# Health & Safety Policy

## THE ARB TEAM

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# 1. HEALTH & SAFETY POLICY STATEMENT

The Arb Team is committed to protecting the health, safety and welfare of its employees, subcontractors, clients, members of the public and any other person who may be affected by its activities.

The Company recognises that arboricultural work presents a range of significant hazards, including chainsaw operations, tree climbing, work at height, falling timber and branches, mechanical lifting and lowering operations, mobile plant, wood chippers, stump grinders, traffic, overhead and underground services, hazardous substances, noise, vibration and changing environmental conditions.

The Company will therefore take all reasonably practicable steps to identify these hazards, assess the associated risks and implement suitable control measures.

The Arb Team's general policy is to provide adequate control of the health and safety risks arising from its work activities; consult employees and, where appropriate, subcontractors on matters affecting their health and safety; provide and maintain safe plant and equipment; ensure the safe handling and use of substances; provide suitable information, instruction, training and supervision; ensure that persons undertaking work on behalf of the Company are competent to undertake the tasks assigned to them; prevent accidents and cases of work-related ill health; maintain safe and healthy working conditions; and review this policy and associated arrangements regularly.

The Company recognises that effective health and safety management is a shared responsibility. Management will provide leadership, resources and supervision. Employees and subcontractors are expected to take reasonable care of themselves and others, follow established safe systems of work, comply with this policy and report hazards, defects and unsafe conditions.

All subcontractors engaged by The Arb Team are required, as a condition of undertaking work on behalf of the Company, to comply with the relevant requirements of this Health & Safety Policy, together with applicable risk assessments, method statements, site rules and instructions.

No person will be permitted to undertake work on behalf of The Arb Team unless they have the necessary competence, training, instruction and experience for the work concerned.

This policy will be communicated to employees and will be made available to relevant subcontractors and other persons who need to understand the Company's arrangements.

**Signed:** D. J. Thomas
**Print:** David Jack Thomas
**Position:** Owner
**Date:** 17 August 2026
**Next Review:** 17 August 2027

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# 1.1 INTRODUCTION

The Arb Team is an arboricultural company established in 2018 and undertaking work across the domestic and commercial sectors.

The Company's activities include tree planting, tree pruning, tree felling and sectional dismantling, stump grinding, cable bracing and vegetation management. The Company also operates and uses a range of specialist arboricultural equipment and machinery, including chainsaws, wood chippers, stump grinders, excavators and mobile elevated work platforms where required.

Because of the nature of these activities, health and safety is regarded as a fundamental part of the Company's operations rather than a separate administrative function.

The Company is committed to ensuring that all persons undertaking work on its behalf are appropriately trained, competent and experienced for the work they undertake. This includes directly employed personnel and subcontractors.

Qualifications, competency, refresher training and practical experience will be monitored through the Company's training and competency arrangements.

This policy provides the overarching framework for health and safety management within The Arb Team. It should be read together with the Company's risk assessments, method statements, training records, equipment inspection records, emergency procedures, COSHH assessments, vehicle procedures and other associated documentation.

The policy will be reviewed at least annually and sooner where there are significant changes to legislation, working practices, equipment, personnel, organisational arrangements or where accident, incident or near-miss information indicates that a review is necessary.

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# 2. ORGANISATION AND RESPONSIBILITIES

Overall and final responsibility for health and safety within The Arb Team rests with **David Jack Thomas, Owner**.

David Jack Thomas is responsible for ensuring that adequate resources are made available to implement this policy and that health and safety is given appropriate consideration in business planning and operational decision-making.

Day-to-day responsibility for ensuring that this policy is implemented is delegated to **Nick Thomas, Manager**.

Nick Thomas is responsible for directing the Company's health and safety arrangements, keeping relevant legislation and guidance under review, ensuring that personnel are appropriately trained and certificated, ensuring that inspection and maintenance arrangements are maintained, and acting as a point of communication between management, employees, subcontractors, clients and other interested parties.

Team Leaders and supervisors appointed by the Company have responsibility for day-to-day health and safety compliance on operational sites. They are responsible for ensuring that site-specific risk assessments are completed and communicated, that work is organised safely, that appropriate control measures are implemented and that defective equipment, unsafe conditions or deficiencies in working arrangements are reported promptly.

All employees and subcontractors have a personal responsibility to work safely, follow the Company's procedures and instructions, use equipment correctly, cooperate with management and supervisors, and report hazards, defects or circumstances that could compromise health and safety.

Subcontractors are responsible for ensuring that their own personnel are suitably trained, competent and appropriately supervised for the work they undertake. Subcontractors must comply with The Arb Team's health and safety requirements and must provide evidence of competence, qualifications, training, insurance or other information where requested.

The Company also has access to external health and safety advice from **Jodie Scrivin, NEBOSH General Certificate qualified**, and **Graeme Silk of Silk Safety Services, NEBOSH General Diploma qualified**. External advisers may be consulted where specialist advice, independent review or additional competence is required.

No employee or subcontractor will be expected to undertake work for which they are not appropriately trained, instructed, supervised or competent.

