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kps contractors ltd

## Arboricultural Works

# **METHOD STATEMENT**

Brunswick Estate / Northampton Square

Version No: 1

Prepared by Helen Watson KPS Contractors Ltd:

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## **1. General Method Statement**

KPS Contractors Limited under take tree work for Islington Borough Council. The work entails various tree works in the Brunswick Estate and Northampton Square.

The work will be carried out by skilled, trained and competent individuals working in groups of not less than two as dictated by a task/job risk assessment.

KPS Contractors is an Arboricultural Association Approved Contractor for 2013 and has been recently externally audited for its compliance with industry standards and requirements.

All works procedures incorporate safe systems of working and form part of the internal quality control. These include the Arboricultural & Forestry Advisory Group (AFAG) guidelines published by the HSE and the Guide to Good Climbing Practice and Guide to use of MEWPS in Arboriculture published by the Arboricultural Association.

KPS Contractors expect all clients to comply with the statutory requirements of Health and Safety Legislation and inform us of all known hazards and risks that may affect their health and safety whilst at the client's location.

The tree works are potentially hazardous by nature. The training in work procedures, safe systems of working and management systems ensure that the works are completed in a safe manner.

## **2. Health and Safety**

All KPS Contractors employees have received basic health and safety training applicable to their responsibilities. Training records are held at KPS Contractors office in each employee's personnel file. The health and safety policy indicates the way that KPS Contractors manages health and safety. All employees are empowered to take whatever action they deem appropriate to ensure the health and safety of themselves, their work colleagues and others that may be affected by their actions or the actions of others.

### **3. Associated Documents**

This method statement should be read in conjunction with the following documents:

- 1 KPS Contractors Health and Safety Policy,
- 2 KPS Contractors Personnel Manual & Disciplinary Procedures,
- 3 KPS Contractors Generic and Site Risk Assessments.

### **4. Management Structure**

KPS Contractors operations are under the control of Paul Smyth, Managing Director based at KPS House, Ham Lane, Scaynes Hill. All field operatives are under the direct control of the Team Leader on site. All operatives are trained and skilled in their respective work. Work at the site is allowed only when a Team Leader and at least one other operative is present. Some works require at least three team members present. Specific detail is given in the works instructions.

### **5. Training**

All KPS Contractors employees receive training appropriate to the task that they will undertake. The training requirements and objectives are detailed in the employee manual and are guided by AFAG 805. All employees are supervised to ensure the correct methods of working are used during site operations and regular Site Safety Audits are undertaken to monitor the use of these systems. Further training is identified during regular staff job reviews and recorded on staff profile sheets. The standard staff training includes: HSE Approved First Aid to at least Emergency Aid; Manual Handling Training, Vibration at Work training, Lantra Awards integrated training and Assessment (ITA) for machinery including brushwood chippers and stump grinders, NPTC Certificates of Competence for chainsaw use, aerial rescue and safe tree climbing. All KPS staff are Health and safety trained and hold CSCS cards. Drivers of plant to be used on site will be CPCS certified. Toolbox talks are held every two months and cover a range of policies and procedures to act as a refresher and ensure all operatives are aware of any changes or updates.

### **6. Communications**

Continuous communication between site operations, KPS Contractors office and the client is vital at all times. Each Team Leader is equipped with a mobile telephone to ensure that this contact is maintained. Operational instructions may be by any means, e.g. verbal, written or electronic. The Team Leader is required to maintain communication with landowners and site occupiers. Mobile telephones are used as emergency communications and when working in areas with no mobile coverage the Risk Assessment will be reviewed to provide alternative means of communication.

## **7. Site Access**

KPS Contractors expect all clients to provide whatever information and supervision is necessary to ensure the safety of their employees during all site works. Work is generally carried out on weekdays between 8.00 a.m. and 6.00 p.m. weather and available daylight permitting. Alternative work patterns will be arranged directly with clients, site owners, occupiers or others, should it be required. Due to the nature of the work and the locations visited, health and safety arrangements for safe access and egress will be assessed at the work site in conjunction with the clients and owners or occupiers.

