



**BRONWIN
& ABBEY**

HEALTH & SAFETY POLICY

VERSION 1.5 ISSUED JUL 2024

**RESPONSIBLE
FORESTRY FOR
THE FUTURE**



SECTION 1

HEALTH & SAFETY POLICY STATEMENT

Overall and final responsibility for health and safety in Bronwin & Abbey Ltd is that of the board of Directors


The company will comply with the Health and Safety at Work Act 1974, and other relevant legislation and meet the standards required to protect all of our employees and contractors whilst at work and any person likely to be affected by our work operations.

The objective of this policy is to sustain high standards of health and safety performance throughout the company and detail the standards expected of employees, contractors, and sub-contractors who under-take work on its behalf.

Hazards will be identified, and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

- The provision of information, instruction, training and supervision such as is necessary to ensure the health, safety and welfare of employees of the company.
- Adequate arrangements for suitable and sufficient assessment of work activities in order to identify associated hazards and control the risks arising.
- The co-operation of employees, contractors and sub-contractors of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.
- The provision of first aid, fire prevention and control, welfare facilities and working environments that are, so far as is reasonable, without risk to health.
- Arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of personal protective clothing and equipment deemed necessary as the result of a risk assessment.
- The provision and maintenance of machinery, plant and systems of work that are safe and without risk.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed at least annually.






Signed.....
Date 17/7/2024.....

Robert South
MANAGING DIRECTOR



REVIEWING PROCEDURE

- This Policy should be formally reviewed at least every 12 months by the Managing Director. It should also be reviewed following legislative changes, Company structural changes or when any new materials, plant or technology is introduced.
- The Director should consider alterations and amendments, which become essential between review dates.

DATE	NAME	SIGNATURE
20/10/21	Robert South	
9/9/22	Robert South	
18/2/23	Robert South	
15/9/23	Robert South	
17/7/2024	Robert South	



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SECTION 2

HEALTH AND SAFETY POLICY COMPANY ORGANISATION AND RESPONSIBILITIES

2.1 MANAGING DIRECTOR

Insofar as is practicable, the creation and maintenance of the working environment with high standards of health, safety and welfare for employees and all others affected by the company's activities and operations, will be the responsibility of the Managing Director who is the Appointed Representative for occupational Health and Safety.

This will include:

- 1.) Periodic approval and assessment of the company's policy, ensuring its effectiveness, that it incorporates current legislation and codes of practice, and is revised and updated as necessary.
- 2.) Ensuring that the responsibilities of personnel are understood that training and instruction is provided as required, and changes in procedure are fully communicated and implemented.
- 3.) Ensuring that reporting systems are in place so that accidents and dangerous incidents are recorded and reported, with means to consider remedial action and improvement to prevent recurrence.
- 4.) Ensuring that health and safety requirements are integrated into any new operations and procedures.
- 5.) Ensuring that adequate insurance and policy details are in place to provide for industrial injury, occupational health, employer's liabilities, environmental protection and damage to company premises, vehicles, equipment and materials and any consequential claims from accidents or incidents arising from the company's activities.
- 6.) Seeking advice on insurance risk assessment and cover by use of brokers or other advisors if required.
- 7.) Ensuring appropriate training is provided as required.



2.2 FOREST WORKS MANAGER

The FWM (Forest Works Manager) is the main point of contact for all safety queries relating to forestry operations within the organisation.

FWM's are responsible for:

- 1.) Assessing site and operational risk associated with all high-risk activities such as harvesting.
- 2.) Compiling all data and information required to produce effective risk assessments.
- 3.) Maintaining a record of the competency and certification for work of self-employed contractors and sub- contractors, and other persons, and their compliance with all statutory requirements. Annual review of said record.
- 4.) Maintaining a supply of, and issuing as required, safety guides and/or health and safety information to be obtained from the Forestry Industry Safety Accord, Arboricultural and Forestry Advisory Group (AFAG) or HSE as appropriate.
- 5.) Ensuring, where appropriate, that adequate arrangements for health safety, COSHH, risk assessment and CDM compliance are considered in all contracts, agreements, leases and instructions entered into or issued by the company on behalf of clients of the company.
- 6.) To regularly monitor all high-risk activities.

