



ANDOVER TOWN COUNCIL

To the Members of the **Allotments Committee**:

Cllr Kevin Hughes (Chairman), Cllr Alan Cotter (Vice Chairman), Cllr Carol Bartholomew, Cllr R Kidd, Cllr Barbara Long, Cllr Veronika Pond and Cllr Luigi Gregori.
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ALLOTMENTS Committee** to be held at **THE GUILDHALL, HIGH STREET, ANDOVER** on **Thursday, 5 April 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
28 March 2018

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	Apologies To receive and accept apologies for absence.
2	Declarations of Interest To receive Declarations of Interest relating to items on the agenda as per the Town Council's Code of Conduct
3	Minutes To approve the Minutes of the Extraordinary Allotment Committee Meeting held on 18 January 2018 – attached at Appendix A .
4	Cherry Tree To review the tree quotes for the removal of the cherry tree on Vigo Allotment site and approve a quote - attached at Appendix B .
5	Picket Piece Allotments (Ox Drove) To receive a verbal update report.
6	Allotment Standards and Specifications To receive an update on formation of Working Group.
7	Terms of Reference To confirm new Terms of Reference – attached at Appendix C
8	Allotment Officer's Report To receive an update from the Allotment Officer.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Notes of Allotment Committee Surgery

Time and date

7.00pm on Thursday, 18 January 2018

Place

Andover Town Council Offices, 66C The High Street, Andover, SP10 1NG

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr B Long (A)	Cllr C Bartholomew (P) (7.01pm)	Cllr R Kidd (P)
Cllr L Gregori – (P)		

Officers Present:

Tor Warburton (Committee Officer) (training) (P) (taking the minutes)

Lisa Laing (Allotment Officer)

Other Town Councillors Present:

Cllr L Gates

Borough Councillors:

0

Allotment Wardens Present:

0

Allotment Holders Present:

3

Members of the Public Present:

2

Allotment Holders Surgery

Cllr K Hughes (Chairman) opened the surgery at 7:00pm and welcomed all attendees.

The Chairman

Asked if anyone had any suggestions, questions or concerns.

An allotment holder from the Vigo Road Allotment site asked if the Council still planned to move the gates to the main entrance of Vigo Allotments further in to the site to enable cars to be able to close the gates, whilst not preventing pedestrians from using the path. The Allotment Officer confirmed that money had been set aside and the gates would be moved this year.

An allotment holder informed the Committee that he had visited the site after the recent high winds and on a number of the plots covered by the Contractor the sheeting had come free of the pegs and had blown off the plots. He has very kindly put the covering back where he could. The Allotment Officer confirmed that she would inform the Contractor more pegs would be required to ensure the problem did not occur again.

An allotment holder enquired if fellow allotment holders had been into the office to report the glass in his green house had been smashed. The Allotment Officer confirmed that no one had been into the office. The Allotment Officer asked if the tenant planned to report it as being criminally damaged. The allotment holder said he wasn't sure if the damage was due to the wind or if it had been done deliberately. The Allotment Officer suggested the tenant contact her to update her of the situation.

An allotment holder raised the fact the gates are still not being locked. Allotment Officer agreed to remind tenants again in the next Newsletter and hoped the moving of the gates would also prevent it from continuing

The Chairman thanked the Vigo Road allotment holder for his time. No further questions were received from the members of the public.

Surgery Closed 7.10pm



Minutes of Allotments Committee

Time and date

7.10pm on Thursday, 18 January 2018

Place

Andover Town Council, 66C High Street, Andover, SP10 1NG

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Kidd (P)	Cllr C Bartholomew (P)	Cllr B Long (A)
Cllr L Gregori – (P)		

Other Town Councillors Present:

Cllr L Gates

Officers Present:

Tor Warburton (Committee Officer) (training) (taking the minutes)

Lisa Laing (Allotments Officer)

Allotment Wardens Present:

None

Members of the Public: 5

AC 26/17	Apologies
	Apologies for absence were received and accepted from Cllr B Long
AC 27/17	Declarations of interest
	No declarations of interest received
AC 28/17	Minutes
	That the Minutes of the Extraordinary Allotments Committee meeting held on the 14 th September 2017 were accepted and signed as correct record. Proposed by Cllr V Pond and seconded by Cllr K Hughes. A vote was taken: 5 For 1 abstention
	RESOLVED: That the Minutes of the Extraordinary Allotments Committee meeting held on the 14 September 2017 be accepted and signed by the Chairman as a correct record.
	That the Minutes of the Allotments Committee meeting held on the 5 th October 2017 were accepted and signed as correct record. Cllr Pond asked that the minutes were amended to state she was present

	<p>at the meeting. It was noted and the minutes were amended. It was proposed by Cllr R Kidd and seconded by Cllr K Hughes. A vote was taken which was unanimous.</p> <p>RESOLVED: That the Minutes of the Allotments Committee meeting held on the 5 October 2017 be accepted and signed by the Chairman as a correct record following the agreed amendment.</p>
AC 29/17	Allotment Associations
	<p>The Allotment Officer was asked, at the previous meeting, to consult Allotment Holders on their views on how to reduce maintenance costs.</p> <p>The Town Clerk provided the Allotment Officer with current figures and projected costs in line with inflation. This information was presented to the Allotment Holders in the last Newsletter and a meeting with the Wardens was held in the Town Council Offices to gather views and opinions.</p> <p>Only 6 people took the time to respond to the Newsletter and 2 people were prepared to help get an Association set up on their sites.</p> <p>During the Wardens Meeting Wardens expressed their concerns that if the Council employed maintenance staff and trained them to carry out all aspects of Allotment maintenance e.g. Tree Cutting, weed control etc. Once the cost of training was covered and the purchasing of a maintenance vehicle, there was a chance the staff would then leave having gained their qualifications.</p> <p>The final option was the current Contractor employ a member of staff to be leased to the Council. Again, this was not felt appropriate as although there is a lot of work that could be done on the allotment sites, as a cost cutting exercise creating jobs to justify employing an individual would not save the public money.</p> <p>It was agreed that further investigative work is need, the Committee noted the feedback and thanked the Allotment Officer for her time. Cllr V Pond informed the Committee that other Allotment sites maybe cheaper but did not provide the level of service Andover Town Council does.</p> <p>Cllr Gregori asked the 2 members from The Drove Association present at the meeting, if members paid to be a member of the Association and if so what did they get for their membership. The Association Member informed the Committee that the members are charged £6.00 per year to be a member and this entitles them to discounted seeds etc. The uptake for membership currently stands at 60% of all Allotment Holders on The Drove allotment site.</p> <p>The team of 8 Association Committee Members are responsible for all general maintenance and this is currently working well for them. However, they still have to have qualified Contractors in to carry out annual spraying of boundary fences to prevent weeds.</p> <p>Cllr L Gregori thanked The Drove Association members for their input and he also thanked the Allotment Officer for approaching the Allotment Tenants as part of working together.</p>
AC 30/17	Allotment Standards and Specifications
	<p>Cllr L Gregori suggested to the Committee that a small working group of ideally Wardens, Allotment Holders and Committee members be formed with the intention of formalising a Standard Requirement for all new Allotment sites and this being rolled out of existing sites.</p> <p>One example discussed with a view to moving forward is that currently, it is the Council's responsibility to maintain hedges on boundary lines between Allotments and residential properties. The annual costs incurred for ensuring these hedges are maintained needs to be reviewed. In the long term, the installing of low maintenance fencing to replace all hedges on existing sites will ensure minimum costs for many years, along with better surveillance and security.</p> <p>It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that a small working group be set up to form Standard Requirements for New Allotment Sites.</p>

	<p>A vote was taken: unanimous.</p> <p>RESOLVED: that a small working group be set up to form Standard Requirements for New Allotment Sites.</p> <p>It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that a strategy is considered to bring current Allotment Sites up to agreed standard specification, where possible with input from Wardens and Allotment Holders.</p> <p>A vote was taken: unanimous.</p> <p>RESOLVED: that a strategy is considered to bring current Allotment Sites up to agreed standard specification, where possible with input from Wardens and Allotment Holders.</p>
AC 31/17	Picket Twenty and Picket Piece Allotments
	<p>An update report was received and noted.</p> <p>Picket Piece</p> <p>It was discussed that this site is not fit for purpose. Amongst the issues discussed were that the gradient was too steep meaning that wheelbarrow access would be very difficult, if not impossible, and the earth on the allotments would run down into the car park in heavy rain, contractors would not be able to get on to the site, that the untreated wood used would need to be replaced in the near future which would be extremely expensive and the gates on to the site do not allow enough room for a car to park up and the gates to be opened safely.</p> <p>It was discussed that Test Valley Borough Council will have an agreement with the developer so that if the Committee do not feel that they are fit for purpose, perhaps Test Valley Borough Council could approach the developers with the Committees concerns.</p> <p>It was agreed that the Committee Officer would investigate the legality of not accepting the allotments in their proposed state.</p> <p>It was proposed by Cllr L Gregori and seconded by Cllr R Kidd that the Committee ask the Town Clerk to note their reservations and to seek a solution.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Committee ask the Town Clerk to note their reservations and to seek a solution.</p> <p>Picket 20</p> <p>The report was noted on the understanding that the issues are followed up and resolved in writing specifically regarding the hedge.</p>
AC 32/17	Town Centre Management proposed Spring plant/garden festival
	<p>A report was received on a proposed Spring plant/garden festival that the Town Centre Manager and the Town Centre Partnership are hoping to hold in April 2018.</p> <p>The Committee was asked to give support for the event. The Allotment Officer agreed to mention the event in the next newsletter and also to email the advertising flyer to the allotment holders.</p> <p>It was discussed that Andover Town Partnership may come back to Andover Town Council to ask for financial help.</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr A Cotter that the Committee agree to support the event (excluding financial support) in principle subject to further details.</p>

	<p>Cllr L Gregori then proposed an amendment seconded by Cllr K Hughes that the Committee agree to support the event (excluding financial support) in line with the request made in the report, subject to further information.</p> <p>A vote was taken that was unanimous</p> <p>RESOLVED: that the Committee agree to support the event (excluding financial support) in line with the request made in the report, subject to further information.</p>
AC 33/17	Allotment Officers Report
	The Allotment Officer delivered her report which was received and noted.