## **8. Work Procedures**

All works are undertaken in accordance with the procedures contained within the KPS Contractors Health and Safety Manual, AFAG guidelines and to BS3998:2010. These procedures are monitored and reviewed to incorporate up to date knowledge and experience as necessary. Clients' own health and safety standards and procedures can take precedence when they are of an equal or higher standard.

## **9. Tools and Personal Protective Equipment**

All tools and personal equipment in use by field operatives are regularly inspected by the Team Leader and during site and supervisory visits. All field operatives are understanding of instructions to discontinue use of faulty equipment immediately. We internally have LOLER inspections weekly of all climbing equipment and 6 monthly external inspections. Any equipment such as chainsaws, chippers and stump grinders are inspected by our workshop and all records are kept in our head office.

## **10. Depot**

KPS Contractors Main Office and Depot are located in KPS House, Ham Lane, Scaynes Hill, West Sussex. This includes office, workshop, parking of vehicles, storage of logs, woodchip and other associated material for the purpose of arboriculture operations.

## **11. Plant and Machinery**

Plant and machinery operating instructions are included in the operations procedures. These procedures include inspections prior to use and operational testing. All plant and machinery is regularly inspected by the team leader and during quality and supervisory visits. Faulty equipment is withdrawn from service and repairs undertaken prior to return to field operational use. Any equipment such as chainsaws, chippers and stump grinders are inspected by our workshop and all records are kept in our head office. These records are audited under ISO9001.

## **12. Transport**

KPS Contractors provide vehicles suitable for the use that will be made of them. Generally these vehicles are 3.5tonne tipper vans or 7.5 tonne tipper trucks, equipped with sufficient storage space for small items of plant and equipment. The vehicles are equipped with towing facilities for wood chipper machines or general-purpose trailers. The vehicles are under the control of the team leader and are regularly inspected both during field operations and during site and supervisory visits. The vehicles are regularly maintained and meet the requirements of road traffic legislation. The weight limits and towing capacities of any vehicle combination is the responsibility of the team leader. Vehicles are only driven on and off site by operatives holding a current and relevant UK driver's licence. Any delivery vehicles will have adequate side protection.

## **13. Environmental Policy**

KPS Contractors will endeavour to minimise disruption to the natural environment in which they work. All works undertaken, by their very nature, will cause some change to the local environment. KPS Contractors operate in a way that complies with minimises the effects of their work on the local environmental infrastructure. KPS Contractors is NQA ISO14001 certified

## **14. Waste**

KPS Contractors holds a Waste Carriers Licence and hold a Certificate of Registration under The Control of Pollution (Amendment) Act 1989 number CB/FM3757DV expires 26<sup>th</sup> June 2016. Wherever possible arisings are stored at the depot in purpose built holding bays and recovered or recycled, or utilised as a renewable energy source. Alternatively wood chip may be put back onto the land as a mulch where it will benefit to the local Eco-system. Mature timber may be stacked for use by the owner or occupier of the land as a source of fuel or as a habitat.

## 15.

**METHOD STATEMENT**

<b>15.1 Site address</b>	Brunswick Estate - Clerkenwell Northampton Square - Clerkenwell
<b>15.2 Description of works</b>	Brunswick Estate, Clerkenwell Crown reduction / reduction of trees  Northampton Square – Housing Crown lifting of trees
<b>15.3 Site Personnel</b>	TBC
<b>15.4 Date/s and time of works</b>	Commencing on TBC
<b>15.5 Duration:</b>	Approximately half a day
<b>15.6 Emergencies:</b>	<p>The staff on site will have at least one mobile telephone.</p> <p>All work vehicles have cab folders that identify emergency action plans. Telephone numbers for emergency services are contained therein, along with contact numbers for service providers i.e. gas / electric and EA.</p> <p>In the event of an emergency staff have been instructed to dial 999. The site specific risk assessment identifies emergency access and details of the nearest hospitals. All accidents, incidents and near misses should be reported to the site manager and KPS head office.</p> <p>Adequate arrangements will be made to contact the emergency services via mobile telephone or landline telephone, ensuring clear and unobstructed direct access to the site as far as possible.</p> <p>If climbing is to be undertaken, a trained and competent aerial rescue grounds man will be present and a squad aerial rescue kit will be to hand</p>
<b>15.7 First Aid:</b>	<p>A squad first aid kit will be carried in all the vehicles used for these works. If individual staff are working more than 30m from a vehicle they will have a personal first aid kit. If the squad is working more than 30m from the vehicle the first aid kit will be positioned at a safe location near the work operations</p> <p>At least one member of staff on site will have completed a course as a nominated First Aider.</p>