2.3 FOREST MANAGERS

Forest managers will report to the FWM and Managing Director and are responsible for their own health and safety (when home/remote working) and the implementation of this policy to all aspects of management and operational activity by themselves, contractors and sub-contractors engaged by the company, visitors to company premises or work locations, and ancillary activity by suppliers and delivery vehicles.

Forest Managers are responsible for:

- 1.) Ensuring that they understand their duties and responsibilities to take care of their own health and safety and that their colleagues can implement this policy in their working role.
- 2.) Ensuring that all accidents, dangerous occurrences and incidents likely to lead to an accident are fully reported to the FWM and, where necessary, investigated with the intention of avoiding recurrence.
- 3.) Ensuring that at all work locations the manager has made all contractors and sub-contractors aware of all known natural or man-made hazards, obstructions, special limitations or statutory controls which are to be taken into account when working methods are decided upon. Ensuring that before work starts these are recorded by use of site instructions and site plans, as required, and all contractors on site are aware of the activities of each other.
- 4.) Ensuring that all contractors and sub-contractors take appropriate corrective action to deal with unsafe practices or difficult site conditions by routine supervision or



monitoring and the use of enforcing authorities when necessary. Record in writing when problems persist so that disciplinary action may be taken, or contracts suspended or terminated as appropriate.

- 5.) Keeping up to date with legislation and changes in codes of practice and communicating new or revised procedures and instructions to all contractors and sub-contractors for implementation.
- 6.) Ensuring that all control of wildlife carried out for crop protection or sporting purposes will comply with all regulations and licensing requirements and accepted codes of good practice.
- 7.) Ensuring that all premises owned or rented by the company and used for storage of pesticides, tools, equipment, fuels and materials are adequately maintained, kept secure from unauthorized entry, are well lit and free from obstruction and comply with appropriate good practice for the storage of the goods contained.

2.4 ASSISTANT FOREST MANAGERS

Assistant Forest Managers will report to their line manager and will be responsible for carrying out, or assisting with the carrying out, of any of the duties of colleagues as directed by the Managing Director.

2.5 DUTIES AND RESPONSIBILITIES OF ALL SUPERVISORY STAFF

- 1.) To understand the company's policy for Health and Safety and be familiar with the implementation and procedures relevant to their activities and the operations with which they are involved in a management, planning and supervisory role.
- 2.) To be familiar with codes of practice, industry standards, FC guidelines UKWAS requirements and FISA/AFAG safety guides.
- 3.) To ensure that appropriate codes, guides and site and job instructions are supplied as necessary to direct contractors, sub-contractors, shooting tenants, persons having short term shooting lets and any other persons carrying out work for the company or involved with the company's operations or activities.
- 4.) To ensure that all codes, guides and instructions are complied with and are incorporated into work practices, agreements and contracts.
- 5.) To carry out site safety monitoring as an integral part of operational supervision and to draw attention to aspects of work practice or equipment used which may not comply with requirements and make recommendations or act as appropriate.
- 6.) To check all plant, machinery, equipment, safety clothing and accessories, whether owned by the company or on hire, is properly maintained and in a safe condition.
- 7.) To report any accidents or dangerous incidents using appropriate procedures set out by the company, and required by regulations, and to investigate the circumstances and causes with a view to avoiding recurrence and to make recommendations based on findings.



- 8.) To plan and maintain tidy work sites, free of hazards, with adequate control over materials in use. Proper on-site storage of fuels, oils, chemicals and pesticides; aiming to minimize operator risk, damage to equipment, hazards to visitors and the avoidance of pollution with particular reference to pollution of water courses.
- 9.) To maintain records of material stocks, chemicals and pesticides, arrange for safe transportation to site, and storage on site. Keep records of usage of all products to which the COSHH regulations apply.
- 10.) To maintain their own vehicle and any safety equipment or clothing issued to them in good order and show a good example to those supervised and instructed by them.
- 11.) To report, with recommendations for rectification, when vehicles, plant, equipment, safety clothing and similar have defects or require maintenance to ensure their safe condition to the FWM.

