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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment must be followed in relation to assessing the validity of third-party management systems. |

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| Purpose |
| The purpose of this procedure is to define the health and safety controls associated with tree work and vegetation ground clearance including the use of chain saws and brush cutters (Strimmer's).  The training and qualifications identified in the procedure relate to United Kingdom (UK) standards. Where applicable, projects based outside of the UK must identify and ensure that relevant local legislation and statutory requirements are followed.  The requirements in this procedure are considered to be our current standards and must be adopted as part of the Subcontractor’s safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx)). |

Procedural Requirements

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|  | APPOINTMENTS | | | |
| 1.1 | Balfour Beatty (the Company) do not directly employ arboriculture and forestry workers, therefore, when appointing Subcontractors to work on a project the Company will ensure that those appointed have the skills, knowledge and experience to carry out the work in a way that secures health and safety. | | | |
| 1.2 | Subcontractors must be appointed in accordance with ‘Supply Chain Prequalification’ procedure ([PRC-PR-0002](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10296)) and ‘CDM Regulations’ procedure ([HSF-PR-0018](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7016)). | | | |
| 1.3 | Only Subcontractors who have current Forest Industry Safety Accord ([FISA](https://www.ukfisa.com/membership/membership-listing.html)) membership can be appointed by the Company. Evidence of membership, competency and adequacy of resources must be provided to the Company prior to placing an order as part of their Demonstration of Competence. | | | |
| 1.4 | The Site Lead must ensure the ‘Demonstration of Competence’ form ([HSF-SF-0018a)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882) is completed for each prospective subcontractor on every project to demonstrate their project specific competence, see ‘CDM Regulations’ Procedure ([HSF-PR-0018](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7016)). | | | |
| 1.5 | The “Supplier Health, Safety, Environmental, Sustainability and Quality Conditions” ([HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880)) are mandatory on all Company projects. Subcontractors must comply with these conditions when undertaking work on behalf of the Company. The Subcontractor must confirm that they will conform to these requirements as part of the Demonstration of Competence ( [HSF-SF-0018a)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882). | | | |
|  | PROJECT START HEALTH AND SAFETY MEETING | | | |
| 2.1 | Once a subcontractor has been appointed, they must attend a Pre-Start Subcontractors Meeting to discuss the specific health and safety aspects of the subcontract. This must be recorded using [HSES-TF-0010c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7997). | | | |
|  | INDIVIDUAL COMPETENCE | | | |
|  | The subcontractors Works Manager and Supervisors involved in site clearance (vegetation and trees) work must hold Trees and Timber National Occupational Standards (NOS) / Quality Credit Framework (QCF) qualifications commensurate with the tasks being undertaken in addition to mandatory management and supervision competencies (such as Site Managers Safety Training Scheme / Site Supervisors Safety Training Scheme). | | | |
|  | NOS / QCF Tree Work Qualifications must be delivered by recognised training bodies such as Lantra and City & Guilds NPTC, See **Table 2**. | | | |
|  | PLANT | | | |
|  | The following plant activities must be undertaken in accordance with the ‘Plant’ procedure ([HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786)):   * selection * operation * delivery/collection * refuelling, and * maintenance | | | |
|  | Plant and accessories provided must be suitable in relation to the specific work location and the task to be undertaken. The Balfour Beatty Plant Specifications must be used when selecting and procuring items of plant. See Plant and Equipment Specification Index ([HSF-RM-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1717)). | | | |
|  | Any item of plant that is not currently covered by an existing Balfour Beatty Plant Specification must be identified and site management must complete and send the New Plant / Product / Equipment Application ([HSF-SF-0070a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1908)) to the Balfour Beatty Plant and Fleet Services Product Manager for immediate action. | | | |