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# 3. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

The Arb Team recognises that suitable information, instruction, training and supervision are essential controls in arboricultural work.

Employees and subcontractors will have access to relevant health and safety information at the point of work. This includes generic risk assessments, site-specific risk assessments, method statements, COSHH assessments, emergency information, relevant arboricultural guidance, equipment instructions and other documentation appropriate to the task.

The Health and Safety Law poster will be displayed at the Company's premises in an appropriate and accessible location.

Health and safety information will be obtained from competent sources, including the Health and Safety Executive, the Arboricultural Association, relevant awarding organisations, manufacturers and the Company's appointed health and safety advisers.

Where employees or subcontractors work at locations controlled by another organisation, the Team Leader or supervisor will ensure that relevant site rules, hazards, emergency arrangements and other health and safety information are communicated to those undertaking the work.

New employees will receive an induction covering the Company's health and safety arrangements, emergency procedures, reporting requirements, fire arrangements, first aid, manual handling and other matters relevant to their role.

Subcontractors will be required to familiarise themselves with the Company's health and safety requirements before commencing work and will be provided with relevant information, risk assessments and site instructions.

Young workers, trainees and less experienced persons will receive appropriate supervision and will not be allocated tasks beyond their competence.

Information and training will be provided in a form that personnel can understand and apply effectively. Toolbox talks, safety meetings, demonstrations, practical instruction and supervised workplace training will be used as appropriate.

The Company will maintain appropriate records of training and competency.

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# 4. RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Risk assessment is central to the Company's health and safety arrangements.

The Arb Team will identify hazards associated with its activities and assess the risks to employees, subcontractors, clients, members of the public and other persons who may be affected.

Generic Risk Assessments will be maintained for routine arboricultural activities. These assessments will provide a consistent baseline for controlling foreseeable hazards associated with activities such as chainsaw use, tree climbing, tree felling, wood chipping, stump grinding, machinery use and other repetitive operations.

A **Site-Specific Risk Assessment (SSRA)** will be undertaken for each worksite. The SSRA will consider the particular characteristics of the location, the trees, ground conditions, access, weather, public interface, traffic, utilities, buildings, neighbouring property, equipment, work methods and competence of the personnel involved.

The SSRA will be communicated to all relevant employees and subcontractors before work begins. Those undertaking the work will be given the opportunity to raise concerns and ask questions before commencing work.

Where circumstances change during the work, the assessment will be reviewed. Work will be stopped where necessary until appropriate additional controls have been established.

Emergency information will be incorporated into the SSRA where appropriate. This will include the site location, postcode or grid reference, access arrangements, emergency service access, nearest suitable hospital or A&E facility, communications arrangements and any other information necessary to facilitate a rapid emergency response.

Where work is complex, unusual, high risk or subject to client or principal contractor requirements, a written Method Statement will be prepared. Where a Method Statement is issued, employees and subcontractors involved in the work must comply with it.

Risk assessments and method statements will be reviewed following significant changes, accidents, incidents or near misses and as part of the Company's periodic review arrangements.

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# 5. WORKPLACE AND WELFARE ARRANGEMENTS

The Company's office, workshop, yard and storage areas will be maintained in a clean, orderly and safe condition.

Access routes, working areas and emergency exits will be kept clear. Materials, tools, machinery and waste will be stored in a manner that minimises the risk of trips, falls, collisions, fire and unauthorised access.

A specific workplace risk assessment will be maintained for the Company's premises.

Display Screen Equipment arrangements will be assessed where personnel routinely use computers or other display screen equipment. Workstations will be arranged to reduce risks associated with poor posture, unsuitable equipment and prolonged periods of screen work.

Suitable welfare arrangements will be provided at Company premises, including access to toilets, hand-washing facilities and suitable areas for rest and meals.

For short-duration work away from Company premises, suitable local welfare arrangements will be identified and communicated to employees and subcontractors. For longer-duration projects, welfare facilities will be provided on site or arrangements will be made to use suitable facilities provided by the principal contractor or other responsible organisation.

Subcontractors will be expected to comply with the welfare arrangements applicable to the site on which they are working.

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# 6. EMERGENCY ARRANGEMENTS

Emergency arrangements will be proportionate to the nature and location of the work.

Before work begins, the Team Leader or appointed supervisor will ensure that the emergency arrangements contained within the SSRA are understood by all persons involved in the work.

In the event of an emergency, work will be stopped immediately where it is safe to do so. Machinery will be shut down, vehicles will be secured and personnel will move to a safe location. The situation will then be assessed without exposing anyone to unnecessary risk.

Where emergency services are required, **999** will be called and the precise location of the incident will be communicated, including postcode, grid reference and access instructions where available.

First aid will be provided within the limits of the individual's training and competence. A casualty will be monitored and supported until professional medical assistance arrives.

For aerial work, a suitable rescue plan will be established before climbing begins. The designated rescuer must be competent and appropriately equipped to undertake an aerial rescue without undue delay.

All subcontractors involved in aerial operations must comply with the Company's aerial rescue arrangements and must not commence climbing unless the required rescue provision is in place.