The Chairman closed the meeting at. 8.12pm

Chairman

Date

**Lisa Laing
Andover Town Council
First Floor Offices
66C High Street
Andover
SP10 1NG**

Date: 15 February 2018

Dear Lisa,

Quote Date: 05/02/2018

Quote No: 11203

Description of Work at Vigo Road Allotments Andover

Fell x1 large Cherry tree adjoining mountain Ash.

Leave loggable wood neatly on site and remove all other brush arisings.

Treat stumps with glyphosate herbicide.

Subtotal:	£395.00
Vat at 20%:	£ 79.00
Total amount:	£474.00

Stop Press! Our Health and Safety approach is accredited by CHAS, the Contractors Health and Safety Scheme. We're proud members of Hampshire County Council's consumer-friendly Buy With Confidence Scheme.

For more information on our services, or for tree-related news and views, or visit our website at www.andover-tc.gov.uk for more details about us.

Your Liability Renewal Schedule

Produced on 08 January 2018

Policy Number HEN08 01 04965



AIR UNDERWRITING

Your Renewal Schedule

This schedule has been prepared using the information that you have provided to us. The information that you have provided is noted in the Statement of Fact that accompanies this schedule.

Policyholder's Details

Policyholder's Contact Address

--

Your Business

Tree Surgeon

Your Renewal Details

Policy Number	HEN08 01 04965	Premium Due	£2,210.00
Effective Date	18 January 2018	Insurance Premium Tax	£265.20
Policy Expires	17 January 2019	Administration Fee	£90.00
Renewal Date	18 January 2019	Total Amount Due	£2,665.20

Insurance Advisor Details

Your Insurance Advisor	Equity and General, Bloxam Court, Corporation Street, Rugby, CV21 2DU. Telephone: 01788 551 616
------------------------	--



AVIVA

Underwritten by Aviva Insurance Limited
Registered in Scotland. Registered No. 2116
Registered Office: Pitheavlis, Perth, PH2 0NH
Authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority
and the Prudential Regulation Authority.



AIR UNDERWRITING

Administered by Air Underwriting
Registered in England No. 1285024
Registered Office: The Grove, Mill Lane
Wheelock, Sandbach, Cheshire CW11 4RD
Authorised and regulated by the Financial Conduct Authority

Your Liability Renewal Schedule

Produced on 08 January 2018

Policy Number HEN08 01 04965



AIR UNDERWRITING

Insurance Advisor Details

If the information contained in this schedule and the accompanying statement of fact is incorrect or incomplete, or if the insurance does not meet your requirements, please tell us as soon as possible. You are reminded of the need to tell us immediately of any circumstances or changes which we would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate your policy, or may result in the policy not operating fully.

Customer Obligations - Actions You Must Take

The following Customer Obligations are actions You must take before We are liable to pay a claim. Failure to take the required

Applicable to all Sections

Reasonable Precaution and Maintenance of Property

You must take reasonable precautions to prevent

- (1) Damage to Your Property Insured by maintaining Your Premises and equipment (including data and programs), in a satisfactory state of repair and in full working order, ensuring that plant and machinery comply with any Statutory Regulations
- (2) Accident or injury to any person or Damage to their property by complying with all legal requirements and safety regulations.

Claims Procedure

You must tell us immediately or at least within 7 days of becoming aware of any incident which may result in a claim.

You must provide us with all information of the loss, liability, destruction, damage, accident or injury, including the amount of the claim, and any communication from 3rd parties.

You must not admit or deny fault or accept responsibility or make any payments, admit, deny, negotiate or settle any claim without our prior written consent.

You must allow Us to take over and conduct in Your name the defence or settlement of any claim. You will also allow Us to prosecute, at Our own expense and for Our own benefit, any claim for cover or compensation against any other person. You must give us all information assistance We require.

Your Liability Renewal Schedule

Produced on 08 January 2018

Policy Number HEN08 01 04965



AIR UNDERWRITING

Endorsements

The following list of Endorsements detail any alterations We have made to the standard cover provided by your liability policy and which apply specifically to Your Policy.

These changes can include, but are not limited to, changes in Excess, the removal or alteration of a specific cover, **and/or any further Customer Obligations which must be complied with**. Please read these carefully to ensure You understand Your cover and take the appropriate action where required. **Failure to take the required action on a Customer Obligation can affect the extent of cover provided or invalidate Your cover.**

Standard Endorsements

Groundwork

Applicable to the Public and Products Liability Section, and the Employers Liability Section (when Insured under this policy)

We will not provide cover in respect of

- (1) piling work, water diversion or the use of explosives
- (2) the construction of or work on towers, steeples, chimney shafts, blast furnaces, viaducts, bridges, docks, tunnels, dams or reservoirs
- (3) digging below a depth of 1 metre

Customer Obligation - Underground Services

You must ensure that You maintain in force a system of work for controlling the risks of Damage to underground pipes, cables or other services, which are associated with digging, excavating, boring or similar work.

BEFORE STARTING WORK

You must ensure that You

- (1) have taken (or caused to be taken) all reasonable steps, including contacting the appropriate authorities, to find out whether any pipes, cables or other services which could be at risk, are under the site
- (2) keep a record of all steps taken
- (3) inform whoever is carrying out the digging, excavating or boring, of the location of any pipes, cables or other services.

Excess - Underground Services

Applicable to the Public and Products Liability Section

In respect of Damage to underground pipes, cables or other services the following Excesses apply in respect of Compensation Costs and Expenses to each and every event

- a) optical fibre cables - the higher of 10% or £250 subject to a maximum of £2500
- b) other underground cables, pipes or services - £250

Your Liability Renewal Schedule

Produced on 08 January 2018

Policy Number HEN08 01 04965



AIR UNDERWRITING

High Risk Premises -Excluding

Applicable to the Public and Products Liability Section, and the Employers Liability Section (when Insured under this policy)

We will not provide cover in respect of work

- 1) on or in
 - a) power stations or nuclear installations/establishments
 - b) oil, gas or chemical
 - (i) refineries
 - (ii) bulk storage
 - (iii) production premises
 - c) mainframe computers or rooms containing mainframe computers
 - d) aircraft, aerospace systems or hovercraft
 - e) watercraft other than work, not involving the use of heat, on or in watercraft in docks, harbours, boatyards or inland waterways
 - f) railways or airports
- 2) underground or underwater

Work Outside the UK - Not Covered

Applicable to the Public and Products Liability Section, and the Employers Liability Section (when Insured under this policy)

We will not cover You for work carried out outside Great Britain, Northern Ireland, the Isle of Man or the Channel Islands.

Your Liability Renewal Schedule

Produced on 08 January 2018

Policy Number HEN08 01 04965



AIR UNDERWRITING

Customer Obligation – Tree Felling in Built Up Areas

Applicable to the Public and Products Liability Section

You must ensure that in connection with the felling or lopping of trees within 30 metres of any building, road, railway, overhead lines or overhead cables

- 1) a risk assessment is carried out in order that safe working procedures are established.
- 2) for any public roads that are likely to be affected
 - a) You must advise the police and comply with their recommendations.
 - b) warning notices must be posted and, if necessary, the road closed.
- 3) where it is necessary to close any road You must remove all timber and debris before it is reopened.
- 4) where a fire is lit
 - a) it must not be left unattended.
 - b) it must be extinguished at least 60 minutes before leaving the area.
 - c) adequate and suitable equipment must be kept in readiness at all times to control or extinguish the fire.

We will not provide cover for

- 1) the use of explosives or defoliant chemicals.
- 2) the breach of any restrictive covenant or preservation order unless such liability would have arisen in the absence of the restrictive covenant or preservation order.
- 3) the first £250 of Compensation, Costs and Expenses in respect of Damage to Property as a result of the felling or lopping of trees.

Customer Obligation - Bona Fide Sub-Contractors Insurances

You must ensure that in connection with any work undertaken by any bona-fide sub-contractors You obtain evidence they have current policies providing cover for Public and Products Liabilities that

- (1) have a Cover Limit of at least £1,000,000
- (2) cover the work to be undertaken
- (3) are effective for the duration of the contract
- (4) provide cover to You as principal

and that You keep a written record of their insurer and policy number.

Your Liability Renewal Schedule

Produced on 08 January 2018
Policy Number HEN08 01 04965

AIR UNDERWRITING

Policy Items

The following sections of your liability policy wording are covered

EMPLOYER'S LIABILITY SECTION

Insured Item		Cover Limit
Employers Liability		£10,000,000
Payment for Court Attendance		
Director	(per day)	£500
Employee	(per day)	£250

EMPLOYEES COVERED

Employee Type	Number of Employees
Directors who are purely clerical and work at own premises only	1
Directors who work away from the office/engage in manual work	1
Employees who are purely clerical and work at own premises only	0
Employees who work away from the office /engage in manual work.	7
Annual Estimate of payments to Labour-only sub-contractors	£0

PUBLIC AND PRODUCTS LIABILITY SECTION

Insured Item		Cover Limit
Public and Products Liability		£5,000,000
Payment for Court Attendance		
Director	(per day)	£500
Employee	(per day)	£250
Data Protection Act 1998	(total per period of insurance)	£1,000,000
Excesses		
Damage to Hired/Rented Premises	£250	
Damage caused by Heat	£500	
Third Party Property Damage	£500	

Any other Excess/Excesses stated as applying in any Endorsements and/or Your Policy Wording.



