(sheet 1)
Trees & Soil Biology Ltd.

Method Statement

Site/Project: Spalding Rd, Holbeach, Spalding, PE12 7HG **Ref. No.**: 541754

Employer: West Lindsey Landscapes Ltd

Site contact: TBC **2nd Site contact:** Mia Owen 01522 300513

Type of Activity, task or operation covered by this statement: Tree transplanting with large Tree Spade of 1 Gingko tree. Excavate planting pit at planting location, take the Plug to the donor tree and leave it adjacent. Reverse up to the tree, lift it and drive to the planting site. Tree to be overhead guyed, apply compost tea, zeolite and mulch.

Proposed work activity start date: TBC **Estimate duration of works:** 1 day

Name of Foreman who will supervise & monitor the work on site: TBC **Tel No.:** TBC

Personnel:

Name	Qualifications
TBC	S8 COMPETENT, SSSTS, CSCS/LISS HEALTH & SAFETY, CPCS APP FIRST AIDER
TBC	S8 COMPETENT, CSCS/LISS HEALTH & SAFETY, APP FIRST AIDER

The purpose of this method statement is twofold, it:

- Enables Ruskins Trees & Soil Biology Ltd. workforce to complete their tasks in a safe manner by having a clear understanding of the hazards and risks associated with the work; and
- Allows the Employer to determine the overall acceptability of our Company's working practices.

All work will be conducted to the requirements of legislation in particular to but by no means restricted to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999;
- Construction (Design and Management) Regulations 2015; (where applicable)
- Construction (Health, Safety and Welfare) Regulations 1996;
- The Provision of Work Equipment Regulations 1998;

The standards of safety to be met are dictated by the requirements set in:

- British Association of Landscapes Industries (BALI) Safety Guides;
- Arboriculture & Forestry Advisory Group (AFAG) leaflets
- Company Health and Safety Policy;
- Control Measures Identified in the Contract Specific Risk Assessment.

Sequence of work or operations highlighting any risk & how these will be controlled:

- Covid – follow govt regulations and site rules
- Permit to dig from the client to be proved by client.
- Report to site manager, undergo induction, follow site rules
- Agree unloading and parking location for low loader.
- Use banksman/ Traffic marshal, beacons and headlights at all times
- Move at walking pace when off road / pedestrians nearby.
- Risk of moving wrong tree or to incorrect location - Identify tree and location with site manager prior to start.

Work risks – Manage by:

- PPE, High Viz, Hard Hat (if instructed by client, not necessary for our works), Gloves and protective glasses.
- Transplanting.
- Operatives to create and maintain a safe working area
- Excavate planting pit, and hazard tape off
- Drop soil next to donor tree…
- Lift tree, hazard tape off open pit, transport (as detailed above), and plant.
- Add Mycorrhizal Fungi to pit,
- Ensure site manager is satisfied with work, obtain signature on sign off sheet

List type of plant, equipment, materials & tools to be used during the operation:

- IVECO Trekker Tree Spade,
- Long handled and pruners for damaged branches, if needed
- Hazard tape, for hazard tape, Broom, shovel, spades,
- Compost tea, Zeolite, overhead guying, mulch.
- Hand tools

List of access equipment:

- *N/A*

Underground and over services requirements:

- Request clarification that donor and planting sites are clear of underground services from Client.
- We are not liable for damage to underground services. Obtain signed permit to dig from Client prior to start.

Emergency precautions: *In accordance with site fire plan as instructed during site induction training.*

Name of First aider: All

Nearest hospital and A&E: Pilgrim Hospital, Sibsey Road, Boston, Lincolnshire, PE21 9QS

Ruskins Trees & Soil Biology Ltd. Management Responsibility:
Mr Keith Morley- the Managing Director accepts overall responsibility for all matters concerning Ruskins involvement in this project, including those regarding health, safety and welfare. He will ensure:

- Company health and safety policy and objectives are communicated and understood.
- The maintenance of good and effective communications between the Ruskins workforce and site management.
- Where applicable that all accidents and near misses are properly recorded and reported to the Enforcement Authority and the Employer in accordance with the RIDDOR.
- That the Foreman as named is fully aware of his responsibilities towards safety, health and welfare and for the safe implementation of this contracts work activities.

The Foreman will ensure specific risk assessments are conducted for this work activity:

- He will provide information concerning risk and hazards where applicable.
- He will accept Employers Permit to Dig.
- He will get our Permit to Dig signed to confirm areas checked and clear of services
- He will monitor work and conduct regular area safety inspections.
- He will ensure emergency procedure is in place.
- He will ensure adequate first-aid facilities and welfare facilities are provided.
- He will ensure his workforce attends the Employers site safety induction training.

Generic Risk Assessment Attached: Yes / No **Specific Risk Assessment Attached: Yes / No**

Person Protective Equipment (PPE) Please advise site requirements ***√ As appropriate***

Hard hat Only if site requires	Dust mask
Safety boots √	Safety Harness
Gloves √	Protective Leggings
High visibility jacket/clothing √	Protective Jacket
Ear defenders/plugs	Respiratory protection
Eye Protection/Goggles/face visor	Appropriate clothing for weather conditions √

Completed by: Robert Wilkins **Signature:** RW **Date:** 13.10.2023