2.6 DUTIES OF CONTRACTORS, SUB-CONTRACTORS, OTHER SELF-EMPLOYED.

It is the duty of contractors, subcontractors and other self-employed persons to conduct their undertakings in a professional and workmanlike manner in such a way that they, their employees or those working with them, or visitors and members of the public are not put at unnecessary risk.

They will comply with the instructions of the company's representatives on site and with the conditions and requirements of any contracts and agreements entered.

It is their responsibility to oversee health and safety and they will do so by means of:

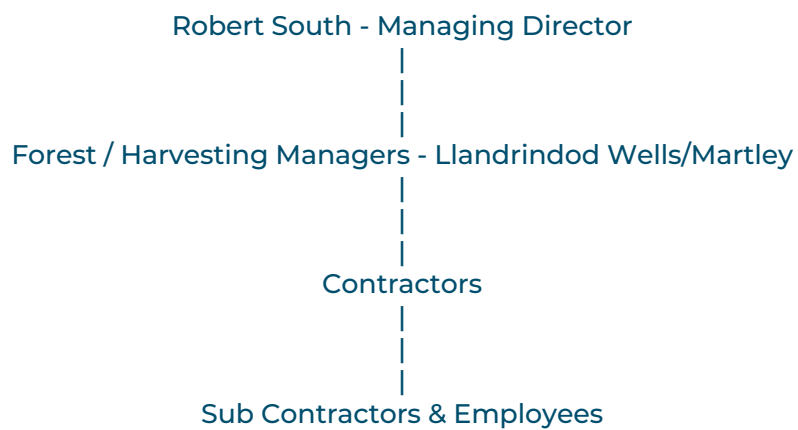
- 1.) Compliance with this policy and other environmental and related policies of Bronwin & Abbey Ltd
- 2.) Assessment and recording of site and operational risks during changes to the site.
- 3.) Inform the FWM, on harvesting sites, or other managers, on any other site, of any new personnel operating/visiting the site.
- 4.) The provision of adequate operator training to NPTC/FMOC standards, refresher training and a log-book of training undertaken, their work activities and experience.
- 5.) Maintain a minimum of 75% FAW+F qualified staff on site at all times.
- 7.) Supervision of safe working practices on site.
Ensure all equipment on site is clearly marked/labelled with safe working zones, risks and COSHH.
- 8.) Compliance with CDM regulations where appropriate, and co-operating in meeting the requirements of the site safety officer and site safety plan.



THE APPROACH TO HEALTH AND SAFETY BY ALL STAFF AND CONTRACTORS SHOULD FOLLOW THE PLAN, DO, CHECK, ACT CYCLE AND EVERY INDIVIDUAL SHOULD ACCEPT RESPONSIBILITY FOR WHAT THEY SEE.



2.7 RESPONSIBILITY STRUCTURE





LLANDRINDOD WELLS AND MARTLEY

Managing Director	Robert South
Harvesting Manager	Scott Osborne, Richard Morgan
Managers	Ella Harris, Richard Morgan, Hugh Davies Woodley
Office Premises	Brynlllys, 11 High Street, Llandrindod Wells, Powys, LD1 6AG Unit 5 Hope House Farm, Hope House Lane, Martley, Worcs
Vehicle, Plant, Equipment maintenance	Robert South
Stock Control	Marie Simister

SECTION 3

ARRANGEMENTS AND IMPLEMENTATION

This section contains an outline summary of the principal health and safety topics relevant to the company's activities. Procedures and instructions are detailed in risk assessments, method statements, contractor instructions, harvesting and haulage agreements, COSHH Regulations and FISA and/or AFAG leaflets