|  | The UK forestry sector traditionally refer to the nominal working scale of plant and equipment by size. The working scale indicated by plant and equipment size is detailed in ‘Nominal Working Scale’ reference material ([HSF-RM-0071b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15065)) | | | |
|  | Plant operators must only operate machinery for which they have been authorised and must hold a relevant & valid training/competency qualification from an industry accredited body. See **Table 2 NOS / QCF Tree work Qualifications** and the ‘Plant’ procedure ([HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786)). | | | |
|  | Balfour Beatty Plant and Equipment Pre-Use-Daily-Weekly Checklists must be used to ensure plant is being maintained and kept in good working order ([HSF-RM-0046d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11010)). | | | |
|  | Tools and Equipment (incl Hand tools) | | | |
|  | The following tools & equipment activities must be undertaken in accordance with the ‘Tools & Equipment’ procedure ([HSF-PR-0049](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7542)):   * selection * operation * delivery/collection * refuelling, and * maintenance | | | |
|  | Chain Saws | | | |
|  | Chainsaw operators must hold a relevant & valid training/competency qualification commensurate with the specific task(s) to be undertaken (see **Table 2 NOS / QCF Tree work Qualifications**). | | | |
|  | Chainsaw operators must be fit for role to operate a chainsaw. | | | |
|  | All personnel working with chainsaws must operate in teams of two or more and must have at least 1 Emergency First Aid at Work trained personnel within the team. | | | |
|  | Top-handled chainsaws must only be used for off the ground operations. Chainsaw operators must use rear-handled saws when working on the ground. | | | |
|  | Chainsaw operators must be issued with, and instructed in the use of: | | | |
|  | * Personal protective equipment (see section 13) * Emergency equipment:   + A first aid kit with large wound dressing and eye wash   + Means to call for emergency assistance i.e. radio or mobile telephone | | | |
|  | **SAFE SYSTEMS OF WORK** | | | |
|  | The varied nature and complexity of site vegetation and tree clearance is such that careful pre-planning, implementation of control measures and robust briefing methods are required as the work may involve mechanical down-taking or hand down-taking in any location from a greenfield site to a site with significant public, overhead power lines, buried services or nearby structures interface. | | | |
|  | A suitable risk assessment, Work Package Plan (or Method Statement) must be carried out for all site vegetation and tree clearance operations. See ‘Setting People to Work Safely’ ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). This must include and emergency situations that may arise from site activities (also see Emergency Arrangements Procedure [HSES-PR-0003](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5162)) | | | |
|  | Risk assessments, Work Package Plans (or Method Statements) and briefings must be prepared by the subcontractor in line with their own internal procedures and legal requirements and submitted to the Company for appraisal. See Setting People to Work Safely ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)) | | | |
|  | The Site Lead must ensure that all Work Package Plans (or Method Statements) are appraised using the Tree Work Operations and Vegetation Ground Clearance Method Statement/WPP Appraisal ([HSF-SF-0071a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15063)). | | | |
|  | Safe WorkING DISTANCES | | | |
|  | For all work locations it must be ensured that safe working areas are identified and applied between other workers, machinery, third parties and any local infrastructure. All the work teams must be briefed on the safe working area, exclusion zone requirements and the safe system of entry into these zones. | | | |
|  | The following (**Table 1**) minimum safe distances must be applied, unless exceptional conditions and the risks arising from closer working have been robustly assessed and judged to be acceptably low: | | | |
|  | Table 1   |  |  | | --- | --- | | **Activity** | **Minimum Safe Working Distance** | | Hedge, scrub clearing operations using non-powered hand tools | At least 5 metres must be maintained between workers + at least 3 metres maintained out-with the ‘running line’ + the maximum ‘slewing radius’ of any plant or machinery operating in the area. | | Clearing saw / strimming / brush cutting operations | At least 15 metres between workers + at least 3 metres maintained out-with the ‘running line’ + the maximum ‘slewing radius’ of any plant or machinery operating in the area. | | Tree felling operations | At least 2 tree lengths must be maintained between other workers, machinery, third parties and any local infrastructure and never directly below on steep slopes. | | Chainsaw snedding operations | At least 2 tree lengths