	<p>Tree climbers carry personal first aid kits.</p> <p>At least two members of staff on site will have completed a course as a nominated First Aider.</p>
<b>15.8 LOLER</b>	<p>All climbing and lifting equipment will have been inspected in accordance with LOLER 98. Records of all inspections are kept on record at KPS head office. LOLER external inspections are carried out every 6 months and also internally every week.</p>
<b>15.9 Ladders</b>	N/A
<b>15.10 Vehicles:</b>	<p>Transit van 3.5T – The work vehicles offer protection on 3 sides – when the tail gate is down. It is unlikely that any operatives will need to climb onto the back of the vehicle, so falling from the work vehicle is not considered to be a significant risk. Where entry onto the rear of the work vehicle is required 3 points of contact at all times will be maintained.</p>
<b>15.11 Plant:</b>	<p>Track Wood Chipper - bungee key fobs not used on chipper as operators need to work away from the machine to collect arisings for chipping. The grinder does not require a fob as the lever must be physically held in by the operator for the machine to operate. The tracked grinder (if in use) has an emergency stop mechanism and is unable to track when the operator is not at the controls.</p> <p>Plant service records will be made available to the client in advance of works at their request.</p> <p>All plant and equipment to be logged in WDC register BEFORE any work starts</p>
<b>15.12 Hand tools:</b>	Hand saws
<b>15.13 Staff training:</b>	<p>These works will be carried out by staff experienced and trained in this type of work.</p> <p>CSCS / Supervisory training cards will be held by all staff. In the event of the employee waiting for the card to be delivered the paper copy letter will be accepted as evidence of training for a period of 3 months from the test date.</p> <p>Plant and equipment will not be operated by staff that are not suitably qualified and competent in its use.</p> <p>Chainsaw operators will have NPTC qualifications as required by the HSE and industry standards.</p>



<p><b>15.14 Working Heights</b></p>	<p>Arboricultural best practice and NPTC training will be followed for all work at heights.</p> <p>Aerial Rescue:</p> <p>Safe working practices are used by those involved in aerial rescue. All climbers and those designated for aerial rescue are suitably qualified. A minimum of 2 people will be present at all times. The working team will know the daily works programme and ensure there is an agreed contact procedure.</p> <p>Should an accident occur, the relevant rescue equipment will be available and the best practice will be undertaken following the AFAG402 aerial rescue programme.</p>
<p><b>15.15 Method:</b></p>	<p>The work area will be walked by the Team Leader with reference to the tree works plan, at which time any significant hazards will be identified.</p> <p>A site specific risk assessment will be completed and its findings shared with the work team. They will sign the risk assessment to demonstrate their understanding of its findings and the control measures that need to be put in place.</p> <p>The Team Leader will establish an order of works and will delegate various tasks to the work team including:</p> <p>The trees will be worked on from the ground or climbed by a certified worker with the aid of a rope and harness following industry best practice. The resultant logs / branches will be processed into manageable section sizes and will be either fed through the wood chipper or loaded directly onto the back of the vehicle. The wood chipper will feed directly into the rear of the work vehicle.</p> <p>Tree climbing will be undertaken by qualified and competent individuals. At all times an employee trained in aerial rescue will be present on the ground.</p> <p>The trees will be section felled, by accessing the highest / safest point of the tree, using rigging kit where necessary. The operator will then decide where to start dismantling. All the cut material is lowered to the ground with a great deal of care and precision. The process then gets repeated until all the side branches are removed.</p> <p>Then the climber will start “topping” down the stem in sections. Once cut the climber will push the cut section off the top and it will then be under the control of the ground crew.</p> <p>Work areas will be cornered off where necessary and signs erected to notify public of any dangers.</p> <p>At any time during the above works all operations will cease if an unauthorised person enters the work area.</p>