Following an emergency, the relevant manager will be informed as soon as practicable. Equipment involved in an accident will be withdrawn from service and quarantined until it has been examined and determined to be safe.

Emergency arrangements will be reviewed following incidents, changes to work methods or equipment and as part of periodic management review.

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# 7. PERSONAL PROTECTIVE EQUIPMENT

The Company will provide suitable personal protective equipment free of charge to employees where PPE is identified as necessary by risk assessment.

Subcontractors are responsible for providing and maintaining suitable PPE for their own personnel unless alternative arrangements have been agreed in writing. All PPE used by subcontractors must meet the required standards and be suitable for the work being undertaken.

PPE will be appropriate to the hazard, suitable for the individual, compatible with other PPE being worn and maintained in accordance with the manufacturer's instructions.

Typical arboricultural PPE may include chainsaw protective trousers or leg protection, chainsaw protective footwear, helmets, eye and hearing protection, gloves, high-visibility clothing, climbing helmets, harnesses and other specialist equipment according to the task.

PPE used for climbing, work positioning, rescue or other safety-critical purposes will be subject to appropriate inspection and examination arrangements.

Employees and subcontractors are responsible for carrying out appropriate pre-use checks and for reporting damage, deterioration or defects immediately.

Defective PPE will be removed from service and either repaired where appropriate or disposed of.

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# 8. WORK AT HEIGHT AND ARBORICULTURAL OPERATIONS

Work at height will be planned, organised and carried out by competent persons.

The Company will follow the hierarchy established by the Work at Height Regulations. The first consideration will be whether work at height can be avoided. Where it cannot be avoided, appropriate equipment and measures will be selected to prevent falls. Where a fall cannot be completely prevented, measures will be implemented to minimise the distance and consequences of a fall.

For arboricultural operations, consideration will normally be given to undertaking work from ground level, using a MEWP where suitable and reasonably practicable, or using rope and harness techniques where these provide an appropriate and controlled method of access.

The choice of access method will take account of the tree's structural condition, anchor points, weather, site access, ground conditions, proximity to buildings and roads, overhead services, the nature of the work, available machinery and the competence and experience of the personnel involved.

Tree climbing will only be undertaken by appropriately trained and competent persons using suitable climbing and work-positioning systems.

Aerial work will not commence until a suitable rescue arrangement is in place. The SSRA will identify the designated rescuer or rescuers and the equipment and access arrangements required.

Before climbing, the tree will be assessed for structural integrity and foreseeable hazards. The assessment will consider decay, cavities, included unions, weak forks, storm damage, disease, root plate stability and other defects that may affect the safety of the operation.

Weather conditions will be monitored throughout the work. Work will be suspended where conditions make the work unsafe.

Where a climber identifies a significant change in the condition of the tree after gaining access, the work will be reassessed before continuing.

## 8.1 Tree Climbing and Aerial Rescue

Aerial work is recognised as one of the Company's highest-risk activities.

At least two people will be present during aerial tree work, with appropriate rescue arrangements and a competent ground-based rescuer available.

All employees and subcontractors undertaking aerial work must comply with the Company's aerial rescue plan.

Rescue equipment will be immediately available and suitable for the planned operation.

Aerial rescue arrangements will be practised periodically to ensure that nominated rescuers remain familiar with the relevant techniques and equipment.

## 8.2 MEWP Operations

Where a MEWP is selected as the means of access, the machine will be suitable for the task and site conditions.

Operators will hold appropriate training or certification for the equipment being used and will undertake pre-use checks before operation.

The MEWP will be positioned on suitable ground and stabilised in accordance with the manufacturer's instructions.

Particular consideration will be given to overhead services, traffic, falling timber, ground instability, access restrictions, weather and the possibility of entrapment or crushing.

Emergency lowering and rescue arrangements will be established before work begins.

Subcontractors operating their own MEWP must ensure that the machine is suitable, maintained, inspected and appropriately examined and that the operator is competent.

## 8.3 Chainsaw Operations

Chainsaws will only be used by trained and competent personnel.

Chainsaw operators will use appropriate protective equipment and will inspect the saw before use.

Chainsaws will be maintained in accordance with the manufacturer's instructions and will only be used for tasks for which the operator has the necessary training and competence.

Chainsaw use from a tree or MEWP will only be undertaken by persons with the appropriate specialist training and competency.

Subcontractors using chainsaws on behalf of The Arb Team must hold appropriate competence for the work being undertaken and must comply with the Company's risk assessments and safe systems of work.

## 8.4 Tree Felling and Sectional Dismantling

Tree felling will be planned according to the size, condition and location of the tree and the surrounding environment.

The work area will be controlled so that members of the public and other persons cannot enter the danger zone.

Where sectional dismantling is required, the method of lowering timber and branches will be planned in advance. Rigging equipment will be suitable for the expected loads and will be inspected and used by competent persons.

Where cranes or other lifting equipment are used, the lifting operation will be properly planned, supervised and carried out using suitable equipment.

## 8.5 Site Control During Arboricultural Work

The work area will be controlled to prevent unauthorised access.

