

HEALTH AND SAFETY POLICY

BRANCHING OUT TREE ● ● ●
SURGERY LANDSCAPING AND
GARDENING LTD

HEALTH AND SAFETY POLICY



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Denbighshire, North
Wales

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HEALTH AND SAFETY POLICY

PURPOSE

The purpose of this Tree Surgery Safety Policy is to establish the standards, procedures, and responsibilities necessary to ensure that all tree surgery operations undertaken by Branching out tree surgery landscaping and gardening ltd are planned, managed, and carried out safely and in accordance with applicable health and safety legislation, recognised industry standards, and best practice.

Tree surgery involves a range of high-risk activities, including working at height, operating chainsaws, dismantling trees, handling heavy timber, and working in close proximity to the public, highways, buildings, and overhead or underground services. This policy has been developed to minimise these risks by implementing effective planning, competent supervision, appropriate training, and robust control measures.

The Company is committed to preventing work-related injuries, ill health, property damage, and environmental harm by providing safe systems of work, maintaining suitable equipment, ensuring the competence of all employees, and promoting a proactive health and safety culture throughout the organisation.

This policy also aims to ensure compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Work at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and all other relevant legislation governing arboricultural operations within the United Kingdom.

By adhering to the principles outlined in this policy, Branching out tree surgery landscaping and gardening ltd seeks to protect its employees, clients, contractors, members of the public, and the environment while delivering professional, safe, and efficient tree surgery services.

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SCOPE

This policy applies to all tree surgery activities undertaken by Branching out tree surgery landscaping and gardening ltd, including work carried out on behalf of domestic, commercial, industrial, agricultural, and public sector clients. It is applicable to all employees, directors, subcontractors, temporary workers, apprentices, and any other persons engaged by or working under the control of the Company.

The scope of this policy encompasses all aspects of tree surgery operations, including tree climbing, pruning, crown reductions, sectional dismantling, tree felling, stump removal, rigging operations, chainsaw use, aerial rescue procedures, and the operation of associated plant, machinery, and equipment. It also applies to all work undertaken in gardens, parks, woodlands, highways, construction sites, commercial premises, and other locations where tree surgery activities are performed.

This policy is intended to ensure that all tree surgery operations are planned, managed, and executed in a manner that protects the health, safety, and welfare of employees, clients, contractors, members of the public, and the environment. All personnel are required to comply with the requirements set out in this policy and any associated risk assessments, method statements, safe systems of work, and applicable legal and regulatory requirements.

RESPONSIBILITIES

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Branching out tree surgery landscaping and gardening ltd recognises that effective health and safety management depends upon the active participation and cooperation of all individuals involved in the company's operations. Every person working for or on behalf of the company has a responsibility to contribute to maintaining a safe and healthy working environment and to comply with all relevant health and safety legislation, company policies, and safe working procedures.

The company is committed to ensuring that health and safety responsibilities are clearly defined and understood at every level of the organisation.

Company Director

The Company Director has overall responsibility for the implementation, management, and continual improvement of the company's health and safety management system.

The Director shall:

- ❖ Ensure compliance with all applicable health and safety legislation, regulations, Approved Codes of Practice (ACOPs), and industry guidance.
- ❖ Provide visible leadership and promote a positive health and safety culture throughout the organisation.
- ❖ Establish, implement, and regularly review the company's Health and Safety Policy.
- ❖ Ensure adequate financial, human, and material resources are available to maintain safe working practices.
- ❖ Ensure suitable and sufficient risk assessments and method statements are prepared, communicated, and reviewed.
- ❖ Provide safe systems of work for all operational activities.
- ❖ Ensure employees receive appropriate training, instruction, supervision, and information relevant to their duties.
- ❖ Maintain appropriate insurance cover, including Employers' Liability and Public Liability Insurance.
- ❖ Ensure work equipment, machinery, vehicles, and personal protective equipment are suitable, maintained, and inspected in accordance with statutory requirements.

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- ❖ Investigate accidents, dangerous occurrences, and near misses, ensuring corrective actions are implemented to prevent recurrence.
- ❖ Monitor health and safety performance through regular inspections, audits, and management reviews.
- ❖ Promote continuous improvement in health and safety standards across all company activities.

Supervisors and Team Leaders

Supervisors and Team Leaders are responsible for implementing the company's health and safety arrangements during day-to-day operations and ensuring work is carried out safely.

They shall:

- ❖ Lead by example and promote safe working practices at all times.
- ❖ Ensure all work is carried out in accordance with approved risk assessments, method statements, and company procedures.
- ❖ Conduct pre-start briefings and toolbox talks where appropriate.
- ❖ Ensure site-specific hazards are identified before work begins.
- ❖ Verify that exclusion zones, warning signs, and traffic management measures are established where required.
- ❖ Confirm that employees are competent to undertake the tasks assigned to them.
- ❖ Ensure all equipment is inspected before use and removed from service if defects are identified.
- ❖ Monitor employee compliance with safe working practices and the correct use of personal protective equipment.
- ❖ Stop work immediately where unsafe conditions or practices present a risk to health and safety.
- ❖ Report accidents, incidents, near misses, defective equipment, and unsafe conditions to management without delay.
- ❖ Cooperate fully during accident investigations and implement any corrective actions identified.

Employees

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Every employee has a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions while at work.

Employees shall:

- ❖ Work safely and in accordance with company policies, procedures, and instructions.
- ❖ Follow all safe systems of work, risk assessments, and method statements.
- ❖ Attend mandatory training and maintain any required qualifications relevant to their role.
- ❖ Use all work equipment and machinery only for its intended purpose and in accordance with training received.
- ❖ Wear and properly maintain all issued personal protective equipment.
- ❖ Carry out pre-use inspections of equipment, tools, vehicles, and machinery.
- ❖ Immediately report defects, unsafe conditions, accidents, incidents, and near misses to their supervisor.
- ❖ Cooperate with management during health and safety inspections, investigations, and audits.
- ❖ Never interfere with or misuse safety equipment, guards, or protective devices.
- ❖ Refrain from working while under the influence of alcohol, illegal drugs, or any medication that may impair their ability to work safely unless management has been informed and appropriate controls implemented.
- ❖ Respect exclusion zones and site safety controls at all times.
- ❖ Protect members of the public, clients, colleagues, contractors, and the environment while carrying out their duties.

Contractors and Subcontractors

All contractors and subcontractors engaged by Branching out tree surgery landscaping and gardening ltd are responsible for ensuring that their activities are carried out safely and in accordance with applicable legislation and company requirements.

Contractors shall:

- ❖ Demonstrate competence to undertake the work for which they have been engaged.
- ❖ Provide evidence of appropriate qualifications, training, insurance, and certifications where required.
- ❖ Comply with the company's Health and Safety Policy and all site-specific rules.