must be maintained between other workers, machinery, third parties and any local infrastructure and never directly below on steep slopes. | | Chainsaw cross cutting and stacking operations | At least 5 metres must be maintained between workers + at least 3 metres maintained out-with the ‘running line’ + the maximum ‘slewing radius’ of any plant or machinery operating in the area. | | Winching operations | At least 2 tree lengths + twice the length of the winching rope under tension must be maintained between other workers, machinery, third parties and any local infrastructure. | | Wood chipping operations | At least 5 metres between workers + at least 3 metres maintained out-with the ‘running line’ + the maximum ‘slewing radius’ of any plant or machinery operating in the area.  Discharge chute must be positioned so that it does not emit chippings / debris into other workers, machinery, third party areas. | | Extraction by skidder operations | Two tree lengths + length of hauling rope must be maintained between other workers, machinery, third parties and any local infrastructure. | | Loader operations | Two tree lengths + length of machine lifting boom and attachment must be maintained between other workers, machinery, third parties and any local infrastructure. | | Roadside processing operations | Operations must be planned to ensure all processing is carried out in a direction working two tree lengths away from other workers, machinery, third parties and any local infrastructure.  A clearly designated processing area must be identified.  Processing plant / equipment must be positioned so that it does not emit chippings / debris into other workers, machinery, third party areas. | | Re-fuelling or decanting fuel | At least 3 metres between workers + at least 3 metres maintained out-with the ‘running line’ + the maximum ‘slewing radius’ of any plant or machinery operating in the area.  Fuel containers must be opened or decanted at more than 10 metres away from water courses, drains and heat sources. | | *If conditions prevent the clear sight of all personnel engaged in the above activities, then an alternative method, such as a radio, or the use of a third person to relay messages must be used.* | | | | | |
|  | On all reasonable approaches to the worksite, warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996, indicating a ‘hazardous worksite’ and that ‘unauthorised access is prohibited’ must be clearly displayed and maintained. In areas of high public interface additional controls e.g. fencing, additional marshalling must be implemented. | | | |
|  | Warning and prohibition signs must also display contact details of the subcontractors Works Supervisor to ensure all works are stopped prior to the Works Supervisor authorising controlled entry into the work area(s). | | | |
|  | STEEP SLOPES | | | |
|  | When planning how the work should be carried out on a specific site, the following must be considered:   * the terrain classification, e.g. slope measurements, soil/ground condition, ground roughness, erodible soils, boulders etc * operational factors, e.g. size and type of tree, type of tree/brash quality, potential stump height, cutting specification * environmental conditions, e.g. weather conditions, water on site, possibility of flash floods, siltation, pollution, visibility * identifying alternative work areas * recovery arrangements including dealing with oil spills * the possibilities of modifying the site by constructing tracks or ramps | | | |
|  | When work is planned to use a machine on a slope, see [FISA 705](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-37848) for guidance on selecting a suitable machine. | | | |
|  | STACKING | | | |
|  | Cut materials must be stacked frequently so that it does not create trips/slips/fall hazards underfoot | | | |
|  | Stacks of timber must always be made and maintained in a stable condition. DO NOT stack on steep ground at the roadside. | | | |
|  | Where stacks are manually produced, the height of the stacked timber must not exceed approximately 1m – otherwise, so far as is reasonably practicable, stack height must not exceed 2m. | | | |
|  | **OVERHEAD POWER LINES AND UNDERGROUND SERVICES** | | | |
|  | Surveys must be undertaken on the presence of existing overhead power services (including buried services) if this information is not already known by the Client/Principal Contractor. | | | |
|  | Where operations are to be carried out within 2 tree lengths + the vicinity zone distance of an overhead power lines or close to underground services, discussions must be held with the owner of the overhead power lines, usually the Network Operator and usually at least 2 months prior. | | | |
|  | The vicinity zones around overhead power lines are the areas in which there is the danger of electricity flashover if someone enters, this distance increases as the voltage increases - as identified in the following table: | | | |
