

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

**TERMS OF REFERENCE AND SUMMARY OF WORK PROGRAMME 2005-2008**

**Terms of Reference**

1. Following the reconstitution of the Health and Safety Commission's (HSC) Agriculture Industry Advisory Committee (AIAC), the AIAC agreed that the Arboriculture and Forestry Advisory Group (AFAG) will continue to consider and make recommendations to the HSC and the AIAC on:

- (a) Identifying and controlling all major areas of risk to health and safety arising from work activities in forestry, arboriculture and the transport of timber in the forest, and
- (b) Implementing the HSC strategy for workplace health and safety in Great Britain to 2010 and beyond.

**Aims and Objectives**

2. AFAG aims to build on the success of the 'Forestry Initiative' over recent years and on the influence of AFAG in arboriculture as well as the forestry industry. AFAG's objectives over the next 3 years are:

- (a) To contribute through a suite of projects to HSE's "Fit for work, fit for life, fit for tomorrow" (Fit3) Strategic Programme and support the AIAC/HSE Agriculture and Food Sector's "Strategy for Delivery of the PSA Targets: Agriculture". This aims to achieve a fundamental culture change amongst those engaged in forestry, arboriculture and associated industries, to reduce incidence of injuries and ill health in line with the AIAC's industry-specific targets\*, ie:
  - o A 20% reduction in fatal accident incident rate to employees by 2008;
  - o A 10% reduction in fatal accident incident rate to self employed by 2008;
  - o A 20% reduction in major accident incident rate to employees by 2008;
  - o A 10% reduction in the incidence rate of cases of work-related ill health by 2008.

\*nb AIAC's targets are based on the average over 1999/2000 to 2003/04, as opposed to a single year. In turn these will contribute towards HSE achieving the PSA targets (ie to reduce fatal and major injuries by 3%, work-related ill health by 6% and days lost due to work-related injuries and ill health by 9%, all by 2008, based on 2004/05).

- (b) To 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.
- (c) To develop, implement and evaluate innovative and cost-effective intervention methodologies to contribute to HSE's Strategic Programmes and HSE's PSA

## AFAG WORKPLAN – Revised draft 24.2.06

targets, eg using Safety and Health Awareness Days (SHADs) aimed at Forestry Works Managers and clients in arboriculture.

- (d) To develop and implement an effective communication strategy for the industry.

### Projects

3. AFAG has identified a number of projects grouped under 4 areas of work:
- A. Examination of underlying and root causes of serious accidents, and develop strategies for risk reduction.
  - B. Operational best practice – Improving and maintaining standards.
  - C. Occupational Health – Improving and developing strategies for risk reduction.
  - D. Communication – Promoting best practice and maximising the potential for change.
4. The projects are listed and summarised in Appendix 1. More detailed outline plans for each of the projects are provided in Appendix 2. These identify the background and objectives for each project, the resource implications, milestones, outputs and outcomes.

### Resources

5. Current members of AFAG are:

<b>Chair</b>	Roger Nourish	HSE
<b>Members</b>	Jim Dewar James Brown Hans Fairley Robert Beaney Emily Ramsay Bruce Hatton Keith Leech Simon Richmond Joe Bradley Neil McKay Gerald Bonner Brendan Burns (or sub) J McGarrie Edward Shepherd Liz Stewart Joanne McAuley Paul Elcoat Local Authority rep (TBA) Frances Hirst Jason Liggins Alan Plom	FC (Technical Secretary) FTA (AFAG rep on AIAC) AEA TGWU FC AA UKFPA Lantra DANI Forest Service ICF TCIA FCA LGA PCS FC FC ISIA HSE HSE HSE (Sec)

## AFAG WORKPLAN – Revised draft 24.2.06

6. Project Groups will be ‘championed’ by a Project Leader from AFAG. Members will be drawn from AFAG and include other industry representatives and HSE staff co-opted, as appropriate [see Appendix 1 and 2 for details].

7. The funding for any research identified and the cost of production and publishing AFAG guidance is to be determined on a case-by-case basis. The Forestry Commission and HSE are already involved and funding project work, but the outcomes of AFAG Projects will have significant implications for HSE’s Research and Communications budgets. Other external sources such as European Community funding and industry support (in-kind) will be explored.