- 3.1 Company Health and Safety Structure
- 3.2 Health and Safety Executive
- 3.3 Accidents and Incident Reporting
- 3.4 Control of Substances Hazardous to Health (COSHH) 2002 (as amended)
- 3.5 Construction (Design and Management) Regulations (CDM)
- 3.6 Safety Signs
- 3.7 Risk Assessment
- 3.8 Training
- 3.9 Vehicles
- 3.10 Office safety
- 3.11 FISA & AFAG Leaflets & Timber Transport Forum Guidance – Index
(FISA unless stated)



3.1 COMPANY HEALTH AND SAFETY STRUCTURE

The Managing Director will operate as the company health and safety representative and will be responsible for the following:

- 1.) Reviewing health and safety at least once a year with one other manager.
- 2.) Office health and safety issues including, fixed electrical system testing every three years, electrical appliances and other equipment checks and maintenance carried out annually, workstation suitability for purpose and use, fire evacuation procedure training and fire control equipment checks annually.
- 3.) Compliance with company and statutory reporting of injury, diseases and dangerous occurrences procedures.
- 4.) Compliance with COSHH procedures.
- 5.) Compliance with CDM procedures.
- 6.) Compliance with GMHSAW procedures.
- 7.) Compliance with risk assessment procedures.
- 8.) Maintaining personal, and office first aid kits
- 9.) Ensuring operational machinery, equipment, tools and protective clothing are maintained and records kept.
- 10.) Recommending training requirements for employees and self-employed contractors.

3.2 HEALTH AND SAFETY EXECUTIVE

The Health and Safety Executive employ inspectors who can enter premises (or woodlands) at any reasonable time to ensure that health and safety regulations are being followed. They can ask for assistance and take any statements, photos or recordings that he may need for evidence.

Andrew Bronwin & Company expects all employees and contractors to co-operate fully with Health and Safety Inspectors.

If the inspector discovers a contravention of regulation, he can take one of four courses of action:

- 1.) Issue an Improvement Notice - this will specify the fault and require remedy within a given time.
- 2.) Issue a Prohibition Notice - this immediately stops the job until improvements are made.
- 3.) Seize, render harmless or destroy any substance or article.
- 4.) Prosecute - with maximum penalties of an unlimited fine and imprisonment.

Although not legal documents FISA & AFAG forestry guides can be used as a standard to which operations can be carried out, and can be used as evidence. An index of the guides can be found in section 3.9

For further details see RIDDOR, COSHH, CDM, Risk assessments.

Each office will display a Health and Safety Law Poster.

LOLER - forestry

Guidance as laid down on by HSE applies. A copy is filed in the Health & Safety Guide folder and is currently found at: <http://www.hse.gov.uk/treework/safety-topics/lifting-equipment-forestry.htm>.



3.3 ACCIDENTS AND INCIDENT REPORTING

Reporting of accidents, dangerous occurrences and certain diseases is a company and legal requirement for employees and self-employed contractors working on Andrew Bronwin & Company managed sites. Any accident, dangerous incident or diagnosis by a doctor of a reportable disease must be reported to the Managing Director immediately if you are an employee. If you are self-employed your supervising manager should be informed immediately. An accident and incident report form must be completed and the need for reporting to the Health and Safety Executive will be assessed against the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

3.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) 2002 (AS AMENDED)

It is a legal requirement that substances hazardous to health in the workplace are identified and controlled. Employees and the self-employed are subject to the same responsibilities, which cannot be delegated.

The regulations apply to:

- 1.) All potentially hazardous substances such as dust, chemicals, cleaning agents or solvents, as well as pesticides.
- 2.) All employees and anybody else in the workplace who might be at risk from such substances. This includes the general public.

The regulations require all employees to make proper use of any exposure control measures, to report defects and to present themselves for any medical checks that may be required. The regulations relate to health and safety only. Risk to wildlife and the environment are covered by the Food and Environment Protection Act (1985). Before any substance that is potentially hazardous to health is used the following sequence of events must be followed.