|  | **Nominal System Voltage (kV)** | | **Minimum Vicinity Zone Distance** | |
|  | Up to and including 1kV. | | 1 metre | |
|  | Exceeding 1kV but not exceeding 11kV. | | 2 metres | |
|  | Exceeding 11kV but not exceeding 33kV. | | 2.5 metres | |
|  | Exceeding 33kV but not exceeding 66kV. | | 3 metres | |
|  | Exceeding 66kV but not exceeding 132kV. | | 3.5 metres | |
|  | Exceeding 132kV but not exceeding 275kV. | | 6 metres | |
|  | Exceeding 275kV but not exceeding 440kV. | | 7 metres | |
|  | Trees must be assessed for their falling distance in relation to the overhead powerline(s). They must then be categorised as falling within one of the following zones: | | | |
|  | **Zone** | **Description** | | |
|  | **Red Zone** | The area next to the overhead powerlines containing all trees within falling distance of the Vicinity Zone of any conductor and all trees which could cause damage to any support structure.  In normal circumstances the extent of the Red Zone is measured on the ground from directly underneath the outermost conductor to the centre of the tree (minimum 10 metres). This must be carried out in consultation with the Network Operator.  The extent of the Red Zone can vary greatly along the length of the line when taking full account of variations in height, cross-arm widths, steep slopes, valleys and variations in tree heights.  Only when this is specifically addressed in the risk assessment and agreed by the Network Operator can a more specific assessment of tree falling distance to the Vicinity Zone of any Conductor or supporting structure be made. | | |
|  | **Amber Zone** | The area from the Red Zone up to a distance of one further tree length.  This zone acts as a buffer to protect the Red Zone and within it trees may be felled either away from or parallel to the overhead power lines following the conditions set out in | | |
|  | **Green Zone** | The area beyond the Amber Zone that is two tree-lengths + the Vicinity Zone (normal forestry operations). | | |
|  | Where trees are to be felled in the Red or Amber Zone, the Network Operator must be consulted. | | | |
|  | Agreement must be reached with the Network Operator to de-energise and make the power lines safe wherever it is reasonably practicable. | | | |
|  | Where an overhead powerline **CANNOT** be de-energised, then **Red Zone trees must not be felled** and felling within the Amber zone will only be permitted providing the following conditions are met: | | | |
|  | * consultation with the Network Operator must take place. There must be a written agreement for the marking of Red and Amber Zones and the felling and extraction arrangements. This will make it clear that no Red Zone trees will be felled with the line energised | | | |
|  | * workers must be made aware of the dangers from electricity, how to avoid the danger and what to do in an emergency. If this is not carried out through formal electrical awareness training, then it must be justified in the risk assessment | | | |
|  | * only trained and competent operators with the relevant chainsaw or forestry machine operator qualification are to be used | | | |
|  | * felling must be arranged so that trees are felled away from, or parallel to the conductors, taking account of terrain, aspect, species and tree height | | | |
|  | * traffic movement on site must be properly controlled. Control measures to ensure that no part of any plant / equipment, load, or tree being processed can come within 10 metres of any overhead powerline conductor when working alongside them | | | |
|  | * the ground condition must be assessed prior to commencing felling operations | | | |
|  | * weather conditions must be assessed prior to commencing felling operations to ensure wind direction does not affect control of the felling direction. If it is likely to have an adverse effect, operations must cease until the wind speed drops to an acceptable level | | | |
|  | * all those on site must be made aware that they must treat the overhead power line(s) as energised until the Network Operator’s safety document is in place and the line confirmed as de-energised | | | |
|  | * The Network Operator’s safety document must be signed off before the line is re-energised and all working parties must receive appropriate instruction when the line is being re-energised | | | |
|  | If tree-felling work is required within the Red Zone with the line energised, then this must only be carried out by workers engaged directly with the Network Operator, with the Network Operator managing and supervising the activity. | | | |
|  | An Authorisation to Work Near Existing Services (AWNES) ([HSF-TF-0015a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8582)) must be compiled and issued to the subcontractor prior to commencing any works:   * at or near to near to overhead power lines * which have or may have the potential for breaking ground | | | |