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- ❖ Provide suitable risk assessments and method statements for their activities where applicable.
- ❖ Ensure their employees are competent, adequately supervised, and equipped with appropriate personal protective equipment.
- ❖ Report any accidents, incidents, unsafe conditions, or environmental concerns immediately.
- ❖ Cooperate fully with company representatives and other contractors working on site.

Shared Responsibility

Health and safety is a shared responsibility. Every individual working for or on behalf of Branching out tree surgery landscaping and gardening ltd is expected to actively contribute to maintaining a safe working environment by identifying hazards, reporting concerns promptly, following established procedures, and supporting a culture of continual improvement.

Failure to comply with the company's health and safety requirements may result in disciplinary action, removal from site, termination of contracts, or other appropriate action where necessary. The company remains committed to ensuring that all work is planned, managed, and executed in a manner that protects the health, safety, and welfare of employees, clients, contractors, members of the public, and the environment.

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PLANNING AND RISK ASSESSMENT

Branching out tree surgery landscaping and gardening ltd recognises that effective planning and comprehensive risk assessment are fundamental to the safe execution of all tree surgery operations. Due to the inherently hazardous nature of arboricultural work, every task shall be carefully planned to identify potential hazards, assess associated risks, and implement appropriate control measures before any work commences. No tree surgery activity shall begin until the required planning process has been completed and it has been determined that the work can be carried out safely.

The Company is committed to complying with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Work at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and all other relevant legislation and industry guidance applicable to arboricultural operations.

Site Assessment

Before work begins, a competent person shall carry out a detailed site assessment to evaluate the working environment and identify hazards that may affect the safety of employees, contractors, clients, and members of the public. The assessment shall consider, but not be limited to:

- ❖ The species, size, condition, and structural stability of the tree(s).
- ❖ Evidence of decay, disease, fungal infection, deadwood, storm damage, or unstable limbs.
- ❖ Proximity to buildings, roads, footpaths, railways, overhead utilities, underground services, and neighbouring properties.
- ❖ Public access routes and the potential for interaction with pedestrians or vehicles.
- ❖ Ground conditions, slopes, excavations, soft ground, and restricted access.
- ❖ Environmental considerations, including protected wildlife, nesting birds, and conservation areas.
- ❖ Adverse weather conditions such as high winds, heavy rainfall, lightning, snow, or poor visibility.
- ❖ Availability of suitable emergency access and evacuation routes.
- ❖ Space required for equipment, vehicles, wood chippers, and timber storage.

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Any hazards identified during the assessment shall be documented and appropriate control measures implemented before work proceeds.

Risk Assessment

A site-specific risk assessment shall be completed for every tree surgery operation. The purpose of the assessment is to identify hazards, evaluate the likelihood and severity of harm, and determine suitable measures to eliminate or reduce risks to the lowest reasonably practicable level.

The risk assessment shall consider all aspects of the planned operation, including:

- ❖ Working at height.
- ❖ Tree climbing and aerial work.
- ❖ Chainsaw operations.
- ❖ Rigging and dismantling techniques.
- ❖ Falling timber and debris.
- ❖ Manual handling activities.
- ❖ Machinery and equipment operation.
- ❖ Vehicle movements.
- ❖ Public safety.
- ❖ Environmental hazards.
- ❖ Emergency response arrangements.

Where significant risks are identified, suitable control measures shall be introduced before work begins. If the risks cannot be adequately controlled, the work shall not proceed until additional safeguards have been implemented.

Method Statements

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For higher-risk or more complex operations, a written Method Statement or Risk Assessment and Method Statement (RAMS) shall be prepared. The Method Statement shall clearly describe how the work will be undertaken safely and shall include:

- ❖ The sequence of work activities.
- ❖ Roles and responsibilities of personnel.
- ❖ Equipment and machinery to be used.
- ❖ Access and egress arrangements.
- ❖ Control measures for identified hazards.
- ❖ Personal Protective Equipment (PPE) requirements.
- ❖ Traffic and pedestrian management arrangements where applicable.
- ❖ Emergency procedures and rescue arrangements.
- ❖ Environmental protection measures.

All employees involved in the operation shall be briefed on the contents of the Method Statement before work commences.

Dynamic Risk Assessment

Site conditions can change rapidly during tree surgery operations. Employees are therefore required to undertake continuous dynamic risk assessments throughout the duration of the work.

Work shall be stopped immediately if conditions change significantly or new hazards arise, including but not limited to:

- ❖ Deteriorating weather conditions.
- ❖ Structural instability of the tree.
- ❖ Equipment malfunction.
- ❖ Unexpected public access into the work area.
- ❖ Discovery of overhead or underground services.
- ❖ Presence of protected wildlife.
- ❖ Unsafe behaviour by any member of the work team.

Operations shall only resume once the hazards have been reassessed and appropriate control measures have been implemented.

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Control Measures

Where hazards have been identified, the Company shall implement suitable control measures following the hierarchy of risk control. Wherever reasonably practicable, risks shall be eliminated before considering alternative methods of control.

Control measures may include:

- ❖ Selecting safer methods of work.
- ❖ Using mechanical equipment in place of manual handling where appropriate.
- ❖ Establishing clearly defined exclusion zones.
- ❖ Implementing traffic and pedestrian management systems.
- ❖ Using suitable climbing, rigging, and lowering techniques.
- ❖ Ensuring all equipment has been inspected and is fit for purpose.
- ❖ Providing appropriate Personal Protective Equipment (PPE).
- ❖ Ensuring only competent and authorised personnel undertake specialist tasks.
- ❖ Maintaining effective communication between climbers and ground staff.
- ❖ Supervising high-risk operations.

Pre-Work Briefing

Before commencing work each day, the supervisor or team leader shall conduct a site briefing with all personnel involved in the operation.

The briefing shall include:

- ❖ Details of the planned work.
- ❖ Identified hazards and associated risks.
- ❖ Agreed control measures.
- ❖ Individual roles and responsibilities.
- ❖ Emergency procedures.
- ❖ Communication methods.
- ❖ Location of first aid equipment.
- ❖ Rescue arrangements.

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- ❖ Site access and exclusion zones.
- ❖ Weather conditions and any operational restrictions.

Employees shall have the opportunity to raise concerns or seek clarification before work begins.

Monitoring and Review

Risk assessments and planning arrangements shall be reviewed whenever:

- ❖ The scope of work changes.
- ❖ Site conditions change.
- ❖ New equipment or machinery is introduced.
- ❖ An accident, incident, or near miss occurs.
- ❖ New legislation or industry guidance is issued.
- ❖ Existing control measures are found to be ineffective.

The Company Director or appointed supervisor shall monitor compliance with this policy through regular site inspections, toolbox talks, safety audits, and employee consultation.