Certificate of Employers' Liability Insurance^(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number	HEN08 01 04965
Name of Policyholder	
Date of Commencement of Insurance	18 January 2018
Date of Expiry of Insurance	17 January 2019

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5 million (c)

Signed on behalf of
Aviva Insurance Limited
(Authorised Insurers)

Authorised Signatory
Maurice Tulloch
Chief executive officer, Aviva UK & Ireland General Insurance

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

It is recommended that you retain a copy of each Employers' Liability certificate issued to you

Team Training and Qualifications List June 2017

- Certificate Tree Surgery Craftsman (Merrist Wood College)
- NPTC Certificates CS30.1, CS30.2, CS31, CS38, CS39
- NPTC Level 2 Safe Use of Pesticides PA1 and PA6
- British Red Cross First Aid for Appointed Persons
- BCS Arboriculture and Bats – A Guide for Practitioners
- CITB Accredited Programme - Working Safely
- IPAF MEWP Operator Training Certificate
- Llantra Professional Tree Inspection; award pending
- IOSH Directing Safely May 2017
- Climbing and Rigging Update and Refresher June 2017

Lead Arborist

- NPTC certificates CS30.1 and CS30.2, CS31, CS36, CS38, CS39, CS41
- Emergency First Aid At Work
- BCS Arboriculture and Bats – A Guide for Practitioners
- CITB Accredited Programme - Working Safely
- IPAF MEWP Operator Training Certificate
- Climbing and Rigging Update and Refresher June 2017

Arborist

- Certificate Tree Surgery Craftsman (Merrist Wood College)
- NPTC certificates CS30.1, CS30.2, CS31, CS38, CS39, Aerial Cutting in Freefall, Brush Chipper Operations
- Climbing and Rigging Update and Refresher June 2017
- IPAF MEWP Operator September 2017
- Emergency First Aid At Work

Arborist, Groundsman and Driver

- NPTC certificates CS30.1, CS30.2, CS31, CS38, CS39
- Emergency First Aid At Work
- Trailer Training
- CITB Accredited Programme - Working Safely
- IPAF MEWP Operator Training Certificate
- Arboricultural Association: Basic Tree Inspection
- Climbing and Rigging Update and Refresher June 2017

Baker, Groundsman and Driver

- NPTC certificates CS30.1, CS30.2, CS31, CS38
- Emergency First Aid At Work
- Trailer Training

KEY to City and Guilds NPTC Qualifications

CS30 Use and maintain a chainsaw on the ground; CS31 Fell small trees with a chainsaw on the ground; CS36 Cross cut and stack; CS38 Provide aerial rescue; CS39 Use a chainsaw from a rope and harness; CS41 Dismantling and rigging; MEWP = Mobile Elevated Working Platform

John Dwyer, Groundsman and Driver

- NPTC certificates CS30.1, CS30.2, CS31
- Emergency First Aid At Work
- CITB Accredited Programme - Working Safely
- Arboricultural Association: Pruning for Fruit Trees
- Climbing and Rigging Update and Refresher June 2017

Terry Tolan, Groundsman and Driver

- NPTC certificates CS30.1, CS30.2, CS31
- Arboricultural Association: Arboricultural Knowledge
- Emergency First Aid at Work
- CITB Accredited Programme - Working Safely
- Climbing and Rigging Update and Refresher June 2017
- IPAF MEWP Operator September 2017

John, Trainee Arborist

- NPTC certificates CS30.1, CS30.2, CS31, CS38
- Emergency First Aid at Work (Booked 7/2/18)

John, arborist

- NPTC CS30.1, CS30.2, CS38, CS39

KEY to City and Guilds NPTC Qualifications

CS30 Use and maintain a chainsaw on the ground; CS31 Fell small trees with a chainsaw on the ground; CS36 Cross cut and stack; CS38 Provide aerial rescue; CS39 Use a chainsaw from a rope and harness; CS41 Dismantling and rigging; MEWP = Mobile Elevated Working Platform



SSIP SAFETY SCHEMES IN PROCUREMENT

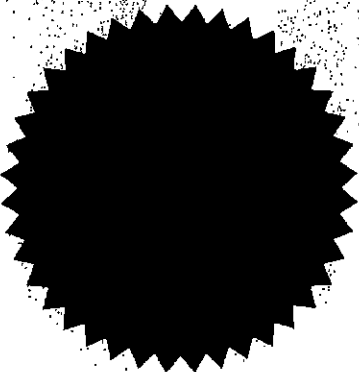
CERTIFICATE OF

ACCREDITATION

This is to certify that

ons Ltd

is accredited within the Contractors Health and Safety Assessment Scheme (CHAS) having demonstrated compliance with and sound management of current health and safety legislation.



VALID UNTIL

18

020 8545 3838

OCTOBER

CHAS.co.uk

2018

Glossary of Terms

Crown Clean

Removal of dead, dying, diseased, crossing, hanging, weakly attached or low-vigour branches; to keep the tree in a safe and healthy condition

Crown Lift

Removal of the lowest branches; to provide more light, enhance views or facilitate access for pedestrian and road traffic

Crown Reduction

Removal of the ends of branches to internal lateral branches or stems; to reduce the size of the crown whilst maintaining its natural shape as far as practicable.

Crown Thin

Removal of a small portion of secondary and small live branches throughout the crown; to allow more light to pass through the crown, reduce wind resistance or reduce end weight of heavy branches

Pollard

Removal of branches back to the same point every one to three years; substantial reduction, sometimes ornamental in purpose, suitable only for particular species

Health and Safety Policy (Summary)

It is our intention to work with clients in a way that respects the word and spirit of Health and Safety Law (Health and Safety at Work Act 1974).

We are advised by competent advisers HCS Safety West Point House, 321 Millbrook Rd W, Southampton SO15 0HW.

Risk Assessment and Site Protection

- Risk assessments are completed by the Director prior to the start of every job.
- Risk Assessment for every core operations are available to all staff in every company vehicle
- Safe exclusion zones are clearly demarcated on every job and include appropriate lighting, guarding and signage.
- All affected parties will be informed of critical site safety and protection practices with a daily Site Specific Risk Assessment before the start of the works
- All sites are assessed for the presence of protected wildlife and impact on local ecology

Maintenance of Equipment

- Equipment, kit and materials are maintained, handled and stored according to LOLER, PUWER and CoSHH specifications.
- Employees are provided with appropriate personal protective clothing and equipment.

Deployment of Qualified Staff

- All employees are made aware regularly of their responsibility with regards to Health and Safety.
- A qualified First Aider is deployed to every site, First Aid equipment and knowledge of local emergency services is available on every job.
- All PTS Tree Surgeons and Grounds Staff are qualified with a range of City and Guilds and National Proficiency Test Certificates.

Insurance Provision

- We carry £10m public and employer's liability insurance. Copies of Health and Safety Policy and Environment, Ecology and Wildlife Policies available on request (by email only).

1. We undertake to carry out the work in accordance with BS 3998 Tree Work and/or in compliance with the specification contained within our quote.
2. All quotes remain valid from one month from the date on the estimate.
3. Quotes are based upon the site conditions prevailing at the time we visit the site in order to prepare our quote and assume free and uninterrupted access. Extra work done by us resulting from any change in the site conditions or difficulty with access may be subject to an additional charge.
4. Acceptance of our quote may be oral or written. Either will create a contract between us which will include these general terms and conditions. Upon acceptance you will be advised of a provisional date period for the completion of the work. We will use reasonable endeavours to adhere to this provisional dates. It cannot be guaranteed and we will not be liable (unless previously agreed in writing) for any loss incurred by you as a result of us not starting the contract on any given date.
5. All work will be carried out in accordance with our interpretation of the specification. If you wish to supervise the work then you must be on site at all times to do so.
6. We will not be liable in damages or otherwise because of non performance or delayed performance of the contract arising from adverse weather conditions, strikes, lock outs, war or civil unrest or lack of skilled labour due to causes beyond our control. We retain the right in such circumstances to cancel the contract in whole or part.
7. Contracts and instructions are accepted upon the basis of payment of the full invoice price within seven days of submission of our invoice. Thereafter we reserve the right to charge interest at the rate of 6% above Metro Bank base rate for the time being. VAT will still be charged. Only felling operations are subject to the rules of the construction industry tax scheme. All other arboricultural operations are subject to payment in full upon completion.
8. Any extra work or amendments to our specification may incur an additional charge. We will only undertake this work with agreement from you to any extra charge incurred (verbally or in writing).
9. Any complaints about our work must be submitted to us in writing within seven days of the date of our invoice. We shall not be liable in any way for any defects in our work which are not notified to us within that period unless the defect is one which would not have been apparent on a reasonably thorough inspection made immediately after we had completed the work.
10. We reserve the right to make enquiries of the Local or any other Authority to ensure that the work that we have been asked to do is lawful.
11. Stump grinding is quoted for the removal of the main stump and does not include the removal of lateral roots unless specified in writing. Where treatment of out stumps with herbicide is specified, it should be noted that there is a risk that herbicide applied to tree stumps to prevent their re-growth may also be taken up by neighbouring trees via natural root grafts. Complete absence of regrowth cannot be guaranteed and treatment may need to be reapplied in the years following tree felling. Any required reapplication of herbicide after the completion of quoted works is not included in the specification.
12. It is your responsibility to provide us with a detailed drawing or plan showing the exact location of any underground services or fixtures prior to the commencement of the contract. We will not be liable to any person in any way for any damage caused by us to any underground services or fixtures that were not so notified to us and you will indemnify us in respect of any such liability.
13. All percentages and dimensions where mentioned are approximate (c. for circa) and noted as such.
14. Where trees are to be felled or any timber cut, it is assumed that they are free of metal, concrete, stone or other hidden obstructions. In the event of any of these causing us additional work and/or damaging our equipment an extra charge will be made in the manner referred to in clause 3.
15. We will only be liable for replacement of newly planted trees if all required maintenance is undertaken or overseen by ourselves.
16. Although we aim to achieve control and/or eradication of Japanese Knotweed by the end of the specified treatment programme, this cannot be guaranteed. A review at the end of the programme may identify further live regrowth which requires additional treatment. During treatment, all plant stems must be left to grow and must not be cut down. Soil around the plants must not be disturbed.