|  | **LONE WORKING** | | | |
|  | Lone working must be avoided whenever it is reasonably practicable. Where it is not reasonably practicable, it must be in accordance with the Lone Working procedure ([HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183)). | | | |
|  | Lone working must not be permitted\* for the following site vegetation and tree clearance activities: | | | |
|  | * Chainsaw operations - all personnel working with chainsaws must operate in teams of two or more | | | |
|  | * Activities requiring someone dedicated to a rescue role | | | |
|  | * Work near water | | | |
|  | * Work at height (i.e. MEWP operation / tree climbing / rope access) | | | |
|  | * Working under / adjacent to overhead power lines | | | |
|  | \*The only exceptions are in accordance with Lone Working procedure ([HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183)) | | | |
|  | Other activities may exist that are considered too difficult or dangerous to be carried out by an unaccompanied worker. This must be determined by a risk assessment and be in accordance with the Lone Working procedure ([HSF-PR-0040](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5183)). | | | |
|  | ADDITIONAL HAZARDS | | | |
|  | Tree work and vegetation clearance tools and equipment can be the source of a number of hazards. Some of these hazards are also dealt with in other procedures, which must be referred to where relevant: | | | |
|  | |  |  |  | | --- | --- | --- | | **Hazard** | **Activity** | **Procedure** | | **Control of Access** | Associated with visitors (authorised and unauthorised) to site, ensuring those accessing the facilities are not placed at risk. | [HSF-PR-0013](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5177) | | **Emergency Situations** | Any situation requiring emergency communication, response, treatment or evacuation. | [HSES-PR-0003](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5162) | | **Hand Arm Vibration** | Site Vegetation and Tree Clearance activities must be planned to eliminate exposure to vibration at source, where practicable. | [HSF-PR-0060](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8571) | | **Lifting** | Use of equipment to lift or lower materials or people | [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | | **Manual Handling** | e.g. pulp hooks, lifting tongs, can’t hooks and picaroons etc. | [HSF-PR-0041](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1901) | | **MEWP’s** | Use of mobile elevated work platforms (MEWPs) to work at height i.e. tree felling. | [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSF-PR-0063%20Work%20at%20Height.docx?web=1) | | **Noise** | The use of various items of plant and power tools. | [HSF-PR-0044](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8150) | | **People, vehicle and plant interface** | The operation and movement of plant and vehicles, the interface, segregation and access points of people on site. | [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) | | **Temporary Traffic Management** | Work activities near to or on roads and streets. | [TTM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10853) | | **Winching** | Directional felling, skidding operations. | [HSF-PR-0033](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6982) | | **Work at Height** | Working at height (i.e. tree climbing / rope access, use of ladders etc.) and the use of tools and equipment at height. | [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/HSES/Health%20and%20Safety/Procedures/HSF-PR-0063%20Work%20at%20Height.docx?web=1) | | | | |
|  | Other hazards specific to vegetation and site clearance are detailed in this procedure. | | | |
|  | **Personal Protective Equipment** | | | |
|  | The risk assessments/COSHH assessments for vegetation and tree clearance works must determine the PPE requirements in addition to Balfour Beatty’s minimum standards. See ‘Personal Protective Equipment’ ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)).  Examples of additional PPE that may be required includes: | | | |
|  | **PPE** | | | **Activity** |
|  | Suitable head protection (e.g. a motorcycle helmet which conforms with BS 6658 or UN ECE regulation 22.05).  OR  An ATV helmet/other head protection which conforms with BS EN 1384. | | | ATV driving operations. |
|  | Suitable head protection (mountaineering-style helmet complying with BS EN 12492. | | | Tree climbing / rope access operations. |
|  | Suitable protective leather gloves. | | | Clearing saw + pruning operations + any operations where there is a risk of contact with thorns, brambles and harmful weeds. |
|  | Suitable protective gloves for handling materials such as fuel, ropes or chemicals. | | | Plant and equipment refuelling operations. |
|  | Chainsaw gloves which conforms with EN 381-7. | | | Chainsaw operations. |