By adopting a proactive approach to planning and risk assessment, Branching out tree surgery landscaping and gardening ltd aims to prevent accidents, protect employees and the public, minimise environmental impact, and ensure that all tree surgery operations are completed safely, efficiently, and in accordance with current legal and industry standards.

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COMPETENCE AND TRAINING

Branching out tree surgery landscaping and gardening ltd is committed to ensuring that all employees possess the knowledge, skills, experience, and competence necessary to undertake their duties safely, efficiently, and in accordance with applicable legislation and recognised industry standards. The Company recognises that competent employees are fundamental to preventing accidents, reducing occupational risks, and maintaining high standards of workmanship across all tree surgery operations.

No employee shall be permitted to undertake tree surgery activities unless they have received appropriate training, demonstrated their competence, and have been authorised to carry out the work. The Company will ensure that training is proportionate to the level of risk associated with each task and that employees receive ongoing support to maintain and develop their professional skills.

Recruitment and Competency Assessment

The Company shall assess the competence of all employees during recruitment and throughout their employment. This assessment shall consider:

- ❖ Previous industry experience.
- ❖ Relevant qualifications and certifications.
- ❖ Practical skills and technical knowledge.
- ❖ Physical capability to undertake tree surgery work.
- ❖ Understanding of health and safety requirements.
- ❖ Ability to identify and control workplace hazards.
- ❖ Communication skills and ability to work effectively within a team.

Where an employee does not yet possess the required level of competence, they shall work under the direct supervision of a suitably experienced and competent person until they have demonstrated the necessary capability.

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Mandatory Training

Employees shall receive appropriate training before undertaking any work activities relevant to their role.

Training requirements may include, but are not limited to:

- ❖ Health and Safety Induction.
- ❖ Site-specific induction training.
- ❖ Manual Handling.
- ❖ Emergency First Aid at Work.
- ❖ Forestry and Arboriculture First Aid (where applicable).
- ❖ Chainsaw maintenance and cross-cutting.
- ❖ Tree felling operations.
- ❖ Aerial tree climbing.
- ❖ Aerial rescue procedures.
- ❖ Chainsaw use from a rope and harness.
- ❖ Rigging techniques.
- ❖ Woodchipper operation.
- ❖ Stump grinder operation.
- ❖ Brush cutter and hedge trimmer operation.
- ❖ Safe use of work equipment.
- ❖ Fire safety awareness.
- ❖ Environmental awareness.
- ❖ Risk assessment and safe systems of work.
- ❖ Personal Protective Equipment (PPE).
- ❖ Accident and incident reporting procedures.

Only employees who have successfully completed the appropriate training and demonstrated competence shall be authorised to operate specialist equipment or undertake high-risk activities.

Refresher Training and Continuing Professional Development

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Competence shall be maintained through regular refresher training and continuous professional development. The Company recognises that legislation, industry guidance, equipment, and working practices evolve over time and is committed to ensuring employees remain up to date with current best practice.

Refresher training shall be provided:

- ❖ At appropriate intervals.
- ❖ Following changes in legislation or industry guidance.
- ❖ When new equipment or working methods are introduced.
- ❖ Following an accident, incident, or near miss.
- ❖ Where monitoring identifies a need for additional training.
- ❖ When competency assessments indicate performance improvements are required.

Employees are encouraged to actively participate in further professional development opportunities that enhance their knowledge, technical ability, and career progression.

Supervision

Appropriate levels of supervision shall be provided to ensure work is carried out safely and in accordance with Company procedures. The level of supervision shall be determined by factors including:

- ❖ The complexity of the work.
- ❖ The experience of the employee.
- ❖ The level of risk associated with the task.
- ❖ Site-specific conditions.

New employees, apprentices, trainees, and those undertaking unfamiliar tasks shall receive increased supervision until they have demonstrated their competence.

Supervisors are responsible for monitoring work activities, providing guidance where necessary, identifying unsafe practices, and ensuring corrective action is taken promptly.

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Training Records

The Company shall maintain accurate and up-to-date records of all employee training, qualifications, certifications, licences, and competency assessments. These records shall be reviewed regularly to ensure mandatory training remains current and renewal requirements are identified in advance.

Training records shall include:

- ❖ Employee name.
- ❖ Course title.
- ❖ Training provider.
- ❖ Date completed.
- ❖ Qualification or certification achieved.
- ❖ Expiry or renewal date (where applicable).

These records shall be retained in accordance with Company document control procedures and made available for inspection where required.

Employee Responsibilities

Employees are responsible for:

- ❖ Attending all mandatory training sessions.
- ❖ Following the instruction and guidance provided during training.
- ❖ Working only within the limits of their competence.
- ❖ Reporting any training needs to their supervisor or Company Director.
- ❖ Maintaining valid qualifications where required.
- ❖ Cooperating fully with competency assessments and refresher training.
- ❖ Immediately reporting any circumstances that may affect their ability to work safely.

Employees shall not undertake any activity for which they have not been adequately trained, assessed, or authorised.

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Management Commitment

Branching out tree surgery landscaping and gardening ltd is committed to investing in the ongoing development of its workforce and fostering a culture of continual learning and professional excellence. By ensuring that all employees are competent, appropriately trained, and effectively supervised, the Company aims to maintain the highest standards of health and safety, minimise workplace risks, and deliver tree surgery services safely, professionally, and in full compliance with UK legislation and recognised industry best practice.

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SAFE TREE CLIMBING AND AERIAL OPERATIONS

Branching out tree surgery landscaping and gardening ltd recognises that tree climbing and aerial operations are among the highest-risk activities undertaken within the arboricultural industry. All climbing work shall be planned, supervised, and carried out by competent personnel using suitable equipment and safe systems of work. The company is committed to ensuring that all work at height is undertaken in accordance with the Health and Safety at Work etc. Act 1974, the Work at Height Regulations 2005, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and current Health and Safety Executive (HSE) guidance.

Planning and Preparation

Before any climbing operation commences, a site-specific risk assessment shall be completed to identify hazards and determine the safest method of work. Consideration shall be given to:

- ❖ The condition and structural integrity of the tree.
- ❖ Dead, damaged, or diseased limbs.
- ❖ Tree species and growth characteristics.
- ❖ Weather conditions, including high winds, heavy rain, snow, lightning, or poor visibility.
- ❖ Ground conditions and site accessibility.
- ❖ Nearby buildings, highways, utilities, overhead power lines, underground services, and other structures.
- ❖ Public access and pedestrian movement.
- ❖ Wildlife, protected species, and environmental considerations.
- ❖ The suitability of equipment and available rescue arrangements.

Where the identified risks cannot be adequately controlled, work shall be postponed or alternative methods of access shall be considered.

