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**HSE AGRICULTURAL INDUSTRY ADVISORY GROUP  
ARBORICULTURE AND FORESTRY ADVISORY GROUP (AFAG)**

**Revised AFAG Terms of Reference**

**Paper for AFAG Meeting: 2 May 2013**

**Summary**

1. The attached paper (Annex 1) re-affirms AFAG's Terms of Reference and 'provenance'. The Terms of Reference are presented as a standalone document, with current membership as an Annex

**Background**

2. The Agricultural Industry Advisory Committee (AIAC) has agreed that AFAG should continue to operate as a sub-committee of the AIAC and deliver its aims and objectives through the agreed series of 'task-and-finish' projects.

3. Terms of Reference have previously been included as part of the AFAG workplan. However, it is proposed that they now exist as a standalone document for clarity, ease of management and revision.

4. The proposed Terms of Reference have been extracted from the AFAG 09/01 (rev 1) Terms of Reference and Summary of Work Programme 2009-10 & Beyond paper, amended to reflect HSE's current Strategy for health and safety in GB.

**Action and Recommendations**

6. AFAG members are invited to:

- (a) agree the revised Terms of Reference
- (b) consider current membership and recommend updates where necessary;

**ANDREW TURNER**  
**AFAG Secretary**  
Head of Safety Section  
HSE Agriculture, Waste and Recycling Sector  
23 April 2013

**HSC AGRICULTURE INDUSTRY ADVISORY COMMITTEE  
ARBORICULTURE AND FORESTRY ADVISORY GROUP**

**TERMS OF REFERENCE**

**Background**

1. The Arboriculture and Forestry Advisory Group (AFAG) is a sub-committee of the Health and Safety Executive's (HSE) Agriculture Advisory Committee (AIAC). It provides a forum for the HSE and industry stakeholders including the Forestry Commission, trade bodies, training and awarding bodies, employers and employees' representatives to work together to tackle health and safety issues in the tree work sector i.e. arboriculture and forestry.
2. AFAG's Terms of Reference and Workplan are devised and agreed with industry stakeholders and the AIAC to meet the needs and priorities of the tree work sectors.
3. The AFAG Workplan is endorsed by the AIAC to which progress is reported at each meeting.
4. Importantly, AFAG is the key mechanism through which those working and involved in the sector can influence HSE's strategy for tackling the health and safety performance of these industries and the development of new guidance. AFAG is recognised as providing authoritative guidance which is widely accepted as describing good industry practice; most of which has now been adopted by the Forest Industry Safety Accord (FISA) and the Arboriculture Association) AA.
5. AFAG also contributes to the ongoing development and delivery of HSE's Strategy for the Agriculture and the Land-based Industries; and in particular the key objectives of providing 'strong leadership', 'building competence', and 'creating safer and healthier workplaces'.

**Terms of Reference**

6. Following its reconstitution, the AIAC agreed that the AFAG should continue to consider and make recommendations to HSE and the AIAC to:
  - (a) Identify and control all major areas of risk to health and safety arising from work activities in arboriculture and forestry, including transport of timber in the forest; and
  - (b) Help implement HSE's strategy for workplace health and safety in Great Britain (see <http://www.hse.gov.uk/strategy/>).

**Membership**

7. The membership as at 1 May 2013 is set out at Annex 1.

**Aims and objectives**

8. AFAG will build on previous work to maintain its influence and involvement in the tree work sectors so as to provide an effective platform for partnership working with key industry stakeholders.
9. The tree work sector continues to have a high rate of fatal and major injuries (~ 4x that of construction). By analysing research that identifies the common factors and key influences that contribute to tree work accidents, serious injuries and ill health, AFAG will target key health and

safety issues to enable resource to be directed to help deliver the overarching strategies of HSE and AIAC.

10. AFAG's objectives are to:

- 1) Contribute through a suite of task and finish projects to HSE's current and future Strategy.
- 2) Seek to achieve a fundamental culture change amongst those engaged in forestry, arboriculture and associated industries, with the aim of reducing the incidence of injuries and ill health.
- 3) Develop an overarching strategy for the tree work sector that delivers real improvements in both the incidence of, and cultural attitudes to, work related ill health.
- 4) Exploit synergies through joint working across Government Departments and agencies and with key industry stakeholders, to improve the well-being of workers in these sectors.
- 5) Develop, implement and evaluate innovative and cost-effective intervention methodologies e.g. Safety and Health Awareness Days (SHADs) to contribute to HSE's Strategy and targets.
- 6) Further develop and implement an effective communication strategy for the industry. This includes developing creative, high impact and 'state of the art' methods of communication that capitalise on opportunities afforded by evolving communication technologies, e.g. websites, podcasts, etc.

<b>Chair</b>	Graeme Walker	HSE, Head of Agriculture Waste & Recycling Sector
<b>Secretary</b>	Andrew Turner	HSE, Agriculture Waste & Recycling Sector
<b>Members</b>	Robert Beaney Lesley Barr Ros Burnley James Brown Des Campbell Tony Davies Hans Fairley Bruce Hamilton Reg Harris John Ireland Alex Laver Martin Lennon Donald MacLean Neil McKay Alex Murray John Price Emily Ramsay Vacancy Vacancy Vacancy Simon Wallace Anna Fenton Frances Hirst Iain Sutherland	UNITE Lantra Training Lantra Sector Skills Council CONFOR, AFAG rep on AIAC DARDNI City & Guilds/NPTC Agricultural Engineers Association (AEA) Public & Commercial Services Union (PCS) Arboricultural Association (AA) IOSH Rural Industries Group International Society of Arborists (ISA) Training provider/Assessor Forestry Contractors Association (FCA) Institute of Chartered Foresters (ICF) United Kingdom Forest Products Association Local Government Employers Organisation Forestry Commission National Association of Tree Officers (NATO) Tree Care Industry Association (TCIA) UAG Forestry Commission HSE, Minutes Secretary HSE, Agriculture Waste & Recycling Sector HSE, Agriculture Waste & Recycling Sector