	<p>All the above works will be undertaken in accordance with arboricultural best practice and relevant British standards.</p> <p>The responsibilities under the Wildlife and Countryside Act (1981) will be observed.</p> <p>The sites will be left in a presentable manner.</p>
<p><b>15.16 Site risk assessment:</b></p>	<p>On arrival and if deemed appropriate by the client, operatives will sign in and be inducted by a client representative. Site Supervisors might attend a separate site induction and will be present on site during all operations. Additionally they will attend a daily briefing with the client at their request</p> <p>The Team Leader will complete an on-site risk assessment on the day to take account of the weather and any change of circumstances during the operations, brief the squad and review daily or in the event of significant site changes.</p> <p>KPS 'generic' risk assessments are carried in all vehicles for cross-referencing purposes against the site-specific risk assessments</p> <p>The Team Leader will be responsible for ensuring the health and safety of everyone within the working area or who may be affected by the works.</p>
<p><b>15.17 Risk prevention</b></p>	<p>Staff trained and certificated</p> <p>All staff (if deemed appropriate by the client) will be inducted by the client representative before starting work. They will have copies of their credentials taken if required.</p> <p>Signing and organisation of the works to notify those at risk in advance and during the works, and/or organise works to avoid busy times of day.</p> <p>Site risk assessment to assess daily site hazards i.e. weather affecting visibility of the works and awareness of third persons. This will be made available to the client on the day of the works.</p> <p>Equipment will be well maintained and in safe working order. It is inspected at periodic intervals by competent personnel and all records are held at KPS head office.</p> <p>A minimum amount of fuel will be stored on site at any time: transport enough fuel for one day's work and keep fuel away from buildings, etc when refuelling or storing. A drip tray will be used as and when necessary to contain fuel. All KPS work vans carry spill kits.</p> <p>Keys will be removed from wood chippers and other plant when it is unattended.</p> <p>Fire risk prevention – all fuels will be kept away from sources of ignition and in the defined 'safe haven' area. Work vehicles carry fire extinguishers and operatives have secondary extinguishers in their 'grab pack' emergency</p>

	<p>rucksack when working more than 30m away from the work vehicle.</p> <p>Unauthorised entry of persons into the work area – if deemed necessary by the site specific risk assessment, the work area will be cornered off to prevent entry. This will be done using red and white hazard tape. Signs will be used where necessary to prevent access.</p> <p>Any staff that have ongoing medical conditions shall make themselves known to the client, and make them aware of any special measures or treatments that might be appropriate in the event of illness.</p>
<p><b>15.18 PPE:</b></p>	<p><b>Staff will have the following personal protective equipment: When using chainsaws:-</b></p> <p style="padding-left: 40px;">Helmets complete with eye protection and hearing protection. Chainsaw protective boots or protective work boots Hi visibility clothing Chainsaw trousers Gloves – BS EN 420</p> <p>Shorts will not be worn on site at the clients request</p> <p>All PPE issued by KPS conforms to the appropriate British Standards</p> <p>All work equipment has been subjected to both noise and vibration inspections and the PPE provided is adequate to ensure that no thresholds are breached.</p>
<p><b>15.19 Ropes/ harnesses</b></p>	<p>Are all inspected in accordance with LOLER 98</p>
<p><b>15.20 COSHH</b></p>	<p>Substances falling under COSHH have been suitably risk assessed and the findings of these communicated effectively to all staff. The cab folder carried within all fleet vehicles identifies these, provides data sheets and informs users of the necessary control measures that should be in place prior to use. In this instance the only substances falling under COSHH are chainsaw oil, diesel and petrol. See attached COSHH assessment and data sheets. Substances falling under COSHH will be kept on an impermeable surface in the ‘safe haven area’ and away from sources of ignition.</p> <p>Re-fuelling will be undertaken in a pre-determined ‘safe haven’ area and on an impermeable surface away from sources of ignition.</p>