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Competency Requirements

Tree climbing and aerial operations shall only be undertaken by employees who have received appropriate training, hold relevant industry-recognised qualifications, and have demonstrated their competence through practical experience.

The Company Director shall ensure that:

- ❖ Climbers are physically fit and medically capable of undertaking work at height.
- ❖ Employees receive regular refresher training where necessary.
- ❖ New employees work under appropriate supervision until competence has been demonstrated.
- ❖ Personnel are familiar with company safe working procedures and emergency arrangements.

Employees must never undertake climbing work beyond the limits of their training, competence, or experience.

Inspection of Climbing Equipment

All climbing equipment shall be suitable for its intended purpose and maintained in accordance with the manufacturer's recommendations and statutory inspection requirements.

Before each use, climbers shall inspect all equipment for signs of wear, damage, contamination, or deterioration, including:

- ❖ Climbing ropes.
- ❖ Harnesses.
- ❖ Carabiners and connectors.
- ❖ Flip lines.
- ❖ Friction devices.
- ❖ Ascenders and descenders.
- ❖ Slings and strops.
- ❖ Pulleys.
- ❖ Helmets and chin straps.

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Equipment found to be defective shall be removed from service immediately, clearly identified to prevent further use, and reported to management.

Equipment subject to LOLER requirements shall undergo formal examination by a competent person at the prescribed inspection intervals, with inspection records retained by the company.

Safe Climbing Practices

Only approved climbing techniques shall be used during aerial operations.

Climbers shall:

- ❖ Carry out a visual inspection of the tree before ascending.
- ❖ Select secure and suitable anchor points capable of supporting anticipated loads.
- ❖ Maintain continuous attachment to the tree through appropriate climbing systems.
- ❖ Use work positioning techniques to maintain stability while carrying out operations.
- ❖ Avoid overreaching and reposition when necessary.
- ❖ Maintain effective communication with ground staff throughout the operation.
- ❖ Secure tools and equipment to prevent accidental dropping.
- ❖ Stop work immediately if conditions become unsafe.

Climbers shall not work in trees where structural instability presents an unacceptable level of risk unless suitable control measures have been implemented.

Aerial Chainsaw Operations

Chainsaws used within the tree canopy present significant additional hazards and shall only be operated by competent climbers trained in aerial chainsaw use.

During aerial chainsaw operations:

- ❖ Appropriate work positioning shall be established before cutting begins.
- ❖ Chainsaws shall be attached to the climber using approved strops.
- ❖ One-handed operation shall only be undertaken where permitted by current industry guidance and where a suitable risk assessment demonstrates that it is the safest practicable option.

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- ❖ Chainsaws shall never be started in an unsafe position.
- ❖ Cut material shall be controlled to minimise the risk of injury or property damage.
- ❖ Ground staff shall remain outside designated drop zones until authorised to enter.

Communication During Operations

Effective communication between climbers and ground personnel is essential for maintaining a safe working environment.

Prior to commencing work, the team shall agree communication methods, including:

- ❖ Verbal commands.
- ❖ Hand signals.
- ❖ Radio communication where necessary.
- ❖ Emergency signals.

Where communication cannot be maintained effectively due to distance, machinery noise, or site conditions, work shall cease until suitable communication is restored.

Aerial Rescue Arrangements

No climbing operation shall commence unless suitable emergency rescue arrangements are in place.

The company shall ensure that:

- ❖ A trained aerial rescue operative is present on site throughout climbing operations.
- ❖ Rescue equipment is immediately available and ready for use.
- ❖ All members of the team understand the rescue procedure.
- ❖ Emergency contact details are readily accessible.
- ❖ Suitable first aid equipment is available at the worksite.
- ❖ Rescue plans take account of site-specific hazards and access arrangements.

Rescue procedures shall be practised periodically to maintain competency and ensure a prompt and effective response in the event of an emergency.

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Weather Conditions

Weather conditions shall be continually monitored throughout aerial operations.

Tree climbing work shall not be undertaken where adverse weather creates an unacceptable level of risk, including:

- ❖ High winds.
- ❖ Electrical storms.
- ❖ Heavy rainfall reducing visibility or increasing slip hazards.
- ❖ Snow or ice affecting climbing equipment or tree surfaces.
- ❖ Extreme temperatures that may affect employee wellbeing or equipment performance.

The Site Supervisor shall have authority to suspend work whenever weather conditions compromise safety.

Personal Protective Equipment

All personnel engaged in climbing operations shall wear appropriate Personal Protective Equipment (PPE), including:

- ❖ Safety helmet with chin strap.
- ❖ Eye protection.
- ❖ Hearing protection where required.
- ❖ Chainsaw protective trousers where applicable.
- ❖ Chainsaw protective boots.
- ❖ Suitable gloves.
- ❖ High-visibility clothing where required by site conditions.

PPE shall be inspected before use and replaced immediately if damaged or no longer provides adequate protection.

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Monitoring and Compliance

Supervisors shall regularly monitor climbing operations to ensure compliance with company procedures, legislative requirements, and recognised industry best practice.

Unsafe acts, unsafe conditions, equipment defects, incidents, and near misses shall be reported immediately, investigated where appropriate, and corrective actions implemented without delay.

Branching out tree surgery landscaping and gardening ltd is committed to maintaining the highest standards of safety during all tree climbing and aerial operations through effective planning, competent personnel, suitable equipment, continual training, and ongoing monitoring. The company will promote a proactive safety culture to minimise risks, prevent accidents, and protect the health, safety, and welfare of employees, clients, contractors, and members of the public.

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SAFE CHAINSAW OPERATIONS

Branching out tree surgery landscaping and gardening ltd recognises that chainsaws are among the most hazardous items of work equipment used within the arboricultural and landscaping industry. Improper use can result in serious injury or fatality. The company is therefore committed to ensuring that all chainsaw operations are planned, supervised, and carried out safely by competent personnel in accordance with the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Personal Protective Equipment at Work Regulations 2022, and relevant guidance issued by the Health and Safety Executive (HSE).

Competence and Authorisation

Only employees who have received appropriate training and have demonstrated competence shall be authorised to operate chainsaws on behalf of the company. Operators shall possess relevant industry-recognised qualifications appropriate to the tasks being undertaken and shall participate in refresher training where necessary to maintain competence.

No employee shall operate a chainsaw unless they:

- ❖ Have been assessed as competent for the specific task.
- ❖ Are physically and mentally fit for work.
- ❖ Understand the associated hazards and control measures.
- ❖ Have received instruction on the safe operation, inspection, maintenance, and storage of chainsaws.
- ❖ Are familiar with the manufacturer's operating instructions.

Employees who are inexperienced or undergoing training shall work only under the supervision of a competent person.