- 1.) A COSHH assessment is produced for any chemicals used in any operation.
- 2.) Safe storage, transport and stock control are achieved for each product.
- 3.) Product is only used in accordance with the recommended application rates and methods as set out on product labels and specific contractor instructions where appropriate.
- 4.) A FEPA Record Form must be completed daily to record individuals' exposure to potentially hazardous substances.
- 5.) Machinery and equipment used in applying potentially hazardous substances must be properly maintained, and a maintenance record kept.
- 6.) For pesticide applications a trained operator, or supervisor, must always be on site and is responsible for ensuring that the operation is carried out in accordance with the instructions and best practice. Certificates of competence for all operators will be kept on file.

3.5 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM)

CDM regulations apply to construction projects which last for more than 30 days or involve more than 500 person days of work, or if five people or more are on site at any one time, or wherever design and construction are undertaken together.



The CDM Regulations place duties on clients, planning supervisors, designers and contractors to plan, co-ordinate and manage health and safety throughout all stages of a construction project.

Anyone who appoints a designer or contractor must ensure that they are competent for the work and will allocate adequate resources to health and safety.

Records should include a “pre-tender health and safety plan”, a “health and safety plan for the construction phase” and a “health and safety file” recording information for the client/end user, which tells those who might be responsible for the structure in the future of the risks that have to be managed during maintenance, repairs or renovation.

Examples of work that may come under CDM regulations are road and bridge construction, and landscaping or site clearance as part of a construction project.

3.6 SAFETY SIGNS

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:

WARNING SIGNS

yellow triangular signs
e.g. "Overhead Power Lines", "Fragile Roof"

red round signs
e.g. "No Smoking", "No Entry"

MANDATORY SIGNS

round blue signs
e.g. "Eye Protection", "Safety Gloves"

EMERGENCY SIGNS

green rectangular signs
e.g. "First Aid", "Fire Escape Route"

FIRE SIGNS

red rectangular signs
e.g. "Fire Extinguisher"

3.7 RISK ASSESSMENT

It is a company and legal requirement, under the Health and Safety at Work regulations 1999, that risk assessments are carried out to assess the risks to health and safety of employees and others who may be affected by the company's activities.

For normal activities a standard risk assessment may be available. Where a standard risk assessment is not already prepared then a new assessment will be needed.

Whether a standard risk assessment exists, or a new one is prepared, the assessment must be applied to the specific operational site where the work is to be carried out, and the method of working to be used.



Once the risk assessment is carried out action necessary to minimize the risks, including communicating them to site operators must be enforced.

As an operation progresses it is essential to monitor operations and review site instructions, and overall assessment, as required.

For all standard forms, instructions and all generic assessments refer to the Risk Assessment folder on the server.

3.8 TRAINING

Bronwin & Abbey acknowledges the importance of, and its responsibility for, training.

The company is committed to ensuring that all employees receive adequate and proper training in issues of health, safety and safe systems of work relating to their specific requirements.

All new staff will be given induction training on health and safety policy and practice. Training will be continuous in the work environment and relevant to the work of the employee.

Only suitably trained and qualified (where appropriate) employees or self-employed contractors can undertake the following:

- 1.) Use of power saw (relevant certificates required – to include FISA refresher training every 3-5 years).
- 2.) Handling or applying pesticides or hazardous substance (relevant certificates required).
- 3.) Supervision and execution of overhead electricity line wayleave clearance (certificate required).
- 4.) Operating a tracked excavator, bulldozer or other plant (relevant certificate required).
- 5.) Using a firearm or shotgun (relevant license required).
- 6.) Use of explosives (relevant license required).
- 7.) Use of ATV/ATC.
- 8.) Use of mechanical brush cutter.
- 9.) Use of timber harvesting, extraction, loading and hauling equipment.
- 10.) Use of saw bench, peeler, chipper or other wood working machinery.
- 11.) Using equipment such as welders' cranes or power tools.
- 12.) Operation of forklift truck.
- 13.) Forest Supervisor – Forest Industry Safety Accord training course.
- 14.) Emergency First Aid – Forestry + (to be renewed every 3 years).

