

## Friends of Spud Wood – Wood Allotments

### Tree Felling Method Statement

<b>Hazard / Work Activity Assessed</b>	<b>Tree Felling</b>	<b>Completed By</b>	<b>Jo Yellen/ Neil Oxley</b>			<b>Date completed</b>	05/07/15
<b>Significant Risks Before Control Measures</b>					<b>H</b>	<b>M</b>	<b>L</b>
<b>H – High M – Medium L – Low</b>							
1	Use of hand tools		✓				
2	Falling Trees and Branches		✓				
3	Manual Handling		✓				
4	General Public/ visitors to site				✓		
					<b>Who May Be Harmed</b>		
					Wood allotment holder		✓
					Wood allotment helper		✓
					Contractors		✓
					General Public		✓
<b>Personal Protective Equipment (P.P.E.)</b>							
While no Personal Protective Equipment can provide 100% protection against cuts from saws, the following Personal Protective Equipment (P.P.E.), MUST be worn when carrying out this operation.							
<ul style="list-style-type: none"> <li>• Safety Helmet</li> <li>• Gloves (depending on conditions, but should be brought to site and worn as necessary).</li> <li>• Sturdy boots with good grip</li> </ul>							
<b>Additional</b>							
<ul style="list-style-type: none"> <li>• The use of high visibility clothing/ hi-viz vest may be appropriate</li> <li>• Each operative should carry a personal first aid kit including a large wound dressing</li> <li>• The use of a felling bar may be required</li> <li>• Wedges may be required</li> <li>• A kneeler may be useful</li> <li>• Tools permitted to be used by allotment holders in Spud Wood are: hand tools namely, saws, loppers, secateurs, ropes and felling levers. Other tools may be used with the consent of the Directors – contact Jo Yellen.</li> <li>• Tools <b>NOT</b> permitted to be used by allotment holders in Spud Wood are: axes and power tools e.g. chain saws.</li> </ul>							
<b>No one should use their tools including saws, felling levers, loppers and ropes unless they have been adequately trained and are confident when using them.</b>							
<b>If an accident or incident occurs whilst felling trees please inform Jo Yellen (07940 716595) or (Neil Oxley 07810 757305) as soon as possible afterwards.</b>							

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1	Use of hand tools						✓		Wood allotment holder				✓
2	Falling Trees and Branches						✓		Wood allotment helper				✓
3	Manual Handling						✓		Contractors				✓
4	General Public/ visitors to site							✓	General Public				✓

### **Method Statement for tree felling with hand tools**

#### **1) Before Starting**

- a) Before you starting to use your allotment ensure (a) your membership form is signed & you have up-to-date first aid training.
- b) Check that the tools you are using are safe to use and any blades are sharp enough for the task.
- c) You should only be felling if there are at least 2 trained wood allotment holders/sharers present, lone working is not permitted.
- d) At least one of the allotment holders/ sharers on site must have up-to-date first aid training.
- e) You should have updated the shared calendar so that your felling visit is shown as an event.
- f) Ensure you are felling the right allotment – details of the allotment numbers have been issued and a copy is on the folder section of the shared calendar.
- g) Put up tree felling signs to alert the public to your activity, these need to be at eye level (*everyone should have felling warning posters, if you need more ask Jo Yellen*).
- h) If felling near a path take extra precautions. When the tree is nearly ready to fall ask another allotment holder to act as lookout to prevent anyone passing under/near the falling tree.