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Planning and Risk Assessment

Before commencing any chainsaw operation, a site-specific risk assessment shall be completed to identify hazards and determine suitable control measures.

The assessment shall consider, where applicable:

- ❖ Tree condition and structural integrity.
- ❖ Weather conditions, including high winds and poor visibility.
- ❖ Ground conditions and stability.
- ❖ Presence of overhead power lines and underground services.
- ❖ Public access and pedestrian routes.
- ❖ Nearby buildings, vehicles, fences, and other property.
- ❖ Traffic movement.
- ❖ Wildlife and environmental considerations.
- ❖ Escape routes and emergency arrangements.

Work shall not commence until all identified risks have been reduced to an acceptable level.

Pre-Use Inspection

Chainsaws shall be inspected before each use to ensure they are safe and fit for operation.

The inspection shall include:

- ❖ Chain brake functionality.
- ❖ Correct chain tension.
- ❖ Sharpness and condition of the chain.
- ❖ Guide bar condition.
- ❖ Throttle lock and trigger operation.
- ❖ Anti-vibration mounts.
- ❖ Chain catcher.
- ❖ Hand guards.
- ❖ Stop switch.
- ❖ Fuel and oil levels.

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- ❖ General condition of the machine.

Any defective or damaged chainsaw shall be removed from service immediately, clearly labelled as unserviceable, and repaired only by a competent person or authorised service provider.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment shall be worn at all times when operating a chainsaw.

Mandatory PPE includes:

- ❖ Safety helmet suitable for arboricultural work.
- ❖ Integrated visor or approved eye protection.
- ❖ Hearing protection.
- ❖ Chainsaw protective trousers.
- ❖ Chainsaw protective boots with steel toe protection and cut-resistant uppers.
- ❖ Chainsaw protective gloves where appropriate.
- ❖ High-visibility clothing where work is undertaken near roads, public areas, or moving vehicles.

All PPE shall comply with relevant British or European Standards, be inspected before use, maintained in good condition, and replaced when damaged or worn.

Safe Operating Procedures

Chainsaws shall be operated strictly in accordance with the manufacturer's instructions and company safe working procedures.

Operators shall:

- ❖ Maintain secure footing and good balance throughout the task.
- ❖ Adopt correct cutting techniques appropriate to the operation.
- ❖ Maintain a firm two-handed grip whenever practicable.
- ❖ Ensure the work area remains free from unnecessary obstructions.
- ❖ Remain aware of kickback hazards and take appropriate precautions.
- ❖ Avoid cutting above shoulder height unless specifically trained and authorised.

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- ❖ Maintain safe distances from other personnel.
- ❖ Stop the engine before walking significant distances or crossing hazardous terrain.

Keep bystanders outside the designated exclusion zone.

Chainsaws shall never be operated:

- ❖ By untrained personnel.
- ❖ Whilst under the influence of alcohol, drugs, or medication affecting performance.
- ❖ When excessively fatigued.
- ❖ During severe weather conditions that increase operational risk.
- ❖ In unsafe positions or without suitable work positioning systems.

Aerial Chainsaw Operations

Top-handled chainsaws shall only be used during aerial tree work where their use is justified and by competent climbers holding the appropriate qualifications.

During aerial operations:

- ❖ Climbers shall maintain secure attachment to the tree at all times unless permitted by recognised climbing techniques.
- ❖ Suitable work positioning shall be maintained before cutting begins.
- ❖ Chainsaws shall be secured using appropriate strops or lanyards.
- ❖ One-handed operation shall only be undertaken where permitted by industry guidance and only when a documented risk assessment demonstrates that it is the safest reasonably practicable method.
- ❖ Ground personnel shall remain outside the designated drop zone unless instructed otherwise.
- ❖ A trained aerial rescue operative shall be available on site throughout climbing operations.

Fuel Handling and Refuelling

Petrol and chain oil shall be stored and handled safely to minimise the risk of fire, explosion, and environmental contamination.

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When refuelling:

- ❖ Engines shall be switched off and allowed to cool.
- ❖ Refuelling shall take place in well-ventilated areas away from ignition sources.
- ❖ Suitable fuel containers shall be used.
- ❖ Fuel spills shall be cleaned immediately.
- ❖ Smoking and naked flames shall be prohibited.
- ❖ Spill kits shall be available where necessary.

Fuel shall be transported and stored in accordance with relevant legislation and company procedures.

Maintenance and Storage

Routine maintenance shall be carried out in accordance with the manufacturer's recommendations.

Maintenance activities include:

- ❖ Cleaning after use.
- ❖ Sharpening chains.
- ❖ Lubricating moving components.
- ❖ Replacing worn or damaged parts.
- ❖ Inspecting safety devices.
- ❖ Recording maintenance where appropriate.

Chainsaws shall be stored:

- ❖ In secure, dry locations.
- ❖ With guide bar covers fitted.
- ❖ Out of reach of unauthorised persons.
- ❖ Away from combustible materials and ignition sources.

Worksite Safety

Appropriate exclusion zones shall be established before chainsaw operations commence.

Where necessary, the company shall use:

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- ❖ Warning signs.
- ❖ Barrier tape.
- ❖ Temporary fencing.
- ❖ Traffic management measures.
- ❖ Banksmen or marshals.

Ground staff shall maintain effective communication with chainsaw operators throughout the work and shall never enter designated danger zones without authorization.

Where work is undertaken adjacent to public highways or footpaths, additional traffic and pedestrian management controls shall be implemented.

Emergency Procedures

Emergency arrangements shall be established before work begins.

These arrangements shall include:

- ❖ Availability of first aid equipment.
- ❖ Means of contacting emergency services.
- ❖ Clearly identified site access points.
- ❖ Emergency contact information.
- ❖ Availability of trained first aid personnel.
- ❖ Rescue procedures for aerial operations where applicable.

All accidents, near misses, equipment failures, and dangerous occurrences shall be reported immediately in accordance with the company's Accident Reporting Procedure.

Monitoring and Compliance

Supervisors shall monitor chainsaw operations regularly to ensure compliance with company procedures, legal requirements, and recognised industry best practice.

Regular workplace inspections, toolbox talks, equipment inspections, and competency reviews shall be undertaken to promote continual improvement and maintain high standards of safety.

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Branching out tree surgery landscaping and gardening ltd is committed to eliminating or reducing the risks associated with chainsaw operations through effective planning, competent personnel, appropriate equipment, and a proactive health and safety culture.

Every employee has a responsibility to follow safe working procedures, report hazards promptly, and contribute to maintaining a safe working environment for colleagues, clients, contractors, and members of the public.