Self-employed contractors will also be directed to undertake suitable training where necessary and must comply with any legal requirement for certification or licensing for specific operations as appropriate.

All contractors must maintain a log-book of their experience and no work should be carried out by an inexperienced operative regardless of the duration of qualification.



3.9 VEHICLES

It is a company requirement that the driver of any vehicle ensures that the vehicle is fit for its purpose, complies with legal requirements and is driven in accordance with the law. Drivers will be responsible for their own safety and the safety of other passengers.

Drivers of any company vehicle must be in possession of a valid driving license for the appropriate category of vehicle.

3.10 OFFICE SAFETY

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:

- Properly storing materials.
- Protecting against or eliminating trailing electrical cables.
- Closing filing cabinet drawers.
- Keeping staircases and fire exits clear and unobstructed.
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject to COSHH assessments.

Electrical hazards will be minimised by ensuring:

- That all cables and connections are maintained in good condition.
- Equipment is properly earthed and correctly fused.
- Sockets are not overloaded.
- Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months.

Visual Display Screens

Risk Assessments will be completed and cover the following points:

- Workstation must have adequate lighting without glare or distracting reflections.
- Adequate space to be provided to allow postural changes and leg room.
- All workstations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area.
- Eyesight test to be provided at request of user.
- Damaged or faulty equipment will be taken out of use and reported to management.

Office Fire Emergency Procedures

- A risk assessment will be completed under The Regulatory Reform (Fire Safety) Order 2005.
- All staff will be instructed in the 'emergency evacuation' procedures.
- Emergency evacuation drills will be carried out and recorded.
- Alarms and firefighting equipment will be serviced and maintained.
- Fire and emergency evacuation instructions will be posted in conspicuous positions.



- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency.

Fire hazards will be minimised by:

- Keeping fire doors closed.
- Keeping fire extinguishers in place and tested.
 - Keeping paper and other flammable materials to a minimum.

3.11 FISA & AFAG LEAFLETS + TIMBER TRANSPORT FORUM GUIDANCE – INDEX (FISA UNLESS STATED)

Operation:	Number:	Subject:
Establishment seedlings	102	Pre-planting spraying of container grown
	103	Planting
	104	Fencing
Maintenance equipment	201 (AFAG)	Hand tool weeding, brashing and pruning
	202	Application of pesticides by handheld
	203	Clearing saws
Chainsaws	204	Flails and mulchers in tree work
	301	Using petrol-driven chainsaws
	302	Basic chainsaw felling and manual takedown (June 2018 update)
	303	Chainsaw snedding
	304	Chainsaw cross-cutting and manual stacking
	306	Chainsaw clearance of windblow
	307	Chainsaw felling of large trees
	Euroforest	Safety guidance for felling dead ash
308 (AFAG)	Top-handled chainsaws	
Work off Ground	310	Use of winches in directional felling and takedown
	n/a	FISA info leaflet 003 – 0115 on hand-arm vibration syndrome
	401 (AFAG)	Tree-climbing operations
	402 (AFAG)	Aerial tree rescue
	403 (AFAG)	Mobile elevating work platforms (MEWPs) for tree work



Extraction	501	Tractor units in tree work
	502	Extraction by skidder
	503	Extraction by forwarder (March 2018 update)
	504	Extraction by cable crane
	506	Extraction by horse
Processing	601	Mobile circular saw bench
	602	Mobile peeling machines
	603	Mechanical harvesting
	604	Wood-chippers
	605	Mechanical roadside processing
	606	Mobile stump grinders
Vehicles	701	ATV quad bikes
	702	All-terrain vehicles
	703	De-bogging and recovery of forestry machines
	704	Excavators in tree work
	705	Steep slope working in forestry
Timber Haulage	706	FISA 706 Timber Haulage A4 03-18 HR
General safety	802	FISA 802 - Emergency Planning A4 03-18
	804	Electricity at work: Forestry and arboriculture
	805	Training and certification
	806	Welfare in forestry. FISA publication Guidance on Managing Health and Safety in Forestry
Firefighting	FISA 803	Fire Fighting
Lone working	FISA Info leaflet	004-0415
Lyme disease	FISA Info leaflet	001-1114

