



Ufton Court Educational Trust Ltd

Tree Management Policy Arrangements

Adopted and Delivered on behalf of Ufton Court Educational Trust Ltd by

Signature: 

Date: 23rd February 2022

Position: **Trustee with overview of Health and Safety**

Signature:



Date: 23rd February 2022

Position: **Managing Director responsible for implementation**

Signature:



Date: 23rd February 2022

Position: **Senior Leadership Team**

Signature:



Date: 23rd February 2022

Position: **Senior Leadership Team**

Company Address: Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

General enquiries: 0118 983 2099

Specific Tree Management Roles and Responsibilities

The Working on Site Policy Arrangements document is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Standards and Guidance

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the Company. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the Company will adopt the practices or standards recommended in Health and Safety Executive (HSE), Health and Safety Authority (HAS) publications or relevant British or European Standards.

Accidents and Incidents

Please refer to the Working On Site Policy

COVID-19 Secure Arrangements

Please refer to the overarching Occupational Health and Safety Policy

Consultation and Cooperation

The Managing Director and all line managers are responsible for the effective implementation of Ufton Court Educational Trust Ltd Health and Safety policies within their department or area of control. They do so by:

- Informing and discussing with Ufton Groundsman on any issue regarding trees and woodland

All employees and volunteers of the Ufton Court Educational Trust Ltd will:

- Inform and discuss with the Ufton Groundsman before commencing any work that might affect safety of persons, habitat or environment within the grounds. (Some consultations may be referred up to Senior Management Team or Englefield Estate before a decision is made)

Ufton Tree Inspections

1. The on-site tree inspection team will inspect the woodland and tree canopies following every weather event
 - The inspection team have been trained to perform a visual inspection of tree safety – Level 1 Basic Tree Survey and Inspection, and in-house site specific training
 - They will inform the Education team and other relevant teams about safety in the woodland under tree canopies following a weather event
 - They will inform the Education team with regards to activities in the woodland and under tree canopies during windy weather
 - They will inform the Education Team with regards the safety of continuing activities in the woodland and under tree canopies during windy weather
 - They will inform the Managing Director of any concerns about the health and condition of trees who will then contact our landlord the Englefield Estate for guidance

Specific Management Arrangements for Health and Safety Compliance [all departments]

2. The Tree Management Policy is one of 9 sub policies which support the overarching Health, Safety and Welfare Policy. Please see appendix 2 for the H&S Systems and Procedures Management Model

Risk Management Strategy and Controls: Trees and Woodlands

Reviewed annually unless changes to law, regulations or site

3. All activities that make up Ufton Court Educational Trust Ltd activities will be subject to a risk management program that reflects the risks identified and the controls required in order to negate the effects of these risks. Such a risk management program will include as a minimum:
 - External bi-annual Inspections by specialist contractors of trees where access is required for the completion of activities.
 - Daily inspection by activity leader of all areas where activities will be carried out that day.
 - Recorded Inspection by Inspection Team following Weather events
 - Any tree, part of a tree or any attached item of equipment that is not considered fit for purpose will be taken out of service, defected and repairs carried out before it is returned for use. Any major defect must be subject to a management inspection and authorisation before it is returned for use. This may include an entire area or zone being out of use.
 - Activity Risk Assessments designed to identify risks that may occur during the activity, and its probable causes.
 - Method statements or RAMS Documents devised for all activities and tasks relating to the woodland and trees usually completed by the staff of Ufton Court Educational Trust Ltd. Please see Appendix 1 for a list of all associated RAMS documents

Recording and Reporting of Incidents

4. Any structural damage to trees including suspected must be reported immediately to the Education Team Managers so they can change their programmes and the Managing Director who will then contact Englefield Estate
5. Englefield Estate will arrange for their tree contractors to visit and make the area safe. Until this has happened the zone in question will be put out of bounds
6. Activities under the control of Ufton Court Educational Trust Ltd are subject to the requirement of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 [RIDDOR] should an incident occur.
7. Ufton Court Educational Trust Ltd requires that the Board of Trustees be informed of any incident that has been reported to an enforcing authority and requires the contractor to provide a copy of such reports made.
8. Ufton Court Educational Trust Ltd will provide an incident/accident record form to be completed whenever an incident occurs that causes injury to a person or damage to property or plant.
9. The following process is followed to ensure accurate recording of accident, incidents and Near Misses. There will also be a record kept by the Staff member or First Aider of the treatment they gave and any person who assisted them. These records are reviewed and changes to procedures made where identified as necessary.

Departmental Specific Managements Arrangement for Health and Safety Compliance: Tree Management

Contractors

10. All Tree contractors working on the site of Ufton Court Educational Trust Ltd are contracted either by Ufton or by Englefield Estate:
 - It is expected that they will observe best working practice, comply with all legislation relevant to their business and take all reasonably practicable steps to safeguard their employees and those who may be affected by what they do.
 - They will comply with our contractor management requirements and all CDM 2015 regulations
 - Ensure they have submitted details of their Public/Product Liability Insurance, Employers Liability Insurance, Professional Indemnity Insurance [where applicable], and statutory training assurances for their staff or persons they seek to use before the project or activity commences.

Reviewed annually unless changes to law, regulations or site

- Ensure any sub-contractor they employ is able to demonstrate the requirements detailed in the paragraph above before they start work.
 - Provide Method Statements or RAMS documents for major or complex tasks or tasks that will involve interface with visiting public and approved before the task commences. This will be extended to any installation or maintenance on services that may result in service interruption, loss of efficiency or contamination.
 - Provide Statutory Handover Certification [where they are a requirement by the relevant legislation] before the contractor concludes their work and they consider the installations are complete.
11. All documentation submitted by the Contractor will be vetted and the Englefield Estate guidance sought and passed to Ufton Court Educational Trust Ltd before the work commences.
 12. Ufton Court Educational Trust Ltd reserves the right to stop proceedings where they believe the health, safety and welfare of persons are being compromised.

Manual Handling

13. The nature of this work means that there may be some manual handling involved. All activities carried out by members of staff and volunteers will be subject to manual handling assessments. These assessments are subsidiary to the main activity risk assessments completed. All actions and control measures will be noted and included in the main risk assessment control risk.
14. Not all members of staff and volunteers will be expected to carry out heavy or complex manual handling duties. All persons who are expected to complete these duties will be trained in the specific techniques required to lift, control, propel or lower the equipment concerned.

Mechanical Equipment

15. Please refer to the Working On Site Policy

Appendix 1

Associated RAMS Documents

- **Activities in the Woodland and under Tree Canopies – Staff**
- **Activities Outdoors with Children**
- **Advanced Manual Handling**

RAMS review date before:
31/12/22