RIGGING AND SECTIONAL DISMANTLING

Branching out tree surgery landscaping and gardening ltd recognises that rigging and sectional dismantling are among the highest-risk activities undertaken during arboricultural operations. These techniques are employed where trees or large sections of timber cannot be safely felled in a single operation due to the presence of buildings, highways, utilities, vehicles, landscaping features, or members of the public. All rigging and dismantling activities shall be carefully planned, supervised, and carried out by competent personnel using appropriate equipment and recognised industry best practice.

Before any rigging or sectional dismantling operation commences, a comprehensive site-specific risk assessment and method statement (RAMS) shall be completed. The assessment shall consider the condition and stability of the tree, the surrounding environment, weather conditions, proximity of structures and overhead services, ground conditions, public access, escape routes, and any additional hazards that may affect the safe execution of the work. Where significant risks are identified, additional control measures shall be implemented before work proceeds.

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Rigging operations shall only be undertaken by suitably trained and experienced personnel who are competent in the selection, inspection, installation, and use of rigging systems. Climbers and ground staff shall maintain clear communication throughout the operation using agreed verbal commands, hand signals, or radio communication where appropriate. All personnel involved shall understand their individual responsibilities and the sequence of operations before work begins.

Prior to use, all rigging equipment—including ropes, lowering devices, pulleys, slings, karabiners, friction devices, blocks, connectors, and associated hardware—shall be inspected to ensure it is in good condition and fit for purpose. Equipment found to be defective, damaged, excessively worn, or beyond its recommended service life shall be immediately removed from service, clearly identified, and reported for repair or replacement. Equipment inspections shall be recorded in accordance with the company's inspection and maintenance procedures.

Suitable anchor points shall be selected based on a thorough assessment of the tree's structural condition and the anticipated loads generated during dismantling. Anchor points shall be capable of safely supporting the expected forces without compromising the integrity of the tree or the rigging system. Where there is any uncertainty regarding the strength or suitability of an anchor point, an alternative method of work shall be adopted.

All rigging systems shall be designed to minimise dynamic loading and reduce the risk of equipment failure or uncontrolled movement of timber. Sections of timber shall be cut to a size and weight appropriate to the capacity of the rigging equipment, anchor points, and lowering devices. Consideration shall also be given to the species of tree, timber condition, wood density, lean, balance, and potential for movement during cutting operations.

Before each cut is made, the climber shall confirm that the landing area is clear, the lowering system is correctly tensioned, and ground personnel are in position and prepared to control the load. Timber shall only be released when all members of the work team have acknowledged that it is safe to proceed. At no time shall personnel stand beneath suspended loads or within the anticipated drop zone.

Ground staff shall maintain continuous control of lowered sections using appropriate friction devices and lowering techniques to prevent shock loading, uncontrolled descent, or damage to surrounding property. Timber shall be lowered in a controlled manner wherever practicable, avoiding unnecessary impact with the ground or nearby structures.

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During sectional dismantling, the work area shall be continuously monitored for changing conditions, including adverse weather, equipment performance, tree movement, public access, and the accumulation of timber or debris. Work shall be suspended immediately where conditions become unsafe or where control measures can no longer be maintained.

Appropriate exclusion zones shall be established and maintained throughout the operation to protect employees, clients, contractors, and members of the public. Warning signage, barriers, cones, banksmen, or temporary fencing shall be used where necessary to prevent unauthorised access to hazardous areas. Where work is undertaken adjacent to highways or public rights of way, suitable traffic and pedestrian management measures shall be implemented in accordance with statutory requirements and local authority guidance.

Where cranes, mobile elevated work platforms (MEWPs), winches, or other lifting equipment are required, operations shall be planned separately and carried out in accordance with the relevant legislation, manufacturer instructions, and lifting plans prepared by competent persons. Only authorised and competent operators shall operate such equipment.

The Company is committed to ensuring that all rigging and sectional dismantling activities are conducted safely, efficiently, and professionally. Through effective planning, competent personnel, regular equipment inspection, and strict adherence to safe working procedures, Branching out tree surgery landscaping and gardening ltd aims to eliminate unnecessary risks, prevent accidents, protect property, and maintain the highest standards of health and safety during all arboricultural operations.

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WORKSITE SAFETY AND EXCLUSION ZONES

Branching out tree surgery landscaping and gardening ltd is committed to maintaining safe and controlled worksites during all tree surgery operations. Due to the nature of arboricultural work, hazards such as falling branches, timber, moving machinery, chainsaw operations, and vehicle movements present significant risks to employees, clients, contractors, and members of the public. Appropriate planning, supervision, and site control measures shall therefore be implemented at all times to minimise these risks.

Before any work commences, the worksite shall be inspected to identify existing and potential hazards. A site-specific risk assessment shall be completed, taking into account the condition of the tree, surrounding structures, overhead power lines, underground utilities, public footpaths, highways, neighbouring properties, watercourses, environmental constraints, weather conditions, and any other factors that may affect the safe execution of the work.

A suitable work area shall be established before equipment is unloaded or tree operations begin. The boundaries of the worksite shall be clearly defined using appropriate barriers, cones, fencing, warning signs, barrier tape, or other suitable control measures. These controls shall be positioned to provide adequate protection for employees and members of the public while allowing sufficient working space for the safe completion of the task.

Exclusion zones shall be established around the tree and any associated work areas to prevent unauthorised access. The size of the exclusion zone shall be determined by the specific hazards present, including tree height, the method of work, the size of timber being removed, the use of rigging systems, machinery operations, prevailing weather conditions, and proximity to buildings, roads, footpaths, or public spaces. Exclusion zones shall be reviewed continuously throughout the operation and adjusted where necessary to reflect changing site conditions.

No person shall enter an exclusion zone unless they are directly involved in the work and have been authorised to do so. Employees working within the controlled area shall remain vigilant at all times and maintain effective communication with other members of the work team. Visitors, clients, contractors, and members of the public shall be kept outside the designated exclusion zone unless suitable control measures have been implemented and permission has been granted by the site supervisor.

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Where work is undertaken adjacent to public highways, roads, cycle routes, or pedestrian footpaths, appropriate traffic and pedestrian management measures shall be implemented in accordance with current legislation and local authority requirements. This may include the use of advance warning signs, temporary barriers, cones, traffic management systems, banksmen, or approved traffic control measures to ensure the safety of road users and pedestrians. Where specialist traffic management is required, competent contractors shall be appointed to undertake these activities.

Ground personnel shall remain outside designated drop zones while branches, timber, or equipment are being lowered or felled. Timber shall not be released by the climber until confirmation has been received that the landing area is clear and all personnel are positioned in safe locations. Effective communication shall be maintained between climbers and ground staff throughout the operation using agreed verbal commands, hand signals, or radio communication where appropriate.