Where work takes place adjacent to roads, footways, public areas or other occupied areas, appropriate traffic and pedestrian management measures will be implemented.

Ground staff will maintain communication with climbers and will monitor the work area continuously.

Work will stop where conditions change sufficiently to invalidate the existing risk assessment or where safe working cannot be maintained.

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# 9. PLANT, MACHINERY AND WORK EQUIPMENT

All plant, machinery, tools and equipment used by The Arb Team or on its behalf will be suitable for their intended purpose and maintained in a safe condition.

The Company will operate arrangements consistent with the Provision and Use of Work Equipment Regulations and, where lifting equipment is involved, the Lifting Operations and Lifting Equipment Regulations.

Equipment will be inspected before use by the person using it. Additional periodic inspections, servicing and examinations will be undertaken where required by risk assessment, manufacturer instructions or legislation.

Only employees and subcontractors who have received suitable instruction, training and authorisation will operate machinery.

Guards and safety devices must remain in place and operational. Equipment must not be modified unless the modification has been appropriately authorised and does not compromise safety.

Defective equipment must be taken out of service immediately. It will be clearly identified and will not be returned to service until it has been repaired or otherwise confirmed as safe.

Subcontractors providing their own plant or equipment must ensure that it is suitable, properly maintained, inspected and, where applicable, subject to statutory examination.

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# 9.1 CLIMBING AND LOWERING EQUIPMENT

All climbing and lowering equipment will be individually identifiable.

Climbing equipment will be inspected by the user before each use. More detailed inspections will be undertaken in accordance with the Company's inspection arrangements, manufacturer instructions and applicable statutory requirements.

Equipment used for lifting or supporting people will be subject to appropriate thorough examination arrangements. Climbing and rigging equipment will be examined according to its use, applicable LOLER requirements, the written examination scheme and competent-person advice.

All examination records will be retained.

Subcontractors providing their own climbing or rigging equipment must ensure that the equipment is appropriately inspected and examined and that records can be produced when requested by The Arb Team.

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# 9.2 ELECTRICAL EQUIPMENT

Electrical equipment will be selected and maintained so that it remains safe for use.

Users will undertake visual checks before using portable electrical equipment and will report damaged cables, plugs, housings, guards or other defects.

Inspection and testing will be determined on a risk-based basis, taking account of the type of equipment, environment, frequency of use and likelihood of damage.

Damaged electrical equipment will be removed from service immediately.

Subcontractors using their own electrical equipment must ensure that it is safe, maintained and suitable for the conditions in which it is being used.

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# 10. NOISE AND VIBRATION

The Company recognises the risks associated with exposure to excessive noise and hand-arm vibration arising from chainsaws, hedge trimmers, pole pruners, chippers, stump grinders and other machinery.

Equipment will be selected, maintained and operated so far as reasonably practicable to minimise exposure.

Employees and subcontractors will be informed about the health effects associated with excessive exposure and will be instructed in appropriate controls.

Exposure to vibration will be managed through equipment selection, maintenance, task planning, trigger-time management, job rotation where appropriate and the use of suitable low-vibration equipment.

Hearing protection will be provided where required by the noise risk assessment, and hearing protection will be appropriate to the level and type of noise generated.

Health surveillance will be arranged where the risk assessment identifies a need.

Subcontractors must ensure that their own working practices do not expose themselves or others to uncontrolled noise or vibration risks and must comply with any site-specific exposure controls.

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# 11. HAZARDOUS SUBSTANCES AND BIOLOGICAL HAZARDS

The Company recognises that employees and subcontractors may be exposed to hazardous substances and biological hazards during arboricultural operations.

Potential hazards include fuels, oils, lubricants, pesticides, preservatives, cleaning products and biological hazards associated with trees, plants, soil, animals and contaminated environments.

COSHH assessments will be prepared where required and will identify the hazards, routes of exposure, control measures, PPE, storage requirements, spill arrangements and first aid measures.

Employees and subcontractors will be provided with appropriate information and instruction regarding hazardous substances before they use them.

Pesticides and herbicides will only be stored, prepared and used by appropriately trained and authorised personnel.

Subcontractors bringing hazardous substances onto a Company-controlled site must notify The Arb Team where appropriate and comply with relevant COSHH requirements.

COSHH assessments will be reviewed when substances or working methods change and periodically to ensure that they remain suitable.

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# 12. FIRST AID AND WORK-RELATED ILL HEALTH

The Company will maintain adequate and appropriate first-aid arrangements based on the nature of its work, workforce, hazards and working locations.

A formal first-aid needs assessment will be used to determine the required equipment, facilities and personnel.

First-aid kits will be available at Company premises and in operational vehicles. Additional trauma or wound-control equipment will be carried where the risk assessment identifies a need.

For chainsaw and aerial operations, appropriate wound-control equipment will be immediately accessible to the workforce.

Where the first-aid needs assessment identifies a requirement for trained first-aiders, suitable personnel will be trained and their certificates kept current.

Subcontractors must ensure that they have considered first-aid provision for their own personnel and must comply with the arrangements established for the site.