#### **2) Preparing to Fell**

- a) Select a marked tree from your allotment (*trees for felling are identified with bright marker spray, typically pink or orange*).
- b) Ensure that a safe working distance of at least TWO TREE LENGTHS is maintained between this tree and other allotment holders that are on site.
- c) If you think you may need assistance check that at least one of the other allotment holders can help before beginning to cut the tree.
- d) Do not fell if wind conditions are such that control of falling tree might be lost.
- e) If the tree is split, decide if you are going to cut down each stem separately to ensure better control.
- f) Assess the crown for dead, dying or diseased branches in the tree to be felled and in those of adjacent crowns which may break off when felling.
- g) Decide the direction of fall.
- h) Plan a suitable escape route. Remove vegetation and obstacles as required.
- i) Remove vegetation from around the base of the tree and any obstructions that may hinder the operation.
- j) Consider if you may need a lever to move the tree if it gets hung-up. A strong, long straight branch may be the most useful. Make sure you know how to use a tree lever if the tree base gets stuck in the ground and needs to be pulled out if the tree gets hung-up. If you are not sure ask the other allotment holders before starting felling. If no one is sure how to deal with a hung up tree choose another tree to fell and find a more experienced WA colleague to assist at your next visit – use the shared calendar to ask for help.
- k) Check that there are no members of the public in the felling zone and keep checking this during the felling operation. Stop work if anyone enters the felling zone.**

### 3) Felling

- a) Make a birds mouth cut in the direction of fall. This ensures that the tree will be felled on a hinge that controls the rate and direction of fall.
- b) The top and bottom cuts should meet exactly. Any overlap could weaken the hinge.
- c) Make the main felling cut on the opposite side of the tree at or slightly above the level of the bottom of the bird mouth cut. Use felling lever and wedges if required to prevent the saw being trapped. Should the saw become trapped release with the aid of felling lever and wedges.
- d) To achieve good directional control, leave a parallel sided hinge between the bird's mouth and you main cut about an inch thick at right angles to the direction of fall.
- e) Once felling has started on a tree it **MUST** be completed. Never leave a tree partially cut through.
- f) Once the tree has started to fall move into a position of safety via one of the escape routes & be aware the bottom of the tree may bounce when it falls.
- g) If the tree gets caught on a neighbouring tree then ask other allotment holders for assistance. With the use of a rope/ tree lever (see 2j above) attempt to pull the base of the tree away from the tree it is caught in. The felling lever may be used to roll the tree off its base and to twist it from the position where it is caught.
- h) If a tree gets hung up and cannot be laid flat on the ground then alert Jo Yellen (07940 716595) or another member of the wood allotments to get assistance. If it is not possible to get the tree safe on the ground inform the Woodland Trust as soon afterwards (Neil Oxley 07810 757305).

### 4) Dealing with the Felled Tree

- a) Once the tree has been felled it needs to have its side branches removed so it can lie flat on the ground. These can be removed by sawing or using loppers.
- b) Once the tree is felled make sure the remaining stump is no more than 10cm high (if you can make it less and flush to the ground to remove the tripping hazard that is good). ***This is a requirement of our licence.*** You may leave a high stump to be dealt with before the end of the felling season, but if high stumps are left at the end of the allotment year this may affect the decision of the Directors to offer you an allotment in the future and could jeopardise our licence with The Woodland Trust.
- c) If the tree is to stay on site for any length of time it can be left as a single length and moved to within the owners allotment until it can be removed from site. Any piles of wood awaiting removal must not be more than 0.5m in height.
- d) If the wood is going to be removed straightway it will need cutting into easily moveable lengths that can be wheel barrowed from site safely via the main/kissing gate. *Note* we have a key for the main gate. If you need to access via the gate please ask Jo for the key.
- e) The allotment holder needs to leave all brash on site and make into a hedge within their allotment to keep the brash contained and to make a habitat. The hedge needs to be woven as tightly as possible to ensure it stays together and makes the best possible habitat pile. Hedges can be constructed using two methods:
  - By creating a pile and feeding branches into pile at the bottom from one end to make a tightly packed hedge
  - By creating 2 lines of sticks driven into the ground with a gap of 1-2 feet between and laying the wood between the two make a fence
- f) Hedges should be no more than 4-5 meters long and shouldn't be continuous along the length of the allotment. If possible we need to create paths within the allotment so owners can easily remove their wood without having to skirt around long dead hedges.