Vehicle movements and machinery operations shall be carefully managed to prevent collisions and protect personnel working on site. Vehicles shall be parked in safe locations that do not obstruct emergency access routes or create additional hazards. Reversing manoeuvres shall be minimised wherever reasonably practicable and, where necessary, shall be supervised by a competent banksman. Loading and unloading of equipment shall be carried out in designated safe areas using appropriate manual handling techniques and mechanical lifting equipment where required.

All tools, machinery, fuel, ropes, and equipment shall be stored in an orderly manner to reduce trip hazards and prevent unauthorised access. Walkways, emergency exits, and access routes shall remain unobstructed throughout the duration of the work. Waste materials, including branches, timber, woodchip, and other debris, shall be removed or managed regularly to maintain a tidy and safe working environment.

Weather conditions shall be monitored continuously during tree surgery operations. Work shall be suspended where adverse weather conditions, including high winds, lightning, heavy rainfall, snow, or poor visibility, increase the level of risk beyond an acceptable level. The Site Supervisor shall have the authority to stop work immediately if changing environmental conditions compromise the safety of personnel or members of the public.

Particular consideration shall be given to protecting members of the public when working in residential areas, schools, parks, public open spaces, commercial premises, or other locations where public access cannot be completely restricted. Employees shall remain courteous and professional while ensuring that members of the public do not enter hazardous areas. Where necessary, work shall be temporarily paused to allow pedestrians or vehicles to pass safely before operations resume.

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At the completion of each project, the worksite shall be inspected to ensure all equipment, waste materials, barriers, and warning signs have been removed and that the area has been left in a safe, clean, and satisfactory condition. Any remaining hazards shall be clearly identified and communicated to the client before the site is handed over.

Compliance with these worksite safety and exclusion zone procedures is mandatory for all employees, subcontractors, and temporary workers engaged by Branching out tree surgery landscaping and gardening ltd. Supervisors shall monitor compliance throughout each project, and any unsafe practices or breaches of this policy shall be addressed immediately through corrective action, additional supervision, or disciplinary procedures where appropriate. By maintaining effective site controls and robust exclusion zones, the Company aims to protect its workforce, clients, contractors, and the wider public while ensuring that all tree surgery operations are completed safely, efficiently, and in accordance with current legislation and recognised industry best practice.

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EMERGENCY RESCUE PROCEDURES

Branching out tree surgery landscaping and gardening ltd recognises that tree surgery and arboricultural operations involve activities that present significant risks, particularly when working at height, operating chainsaws, or using specialist equipment. To minimise the consequences of an emergency, effective rescue procedures shall be established, communicated, and maintained for every tree surgery operation. Emergency arrangements shall be planned before work begins and shall be proportionate to the nature, location, and complexity of the task being undertaken.

No tree climbing or aerial work shall commence unless a suitable and sufficient emergency rescue plan has been developed. Rescue arrangements shall never rely solely on the attendance of the emergency services, as delays in rescue may significantly increase the severity of injuries sustained by an injured climber.

Rescue Planning

Prior to the commencement of any tree surgery operation, the Site Supervisor shall ensure that:

- ❖ A site-specific emergency rescue plan has been prepared and communicated to all personnel.
- ❖ Potential emergency scenarios have been identified during the risk assessment process.
- ❖ Suitable rescue equipment is available, accessible, and inspected before use.
- ❖ A competent aerial rescue operative is present on site throughout all climbing operations.
- ❖ Emergency access and exit routes are identified and kept clear.
- ❖ The site address, postcode, grid reference, or What3Words location is readily available to all team members.
- ❖ Mobile phones or other reliable means of communication are fully charged and operational.
- ❖ The nearest Accident and Emergency (A&E) hospital has been identified before work begins.
- ❖ All employees understand their individual responsibilities during an emergency.

Where work is undertaken in remote or difficult-to-access locations, additional emergency arrangements shall be implemented to ensure that rescue can be carried out promptly and safely.

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Rescue Personnel

A trained and competent aerial rescue operative shall be available whenever climbing operations are undertaken.

The designated rescue operative shall:

- ❖ Hold appropriate industry-recognised training and qualifications.
- ❖ Be familiar with the climbing system and work methods being used.
- ❖ Remain physically capable of carrying out an emergency rescue.
- ❖ Be equipped with suitable climbing and rescue equipment.
- ❖ Remain available throughout the operation and shall not undertake work that would prevent an immediate rescue response.

No climbing work shall proceed if an adequately trained rescue operative is unavailable.

Rescue Equipment

Suitable rescue equipment shall be maintained on site and be readily available for immediate use. Equipment shall be inspected before each use and maintained in accordance with the manufacturer's recommendations.

Rescue equipment may include:

- ❖ Climbing ropes.
- ❖ Harnesses.
- ❖ Rescue kits.
- ❖ Lowering devices.
- ❖ Karabiners and connectors.
- ❖ Pulleys.
- ❖ First aid kits.
- ❖ Trauma dressings.
- ❖ Emergency communication devices.

Defective equipment shall be removed from service immediately and replaced before work continues.

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Emergency Response Procedure

In the event of an emergency, employees shall remain calm and follow the established emergency procedures.

The initial response shall include:

- ❖ Immediately stopping all work activities.
- ❖ Assessing the situation without placing additional persons at risk.
- ❖ Securing the work area to prevent further injury.
- ❖ Alerting the designated rescue operative.
- ❖ Contacting the emergency services where required.
- ❖ Providing clear and accurate information regarding the incident and location.
- ❖ Carrying out the rescue using approved techniques.
- ❖ Administering first aid where it is safe and appropriate to do so.
- ❖ Escorting emergency services to the casualty where necessary.

Employees shall not attempt rescue procedures beyond the limits of their training or competence.

Casualty Care

Following the successful rescue of an injured person, immediate attention shall be given to preserving life and preventing further injury until professional medical assistance arrives.

Where appropriate:

- ❖ First aid shall be administered by a trained first aider.
- ❖ The casualty shall be monitored continuously.
- ❖ Serious bleeding shall be controlled.
- ❖ Suspected spinal injuries shall be managed carefully.
- ❖ Suspension trauma shall be considered following prolonged periods in a climbing harness.
- ❖ The casualty shall be protected from adverse weather conditions where practicable.

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The casualty shall not be moved unnecessarily unless there is an immediate danger to life.

Communication with Emergency Services

Where emergency services are required, the designated person shall provide clear and accurate information, including:

- ❖ Company name.
- ❖ Exact site location.
- ❖ Postcode or What3Words reference.
- ❖ Nature of the incident.
- ❖ Number of casualties.
- ❖ Types of injuries sustained.
- ❖ Hazards present on site.
- ❖ Best access route for emergency vehicles.
- ❖ Contact details for the site representative.

One employee shall be nominated to meet emergency responders and guide them safely to the incident location.

