



HARDY WOODLAND SERVICES

Method Statements

Staff are to strictly adhere to these method statements which are critical to the health & safety of the activity(ies) to which they relate.

Any deviation must first be authorised by the site supervisor.

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| Approved for issue | Richard Harrison | 24 November 2013 |
| Review and acceptance by | Matthew Harrison | 15 November 2013 |

LIST OF REVISIONS:

| Issue | Date | Revisions | Amended by | Approved by |
|-------|----------|------------------------------|------------------|------------------|
| 1.0 | 10/10/13 | Update to all sections | Richard Harrison | Matthew Harrison |
| 1.1 | 15/11/15 | Update Section 7 - Tree care | Richard Harrison | Matthew Harrison |
| 1.2 | 23/2/16 | Update Hedge Cutting | Richard Harrison | Matthew Harrison |
| 1.3 | 5/3/17 | Update to all sections | Richard Harrison | Matthew Harrison |

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1 Hedge Cutting Methods Statement

Planned Task/Activity Description:

Hedge cut using standard petrol driven hedge cutter and long handled hedge cutter. Sides of hedge cut first and arisings cleared by raking, taller sides and top of hedge not reachable with standard hedge cutter then cut with long handled hedge cutter and arisings collected as above and removed from site.

Working Environment & restrictions (confined Spaces)

Check hedge for foreign bodies e.g. bottles or wire before commencing work. Also check for any nesting birds and postpone hedge cutting if any nests are found. Barrier off working area to protect public and staff.

Number of operatives

Normally a team of two will be involved which will consist of a Supervisor and an Operative.

Operational Details

All hedges cut at a frequency and timing appropriate to the species and the clients requirements. Additional partial cuts may be required if hedge starts to encroach on paths, structures, signage, lights and sight lines. All hedges cut back on each occasion as close to previous cut position as possible to prevent the hedge getting wider or taller. If the hedge has already become too wide or tall reduction to an agreed width and height will be undertaken in the appropriate season for the species. Reducing the width and height of mature "Leylandii" hedges may not be possible without irreparable damage. All weeds and self rooted woody plants will be removed/killed when found; this may be done at a higher frequency and at a different time to cutting the hedge. Any pests or diseases of the hedging plants identified will be reported to the client, there are few if any effective methods of controlling pests and diseases of hedges other than removal and replacement with different species.

Performance All hedges to be cut so the tops are level and uniform and the sides are smooth and even appropriate to the species. Frequency and timing to be determined by species and client requirements. Hedge base to be kept free of developed weeds and litter at all times, self rooted woody weeds (e.g. Elder, brambles) removed and prevented from re-growth by use of glyphosate herbicide.

Conditions on site

If new hazards arise on the day either a Site Specific Risk Assessment or a Personal Site Specific Risk Assessment will be completed.

Operatives Competence/Training

Supervisor to check that the Operatives are experienced and competent to carry out all task(s) required and training records have been signed before the work commences.

PPE Requirements

Protective foot wear, ear protection, eye protection, gloves and Hardy Woodland Services uniform to be worn at all times whilst hedge cutting plus Hi-viz clothing dependant on site.

First Aid Requirements

First Aid Box is always kept in each Hardy Woodland Services vehicle. A mobile phone is to be used for emergency contact.

Plant & Equipment

Van, truck or trailer, Petrol hedge Cutter, Long Handled Hedge Cutter, rakes and container for arisings. Fuel in 5l plastic or 10l metal cans - (2-stroke) Glyphosate herbicide, applicator.

Materials Handling & Storage & Safety Information (COSHH, Fuel etc)

Generic Risk Assessments, Safe Methods of Working, COSHH & Manual Handling Assessments available in Health & Safety Procedures Manual carried on vehicle. Keep spare fuel and herbicide secure in vehicle.

