific safeguards shall be in place for staff engaged in lone working duties near to water. These safeguards shall be specified in the risk assessment.

Young Persons

Responsible Person	Competent Person	Proficient Operator
Scott Fraser Director	Scott Fraser Director	All staff shall be briefed on these arrangements

Reference shall be made to:

- The Management of Health and Safety at Work Regulations 1999
- Working Time Regulations 1998 as amended 2002
- Risk assessment for young workers

Young persons are often exposed to risks to their health and safety when at work as a consequence of their immaturity, lack of experience or absence of awareness of existing or potential risks.

A risk assessment has been prepared which takes into account the general fact that they are at greater risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.