



Salcey Group Ltd

Unit 2 Silverstone Business Park, Shacks Barn Farm, Silverstone,
Northamptonshire NN12 8TB Tel 01327 350718

Method Statement

Section

1. Site: PI Reading (Caversham Bridge) Richfield Avenue Reading RG1 8EQ

Work requested by: Jo Hearn

2. Proposed Work:

T1 - Lamp column 27 (See photo below)

All branches to be cut back to clear lamp column by 1- 2m

Crown to be raised over the public footpath to 3.5m from ground level.



G1 – Group of mixed species trees located to rear of the building and container.

All branches to be cut back to clear unit and container by 1 - 2m

Crowns to be raised over the access paths to 3m from ground level.





3. **Start date of proposed work:** TBC

4 **Time of proposed work:** between the hours of 8.30am and 3.30pm

5 **Access arrangements:**

- Mitie to liaise with their client to confirm the start date, if required
- Mitie to arrange for any adjacent parking bays to be cleared prior to the commencement of work

6 **Resources to be used:**

6.1 Three fully qualified operators shall be used:

- 1 x Crew Leader
- 2 x Grounds Man

6.2 Plant and equipment:

- 1 x Truck
- 1 x Chipper
- Hand tools
- Chainsaws and maintenance equipment
- Pole chainsaw
- Climbing equipment

Note:

All plant and equipment supplied to employees has been selected, maintained and issued in accordance with the requirements of PUWER 1998 and LOLER 1998.

7 Methodology

- 7.1** Works outlined in section 2 –Tree works shall be carried out in accordance British Standards 3998:2010 'Recommendations for Tree works' and in line with industry best practice. All of our techniques follow the guidelines of the AFAG (Arboriculture and Forestry Advisory Group).
- 7.2** Salcey Group Ltd has undertaken checks to ensure there are no TPO (Tree Preservation Order) restrictions, or that the works are located within a Conservation Area.

If trees are subject to TPO (Tree Preservation Order) restrictions, or if the works are to be carried out within a Conservation Area, then the appropriate permissions will have been granted by the local authority before works commence.

Reference to generic risk assessments held in crew leader files will be made:

- G004 – Hand Arm Vibration
- G005 – Manual Handling
- G006 – Noise at Work
- G013 – Chainsaw Operations
- G014 – Environmental Aspects and Impacts
- G015 – Ground Worker and Wood Chipping Operations
- G019 – Removal of Brash and Timber
- G022 – Tree Climbing Operations
- G042 – Use of Hand Tools

Upon arrival at site the Crew Leader must call or text Sallie Perrin (07747 461994). They will liaise with Premier Inn Manager. Upon completion of the work the Crew Leader will ask the PI Manager to sign the Work Acknowledgement Form and call or text Sallie Perrin with their finish time.

Following this they will complete a site specific risk assessment (SSRA) which will include ground conditions, trip hazards, work equipment, pedestrians, vehicles and structures. The findings will be documented and briefed to the operative involved and suitable control measures will be implemented and adhered to.

The work areas will be cordoned off using Men at Work signs and cones to create safe working zones and to warn any approaching pedestrians and vehicles using the hotel car park and accessing and egressing the building of the work in progress.

The ground workers will be vigilant of their surroundings at all times and act as a lookout. If necessary they will stop work when pedestrians and vehicles approach and will allow them to leave the area safely before continuing.

When working to the side and rear of the building, should a fire alarm ring, the crew will move away from the area quickly ensuring the fire escape route is free from blockages.

Tree Works

The work will be completed from ground level using a long reach pole chainsaw and where necessary via the canopy of the tree.

To minimize the risk of damage to the building, windows and external lighting, branch wood will be cut into small pieces and allowed to fall to the ground when safe to do so. The crew will exercise caution when removing any growth in contact with windows, guttering and roof tiles.

Climbing Works

First the Climber shall visually assess the condition of the tree to be climbed for potential risk to the climber or ground crew, for suitable anchorage points for the ascent and the work to be completed.

Then, the Climber will brief the ground crew what he is about to do and how he proposes doing it to ensure they are fully briefed on how the work will take place. This process will include allocating job roles for all crew members.

Any additional hazards identified in the tree assessment will be noted on the SSRA.

The Climber will then access the tree utilizing the anchor points identified in the visual assessment using approved climbing and work positioning techniques. They will continue to assess the general condition and stability of the tree as they ascend for any hazards that could not be identified from ground level. In the event a hazard is identified, if safe to do so, the Climber will work around this making the crew aware of what they have found, or, if necessary descend from the tree and discuss a different safe system of work.

Assuming the Climber can continue as planned, they will carry out the works required from a suitable anchor point using arboricultural climbing and work positioning equipment i.e. sit harness, industrial climbing rope and other ancillary equipment including chain saws and appropriate hand tools and equipment.

Branch wood will be dropped to the ground in small pieces when safe to do so. The landing area is to be chosen by the crew leader on site; the climber and ground worker will co-ordinate this process.

If branch wood cannot be safely dropped into a landing zone, it will be lowered to the ground using ropes.

Once the work is complete the Climber will descend using approved methods.

Upon completion of the works the Crew Leader will inspect the work area and car park to ensure all arisings and equipment have been removed.

Care will be taken by the crew at all times.