GUIDANCE

Risk-Assessment	FISA Info leaflet-002-1214-rev-1215
Hand Arm Vibration Syndrome	FISA Info leaflet 003-0115
Stacking round timber, sawn timber and board materials	HSE information sheet
Road Haulage of Round Timber: Code of Practice	FISA



APPENDIX 1 FORESTRY WORKS SUMMARIZED

Role	Definition	Examples of who may take on this role	Summary of duties and responsibilities
Landowner	Person or Organisation in control of the land on which forestry work takes place.	<ul style="list-style-type: none"> Estate owners or farmers. State forest organisations or other public bodies, such as the Crown Estate and local authorities. Forestry management companies. Land agents working on behalf of private and public owners. 	<ul style="list-style-type: none"> Co-ordinate the activities of the overall forest environment for health and safety purposes. Gather information about hazards on and around forestry worksites and communicate these to the FWM. Ensure that the work on a particular site does not affect the health and safety of other people. Take advice from a competent specialist or agent on any aspect where they are not sufficiently knowledgeable.
Forestry Works Manager (FWM)	Person or Organisation who commissions the work on a forestry site.	<ul style="list-style-type: none"> Anyone in the Landowner role directly engaging forestry contractors as part of their business. Anyone engaged by the Landowner to manage and carry out the forestry operation on their behalf. Forestry management company directly engaging contractors to work on their client's land. Land agent company directly engaging contractors to work on their client's land. Timber purchasers (merchants, processors or contractors). 	<ul style="list-style-type: none"> Use information from the Landowner to prepare an outline risk assessment for work on the site and for haulage of timber away from site (where applicable). Select competent contractors who make adequate provision for health and safety. Specify health and safety measures for contractors working on the site and anyone else who may be affected by the work activity. Liaise with the Landowner. Supervise health and safety on site. Make arrangements for the reporting of incidents, unsafe practices or dangerous occurrences.
Contractor	Provider of a forestry service.	<ul style="list-style-type: none"> Contracting companies with their own employees or who take on Sub-contractors. Owner-operators. Hauliers. 	<ul style="list-style-type: none"> Work with the FWM to ensure health and safety standards are met. Select sub-contractors who are skilled and experienced, competent and have made adequate provision for health and safety. Manage employees and sub-contractors and ensure they work safely. Ensure effective supervision is in place so that safe systems of work are maintained if the owner/controller of the contractor's business is absent. Report any unsafe practices or occurrences.
Sub-contractor	Anyone engaged by a contractor other than by direct employment.	<ul style="list-style-type: none"> Anyone working under contract to a contractor. 	<ul style="list-style-type: none"> Co-operate with the arrangements for health and safety on the site. Manage personal health and safety. Report any unsafe practices or occurrences. Carry out site-specific risk assessments. Provide adequate supervision of their employees.
Worker	Anyone working in the forestry industry.	<ul style="list-style-type: none"> Anyone working within the forestry industry or undertaking a related task. 	<ul style="list-style-type: none"> Take care of their own health and safety and that of people who may be affected by what they do (or do not do). Co-operate with others on health and safety, and do not interfere with, or misuse, anything provided for their health, safety or welfare. Follow the training they have received when using any work items their employer has given them. Report any injuries, unsafe practices or occurrence to the contractor or their employer.



APPENDIX 2

EMPLOYEES/CONTRACTORS DECLARATION

I of

[employees name]

[employer]

Declare that I have received a copy of the Bronwin & Abbey Ltd health and safety policy and,

- I have read it
- I understand it
- I agree to work according to those conditions and provisions
- I agree to enable any future changes to this policy

Signed:

Date:

Witnessed:
