

**14th MEETING OF ARBORICULTURE AND FORESTRY ADVISORY GROUP
STONELEIGH 2/3 April 2008**

Action Notes from 13th AFAG Meeting 25/26 September 2007

Minute/ Proj No	Action <i>[Secretary's Note/Action taken in italics]</i>	By
1	Welcome and apologies - The following new member was welcomed Peter Jackson (UAG)	HSE
3	Minutes of 12th meeting - Amended minutes to be put on HSE website.	HSE
4.4	Business Impact Assessments - Sector to obtain more information on model assessments etc. - Agenda item	HSE Discharged
4.5	'Future' ATV Safety Helmet - Simon to produce this report asap and circulate it to members. - Feedback given to Frances, Frances to distribute	S Richmond Discharged
4.8	HSE's Insurance initiative - Roger to invite the companies involved to give a presentation to AFAG. - Deferred to later meeting	R Nourish Deferred
5.5	Review of Standard work - It was suggested that an e-mail summarising new developments and alerting the industry to emerging issues may be beneficial. - BSI produce publication that HSE will distribute to AFAG members	HSE/FC to consider and raise at BSI Committee AGE 29.
5.6	Members asked to feed back comments on paper AFAG/07/07 - Discharged	Members Discharged
6.3	Mechanically-Assisted take Down - HSE to pursue funding issues. - Agenda item	R Nourish A Plom Discharged
6.4	Jim Brown to contact CONFOR and elicit their support for this project. - Minutes correction – JB to contact a firm, not necessarily CONFOR	J Brown
6.6	Rigging and dismantling techniques – decisions need to be made on the best way to publicise the research findings. Lantra Awards to up date training package. - Review required before publication – see minutes for further details	C Saunders, F Hirst and Lantra Awards Deferred
6.7	Noise and vibration - Project group to meet to discuss research findings. - Report received later than expected – action deferred	Jim Burns or Colin Saunders Deferred
6.10	Future research funding by FC - members to suggest topics to Jim Dewar - No bids received	Members Discharged
8.1	Launch of new AFAG community sites - Jason to progress - Website to be launched w/c 7 April	J Liggins Discharged
8.2	Adequate resources to be provided to keep the websites up to	A Plom

	date - Discharged	Discharged
9.3	Review of progress with AFAG projects – definitions for the traffic light system to be added to table, project priority and project status to be put in separate columns. - Agenda item	HSE Discharged
9.13	A.1 Accident Analysis - Alan to contact Lantra SSC for the Trees and Timber Industry to obtain information on the number of employees. Jim Dewar to look at the statistics produced by the FC. - Agenda item	A Plom J Dewar Discharged
9.15	Lantra Awards to be asked to provide a summary of what training courses have been given. - Simon no longer at Lantra Awards	Simon Richmond/T&C Project Group Not discharged
9.17	Project Group to meet to review the report and consider the issues discussed. Jim Brown and Roger offered to join Emily and Frances. - Awaiting report from Natasha Perry?	E Ramsay Deferred
9.26	A.2 - Training and Certification - Members were asked to confirm which parts of the proposal they supported or rejected, and to advise what else they believe needs to be added to the 'options'. - Agenda item	Members Discharged
9.28	Pete Jackson offered to forward some case studies illustrating the benefits of training to businesses, eg securing contracts by being able to demonstrate training/competence. Other members were invited to submit other examples to Alan Plom. - Deferred to 14 th action notes	P Jackson/Members Deferred
9.29	Mapping of European Standards - Roger to provide an update following his trip to Pamplona. Jim to provide information on ENFE's proposal. - Discharged - ENFE proposal not relevant	R Nourish/J Dewar Discharged
9.30	Simon to produce a summary paper outlining the options and proposals for a scheme for consultation of key groups by individual members of AFAG. - Agenda item	S Richmond
9.31	B.1 Steep Ground Working - Jason to confirm FWM's concerns about their role and responsibilities. - Jason has received feedback from outside AFAG	J Liggins Discharged
9.34	Jason to consider future communications on this topic. - Discharged	J Liggins Discharged
9.36	B.2 Work at Height - A Plom to progress bid for revision of AFAG 401 with Elizabeth Gibby. - Discharged	A Plom Discharged
9.38	B.3 Welfare on Forestry Sites - progress with this project to be discussed with J Liggins/E Ramsay. - Agenda item	J Liggins Discharged
9.39	B.4 Rigging and dismantling techniques – decisions need to	C Saunders, F