Work-related ill health will be investigated where suspected. This may include musculoskeletal problems, vibration-related conditions, hearing damage, respiratory exposure, skin conditions, stress and other occupational health issues.

Health surveillance will be implemented where required by risk assessment.

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# 13. FIRE AND DANGEROUS SUBSTANCES

The Company will maintain a suitable Fire Risk Assessment for its premises and will implement appropriate measures to prevent fires and protect people if a fire occurs.

Fire hazards will be identified and controlled. Appropriate extinguishers will be provided and maintained.

Emergency exits and escape routes will be kept clear.

Fire action information will be displayed prominently and employees, contractors and other relevant persons will be informed of the arrangements.

Fire drills will be carried out periodically and the results will be recorded.

Vehicles and mobile plant will be maintained in accordance with manufacturers' recommendations and will carry appropriate fire extinguishing equipment where required by risk assessment.

Where a vehicle, wood chipper, machinery or other plant catches fire, employees and subcontractors must not place themselves at unnecessary risk attempting to fight a developed fire. Emergency services will be called and the area evacuated.

## 13.1 Dangerous Substances and Explosive Atmospheres

The Company recognises that fuels, oils and certain other substances may create fire or explosion hazards.

Where dangerous substances present a significant risk, a suitable assessment will be undertaken in accordance with DSEAR.

Controls will include appropriate storage, separation from ignition sources, ventilation, spill prevention, suitable equipment and emergency arrangements.

Where circumstances change so that an explosive atmosphere may arise, further assessment will be undertaken and appropriate controls implemented.

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# 13.2 OIL AND FUEL STORAGE

Fuels, oils and lubricants will be stored securely and in suitable containers.

Storage arrangements will seek to prevent leakage, environmental contamination, fire and unauthorised access.

Spill-control materials will be available where required and personnel will know how to respond to spills.

Subcontractors storing or using fuel, oils or other potentially polluting substances must follow the Company's site requirements and applicable environmental controls.

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# 14. ASBESTOS

Although asbestos exposure is not normally associated with routine tree work, employees and subcontractors may encounter asbestos-containing materials around buildings, garages, sheds, outbuildings, roofs, fences or fly-tipped materials.

Personnel must not disturb, break, cut, drill or otherwise interfere with suspected asbestos-containing materials.

Where tree work is required near a known or suspected asbestos-containing structure, the work will be assessed in advance and appropriate precautions will be implemented.

Where asbestos-containing material is discovered unexpectedly, work will stop and the Team Leader or supervisor will contact management for further instruction.

Specialist advice or appropriately competent asbestos contractors will be used where necessary.

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# 15. LONE WORKING AND PERSONAL SAFETY

The Company will avoid lone working where the nature of the task makes the presence of another person necessary.

Lone working will only be permitted following suitable risk assessment.

The assessment will consider the nature of the work, location, access, communication, personal safety, environmental conditions and emergency response.

Certain activities, including aerial tree work, will not be undertaken by a lone worker.

Where lone working is permitted, employees and subcontractors will have appropriate means of communication and will follow any agreed check-in arrangements.

Personnel must not continue work if circumstances change and they believe that the work can no longer be undertaken safely.

If a person feels threatened, unsafe or unable to manage the situation safely, they must withdraw to a safe location and contact management.

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# 16. SUBCONTRACTORS AND OTHER CONTRACTORS

The Arb Team recognises that subcontractors can form an important part of its operational workforce and therefore requires subcontractors to operate to standards consistent with the Company's health and safety requirements.

David Jack Thomas will oversee the selection and approval of subcontractors.

Subcontractors may be required to complete a competency and pre-qualification questionnaire before being engaged. The Company may request evidence of qualifications, training, experience, insurance, equipment inspections and other relevant information.

Subcontractors must notify The Arb Team of any significant change affecting their competence, insurance, equipment or ability to undertake the work safely.

Before commencing work, subcontractors will be provided with relevant information concerning the Company's requirements, the site, applicable risk assessments, emergency arrangements and any specific Method Statement.

Subcontractors are required to read, understand and comply with this Health & Safety Policy insofar as it applies to their activities.

Subcontractors must comply with all applicable Site-Specific Risk Assessments, Method Statements, toolbox talks, site rules and reasonable health and safety instructions issued by The Arb Team or the relevant principal contractor.

Subcontractors must ensure that their own personnel are appropriately trained, competent and supervised.

Subcontractors must provide their own personnel with suitable PPE and equipment unless otherwise agreed with The Arb Team.

Where subcontractors provide their own equipment, they are responsible for ensuring that it is suitable, safe, maintained and appropriately inspected and examined. Relevant documentation must be made available to The Arb Team when requested.

Subcontractors must report accidents, incidents, near misses, hazards and equipment defects to The Arb Team promptly.

The Company may monitor, inspect and audit subcontractor activities in the same manner as its own operations.

Failure by a subcontractor to comply with the Company's health and safety requirements may result in work being stopped and the subcontractor being removed from site.

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# 17. UTILITIES AND SERVICES

Overhead and underground services present significant risks to arboricultural work.

Before work begins, the Company will identify known services and assess the risks associated with them.