<b>15.21 Manual Handling</b>	<p>A safe approach to manual handling will be taken that incorporates the assessment of the task in hand, the individuals physical capabilities, the loads that will be handled and the environment within which work is being carried out. Housekeeping will be ongoing throughout the course of the work task in order to keep trip hazards to a minimum.</p> <p>In accordance with HSE guidance and client policies, workers will not be expected to lift in excess of 20KG</p>
<b>15.22 Environmental Considerations</b>	<p>All activities will be undertaken in accordance with the KPS Environmental Management System (EMS) certified to ISO 14001.</p> <p>Specific details include:</p> <ul style="list-style-type: none"> <li>• Re-fuelling will be undertaken in the 'safe haven area' and will be done on an impermeable surface.</li> <li>• An emergency spill kit is carried within all work vehicles</li> <li>• The cab safety folder contains emergency contact numbers</li> <li>• (Environment Agency) should there be a need to contact them.</li> </ul>
<b>15.23 HAVS / Noise</b>	<p>Noise assessments of work equipment have been undertaken. All operatives are provided with suitable 'British standard' ear defenders and during the course of routine tree works such as this, no exposure levels will be breached.</p>

## 15.24 – Site Contacts



Site: Brunswick Estate, Northampton Square  
 Job Number: n/a

	Company Name	Individual	Address	Emergency Phone no.
Client	Islington Borough Council			
Main Contractor	Islington Borough Council			
Main Contractor (on site foreman)	Islington Borough Council			
Sub-Contractor	KPS Contractors LTD	Mick Foskett	KPS House Ham Lane Scaynes Hill RH177PR	01444 831307
Sub-Contractor (on site foreman)	KPS Contractors LTD	Mick Foskett	KPS House Ham Lane Scaynes Hill RH177PR	01444 831307

<b>Safe Methods of Work.</b>	The relevant HSE Arboricultural and Forestry Advisory Group Leaflets are as follows:		
	FISA.	Title	Relevant (Tick)
	204	Flails and Mulches in Treework	
	301	HSE Arboriculture Advisory Group using Petrol Driven Chainsaws.	Y
	302	Basic Chainsaw Felling and Manual Take Down	Y
	303	Chainsaw Snedding	Y
	304	Chainsaw cross cutting and stacking	Y
	306	Chainsaw Clearance of Windblow	
	307	Chainsaw felling of large trees	Y
	310	Use of winches in directional felling and take down	Y
	501	Tractor units in tree works	
	604	Woodchippers	Y
	802	Emergency Planning	Y
	804	Electricity at Work, Forestry and Arboriculture	
	805	Training and Certification	Y
	AFAG GUIDES		
	308	Top handle chainsaws	Y
	401	Tree Climbing Operations	Y
	402	Aerial Tree Rescue	Y
	403	Mobile Elevating Work Platforms (MEWPS) for Tree Work	
	606	Mobile Stump Grinders	
	INDG		
	145	Watch Your back – avoid back strain	Y
	175	Control the risks from Hand Arm Vibration	Y
	214	First Aid at Work	Y
	229	Using Work Equipment Safely	Y
	296	Hand Arm Vibration Advice for Employees	Y
	317	Chainsaws at Work	Y
	363	Protect you hearing at work	Y
	401	Working at Height	Y
	402	Safe use of ladders and step ladders	Y
	HSE/CIS		
	59/62	Welfare facilities of construction sites	Y
AIS			
38	Power fed mobile wood chippers	Y	
Other applicable Best Practice Guidance as issued by Arboricultural Association.			
Guide to Good Climbing Practice			
Guide to the use of MEWPS on Arboriculture			

Method statement completed by:	<b>Helen Watson</b> 
Checked by:	<b>Mick Foskett</b>
Date:	<b>22.1.15</b>

**15.25 – Reference Material**