Lone Working

Only lone work this operation if the hedge does not require working off ground level and a Lone Working Risk Assessment has been completed

2 Shrub Pruning/Planting Method Statement

Planned Task/Activity Description:

Shrub pruning to maintain health, ornamental value and/or contain/restrict growth. All shrubs pruned using appropriate horticultural tools listed below depending on species and site requirements.

Working Environment & restrictions (confined Spaces)

Check shrubs for foreign bodies e.g. bottles and wire before commencing work and also check for any nesting birds, postpone pruning if any nests are found. Barrier off working area to protect public and staff.

Number of operatives

Normally a team of two will be involved which will consist of a Supervisor and an Operative.

Operational Details

Where possible all shrubs pruned at the appropriate time of the year for the species to enhance ornamental value, e.g. flowers, foliage, bark effects etc. However it will be necessary to prune at other times to restrict growth for any of the following, encroaching on paths, drives, car parks, door ways, windows, buildings, signage, lights etc and also for security reasons. All dead, diseased and damaged wood removed then remainder of shrub pruned to either enhance ornamental value of that species or to restrict growth for reasons mentioned above. All weeds, including self rooted tree seedlings (self sets) and litter removed or treated with glyphosate to prevent re-growth. Dead plants removed and replaced with similar in the appropriate season if required. All arisings removed from site on day of operation.

Trees and Shrubs to be planted in accordance with BS3998 and BS5837

Performance

All shrubs pruned to enhance ornamental value and health and so as not to obstruct paths, roads, car parks, entrances, exits, windows, signage, lights or cause a security risk. Kept free of established weeds, self sets, dead plants and litter.

Conditions on site

If new hazards arise on the day either a Site Specific Risk Assessment or a Personal Site Specific Risk Assessment will be completed.

Operatives Competence/Training

Check operatives are experienced and competent to carry out task(s) and training records have been signed before the work commences.

PPE Requirements

Protective foot wear, eye protection, gloves and Hardy Woodland Services uniform to be worn at all times whilst pruning plus Hi-viz clothing dependant on site. Ear protection if using hedge cutter or chipper is to be worn.

First Aid Requirements/Nearest Hospital/Emergency services

First Aid Box in van, mobile phone for emergency contact.

Plant & Equipment

Van, truck or trailer, secateurs, loppers, pruning saws or hedge cutter, possibly use of chipper to reduce volume of arisings where/when allowable by client. Fuel in 5l plastic or 10l metal cans - (2-stroke) Glyphosate herbicide, applicator.

Materials Handling & Storage & Safety Information (COSHH, Fuel etc)

Generic Risk Assessments, Safe Methods of Working, COSHH & Manual Handling Assessments available in Health & Safety Procedures Manual carried on vehicle. Keep spare fuel and herbicide secure in vehicle.

Lone Working: Only lone work this operation if the pruning does not require working off ground level or the use of a chipper and a Lone Working Risk Assessment has been completed.

3 Hardy Woodland Services Tree Care/Removal Methods Statement

Planned Task/Activity Description

Maintenance of all trees to keep in a safe and healthy condition.

Working Environment & restrictions

Check for nesting birds, postpone pruning/removal if nests found. Barrier off working area to protect public and staff.

Number of operatives

Normally a team of two or three.

Operational Details

Where possible all trees pruned at the appropriate time of the year (normally dormant season) for the species to enhance safety, height clearance and appearance. However it will be necessary to prune at other times to restrict growth for any of the following, encroaching on paths, drives, car parks, doorways, windows, buildings, signage, lights etc and also for security reasons. Trees may be removed at any time of year except if birds are nesting. All dead, diseased and damaged wood removed then remainder of tree reduced to restrict growth for reasons mentioned above. All epicormic growths at base of trees removed, including self rooted tree seedlings (self sets). All arisings removed from site on day of operation.

In all cases, planning constraints for trees in a conservation area or for trees covered by a TPO must be observed.

Performance

All trees pruned so as not to obstruct paths, roads, car parks, entrances, exits, windows, signage, lights or cause a security risk. Clear site of all green waste and litter.