Overhead power lines will be identified and appropriate precautions will be implemented. Where appropriate, the relevant utility company will be contacted to establish isolation, diversion, exclusion or other control measures.

Underground services will be identified using available plans, information from service providers and suitable detection equipment where required.

The location of underground services will be marked and communicated to the workforce and subcontractors.

No work will proceed where the risks associated with services have not been adequately controlled.

Emergency procedures will be established where work takes place close to utilities.

Subcontractors must comply with all utility-service controls and must not alter agreed control measures without authorisation.

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# 18. MANUAL HANDLING

The Company will seek to eliminate or reduce manual handling wherever reasonably practicable through the use of mechanical assistance and suitable work methods.

Where manual handling cannot be avoided, the risks will be assessed.

Employees and subcontractors will be instructed to consider the load, task, environment and individual capability before lifting or moving materials.

Particular consideration will be given to awkward branches, timber, machinery, ropes, equipment and materials.

Team lifting or mechanical assistance will be used where appropriate.

Personnel must not attempt to lift loads beyond their safe capability.

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# 19. WORK-RELATED STRESS, FATIGUE AND WELLBEING

The Arb Team recognises that health and safety includes both physical and psychological health.

The Company will seek to identify work-related factors that may contribute to stress, fatigue or reduced wellbeing.

Management will consider workload, working hours, job demands, work organisation, communication, interpersonal relationships and significant workplace changes when assessing wellbeing risks.

Employees and subcontractors are encouraged to raise concerns with management at an early stage.

Fatigue will be managed particularly carefully where personnel undertake driving, chainsaw operations, climbing, machinery operation or other safety-critical tasks.

Personnel must not undertake safety-critical work if they are too tired, unwell or otherwise unable to perform the work safely.

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# 20. OCCUPATIONAL ROAD RISK AND VEHICLES

The Arb Team recognises driving as a significant occupational risk.

Vehicles used for Company business will be appropriate for their intended purpose, maintained in a roadworthy condition and operated in accordance with legal requirements.

Drivers must hold the appropriate licence for the vehicle being driven.

Driving licences will be checked periodically and at least annually for persons who routinely drive on Company business.

Drivers are responsible for carrying out appropriate pre-use checks and reporting defects.

Vehicles must not be overloaded and loads must be properly secured.

Employees and subcontractors must comply with applicable speed limits, road traffic legislation and Company procedures.

The use of hand-held mobile phones while driving is prohibited.

Personnel must not drive while under the influence of alcohol, drugs, medication that affects their ability to drive, fatigue or any other condition that makes driving unsafe.

Subcontractors driving on behalf of The Arb Team must ensure that their vehicles are appropriately insured, maintained and roadworthy.

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# 21. CONSTRUCTION DESIGN AND MANAGEMENT

Where the Company's activities fall within the scope of the Construction (Design and Management) Regulations 2015, the Company will comply with the duties applicable to its role on the project.

Where acting as a contractor, The Arb Team will plan, manage and monitor the work under its control and cooperate with other dutyholders.

Where appointed as Principal Contractor on a project involving more than one contractor, the Company will undertake the duties associated with that role, including planning, managing, monitoring and coordinating the construction phase and ensuring that a suitable Construction Phase Plan is prepared, implemented and kept under review.

Where the Company is appointed to undertake a Principal Designer role, it will only accept the appointment where it has the necessary skills, knowledge, experience and organisational capability.

The Company will cooperate with clients, Principal Designers, Principal Contractors, designers and other contractors as required.

Subcontractors appointed to work on CDM projects will be required to comply with the relevant Construction Phase Plan, site rules, RAMS, induction requirements and instructions issued by the relevant dutyholders.

The Company will ensure that the workforce is consulted about health and safety matters and that workers are instructed to inform management of defects or concerns associated with systems of work.

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# 22. ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The Arb Team recognises that alcohol, illegal drugs, misuse of prescribed medication and other substances can impair judgement, coordination, reaction time and the ability to undertake work safely.

No employee or subcontractor may undertake work while impaired by alcohol, illegal drugs, medication or any other substance.

This requirement is particularly important for persons operating chainsaws, climbing trees, operating machinery, driving vehicles or undertaking other safety-critical activities.

Anyone who arrives at work in a condition that may compromise safety will not be permitted to undertake safety-critical duties.

The Company will deal with suspected breaches in accordance with its employment procedures or subcontractor arrangements.

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# 23. SMOKING

Smoking is prohibited inside Company premises and in vehicles where prohibited by law or Company policy.

The Company will comply with applicable smoke-free legislation.

Employees, subcontractors and visitors are expected to comply with designated smoking restrictions.

Smoking must not create an additional fire risk, particularly when working around dry vegetation, fuel, oils, timber, machinery or other combustible materials.

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# 24. ACCIDENT, INCIDENT AND NEAR-MISS MANAGEMENT

All accidents, incidents, dangerous occurrences and near misses must be reported promptly.

This requirement applies equally to employees and subcontractors working on behalf of The Arb Team.