Pol
Aut
Dat

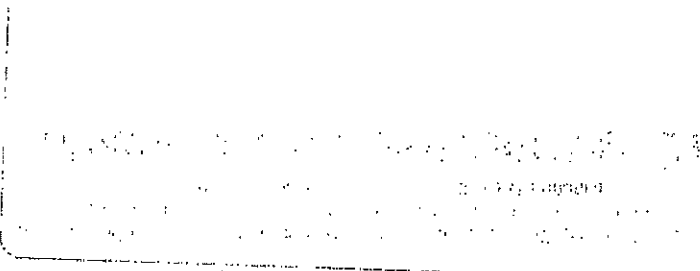
uk

Commented [A1]: include a Contents page with page numbers for quick reference.

Contents

Page Number

Policy Statement of Intent	2
Monitoring Compliance	2
Organisation Responsibilities	3
Arrangements: Who Is Responsible for What	3
Consultation and Communication	4
Training and Competence	4
Workplace Arrangements	4
Finding Safety Information	5
Work Equipment and Plant – PUWER Regulations 1998	5
PPE and Climbing Equipment - LOLER Regulations 1998	6
Risk Assessments	6
Working at Height Regulations 2005, Using Steps and Ladders	7
Control and Substances Hazardous to Health, COSHH Regulations 2002	8
Dangerous Substances and Explosive Atmospheres Regulations – DSEAR 2002	11
Oil Storage Regulations - DSEAR 2002	
First Aid Arrangements - Health and Safety (First Aid) Regulations 1981	
Incidents and Accidents – The Reporting of Injuries, Diseases & Dangerous Occurrence Regulations	
Manual Handling - Manual Handling Operations Regulations 2002	12
Noise and Vibration – The Noise at Work Regulations 2005 and Control of Noise at Work Regulations 2005, Control of Vibration at Work Regulations 2005	
Alcohol and Substance Abuse – Misuse of Drugs Act 1971	13
Company Safe Drivers – Road Traffic Act 1988, Road Vehicle (Construction and Use) Regulations 1986 and Transport and Works Act 1992	
Smoke-Free Regulations – Smoke Free Premises Regulations 2007	14
Working Hours – Working Time Regulations 1998	15



o.uk

Policy Statement of Intent

Under the Health and Safety at Work (etc) Act 1974 and the Management of Health and Safety at Work Regulations 1999 Primary Tree Surgeons recognizes its duty as far as reasonably practicable, for the welfare, health and safety of all its employees.

Despite being a small business, we will take all reasonably practical precautions to prevent accidents and dangerous occurrences. We will try to create working conditions that safeguard team members, and we will work creatively to allocate resources to achieve this.

We regard the standards set out in the various statutory provisions as the minimum standard which should be achieved and we will try to improve our practices wherever we can.

The aims of the policy are:

- To promote good standards of health, safety and welfare in the company and to ensure compliance with the relevant statutory provisions
- To create and maintain safe and healthy places of work for all team members and to ensure that the health and safety of those who work with us is not adversely affected by what we do
- To clarify responsibilities of all team members to be aware of, promote and maintain safe practices
- To ensure that all team members are given adequate information, instruction, training and supervision
- To provide a framework against which our safety performance can be monitored

Monitoring Compliance

This is the fourteenth draft of the Primary Tree Surgeons Health and Safety policy. Directors with support from competent safety advisors will continue to be review and update the policy every 12 months in the light of changes to legislation, or when any incident happens which has implications for it.

- Andrew Jones and named Job Leaders will be responsible for enforcing operational compliance
- Individual team members will be liable for day-to-day compliance and for their own personal health and safety
- Competent safety advisors will be invited to undertake twice yearly audits of compliance on site to support the twice yearly internal audits completed and recorded by Andrew Jones

For all aspects of the policy, more information can be found at www.hse.gov.uk and searching the relevant section of Health and Safety Document or Approved Code of Practice.

Signed
Andrew Jones, Director

Samantha Wakefield, Director

Commented [A2]: Health and Safety Guidance document or Approved Code of Practice.

Commented [A3]: The statement needs to be on a page of its own with a Signature box at the bottom for the Director to sign to state he will comply with this statement. Health and Safety statement will be on display on the Health and Safety Notice board if you have one.

3. Consultation and Communication

Directors are responsible for putting health and safety topics on the agenda at quarterly team meetings, and for consulting employees on a range of health and safety policy and practice. Individual employees lead us through health and safety refreshers and updates regularly as a means to share responsibility and promote good awareness.

We create opportunities to review and learn from our day-to-day practice in an informal debrief at the end of every working day to encourage all team members to reflect on both good practice and "near misses" so that we are always learning from real experience, monitoring our practice and keeping awareness high.

4. Training and Competence

We're committed to building the competence of all team members during their service with us. We do this in a number of ways:

- All new employees receive induction training relating to company procedures, health and safety matters and legal obligations. A six month probationary period to assess competence and attitude to health and safety is standard with all new team members
- All team members are competent to carry out their duties, have received the necessary training and will by studying towards or hold have the required external accreditation or qualification
- Any team members in training or undertaking unskilled work are closely supervised. Special, additional arrangements (risk assessments and health and safety briefings) are in place for part-time Work Placement students
- Personal records are kept of all training and CPD undertaken by team members. Opportunities for informal CPD through reading trade journals and newsletters or IT based research is offered continuously to team members
- Annual appraisal is undertaken with all team members and followed up after six months with one-to-one feedback. Along with an opportunity to review performance, both processes are aimed at identifying formally any training or development needs. All training needs are recorded
- Any accidents or Near Misses are discussed as they happen and used as an opportunity to identify whether further training or development is needed

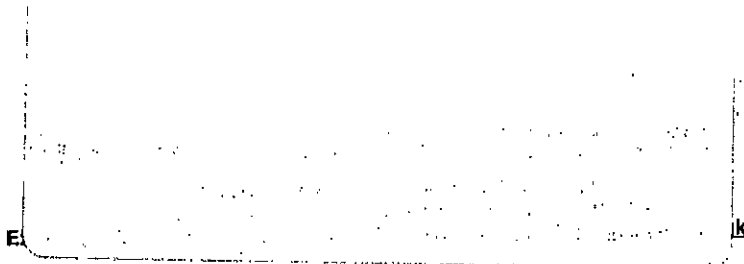
Training is arranged in a number of ways and may include "on-the-job" training delivered by a competent person in the team, individual reading or practice, or formal off-site training delivered by reputable, accredited local providers.

5. Workplace Arrangements

The Home Office Space at Belvoir House is safe and clean with no obvious trip or slip hazards or obstructions which could prevent emergency escape. Emergency escapes are clearly marked. All personal records and confidential client details are kept under lock and key and accessible only by the Director. First Aid provision is available in the office.

Commented [A5]: In this section state who is the responsible person for consulting with the workforce (i.e. the Director)

Commented [A6]: A competent person within the team
Commented [A7R6]:



Yard and Stores at Breach Farm are secure, ventilated, well organized, tidy and clean. First Aid provision is available here. Logwood and arisings are properly stacked and managed. Waste is disposed of responsibly via donation to wood burner on site, recycling to allotment holders and via licensed waste disposal agents.

Each Client Work Site poses its own risks and hazards and these are carefully assessed prior to each job starting, first at the initial commissioning stage, secondly when the Director allocates a team to undertake the work and thirdly when the Job Leader talks the team through the specifics of the job at the start of the working day.

6. Finding Safety Information

Risk assessments relating to all core operations are kept in the office. These are updated periodically.

All team members have relevant safety information (leaflets, Health and Safety Policy and core operations risk assessments) given to them during Induction when they are recruited and they are also available in packs carried in every company vehicle.

7. Work Equipment and Plant – Provision and Use of Work Equipment Regulations 1992 (PUWER)

[This covers all powered tools, equipment, vehicles and machinery used in the course of business (now referred to as "equipment").]

All powered equipment will be sourced (purchased or hired) from reputable suppliers in conformance with British and European Standards with accompanying documentation. Suppliers include Winchester Garden Machinery, Brandon Tool Hire, Nationwide Platforms and Nash Contract Hire.

Equipment will only be used for the purpose it is intended and according to the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications will be carried out unless under instructions of the manufacturer. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected, maintained in accordance with the manufacturer's instructions and the provision of PUWER. A register of all equipment kept will be maintained along with records showing details of history, servicing and repair. All equipment will be clearly marked to be identifiable.

Daily checks will be carried out by employees prior to using the equipment. Monthly internal checks will be carried out and recorded. Detailed external checks will be carried out by a competent person as equipment is serviced, every 6 or 12 months, as required by PUWER.

It is the responsibility of the team member using the equipment to report any defects in it as soon as they become apparent. Arrangements are in place to identify and repair or withdraw faulty equipment. Withdrawn equipment will be clearly marked as such and will not be used until repaired (and may be replaced).

Commented [A8]: This is good.

Include a policy for how plant and equipment will be sourced, i.e. from reputable suppliers in conformance with British and European Standards with accompanying documentation.

D

co.uk

8. Personal Protective Equipment (PPE) and Climbing Equipment - The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Commented [A9]: It would be good in this section to list the business PPE requirements and the relevant BS/EN standards to which they must conform.

This covers all PPE and equipment used in the access of trees from rope and harness used to support, guide and protect the climber as well as that PPE to protect any ground workers, now referred to as "PPE".

Team members are provided with minimum levels of PPE and safety equipment suitable to their role including:

- Chainsaw boots (compliant with BS EN 381-3 or BS EN ISO 20345:2004)
- Chainsaw trousers (compliant with EN381-5)
- All in one helmet, visor & ear defenders capable of protecting to 80db (compliant with BS EN 12492/ BS EN 352-1/ BS EN 1731)
- Long sleeved branded workwear to cover arms for summer and winter weather
- Gloves

PPE is checked, inspected maintained in accordance with the manufacturer's instructions and the provision of LOLER. A register of all PPE given to each individual is maintained. Daily checks will be carried out by team members prior to using PPE.

It is the responsibility of the team member using the PPE to report any defects in it as soon as they become apparent to him/her.

Commented [A10]: To whom?

Arrangements are in place to review requirements for new PPE on a six monthly basis based on faults or wear. Withdrawn PPE will be clearly marked as such and will not be used until repaired (or will be replaced).