8 Arising Waste Materials

- 8.1** All arising waste will be removed from site or remain onsite within the wooded areas to a depth no greater than 100mmm

9 Site Supervision

- 9.1** Site safety supervision shall be as follows:

- Overall responsibility for all operations will be Alistair Farquharson
Mobile – (07793 442584)

- 9.2** H&S Advisor – Jayne Farquharson Office: 01327 350718, Mobile: 07850 603883

10. Safety of Personnel and Briefing Arrangements

- 10.1** The Crew Leader shall ensure that a safe method of operation for the work to be done has been agreed and that a safe working distance can be maintained between workers and between the workers and the machinery.

- 10.2 Each crew member is supplied with helmets attached with ear defenders and a visor suitable for working with motor manual tools and chippers. Where climbing techniques are being used the operative will have a helmet fitted with a chin strap.
- 10.3 All crew members are supplied with dust masks if required.
- 10.4 All motor manual tools are fitted with factory anti-vibration equipment, and crew members are supplied with gloves.
- 10.5 All crew members have been trained in manual handling operations, including heavy lifting.
- 10.6 The Crew Leader shall ensure adequate warning cones and signs are in place to protect members of the public and passing vehicles. Chapter 8 guidelines will be followed where applicable
- 10.7 The Crew Leader shall ensure compliance with the daily work programme and agree a suitable emergency contact procedure. Where reasonably practicable a mobile phone or radio and a pre-arranged call-in system shall be used.
- 10.8 The Crew Leader shall ensure that the operators can provide the emergency services with sufficient detail for them to be found if there is an accident, the grid reference, the distance from the main road, the type of access (suitable for car / four wheel drive / emergency service vehicles etc).
- 10.9 The Crew Leader shall ensure that warning and prohibition signs conforming to the Health and Safety (Safety Signs and Signals) Regulations 1996, indicating a hazardous worksite and that unauthorised access is prohibited are in placed on all reasonably foreseeable approaches to the worksite.

11. Communication and Liaison

- 11.1 A Director shall be responsible for all work undertaken and shall be available by mobile telephone on a 24 hours per day basis (07793 442584).
- 11.2 The Crew Leader shall ensure that the client is fully aware of all work programmes prior to undertaking any operation on site.

12 Ecological Considerations

- 12.1 In the event of discovering nesting birds in the work area or protected species such as badgers, bats, dormice, adders and slow worms, work will stop and the Crew Leader will contact the office to notify them of the find for further action to be taken. This may include an ecological survey.
- 12.2 In the case of nesting birds, if practical to continue other works without disturbance of the nest, the crew will do so.

13. Emergency Plans

- 13.1 Potential problems in getting to a casualty shall be anticipated, (for example, when tree climbing and a potential aerial tree rescue or the release of a casualty that has become trapped below a tree or heavy equipment).
- 13.2 The disturbance of wasp nests/or other similar insects should be dealt with in the following way. Remove the crew from the nest location or crew vehicle until the wasps/insects have dispersed or the nest been dealt with by a qualified person.

- 13.3** Hazardous overhead or underground services at the worksite shall be identified prior to work being undertaken and noted on the SSRA.
- 13.4** Emergency contact details and site evacuation procedures that may be necessary shall be planned prior to work being undertaken. It is anticipated that these details may include:
- Site location name
 - Designated meeting place (useful in remote areas to guide the emergency services to the worksite)
 - Street name/district
 - Type of access (public road / light vehicles, four-wheel drive required etc)
 - **Location and phone number of the nearest accident and emergency hospital**

Royal Berkshire Hospital
NHS Foundation Trust
Centre Block
Craven Road
Reading
RG1 5AN

Emergency: 999

- 13.5** Evacuation measures shall be examined as part of the site specific risk assessment and briefed to all staff on the worksite by the Crew Leader.
- 13.6** If after first aid has been administered a casualty is able to walk and is near to transport or the roadside, they shall be helped to leave the area, otherwise they shall only be moved if it is absolutely necessary.
- 13.7** Personal first-aid kits shall be carried by all staff whilst at work. The kit shall contain:
- a large wound dressing
 - a pair of plastic gloves
 - a Resuscitator (or similar device)

This requirement shall be in addition to the worksite first-aid kit which shall be kept at a central location. Guidance shall be taken from the HSE leaflet INDG214 *First aid at work: Your questions answered*.

- 13.8** First-aid provision shall be assessed and shall take account of:
- the nature of the work
 - the past history and consequences of accidents
 - the nature and distribution of the workforce
 - the remoteness of the site from the emergency services
 - working on shared or multi-occupied sites
 - holidays and other absences of first-aiders
 - the presence of trainees and the public
 - the possibility of medical conditions or allergies
- 13.9** At least one member of staff shall be qualified in emergency first aid.
- 13.10** Should an accident or incident occur that requires the attendance of the emergency services, the client shall be informed.
- 13.11** Reporting of accidents shall be in accordance with Salcey Group Ltd policy. The statutory requirements of RIDDOR shall be taken into account.

13.12 A Salcey Group Ltd accident report form shall be completed and details copied to the client as soon as reasonably practicable.

To be completed by the Crew Leader

I have read and briefed this safe system of work to the crew

Crew Leader Name:..... Date:.....

Signature:.....

To be completed by the Crew Members

I have been briefed on this safe system of work by the Crew Leader

Crew Member Name	Crew Member Signature	Date