Incident Reporting

Following any emergency or rescue operation, the incident shall be reported in accordance with the company's Accident Reporting Procedure.

The investigation shall include:

- ❖ Details of the incident.
- ❖ Cause of the emergency.
- ❖ Rescue actions taken.
- ❖ Equipment involved.
- ❖ Injuries sustained.
- ❖ Witness statements.
- ❖ Corrective actions required.
- ❖ Recommendations to prevent recurrence.

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Where applicable, incidents shall be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Training and Emergency Drills

All employees involved in tree surgery operations shall receive appropriate training in emergency procedures relevant to their role.

The company shall ensure that:

- ❖ Aerial rescue techniques are practised at regular intervals.
- ❖ Emergency drills are undertaken to maintain competence.
- ❖ Rescue procedures are reviewed following exercises and actual incidents.
- ❖ Employees receive refresher training where necessary.
- ❖ New employees are familiarised with emergency procedures during induction.

Training records shall be maintained as evidence of competency.

Monitoring and Review

Emergency rescue procedures shall be reviewed periodically and following any incident, near miss, significant operational change, or legislative update.

Branching out tree surgery landscaping and gardening ltd is committed to maintaining effective emergency preparedness by ensuring that all rescue arrangements are properly planned, adequately resourced, regularly practised, and continually improved. Through proactive planning, competent personnel, and effective communication, the company aims to minimise the consequences of emergencies and safeguard the health, safety, and wellbeing of all employees, contractors, clients, and members of the public.

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INSPECTION, MONITORING AND REVIEW

Branching out tree surgery landscaping and gardening ltd is committed to maintaining the highest standards of health, safety, and operational performance through the regular inspection, monitoring, and review of all tree surgery activities. Continuous monitoring enables the Company to identify potential hazards, evaluate the effectiveness of existing control measures, and implement improvements that reduce the risk of accidents, injuries, and property damage.

The Company Director and designated supervisors are responsible for ensuring that all tree surgery operations are carried out in accordance with this Health and Safety Policy, current legislation, industry guidance, and company procedures. Regular site inspections shall be undertaken to verify compliance with safe systems of work, risk assessments, method statements, and statutory requirements.

Inspections shall be conducted before, during, and after tree surgery operations to ensure that hazards are effectively controlled and that work continues to be carried out safely throughout the duration of each project. Particular attention shall be given to changes in site conditions, weather, public access, equipment performance, and the condition of trees being worked on.

The following aspects of tree surgery operations shall be routinely monitored and inspected:

- ❖ Compliance with site-specific risk assessments and method statements.
- ❖ Competence and safe working practices of employees and subcontractors.
- ❖ Correct selection, use, and maintenance of personal protective equipment (PPE).
- ❖ Safe operation of chainsaws, climbing equipment, rigging systems, wood chippers, stump grinders, and other work equipment.
- ❖ Condition and suitability of ropes, harnesses, karabiners, slings, pulleys, lowering devices, and other lifting or climbing equipment.
- ❖ Establishment and maintenance of exclusion zones, barriers, warning signage, and public protection measures.
- ❖ Housekeeping standards, including the safe storage of tools, equipment, fuel, and waste materials.
- ❖ Compliance with environmental protection measures, including waste disposal and pollution prevention.

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- ❖ Effectiveness of communication between climbers, ground staff, supervisors, and any third parties on site.

All equipment used during tree surgery operations shall be subject to routine pre-use inspections by the operator before each working day. Any defects, signs of wear, damage, or malfunction shall be reported immediately to the Company Director or designated supervisor. Defective equipment shall be clearly identified, removed from service without delay, and repaired or replaced before being returned to operational use.

Climbing equipment, rigging equipment, and lifting accessories shall be inspected, maintained, and recorded in accordance with the manufacturer's recommendations and the relevant statutory inspection requirements. Inspection records shall be retained and made available upon request.

Supervisors shall undertake regular site monitoring to ensure employees are following safe working practices and complying with company procedures. Where unsafe behaviour or unsafe conditions are identified, work shall be stopped immediately where necessary, and appropriate corrective action shall be implemented before operations continue.

Employees are encouraged to report hazards, unsafe conditions, defective equipment, accidents, incidents, and near misses without fear of reprisal. All reports shall be investigated promptly to determine the root cause and identify measures to prevent recurrence. Lessons learned from investigations shall be communicated to employees through toolbox talks, safety briefings, and ongoing training.

The Company shall carry out periodic reviews of its Health and Safety Policy, risk assessments, safe systems of work, and operational procedures to ensure they remain suitable, effective, and compliant with current legislation and recognised industry best practice. Reviews shall also be undertaken following:

- ❖ A reportable accident, incident, or near miss.
- ❖ Significant changes to legislation or industry guidance.
- ❖ The introduction of new equipment, machinery, or working methods.
- ❖ Changes to the Company's operations or organisational structure.
- ❖ Findings arising from inspections, audits, or enforcement action.
- ❖ Customer feedback or recommendations for improvement.

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Health and safety performance shall be monitored through regular management reviews, inspection reports, accident statistics, training records, equipment maintenance records, and employee feedback. Where opportunities for improvement are identified, corrective and preventive actions shall be implemented within an appropriate timeframe, and their effectiveness shall be monitored.

Branching out tree surgery landscaping and gardening ltd is committed to fostering a positive safety culture in which continuous improvement, employee involvement, and proactive risk management form the foundation of all tree surgery operations. Through regular inspection, effective monitoring, and ongoing review, the Company will strive to eliminate unnecessary risks, protect its workforce and the public, and ensure the safe, efficient, and professional delivery of its services.

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CONCLUSION

Branching out tree surgery landscaping and gardening ltd is committed to maintaining the highest standards of health, safety, and environmental responsibility across all aspects of its operations. The Company recognises that effective health and safety management is fundamental to protecting the wellbeing of its employees, clients, contractors, members of the public, and the environment.

This Health and Safety Policy establishes the framework through which the Company will identify hazards, assess and control risks, provide appropriate training and supervision, maintain safe systems of work, and ensure compliance with all relevant UK health and safety legislation and industry best practice. Every employee has a responsibility to work safely, follow company procedures, report hazards promptly, and contribute to a positive safety culture.

The Company is committed to the principle of continual improvement and will regularly monitor, review, and update this policy to ensure it remains effective, relevant, and aligned with changes in legislation, operational activities, and industry standards. Through ongoing investment in training, equipment, planning, and employee engagement, Branching out tree surgery landscaping and gardening ltd will continue to promote safe working practices and strive to eliminate workplace accidents and incidents.

By working together and maintaining a proactive approach to health and safety, the Company aims to deliver its services professionally, responsibly, and efficiently while protecting the health, safety, and welfare of everyone affected by its activities.