The removal of trees, branches and limbs in restricted areas will be undertaken using the appropriate rigging equipment and heavy branches will be lowered in manageable sizes and controlled on a suitably secured capstan if required.

Where appropriate all brash will be chipped using a Wood Chipper. The use of this equipment is to be properly controlled and operated by trained and qualified staff. Members of the public should be kept at a safe distance from all tree operations.

Cones and "tree working" signs must be employed in public areas.

The Code of Practice issued by the Secretary of State Order 1995 for the control of Traffic is to be observed when working on public highways.

Conditions on site

If new hazards arise on the day either a Site Specific Risk Assessment or a Personal Site Specific Risk Assessment will be completed.

Operatives Competence/Training

Check operatives are experienced and competent to carry out task(s) and training records have been signed before the work commences. If using chainsaw or working in trees appropriate CS units will apply. If using MEWP (elevated platform), operators trained and certificated in use of the specific type used.

All operatives must be First Aid Trained.

PPE Requirements

Protective foot wear, eye protection, gloves and Hardy Woodland Services uniform to be worn at all times whilst pruning plus Hi-viz clothing dependant on site. Ear protection if using Mechanical equipment. When using chainsaw all the above plus ballistic chainsaw trousers must be worn. If entering trees, ropes, harness and tested rigging equipment is to be employed.

First Aid Requirements/Nearest Hospital/Emergency services

Specialist First Aid Boxes in van and on site plus mobile phone for emergency contact.

Plant & Equipment

Van, truck or trailer, chipper loppers, pole pruning saws, chainsaw(s), ropes, harness, possibly use of chipper to reduce volume of arisings where/when allowable by client. Fuel in 5l plastic or 10l metal cans - (2-stroke) possible use of MEWP. Barriers, cones and signage to keep work area safe and free of public and traffic.

Materials Handling & Storage & Safety Information (COSHH, Fuel etc)

Generic Risk Assessments, Safe Methods of Working, COSHH & Manual Handling Assessments available in Health & Safety Procedures must be observed. Keep spare fuel secure in vehicle. Job Specific Risk Assessment required for all work in trees

Lone Working

No lone working is allowed on any tree operation.

4 Waste Management Methods Statements

1. Green Waste

All green waste (e.g. shrub & hedge pruning's, weeds, grass clippings, leaves, old bedding plants etc) generated by grounds maintenance operations must be returned to the approved disposal site free of contaminants e.g. plastics, glass, paper, tins etc. Collect and transport contaminants in separate containers to the green waste.

On arrival at the approved disposal site all green waste must be transferred either to a) a green waste skip or b) carefully added to the short term green waste heap.

Ensure Hardy Woodland Services has a valid/current Waste Carriers Certificate and that the site it is being transferred to is an approved disposal site for green waste.

2. Waste oil and oil contaminated materials

Waste oil, mostly from engine oil changes must be carefully stored in a 25litre re-sealable drum stored under cover on a plastic bund tray.

Note; use oil resistant gloves when handling old engine oil and oil contaminated materials.

When drum is full it must be collected by a specialist waste oil collection contractor and sent/taken for recycling/reuse. Do not store more than 25 litres nor for more than 12 months.

Other oil contaminated materials e.g. oil filters, absorbent granules, cloths etc must be separately but similarly stored and disposed of.

Ensure Hardy Woodland Services has appropriate certificates and documentation and get copies and that a completed Waste Transfer Note is left and retained for 3 years.

5 Waste Pesticide Containers

Triple rinse all empty pesticide containers and add rinsings to the sprayer.

Empty containers must be stored upside down indoors in a secure area and caps and foils stored separately in a re-sealable plastic container again in a secure area.

Make a list of each container (original contents and size) and keep up to date, retain and use to inform collector of contents of store.

When sufficient containers have been amassed (or at least once per year) contact an authorised specialist contractor for safe collection, removal and recycling.

Ensure contractor has all required documentation and licences and retain copies.
Ensure transfer note is left on collection and retain for 3 years