|  | A mesh visor which conforms with EN 1731 and secondary eye protection which conforms with EN 166 | | | Clearing saw + pruning + chainsaw + bench-saw + wood chipping operations. |
|  | Hearing protection which conforms with EN 352 | | | All activities where noise levels exceed 85dB(A). |
|  | Leg and groin protection incorporating chain-clogging material which conforms with EN 381-5  NB: Type C leg protection for aerial work, because of the high all-round chainsaw cut protection. Where wearing Type C is impractical (e.g. because of the higher risk of heat stress), it may be appropriate to use Type A, where justified by risk assessment. | | | Chainsaw operations. |
|  | Protective boots with good grip and protective guarding at front vamp and instep which conforms with BS EN 17249. | | | Chainsaw + wood chipping operations. |
|  | Non-snag high visibility outer clothing appropriate to the prevailing weather conditions. | | | All activities. |
|  | A personal first-aid kit including a large wound dressing. | | | All activities. |
|  | A harness for supporting clearing saws (must be fitted and adjusted correctly). | | | Clearing saw operations. |
|  | Respiratory Protective Equipment (RPE) – minimum standard is FFP3. | | | Where COSHH assessment identifies their use – users must also be Face Fit Tested prior to use. |
|  | **SUPERVISION AND MONITORING** | | | |
|  | Supervisors must receive a briefing into, and a copy of the appraised risk assessment, Work Package Plan (or Method Statement) as applicable, for the works they are to oversee. | | | |
|  | Supervisors must ensure that the workforce have received a briefing for the work to be undertaken before it starts and a suitable Daily Activity Briefing (DAB) ([HSES-SF-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7848)) is being carried out at the start of each shift thereafter. | | | |
|  | Supervisors must regularly monitor the works to ensure they are being executed in accordance with the approved Safe System of Work, Work Package Plan (or Method Statement), as applicable. Where the need arises to alter or depart from the plan for the work the Supervisor must place the affected part of the work on hold (in accordance with the Golden Rules) while the safety of the change is reviewed and approved by line management with the authority to approve plans. | | | |
|  | Subcontractor Supervision\* | | | |
|  | Subcontractors must provide suitable and sufficient supervision for their works at all times. See [HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880) ‘Supplier HSESQ Conditions’. | | | |
|  | Specific supervisory responsibilities and competencies are required for lifting operations. Refer to Crane/Lift Supervisor details in [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) ‘Lifting Operations’ & [HSF-RM-0039d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8044) ‘A Suppliers Guide to Lifting Procedures for Lorry Loaders’. | | | |
|  | The Balfour Beatty Project Lead must ensure suitable monitoring of subcontractor supervision is undertaken using site inspections relevant to the work. | | | |
|  | \* A requirement of [2014-002-SLN-CSUK Langley Green](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Resource%20Library/Health-Safety/2014-002-SLN-CSUK%20Langley%20Green.pdf). | | | |
|  | EXTERNAL GUIDANCE | | | |
|  | The forestry industry within the United Kingdom has produced guidance on the health and safety of all forest operations, machinery and tasks. A suite of guidance leaflets is available <https://www.ukfisa.com/safety-information/safety-library/fisa-safety-guides.html> and <http://www.hse.gov.uk/treework/resources/index.htm>  A list of these documents is available at FISA Guidance ([HSF-RM-0071a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15064)) which includes links to each separate document and an explanation of how the document may help. | | | |

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| Abbreviations / Definitions | |
| **AFAG** | Arboriculture and Forestry Advisory Group |
| **ATV** | All-Terrain Vehicle |
| **Clearfell** | Clearfell is a forestry practice in which most or all trees in an area are uniformly cut down |
| **CCF** | Continuous Cover Forestry is a management option in which canopy cover is maintained continuously, the soil is never exposed, and clear felling is avoided for areas greater than 0.25 ha or more than two tree heights wide. |
| **Company** | Balfour Beatty |
| **FISA** | Forestry Industry Safety Accord |
| **FOPS** | Falling Object Protective Structure |
| **OPS** | Operator Protection Structure |
| **PAWS** | Plantations on Ancient Woodland Sites |
| **ROPS** | Roll Over Protective Structure |
| **SITE LEAD** | The senior person on site responsible for the Health, Safety and Wellbeing of all employees, subcontractors and third parties on site or affected by our works. |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |
|  | This highlights a requirement from a significant incident investigation and contains a link to the source material where available. |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
| [HSF-PR-0018](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7016) | Procedure | CDM Regulations |
| [HSF-PR-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7786) | Procedure | Plant Procedure |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880) | Guidance | Supplier Health, Safety, Environmental, Sustainability and Quality Conditions |
| [HSF-RM-0071a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15064) | Guidance | FISA Guidance |
| [HSF-RM-0071b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15065) | Guidance | Nominal Size Guidance |
| N/A | External Guidance | <https://www.ukfisa.com/safety-information/safety-library/fisa-safety-guides.html> |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| [HSF-SF-0071a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-15063) | Tree Work Operations and Vegetation Ground Clearance Method Statement/WPP Appraisal | 6/12 years | Site Lead |

**Table 2 NOS / QCF Tree work Qualifications**

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| **NOS / QCF Reference** | **Tree work qualification title** |
| (NOS) LANTw22 | Level 2 Award in Cross-cut Timber Using a Chainsaw |
| (NOS) LANTw19 &  (NOS) LANTw22 | Level 2 Award in Chainsaw Maintenance and Cross-cutting |
| (NOS) LANTw20 | Level 2 Award in Felling and Processing Trees up to 380mm |
| (NOS) LANTw21 | Level 2 Award in Remove Branches and Breakdown Crowns Using a Chainsaw |
| (NOS) LANTw24 | Level 3 Award in Severing Uprooted or Windblown Trees Using a Chainsaw |
| (NOS) LANTw25 | Level 3 Award in Assisted Fell Operations |
| (NOS) LANTw18 | Level 3 Award in Emergency Treework Operations |
| (NOS) LANTw19 | Level 2 Award in Chainsaw Maintenance |
| (NOS) LANTw20 | Level 3 Award in Felling and Processing Trees over 380mm |
| (NOS) LANTw27 | Level 2 Award in Supporting Colleagues Undertaking Off Ground Tree Related Operations |
| (NOS) LANTw17 | Level 3 Award in Preparing and Agreeing Emergency Treework Operations |
| (NOS) LANTw26 | Level 2 Award in Safe Use of a Powered Pole Pruner |
| (QCF) 0020-16 | Level 2 Award in Forest Machine Operations - Forwarder |
| (QCF) 0020-17 | Level 2 Award in Forest Machine Operations - Felling |
| (QCF) 0020-18 | Level 2 Award in Forest Machine Operations - Processing |
| (QCF) 0020-19 | Level 2 Award in Forest Machine Operations - Cable Crane |
| (QCF) 0020-20 | Level 2 Award in Forest Machine Operations - Skidder |
| (QCF) 0020-21 | Level 2 Award in Forest Machine Operations - Chokerman |
| (QCF) 0020-30 | Level 2 Award in Forest Machine Operations - Base Machine |
| (QCF) 0020-31 | Level 2 Award in Forest Machine Operations - Processing Timber (Mobile) |
| (QCF) 0020-32 | Level 2 Award in Forest Machine Operations - Drainage and Mounding |
| (QCF) 0020-36 | Level 2 Award in Forest Machine Operations - Flail/Mulcher |
| (QCF) 0020-16 | Level 2 Award in Forest Machine Operations - Static Loader |
| (QCF) 0020-16 | Level 2 Award in Forest Machine Operations - Base Machine with Forwarder |
| (QCF) 0020-16 | Level 2 Award in Forest Machine Operations - Base Machine with Felling and Processing |
| (QCF) 0020-16 | Level 2 Award in Forest Machine Operations - Base Machine with Skidder |
| (QCF) 0020-16 | Level 2 Award in the Safe Use of Stump Grinders |
| (QCF) 0020-16 | Level 2 Award in the Safe Use of Forestry Clearing Saw |
| (QCF) 0020-16 | Level 2 Award in Safe Use of Manually Fed Wood-Chipper |
| (QCF) 0020-16 | Level 2 Award in Chainsaw Maintenance and Operations - Occasional User |
| (QCF) 0020-16 | Award to Fell Utility Poles |
| NOS / QCF Ariel Treework Qualifications for Subcontractor employees must be delivered by recognised training bodies such as Lantra and City & Guilds NPTC. Qualification types include: | |
| **NOS / QCF Reference** | **Ariel Treework Qualification Title** |
| (NOS) LANTw28 | Level 2 Award in Accessing a Tree Using a Rope and Harness |
| (NOS) LANTw28 | Level 3 Award in Aerial Tree Rescue Operations |
| (NOS) LANTw30 | Level 3 Award in Aerial Cutting of Trees with a Chainsaw Using Free-fall Techniques |
| (NOS) LANTw31 | Level 3 Award in Aerial Tree Rigging |
| (NOS) COSVR386; (NOS) COSVR392; (NOS) LANTw14; (NOS) LANTw15; (NOS) LANTw19; (NOS) LANTw29;  (NOS) LANTw30; (NOS) LANTw31 | Level 3 Award in Using a Chainsaw from a Mobile Elevated Work Platform |
| (NOS) LANTw29 | Level 3 Award in Aerial Tree Pruning |
| (NOS) LANTw32 | Level 3 Award in Aerial Cutting of Trees Using a Crane |
| (NOS) LANTw33 | Level 3 Award in Installation and Maintenance of Structural Tree Supports |
| (NOS) LEO30 (NOS) SEMME3-197; (NOS) SEMME293 | Level 4 Award in Thorough Examination of Arboricultural Lifting Equipment |