9. Risk Assessment- The Health and Safety at Work Act 1974

Standard Risk Assessments for all the core operations are in place, available to all new starters at induction and in packs carried in every company vehicle. They are reviewed and updated periodically with input from all team members.

Detailed Site Specific Risk Assessments are undertaken on every scheduled job to identify possible hazards to team members, the client, the public, and the environment and help to reduce the likelihood of accidents occurring. These are led by the Job Leader with involvement from all team members working on the job, at the start of the working.

At the discretion of the Director Andrew Jones, or otherwise required by clients, full **Method Statements** are created for some of the more complex jobs (for example, those requiring full traffic management; or where there is significant pedestrian footfall) and exist to guide the working methods which will be used on the client site.

Where the work represents a more serious risk, **Pre-Work Site Visits** are organized by a Director with the Job Leader. Discussions in these pre-meetings aim to help the Job Leader prepare for the work,



Yard and Stores at Breach Farm are secure, ventilated, well organized, tidy and clean. First Aid provision is available here. Logwood and arisings are properly stacked and managed. Waste is disposed of responsibly via donation to wood burner on site, recycling to allotment holders and via licensed waste disposal agents.

Each Client Work Site poses its own risks and hazards and these are carefully assessed prior to each job starting, first at the Initial commissioning stage, secondly when the Director allocates a team to undertake the work and thirdly when the Job Leader talks the team through the specifics of the job at the start of the working day.

6. Finding Safety Information

Risk assessments relating to all core operations are kept in the office. These are updated periodically.

All team members have relevant safety information (leaflets, Health and Safety Policy and core operations risk assessments) given to them during induction when they are recruited and they are also available in packs carried in every company vehicle.

7. Work Equipment and Plant – Provision and Use of Work Equipment Regulations 1992 (PUWER)

This covers all powered tools, equipment, vehicles and machinery used in the course of business (now referred to as "equipment").

All powered equipment will be sourced (purchased or hired) from reputable suppliers in conformance with British and European Standards with accompanying documentation. Suppliers include Winchester Garden Machinery, Brandon Tool Hire, Nationwide Platforms and Nash Contract Hire.

Equipment will only be used for the purpose it is intended and according to the manufacturer's instructions. All guards must remain in place and be functioning correctly. No modifications will be carried out unless under instructions of the manufacturer. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected maintained in accordance with the manufacturer's instructions and the provision of PUWER. A register of all equipment kept will be maintained along with records showing details of history, servicing and repair. All equipment will be clearly marked to be identifiable.

Daily checks will be carried out by employees prior to using the equipment. Monthly internal checks will be carried out and recorded. Detailed external checks will be carried out by a competent person as equipment is serviced, every 6 or 12 months, as required by PUWER.

It is the responsibility of the team member using the equipment to report any defects in it as soon as they become apparent. Arrangements are in place to identify and repair or withdraw faulty equipment. Withdrawn equipment will be clearly marked as such and will not be used until repaired (and may be replaced).

Committed (A8): This is good.

include a policy for how plant and equipment will be sourced, i.e. from reputable suppliers in conformance with British and European Standards with accompanying documentation.

consider the risks in situ, and identify the safest and most effective ways to enable the whole work team to manage the risks whilst delivering the service the customer. Such pre-site visits are also used to develop the judgement and experience of the Job Leader.

Team members have a responsibility to work in accordance with best practice and instruction in relation to any risk assessment and inform the Job Leader of any situation that would result in safe working being jeopardized.

Where there is no Job Leader on site, or where an emergency job requires an urgent operational response, team members should:

- Take all reasonable actions to maintain safety
- Work in line with accepted and documented company safe practice as set out in core operational Standard Risk Assessments
- Stop work if necessary
- Contact Andrew Jones immediately to discuss next safest steps where there is any doubt

We will suspend unsafe individuals from the work site.

10. Working At Height – Working at Height Regulations 2005

Falls from height remain the biggest single cause of workplace deaths and major injury and we recognize that this is the most significant regular risk that team members face in their day-to-day work. It is our intention to do all that is reasonably practical to prevent such falls.

We will:

- Avoid working at height where possible; for example, using extending equipment wherever it is practicable from the ground, etc.
- Use work equipment and other measures to prevent falls where we cannot avoid working at height; for example using mobile elevated work platforms (MEWPs) wherever possible (depending on access and ground conditions), using scaffolding or platforms where practical, ensuring that tripod steps and ladders are robust and in good condition, ensuring ladders are tied-in and/or footed
- Where we cannot eliminate risk of a fall, use work equipment and other measures to minimize the distance and consequences of a fall should one occur; for example, ensuring that Arborists are properly trained and certified with CS38, (tree climbing operating and aerial rescue), and CS39 (using chainsaws from a rope and harness), CS41 (advanced rigging techniques), that Groundsmen are trained and certified in CS38 to provide aerial rescue, that manufacturer's instruction in safe use of the MEWP is undertaken each time one is used

Using Ladders and Steps:

- Ladders and Steps will only be used when it is not suitable to use a suitable working platform such as a mobile tower or podium. Ladders or Step Ladders to be used as instructed by the manufacturer. Works from steps and ladders will only be short term i.e. in one position for maximum of 30 minutes as recommended by the HSE

E: A

- Ladders and steps will be inspected visually before use, looking at rungs, components and environment.
- Ladders and steps will be secured (tied in appropriately using lanyards or other secure roping) or footed when in use. Users will not overload or misuse equipment that may cause it to collapse.
- Ground conditions will be surveyed before works commence to ensure that there is even ground with no obstructions near the foot of the steps or ladders and no risk of slippage from wet or slippery weather conditions or other
- Ladders and steps will be used in a correct way with all safety features in place. I.e. locking arms on steps and footplates in the correct position. Three points of body contact will be kept at all times and users will not work from the top rung

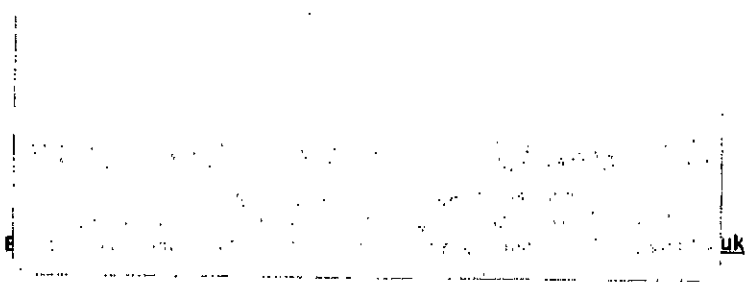
Working at Height Regulations require us to discharge a number of responsibilities. We will ensure:

- That all work at height is properly planned and organized through the use of initial site risk assessment when the work is quoted, and site specific risk assessments to identify additional or changed risks on the day of work
- That we have discussed emergency procedures with team members prior to the job starting, including responsibility for aerial rescue provision, that accurate rescue kit is present and available, that we are aware of the nearest accident and emergency provision, and that team members know who is responsible for organizing the site (making the emergency call, directing emergency services and site traffic) in case of emergency
- That weather conditions are carefully assessed and that no climbing work is done in conditions which might endanger health and safety but is postponed until conditions improve
- That team members are trained and competent as outlined above
- That the place where work is done is carefully assessed and additional controls are put in place (for example, working near water, where appropriate flotation devices, roping and anchoring techniques, and water rescue responsibilities will also be employed)
- That any fragile surface (such as that caused by decay in a tree) is identified as far as practicably possible so that appropriate equipment (such as a MEWP) is used in preference to climbing, and that where this is not possible, that work will be suspended should such fragility be identified during the climb
- That our equipment for working at height is properly and regularly inspected via internal and external checks by a competent person under PUWER and LOLER regulations outlined in earlier sections of this policy
- That we hire Mobile Elevated Work Platforms (MEWPs) from reputable providers and that we see written proof of recent inspection (not more than 7 days old) of their condition before use
- That we minimize the risk from falling objects by demarcating a work exclusion zone clearly, using appropriate tape, cones and signage, for the protection of pedestrian and vehicular traffic and ground-based team members

Commented [A11]: include a specific policy on the use of ladders on how and when they should be used (i.e. for short duration - less than 30mins - and only when no other safe means of access is available)

1.1. Control of Substances Hazardous to Health – Control of Substances Hazardous to Health Regulations 2002 (COSHH)

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



uk

Additionally, saw and wood dust, a bi-product of the job, can cause irritation. Appropriate PPE must be worn at all times and further detail, advice and direction to avoid and control hazards caused by these products can be found in the Primary Tree Surgeons Ltd Environment, Ecology and Wildlife Policy.

We assess substances considered for use and the least harmful substances will be used wherever practicable. We will make assessments and note carefully the relevant safety precautions on clear Materials Safety Data Sheets, which are available to all team members in vehicle packs (so that they are available where substances are used) and at the point of storage at the yard.

Some pesticides, herbicides, insecticides and preservatives have more specific requirements (glyphosate herbicides, for example).

We do not store such substances over the long term and our aim when using them is to supply only enough to satisfy the requirements of the job. Herbicides and pesticides will only be mixed by trained team members and all containers disposed of according to the manufacturer's instructions.

Commented [A12]: You could include a table showing the hazard warning labels and their meanings so that employees become familiar with the symbols and what they mean.

Common Hazard Pictograms

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. The CLP hazard pictograms are very similar to those used in the old labelling system and appear in the shape of a diamond with a distinctive red border and white background. One or more pictograms might appear on the labelling of a single chemical.



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Oxidising (Symbol: flame over circle)



Luk



Corrosive (Symbol: Corrosion)



Acute toxicity (Symbol: Skull and crossbones)



Hazardous to the environment (Symbol: Dead tree and fish)



Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)



Serious health hazard (Symbol: health hazard)



Gas under pressure (Symbol: Gas cylinder)

Ei

JK

12. Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

The DSEAR protects against risks from fire, explosion or similar events arising from dangerous substances used or present in the workplace. We will abide by the requirements of the DSEAR, carry out appropriate risk assessments in relation to any qualifying substances (see also our intention to supply to order above in our approach to CoSHH) and provide measures to eliminate or reduce the risks so far as reasonably practicable.

We provide the necessary equipment and procedures to deal with accidents and emergencies and provide information and training to staff. In the rare incidence where an explosive atmosphere may occur, areas will be zoned off and suitable warnings put in place.

13. Oil Storage Regulations - DSEAR 2002

We will store small quantities of oil in such a way as to avoid damage to the environment in strong, locking, and secure boxes. We will keep the use of mineral oils to a minimum and use appropriate equipment (funnels) to reduce the likelihood of spills.

We will seek to use less harmful, bio-degradable oils (such as Aspen) wherever possible so long as it presents no risk to the safe and efficient running of powered equipment.

14. First Aid Arrangements - Health and Safety (First Aid) Regulations 1981

All team members are trained as standard in the one-day basic Emergency First Aid course, and must attend a refresher course every three years. There is, as a result, a trained Emergency First Aider on every job. The nominated and trained First Aider who has completed the four-day First Aid course is Andy Hughes.

The office, the yard stores and each vehicle have a full First Aid kit and provisions are in place to ensure that kits are well stocked with up-to-date eye wash and clean water. Regular monthly stock and quality checks are recorded by Andy Hughes.

15. Incidents and Accidents - The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

RIDDOR requires that we report work-related deaths, major injuries, over-three-day injuries, some work related diseases and dangerous occurrences to the Incident Contact Centre. Directors will report all incidents and accidents as defined in RIDDOR to the HSE.

Emergency Contacts for Reporting:

Emergency Services: 999

Local A&E: See Site Specific Risk Assessment

Andrew Jones: 07771 883061

Sam Wakefield: 07740 427925

HSE to report an H&S concern or incident at work via: www.hse.gov.uk/contact/contact.htm

luk

Team members are encouraged to report Near Misses openly to help reduce the risk of similar incidents occurring. These are discussed in team briefings to drive and support learning from real experience. Near Miss forms are kept in every vehicle pack and are similarly reviewed at team meetings for learning points and to ensure actions are implemented.

All accidents resulting in personal injury, however minor, must be recorded in one of two the Accident Books, one of which is kept in the office and the other at the yard. Completed records are kept confidentially under lock and key in the office.

Commented [A13]: Are these kept confidential in accordance with the Data Protection Act 1998?

Absence through workplace injury will be carefully managed in line with best practice HR absence management (requiring doctor's sickness and fitness to work certificates, regular contact and negotiated return to work where possible/desirable).

16. Manual Handling - Manual Handling Operations Regulations 2002

We aim to reduce or eliminate manual handling in our operations wherever possible but recognize that it continues to be a core aspect of the work we do. In support of that aim, team members are encouraged to:

- Use the initial and site specific risk assessments to reduce the length of manual drag and lift to the shortest/lowest point
- Employ the Capstan winch and rolling bars wherever possible to hold, lift and manoeuvre heavy arisings
- Cut arisings to the smallest possible size for ease of movement
- Move arisings in stages to avoid over-long drag, and move vehicles to the closest possible point so that they are loaded efficiently
- Leave arisings on site

Commented [A14]: There is no need to list this as this will be covered by the risk assessment. Instead it would be good to give some examples of significant manual handling risks that will be assessed.

Information on good working techniques is issued to team members and reinforced via site specific risk assessments. Team members must take responsibility for considering the load, the environment, individual capability alongside the requirements of the task when undertaking manual operations

Commented [A15]: This needs to state that significant Manual Handling tasks will be assessed independently in accordance with the Manual Handling Operations Regulations 2002.

Significant Manual Handling tasks will be assessed independently in accordance with the Manual Handling Operations Regulations 2002.

17. Noise and Vibration - The Noise at Work Regulations 1989 (amended 2005) and Control of Noise at Work Regulations 2005, Control of Vibration at Work Regulations 2005

We understand the well-researched risks of noise and vibration in our industry. We are committed to regular risk assessments to help us judge exposure to the risk of noise and vibration and to action with the team so that risks are eliminated or mitigated. Exposure to noise and vibration risks will be reduced by all reasonable means:

- Minimum 80db hearing protection will be provided and must be worn correctly at all times when using powered equipment.
- Noise exposure will be assessed and recorded on an annual basis.

- Vibration exposure will be assessed and recorded on an annual basis to ensure that team members do not exceed Exposure Action Limits:
- Exposure action value of 2.5 m/s² A(8) at which level we will introduce measures to reduce exposure (such as taking more frequent breaks or swapping roles with another team member)
- Exposure limit value of 5.0 m/s² A(8) which should not be exceeded
- New machinery and equipment is supplied by brand leaders (Stihl) and regularly maintained and externally serviced by reputable organisations.
- Team members must report any concerns about the performance of any such equipment to Andrew Jones as soon as it is noticed.
- Health surveillance will be undertaken using an annual audit of sickness absence and a confidential questionnaire at annual appraisal to assess for any signs of over-exposure.
- Information will be provided during at least one team meeting annually to enable team members to seek medical advice for signs of over-exposure.

18. Alcohol and Substance Abuse – Misuse of Drugs Act 1971

In any business, substance misuse can have a significant impact on safety and productivity at work. In our business, being impaired through drink or drugs could be catastrophic for affected individuals, other team members, and members of the public (pedestrians, road-users).

By substance misuse, we mean alcohol, drugs (both illegal drugs and deliberate or unintentional misuse of prescribed drugs, and use of solvents).

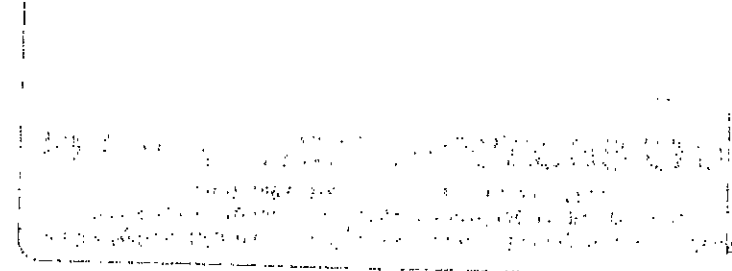
Under certain most practical day-to-day circumstances, whether driving, climbing, supporting climbers, moving and managing resources or waste, we rely on each other in potentially highly risky situations. Our business depends on team work. Therefore:

- There will no drugs, alcohol or other substances on site or used during the working day. Presence of these will be treated as Gross Misconduct
- If we believe that team members are unfit to work in the morning they will be sent home and the usual sickness absence rules will apply
- Any time off for drug or alcohol-related treatment will be treated as regular sickness absence
- We will treat any disclosure of substance misuse problems confidentially and do whatever is possible given the business priorities at the time to support team members in treatment

For more information, team members should initially speak to the GP, or look at HSE leaflet INDG 240 Don't Mix It

19. Company Safe Drivers – Road Traffic Act 1988, Road Vehicle (Construction and Use) Regulations 1986 and Transport and Works Act 1992

Up to a third of accidents involve someone at work at the time. We seek to reduce the risk of accidents through driving at work by:



uk

- Ensuring vehicles are insured, serviced and MOT tested when they are due
- Using and taking advice from reputable garage mechanics with whom we have a long-standing supplier relationship
- Resolving any problems with vehicles as soon as they are identified and, if appropriate, taking vehicles off the road until they are fully roadworthy
- Ensuring that all drivers have the appropriate driving and towing licenses. For new employees, we take up pre-employment references, we check driving records and have copy licences on file. We organize and pay for towing training and licenses for those requiring them for work
- Ensuring that there is a full vehicle pack on board every vehicle including maximum weights loads allowed in the vehicle, risk assessments for every operation, and details of what to do in an accident
- Ensuring that every vehicle contains a comprehensive First Aid kit

We recognize that driving is a large part of the job for team members who are encouraged to help reduce the risks of accidents by:

- Encouraging drivers to take the shortest and most direct route to their destination where possible
- Encouraging driving to be shared, particularly on longer journeys of more than 120 miles
- Encouraging drivers to report any vehicle faults or issues affecting drivability immediately
- Encouraging drivers to become aware of their energy levels, to take breaks on long journeys of more than 120 miles (or two hours) and reminding them of helpful driving behaviour should they feel tired whilst driving (putting the radio on loudly, opening windows, taking a break as soon as practically possible)
- Requiring drivers to wear seat belts and stay within the speed limits at all times. Fines relating to not wearing a seat belt or to driving above the speed limit must be paid by the driver at the time
- Requiring that drivers never answer or make calls on a mobile phone whilst driving
- Ensuring drivers know the maximum weight allowance of the vehicle and encouraging the careful stowing and storage of tools and equipment on board
- Requiring drivers take preventative action when appropriate (e.g. such as refilling screen wash, water or oil if required)

Commented [A16]: Also recommend the drivers take the shortest, most direct route to their destination where possible.

Any willful misuse of company property, including vehicles, can result in disciplinary action. More information can be found in The Highway Code, and in the HSE leaflet INDG 382 Driving At Work.

20. Smoke-Free Regulations – Smoke Free Premises Regulations 2007

Smoking in public places is now dealt with as a public health hazard. We recognize that smoking at work can contribute to increased employee sickness, lower productivity through constant smoking breaks and a denigration in the experience that customers have of team members.

uk

All PTS workplaces (office at Belvoir House, stores and yard at Breach Farm, all vehicles and client sites) are smoke free and where practical, marked as such.

Any team members who smoke during work breaks should do so well away from the customer site and are encouraged to consider the risk of fire hazard around ashtrays (cut wood and sawdust) and the impact of litter on the environment.

More information can be found in the HSE's Smoke Free Regulations and at NHS Quitline.

Commented [A17]: Not necessary for the H&S Policy, but smoking policy was mentioned under the Fire section.

21. Working Hours - Working Time Regulations 1998

The Working Time Regulations govern the hours we can work. They determine the maximum weekly working time, pattern of working and holidays, plus the rest periods that employees must be given daily and weekly.

Despite a busy workload and a commitment to excellent customer service, we are committed to working within the provision of the Working Time Regulations, to ensuring that PTS team members understand the need to work sensible hours and take appropriate breaks.

The normal working week for PTS team members is 40 hours. Very occasionally, an emergency job, a commitment to a customer, unpredictable weather conditions or an unexpected outcome on a particular job may mean that we will work more than 48 hours in a given week. We manage this additional working time by:

- Ensuring all team members understand their minimum entitlement to proper breaks, (at least 20 minutes every 6 hours, 11 hours rest between working days and a day off every week)
- Encouraging team members to take a pragmatic approach to ensure that they take breaks (between jobs, when customers offer refreshment, breaking longer driving journeys, etc)
- Giving all permanent, full time team members (28 days inclusive of Bank Holidays) holiday per year
- Offering all team members the opportunity formally to "opt out" of the 48 hour limit (if they wish to do overtime taking them over the weekly limit, and allowing them the option to change their minds in future)
- Operating an informal TOLL (Time off In Lieu) approach which is at the discretion of the Directors and which endeavours to allow for a shorter working day soon after a longer one

More information can be found at the ACAS website www.acas.org.uk under Working Time Regulations.

Commented [A18]: Not required for inclusion in a H&S Policy. This should be included as part of the Contract of Employment.

Commented [A19]: Put this at the beginning of the Policy after the Responsibilities section.



AIR UNDERWRITING

Professional Indemnity Renewal

Certificate Holder Details

Certificate Holder		Premium Due	£101.28
		Insurance Premium Tax	£12.15
Correspondence Address		Arrangement Fee	£90.00
		Total Amount Due	£203.43
		Inception Date	18 Jan 2018
		Expiry Date	17 Jan 2019

Certificate Number	HEN08 01 04965
--------------------	----------------

Insurance Broker Details	Equity and General, Bloxam Court, Corporation Street, Rugby, CV21 2DU. Telephone: 01788 551 616
--------------------------	--

Business Description	Tree Surgeon
----------------------	--------------

Please note that we have not reviewed the Proposer's website in formulating these terms. If particular pages are to be included in the presentation, please advise accordingly.



AIR UNDERWRITING

Section	Professional Indemnity
----------------	-------------------------------

Limit of Indemnity	£500,000
Excess	£250
Cover Basis	Any One Claim
Costs And Expenses	Costs In Addition
Geographic Limits	World Wide
Jurisdiction	Worldwide Excluding USA and Canada
Retroactive Date	18 January 2016

Important Material Circumstances

This schedule has been prepared using the information that you have provided to us. If the information contained in this schedule and the accompanying statement of fact is incorrect or incomplete, or if the insurance does not meet your requirements, please tell us as soon as possible. You are reminded of the need to tell us immediately of any circumstances or changes which we would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate your policy, or may result in the policy not operating fully.

Standard Endorsements



AIR UNDERWRITING

Endorsement No: PIM230A
Fungal Pathogens Buy-back –Tree Surgeons/Surveyors/Consultants

Applies To: Professional Indemnity Section

Exclusion Amendment

The Certificate Exclusion relating to Mould and Fungus is amended to read as follows

Amended Mould and Fungus Exclusion

We will not pay any claim caused by arising out of or in any way involving Fungal Pathogens unless that claim arises directly from **Your** negligent act error or omission in connection with the conduct of the **Business**

Amended Section Indemnity Limit

In respect of the cover provided by this **Endorsement**

Mould and Fungus Limit of Indemnity

Our total liability for all claims specified above will not exceed GBP250 000 in the aggregate inclusive of all costs and expenses for the **Period of Insurance** This amount forms part of and is not in addition to the Limit of Indemnity specified in the **Schedule**



AIR UNDERWRITING

Name of Insurer(s)

In respect of all sections

Entity	Subscription
Argo Managing Agency Limited	50%
XL Catlin Underwriting Agencies Limited	50%

Regulatory Information

Argo Managing Agency Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Firm Reference No 204975)
Registered Office: Exchequer Court 33 St Mary Axe London EC3A 8AA
Registered in England - Company No. 03768610

Catlin Underwriting Agencies Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority (Firm Reference No 204848)
Registered Office: 20 Gracechurch Street, London, EC3V 0BG
Registered in England - Company No. 01815126
You can check this out on the FCA's website at www.fca.org.uk which includes a register of all the firms they regulate or by calling the FCA on 0800 1116768.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations to you under this contract. If you were entitled to compensation under the scheme, the level and extent of the compensation would depend on the nature of this contract. Further information about the scheme is available from the Financial Services Compensation Scheme (10th floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU) and on their website: www.fscs.org.uk

Several Liability Notice

Our obligation under this certificate are several and not joint and are limited solely to the extent of our individual subscriptions. We are not responsible for the subscription of any co-subscriber who for any reason does not satisfy all or part of its obligations.



AIR UNDERWRITING

Name of Insurer	Argo Managing Agency Limited and Catlin Underwriting Agencies Argo Managing Agency Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority and Catlin Underwriting Agencies is authorised and regulated by the Financial Conduct Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.
Insurers' Policy Number	B0370JN1711446000
In witness whereof this Policy Schedule has been signed at the place stated and on the date specified by John Henshall, AIR Underwriting, Wheelock, Cheshire, 18 January 2018	A handwritten signature in black ink, appearing to read 'John Henshall'.

Andover Town Council
First Floor Office
66C High Street
Andover
Hampshire
SP10 1NG

Quotation 1st February 2018

Removal of Cherry tree and Silver Birch located on the allotment plot at Vigo road.

Complete removal of all arisings on site including removal of both stumps and any relevant trailing roots.

All waste will be disposed of through a green waste site that adheres to UK environmental regulations

Waste disposal £30.00 per load	£30.00
4 hours for two men	£240.00
Business costs	£65.00
Total price	£335.00

Regards



Site Safety Plus

Awarded to

[Faint, illegible text]

On

11/11/2013

On the successful completion of
The Health and Safety Awareness Course
For the Construction and Civil Engineering Industries

Signed on behalf of Cskills Awards

C.A. Evans

Head of Cskills Awards

4522460

Registration number

30/11/2018

Expiry date

**NPTC Level 2 Certificate of Competence
in Manually Fed Wood Chipper Operations**

Accreditation Number: 500/4243/9

Awarded To

G' Connor

Having achieved the following:

- Unit 1 Inspect and Maintain the Wood Chipper(F/501/6959)
- Unit 2 Prepare the Wood Chipper for Operation(T/501/6960)
- Unit 3 Operate the Wood Chipper(A/501/6961)

Ofqual



**Llywodraeth Cymru
Welsh Government**



Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 688640
Date of issue: 18/07/2013



**NPTC Level 2 Award to
Operate a Chainsaw from a
Rope and Harness**

Accreditation Number: 500/7747/8

Awarded To

James O'Connor

Having achieved the following:

CS39 Use a Chainsaw from a Rope and Harness (2
 credits)(H/600/4118)

coillte



Skov & Landskab

Ofqual



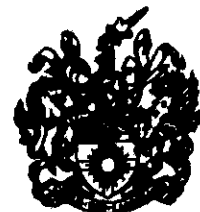
**Llywodraeth Cymru
Welsh Government**



Chris Jones

Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 688676
Date of Issue: 18/07/2013



Functional Skills qualification in Information and Communication
Technology (ICT) at Level 1
500/9630/8

is awarded to

[Faint, illegible text]

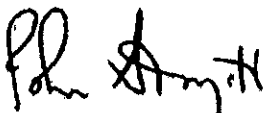
who attended

Sparsholt College

This holder has a number of formal Unit
Credits by which this Award was achieved

Awarded 10 January 2013

100113/3748-03/058275/AJQ4567/M/18/07/86
2590838726
5500638518/40



Sir John Armitt, CBE FREng FCGI
Chairman
The City and Guilds of London Institute



Chris Jones
Director-General
The City and Guilds of London Institute

Recognised by
Ofqual
Office of Qualifications and Examinations Regulation



Llywodraeth Cymru
Welsh Government

CEA
Rewarding Learning





Certificate of Attendance

This is to certify that

[Faint, illegible text]

has attended the

Level 2 Diploma in Arboriculture Course

[Handwritten signature]

Jonathan Baker FICfor. M.Arbor.A CEnv. MifL.
Learner Manager - Arboriculture, Forestry & Horticulture

Date: 20 June 2013

Session: 12/13:DL2ARBOR:F11

Certificate Number: 20061623



CERTIFICATE OF UNIT CREDIT TOWARDS

Level 2 Forestry and Arboriculture

is awarded to

K. B. A. [Name]

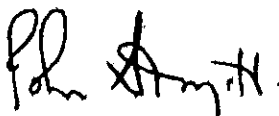
who attended
Sparsholt College

and was successful in the following 8 modules

Level 2 - Undertake Work Related Experience in the Land-based Industries (10 credits)	H/600/9335	Merit
Level 2 - Environmental and Land-based Business (10 credits)	F/600/9357	Distinction
Level 2 - Disposal of Wood Arisings and Residues from Work on Trees (5 credits)	J/601/1563	Pass
Level 2 - Establish Trees and Shrubs (5 credits)	R/601/1565	Pass
Level 2 - Identify and Select Trees and Shrubs (5 credits)	F/601/1674	Distinction
Level 2 - Carry Out Ground-based Arboricultural Operations (10 credits)	R/601/1677	Distinction
Level 2 - Undertake Tree Felling Operations (10 credits)	Y/601/0398	Distinction
Level 2 - Undertake Tree Climbing and Pruning Operations (10 credits)	D/601/0399	Distinction

Awarded 09 July 2013

090713/0077-02/058275/AJQ4567/1W/18/07/86
2590838726
5500806817/870



Sir John Armitt, CBE FREng FCGI
Chairman
The City and Guilds of London Institute



Chris Jones
Director-General
The City and Guilds of London Institute

Regulated by
Ofqual
OFQUAL
For more information see <http://qualifications.gov.uk>



Llywodraeth Cymru
Welsh Government



**NPTC Level 2 Award in
Chainsaw and Related Operations
(2 credits)**

Accreditation Number: 500/7730/2

Awarded To

[Signature]

Having achieved the following:

- CS30.1 Chainsaw Maintenance (2 credits)(F/600/4028)
- CS30.2 Cross-cut and Stack Small Diameter Timber using a Chainsaw(A/600/4089)

coillte



Skov & Landskab

Ofqual



Llywodraeth Cymru
Welsh Government



[Signature: Chris Jones]

Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 662444

Date of Issue: 29/01/2013



**NPTC Level 2 Award to
Climb Trees and
Perform Aerial Rescue**

Accreditation Number: 500/7750/8

Awarded To

J. J. O'Connor

Having achieved the following:

CS38 Climb Trees and Perform Aerial Rescue (5
 credits)(F/600/41 12)

coilte



Skov & Landskab

Ofqual



Llywodraeth Cymru
Welsh Government

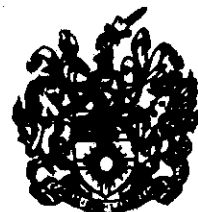


Chris Jones

Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 680336

Date of Issue: 16/05/2013



**NPTC Level 2 Award for
Felling and Processing
Small Trees**

Accreditation Number: 500/7724/7

Awarded To

Having achieved the following:

CS31 Fell and Process Small Trees (3 credits)(F/600/4093)

coillte



Ofqual



Llywodraeth Cymru
Welsh Government



Chris Jones

Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 684089
Date of Issue: 11/06/2013

Level 2 Diploma In Forestry and Arboriculture
500/8718/6

Is awarded to
CONNOR

who attended
Sparsholt College

Awarded with Distinction

This holder has a number of formal Unit
Credits by which this Award was achieved

Awarded 09 July 2013

090713/0077-02/058275/AJQ4567/M/18/07/86
2590838726
5500806817/600

Sir John Armit, CBE FREng FCGI
Chairman
The City and Guilds of London Institute

Chris Jones
Director-General
The City and Guilds of London Institute

Regulated by
Ofqual
www.ofqual.gov.uk



Llywodraeth Cymru
Welsh Government



**NPTC Level 2 Certificate of Competence
in the Safe Use and Operation of
Mobile Elevated Work Platforms**

Accreditation Number: 100/1816/5

Awarded To

Having achieved the following:

- 01 Prepare the Platform for Operation(F/101/1557)
 - 02 Operate the Platform(J/101/1558)
 - 03 Prepare the Platform for Transport(L/101/1559)
- Assessed in the context of:
Self Propelled Boom

Ofqual



Llywodraeth Cymru
Welsh Government



Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 688623
Date of Issue: 18/07/2013



NPTC Level 2 Certificate of Competence in Stump Grinding Operations

Accreditation Number: 100/1681/8

Awarded To

Having achieved the following:

- 01 Prepare the Stump Grinder for Operation(L/101/0816)
- 02 Operate the Stump Grinder(R/101/0817)
- 03 Maintain the Stump Grinder(Y/101/0818)

Ofqual
REGULATED



Llywodraeth Cymru
Welsh Government



Chris Jones - Director General City & Guilds
Signed on behalf of NPTC as the Awarding Organisation

Certificate Number: 688612
Date of Issue: 18/07/2013



Chubb Fire

Training Course

Certificate

This is to certify that

James O'Connell

has attended and successfully completed the following training course

Fire Warden Training

Approved

Patrick Dumighan

Date

12th January 2011

METHOD STATEMENT

Re:

We work to the highest standards conforming to BS3998 and the latest Arboriculture and Forestry Guidelines

Human Resources

A minimum of 2 persons will be on site at all times to ensure that all standards are met.

All persons are qualified in the applications they undertake and are trained in any other tasks they undertake. Ongoing training forms an essential part of our company. All persons are kept up to date in the new techniques; developments and all safe working practices are updated regularly.

Physical Resources

The following items of equipment will be available for use on the work site

Stihl MS 201T Chainsaw
Stihl MS261 Chainsaw
Stihl MS441 Chainsaw
Jenson 530a Brushwood Chipper
Danequip 25ssp Stump Grinder
Ford transit tipping truck
Various sized ladders

All workers will wear personal protection equipment suitable for the tasks they are undertaking
All climbers have a full complement of arborist equipment, ie ropes, strops, harness and first aid kit

CRITICAL STAGES

Tree Work

1. Cordon off work area with signs, cones and barrier tape as required
2. Fuel saws carry out daily checks
3. Access the tree by using a ladder, rope and harness
4. The climber will be tied at all times
5. Branches will be removed in small sections or rope as required
6. Each tree will be dismantled in small sections or straight fell if room allows
7. The brush wood will be chipped and removed from site
8. The wood will be cut into manageable pieces and loaded onto a truck and removed from site
9. The work area will be raked and left clean and tidy
10. Remove signs, cones and barrier tape

Stump Grinding

1. Cordon off work area with signs, cones and barrier tape as required
2. Carry out daily checks
3. Check for underground services
4. Place barriers around stump
5. Grind the stump
6. Back fill the hole with the arising's to allow for settlement
7. Clean and tidy area
8. Remove barriers, signs, cones and barrier tape

SUPPORT SERVICES

All chainsaws are serviced daily by work crew and serviced regularly by trained mechanics
The brushwood chipper and trucks are serviced every 6 months or 100 hours whichever comes sooner
All other equipment is checked each time it is used and weekly in accordance with PUWER and LOWLER legislation to ensure its fitness for use and repaired or replaced as necessary

COMMUNICATIONS

Mobile phone situated in the truck

ON SITE OPERATIONS

The arborist crew work as a minimum of 2 man team, or 3 man team over highways
(All as per NPTC and Lantra recommendations for tree climbing operations)
Any work over highways will comply with Chapter 8 of the New Road and Street works Act, Traffic Signs Manual
Upon completion of work tasks the site will be left clean and tidy
All work will be carried out to BS3998, recommendations for tree work

CUSTOMER CARE

All persons are fully conversant with customer needs and strive at all times to achieve the highest standards of customer care and best arboricultural best practice
It is our aim to offer a high standard of work at all times and continually review and update our procedures

CARE FOR GENERAL PUBLIC

When working adjacent to public areas we will take great care to ensure that the general public are kept out of work areas by and exclusion zone and not in danger from our actions

THIS METHOD STATEMENT WORKS INCONJUNCTION WITH OUR GENERIC RISK ASSESSMENT AND HEALTH & SAFETY STANDARDS

GENERIC RISK ASSESSMENT

Site Address:

Ref	Hazard	Y/N	People Affected	Comments
1	Work areas F/R/P/A Terrain Power lines Gas Buildings Weather Manual Handling	Y Y Y	Staff and general public	Cordon off work areas Common factors Road foot paths
2	Tools and machinery Truck Chipper Stumper Grinder Winches Ladders Hand tools Climbing saw Ground saw Hedge cutter Brush cutter	Y Y Y Y Y Y Y	Staff and general public	Common factors
3	Machinery common factors A-D	Y	Staff and general public	Common factors
4	Tree climbing A-E	N	Staff	Common factors
4.1	Tree climbing and ground operations Branch removal Lowering Equipment Tree felling Snedding Cross cutting Storm damage	N	Staff and general public	Common factors
5	Emergency procedures A-D	Y	Staff	Common factors

Signed

Date



Arborisk.co.uk
 Tree surgeon insurance which leaves nothing to chance

Proud members of

Checkatrade.com
 Where reputation matters

**City &
 Guilds
 NPTC
 Qualified**

Quote

CUSTOMER REFERENCE NO. 0219	LISA LAING VIGO ALLOTMENTS, VIGO ROAD, ANDOVER	
	Quote description	Rate (£)
	Remove 2x Cherry trees to ground level, stump grind both stumps. Leave all wood chip onsite.	295.00
	Cut and stack logs in neat piles (around inch sections)	
	<i>All PPE and Health & Safety equipment to be provided by</i>	
TOTAL		£295.00

Please contact [redacted] should you wish to discuss the quote further on [redacted]

We thank you for considering [redacted] and look forward to hearing from you to progress further

Bartlett

BROADWAY HALL
HORSFORTH
LEEDS, LS18 4RS
UNITED KINGDOM

+44 (0) 113 258 5711

FAX: +44 (0) 113 258 5081

WEB-SITE: WWW.BARTLETTGROUP.COM

EMAIL: MAIL@BARTLETTGROUP.COM

We confirm details of our client's insurance programme below:

Business Description: Arboriculture

Employers Liability

Insurer: Aviva Insurance Limited
Policy Number: 25139892 CTC
Renewal Date: 30 October 2018
Limit of Indemnity: £10,000,000

Public/ Products Liability

Insurer: Aviva Insurance Limited
Policy Number: 25139892 CTC
Renewal Date: 30 October 2018
Limit of Indemnity: £5,000,000

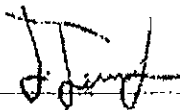
Hired In Plant

Insurer: Aviva Insurance Limited
Policy Number: 25139892 CTC
Renewal Date: 30 October 2018
Limit of Indemnity: £100,000

Date: 11 October 2017

BARTLETT & COMPANY
LIMITED

Signed for and on behalf of Bartlett & Company Ltd



Arborisk.co.uk

James Jennings
Account Handler

The policy includes an indemnity to principals clause.

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy.

Limits shown may have been reduced by paid claims.

**ANDOVER TOWN COUNCIL
ALLOTMENTS COMMITTEE
DRAFT TERMS OF REFERENCE**

This committee will comprise of up to 6 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

The committee will meet 4 times per year or as required.

Terms of Reference

To monitor and review the Allotment Rules and Regulations, other than those determined by Council, for consideration by Council for Allotment provision in Andover, agree and authorise maintenance works, develop partner relationships with other local organisations for the provision of leisure gardens (allotments) in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To recommend to full Council to release of Earmarked Reserves for specific capital expenditure for allotment maintenance.
3. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
4. To investigate further areas for allotment provision in Andover

Finance

1. To be responsible for the following Budget Heads and approve expenditure accordingly:

INCOME

3050 – Allotment Rents

3051 – Deposit Credit Interest

3052 – Deposit Direct Payment

EXPENDITURE

4500 – Allotment Service

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Allotment Committee to be consulted by the Allotment Officer and Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Allotment Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.