	be made on the best way to publicise the research findings. Lantra Awards to up date training package. - See 6.6	Hirst and Lantra Awards
9.40	B.5 Machine-Assisted Take Down - To enable phase 2 of the project to take place to assess different methods before the end of March 2008, HSE funds need to be released urgently as the latest the money can be received is November. - Discharged	R Nourish Discharged
9.41	B.6 - Chainsaw PPE Sector to pursue reply from HMCR/ HSE Safety Unit. - Jason discussed with Safety Unit – advised HSE not appropriate vehicle for pursuing issue. Advised members to approach MPs to raise as issue	J Liggins/HSE Discharged
9.42	The issue of standards for chainsaw trousers to be discussed. - Agenda item (project work)	A Plom/F Hirst and J Brown Discharged
9.44	B.7 - Market Surveillance – Issue of lack of manufacturer’s information for mulchers to be pursued.	HSE/J Brown
9.46	C.1 Promotion of Rehabilitation Services - Jason is in contact with the Partnership for H&S in Scotland (PHASS) and an overview is expected at the next AIAC meeting.	J Liggins
9.47	C.2 Musculo-Skeletal Disorders – Frances to obtain RIDDOR information.	F Hirst
9.51	Project Group meeting to be convened.	P Jackson/F Hirst
9.52	Members asked to publicise the 2007 European Week for Safety and Health and the examples of good practice which have been posted on HSE’s Agriculture webpage.	Members
9.55	C.3.1 Whole Body Vibration - Confirmation is needed that funding is available from HSE for Phase 2 to commence and reassurance from HSL that they are able to continue to support the project.	HSE/Stuart McGregor
9.60	C.3.3 Noise - Some wood chippers are being used for other purposes, eg to recycle old wood such as pallets for fuel. This is a particularly noisy and dusty operation. Other HSE Sectors should be advised of this, via Ag Sector’s Bob Hadway.	HSE
9.65	Project D1 Promotion of Best Practice – It was suggested that AFAG should set up a “virtual group” so that ideas could be circulated for comment. The project leader could then report back at each meeting. Bill Kew-Winder is to be approached as a possible project leader.	HSE/Project Group D1
9.71	Project D2 – Production, Review and Maintenance of Guidance - the current ILO Forestry guidance contains old information from FASTCO days and this needs updating. Roger to raise this at ISSA meeting in Pamplona and to contact Martin Gifford and Peter Posche at ILO.	R Nourish
9.72	A copy of HSE’s Communications Division Model Business Case for publications is to be sent to project leaders. Roger agreed to pursue the business case for AFAG401 with Elizabeth Gibby.	R Nourish/HSE

10.2.	Project group feed back and way forward - Revision AFAG401 – work to start asap Machine assisted take down – funding to be agreed Rehabilitation – to be progressed on Jason’s return MSD – project group to meet	F Hirst R Nourish J Liggins P Jackson
11.2	New AFAG Members - Ros Johnson, Lantra Awards to be invited to join AFAG. - Discharged	HSE Discharged
11.3	Falls from vehicles - link to campaign web site to be put in Tree Work News. - Discharged (link sent to members)	F Hirst Discharged
11.4	AIAC Open Meeting - members wishing to attend this meeting were invited to contact HSE. - Discharged	Members Discharged
12	Date and venue of next meeting - to be circulated to members. - Discharged	HSE Discharged