The Company encourages the reporting of near misses because they provide an opportunity to identify hazards and improve control measures before an injury occurs.

Minor injuries and accidents will be recorded through the Company's accident reporting arrangements.

Significant incidents will be investigated by management.

Investigations will seek to establish what happened, the immediate and underlying causes, whether existing controls were adequate and what actions are necessary to prevent recurrence.

Where equipment may have contributed to an incident, it will be withdrawn from service until it has been inspected and confirmed as safe.

Where an incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Company will ensure that the required report is made to the appropriate enforcing authority within the prescribed timescale.

Subcontractors must immediately report relevant incidents occurring during work for The Arb Team and must cooperate fully with any investigation.

The Company will monitor accident and incident trends and use the findings to improve risk assessments, training and working practices.

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# 25. CONSULTATION AND COMMUNICATION

The Arb Team recognises that employees and subcontractors have an important role in identifying hazards and improving health and safety arrangements.

Employees will be consulted on matters affecting their health, safety and welfare.

Where appropriate, subcontractors will also be consulted on health and safety matters affecting their work.

Formal health and safety meetings and toolbox talks will be used to communicate relevant information and obtain feedback.

The Company will encourage personnel to raise concerns without fear of unreasonable criticism or reprisal.

Where changes are proposed to equipment, work methods, procedures or working arrangements, relevant employees and subcontractors will be informed and consulted where appropriate.

Health and safety meetings and toolbox talks will be recorded where appropriate.

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# 26. MONITORING, INSPECTION AND AUDIT

The effectiveness of the Company's health and safety arrangements will be monitored regularly.

Management will undertake periodic health and safety audits and spot checks of operational activities.

Monitoring will consider compliance with risk assessments and method statements, PPE, equipment condition, site organisation, training, welfare, emergency arrangements and general working practices.

Where deficiencies are identified, corrective actions will be recorded and allocated to an appropriate person.

The completion of corrective actions will be monitored by management.

Accident, incident and near-miss information will be reviewed to identify trends.

Subcontractor activities may be subject to inspection and audit to ensure compliance with the Company's requirements.

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# 27. ENVIRONMENTAL PROTECTION

The Arb Team recognises that safe working and environmental protection are closely connected.

Work will be planned to minimise unnecessary environmental impact.

Fuel, oil and chemical spills will be prevented wherever reasonably practicable through suitable storage, handling and spill-control arrangements.

Waste will be managed appropriately and, where practicable, materials will be reused or recycled.

Machinery will be maintained to reduce leaks, excessive emissions and unnecessary noise.

Employees and subcontractors will consider the potential environmental impact of work activities when completing site-specific risk assessments.

Subcontractors must comply with environmental controls applicable to the site and report environmental incidents promptly.

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# 28. DOCUMENT CONTROL AND RECORDS

The Arb Team will maintain appropriate records to demonstrate the implementation of its health and safety arrangements.

Records may include risk assessments, method statements, training records, competency certificates, equipment inspections, LOLER examinations, PUWER inspections, PPE records, COSHH assessments, health surveillance, first-aid checks, fire checks, accident reports, near-miss reports, toolbox talks, safety meetings and audit records.

Records relating to subcontractors may include competency information, insurance documents, training records, qualifications, equipment inspection records and evidence of compliance.

Records will be retained for an appropriate period according to their nature, statutory requirements, insurance requirements and the Company's document retention arrangements.

Health and safety records containing personal information will be stored securely and access to personal information will be restricted appropriately.

The current version of this policy will be made available to employees and relevant subcontractors.

Superseded versions will be retained where necessary for audit, legal or historical purposes.

# 29. POLICY REVIEW

This Health & Safety Policy will be reviewed at least annually.

The next scheduled review date is **17 August 2027**.

An earlier review will be undertaken where there is a significant change to legislation, organisational structure, equipment, working methods, premises or the nature of the Company's activities.

The policy will also be reviewed following significant accidents, incidents, near misses, enforcement action, changes in industry guidance or where monitoring identifies that the existing arrangements may no longer be effective.

Where changes are made, employees and relevant subcontractors will be informed and relevant procedures, risk assessments and supporting documents will be updated accordingly.

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# 30. CONCLUSION

This Health & Safety Policy provides the framework through which The Arb Team manages health and safety.

It applies to the Company's management, employees and all subcontractors and other persons engaged to undertake work on behalf of The Arb Team, insofar as the provisions are relevant to their activities.

The policy is intended to be read as a working document and in conjunction with the Company's risk assessments, method statements, training records, equipment inspection arrangements, emergency procedures, COSHH assessments and other supporting documents.

The Company recognises that a health and safety policy is only effective when the arrangements described within it are implemented in practice.

Management therefore expects all employees and subcontractors to work together to maintain high standards of health and safety and to contribute to continuous improvement.

Any person working on behalf of The Arb Team who believes that an aspect of the Company's health and safety arrangements could be improved is encouraged to raise the matter with their Team Leader, supervisor or management.

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# APPENDIX 1 – KEY LEGISLATION AND GUIDANCE

The Company's health and safety arrangements will take account of applicable legislation and recognised guidance, including, where relevant:

**Health and Safety at Work etc. Act 1974**

**Management of Health and Safety at Work Regulations 1999**

**Work at Height Regulations 2005**

**Lifting Operations and Lifting Equipment Regulations 1998**

**Provision and Use of Work Equipment Regulations 1998**

**Personal Protective Equipment at Work Regulations 1992, as amended**

**Control of Substances Hazardous to Health Regulations 2002**

**Control of Noise at Work Regulations 2005**

**Control of Vibration at Work Regulations 2005**

**Health and Safety (First-Aid) Regulations 1981**

**Regulatory Reform (Fire Safety) Order 2005**, where applicable

**Dangerous Substances and Explosive Atmospheres Regulations 2002**

**Control of Asbestos Regulations 2012**

**Construction (Design and Management) Regulations 2015**

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

**Road Traffic Act and associated road traffic legislation**

**Environmental protection and waste legislation**, where applicable.

Relevant HSE, Arboricultural Association, City & Guilds, Lantra, IPAF, NPORS and manufacturer guidance will also be considered where applicable to the Company's activities.

# APPENDIX 2 – ORGANISATIONAL RESPONSIBILITIES

| Role | Responsibility |
|---|---|
| Owner – David Jack Thomas | Overall and final responsibility for health and safety, provision of resources and implementation of the Company's policy |
| Manager – Nick Thomas | Day-to-day management and implementation of health and safety arrangements |
| Team Leaders / Supervisors | Site-level supervision, implementation of risk controls and monitoring of safe working |
| Employees | Personal responsibility for safe working, compliance with procedures and reporting hazards |
| Subcontractors | Compliance with this policy, site requirements, RAMS and instructions; provision of competent personnel, appropriate training and suitable equipment |
| External H&S Advisers | Provision of competent specialist advice and support where required |

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# APPENDIX 3 – TRAINING AND COMPETENCY FRAMEWORK

The Company will maintain a competency matrix identifying the training, qualifications and experience required for individual roles.

Relevant arboricultural competencies may include chainsaw maintenance and cross-cutting, tree felling and processing, windblown tree operations, tree climbing and aerial rescue, aerial cutting, aerial pruning, aerial rigging, supporting colleagues undertaking off-ground tree work, chainsaw use from a MEWP, emergency tree work, assisted felling, wood-chipper operation, stump-grinder operation, powered pole-pruner operation, utility arboriculture, MEWP operation, telehandler operation, excavator operation, signing, lighting and guarding, and pesticide application.

Qualifications and certificates will be kept current and relevant to the work undertaken.

The same competence requirements apply to subcontractors where they undertake the corresponding activities on behalf of The Arb Team.

Subcontractors must be able to demonstrate appropriate competence and qualifications when requested.

Training needs will be reassessed following accidents, incidents, near misses, changes to equipment or working methods, extended periods away from a task or where supervision identifies a competence issue.

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# APPENDIX 4 – EMERGENCY INFORMATION

The following information will be available to operational teams through the relevant vehicle pack, Team Leader device or site documentation:

**Emergency Services (Police, Fire & Rescue, Ambulance):** 999

**Site Location:** To be recorded on the SSRA.

**Postcode / Grid Reference:** To be recorded on the SSRA.

**Nearest A&E / Hospital:** To be recorded on the SSRA.

**Emergency Access Point:** To be recorded on the SSRA.

**Emergency Meeting Point:** To be recorded on the SSRA.

**Helicopter Landing Area:** To be identified where relevant.

**Nearest Telephone / Mobile Signal Location:** To be recorded where relevant.

For aerial work, the designated rescuer and rescue equipment will be identified on the SSRA before climbing begins.

All subcontractors must be made aware of the relevant emergency arrangements before commencing work.

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# APPENDIX 5 – ASSOCIATED HEALTH & SAFETY DOCUMENTS

This policy should be read alongside the Company's supporting health and safety documentation, including:

**Generic Risk Assessments.**

**Site-Specific Risk Assessments.**

**Method Statements.**

**Aerial Rescue Procedures.**

**COSHH Assessments.**

**PPE Register.**

**Equipment and Asset Register.**

**PUWER inspection and maintenance records.**

**LOLER examination records.**

**Training and Qualifications Matrix.**

**Training and CPD Records.**

**First-Aid Needs Assessment.**

**Fire Risk Assessment and Emergency Plan.**

**Accident and Incident Reporting Procedure.**

**Near-Miss Reporting Procedure.**

**Vehicle and Driving Procedures.**

**Subcontractor Competency and Approval Documentation.**

**Environmental Procedures.**

**Emergency Contact Information.**

**Toolbox Talk and Health & Safety Meeting Records.**

**Health Surveillance Records, where applicable.**

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# POLICY APPROVAL

I confirm that this Health & Safety Policy represents the Company's commitment to managing health and safety and that adequate resources will be made available to implement the arrangements described within it.

**Signed: _____**

**Name:** David Jack Thomas

**Position:** Owner, The Arb Team

**Date: _____**

**Policy Version:** 2026.1

**Next Review Date:** 17 August 2027