### Risk Register

RISK	LIKELIHOOD	CONSEQUENCE	RISK MANAGEMENT
Inadequate resource applied	Medium	Projects do not start	Modest resources requested and Projects designed to maximise impact across the industry.
Stakeholders unable or refuse to engage.	Low	Loss of input by stakeholders devalues project outcomes and inhibits implementation of measures across the industry.	High level of existing pressure from stakeholders across the arb & forestry industries for engagement with HSE is being cultivated and communication between stakeholders and HSE maintained.
Guidance is not produced.	Medium	Adverse effect on stakeholders and loss of credibility of the AFAG guidance system within the industry. Possible slippage in standards in the industry.	Project Managers to continue to encourage and co-ordinate the efforts of AFAG members and ensure their contributions are submitted according to the agreed timescale.
Insufficient funding for promulgation of products (eg guidance).	Medium	Products will not be taken up effectively by the industry and thus delivery/ outcome of projects will be at risk. The anticipated reductions in injuries/ill health will be at risk in the longer term.	AFAG Project Group is reviewing effective methods of communications and HSE Sector seeking adequate Communications budget to launch and publicise new products/outcomes of Projects.

## AFAG WORKPLAN – Revised draft 24.2.06

RISK	LIKELIHOOD	CONSEQUENCE	RISK MANAGEMENT
Short notice and other unplanned work demands may impact adversely on project.	Medium	Delays in meeting milestones, inadequate time to prepare outcomes properly	Feedback to Sector, AFAG and AIAC to advise on competing priorities and resource as necessary.
Staff changes in teams due to promotion etc. disrupt project.	Low	Deadlines missed etc.	Manage through Sector and others in management chain to minimise disruption.
Need for changes or amendments to project arise	Medium	Project timetable and/or aims disrupted	Project Managers to manage change process and inform AFAG/AIAC as necessary.

### Dependencies and major assumptions

8. It is assumed that:
- Government Ministers, HSC and HSE will continue to give the work of AFAG support and resources.
  - That there is a correlation between the standard of management of forestry sites and the frequency of major and fatal accidents, albeit that it is obtained from disparate sources, which informs our key objectives.
  - That working closely with the major stakeholders will result in real improvements in health and safety on forestry sites.

### Project Management

9. Day to day management and reporting to AFAG as prescribed will be the responsibility of the nominated Project Leader, supported by HSE Agriculture and Food Sector staff, as appropriate. The same individual may be Project Leader for more than one project. AFAG will sign off tangible outcome products on the basis of the Project Leaders reports and products e.g. new guidance.

### Evaluation

10. The outcomes of AFAG Projects, eg in terms of raised awareness across the industry and use of the guidance produced will be evaluated through stakeholders.
11. Accident and ill health data from RIDDOR will be monitored to identify emerging trends and, if possible, to evaluate project effectiveness. However, given the relatively small workforce involved in the forestry industry and engaged in this activity in particular, this may prove difficult.

**Summary of AFAG Work Programme 2005-2008 (at Feb 2006)****A. Examination of underlying and root causes of serious accidents, and develop strategies for risk reduction.**

<b>Project Title [+ deliverables/milestones]</b>	<b>Champion [+ Group members]</b>	<b>Priority</b>
<b>A1. Examination of underlying and root causes of serious accidents over the past 5 years to identify cultural and behavioural implications and strategies for reduction of risk.</b> <ul style="list-style-type: none"> <li>• Meeting with Bomel TBA in Q3 05/06</li> <li>• Develop key influencers network Q4</li> <li>• Analyse stats, report to AFAG end of 3/06</li> </ul>	<b>Emily Ramsay – FC</b> <i>Hans Fairley – AEA</i> <i>Paul Smith - AA</i> <i>Jason Liggins }</i> <i>Frances Hirst } - HSE</i> <i>Nick Sangha }</i>	A
<b>A2. Training and Certification, including:</b> <ul style="list-style-type: none"> <li>- Review of Training Schemes and Certificates of Competence;</li> <li>- Mapping of European standards of training and competence of machine operators;</li> <li>- Refresher training and re-certification.</li> </ul> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> meeting held on 7/12/05 to consider above issues, review research, funding, etc.</li> <li>• 2<sup>nd</sup> meeting held on 24/1/06 to identify next steps, further research, etc.</li> <li>• 3<sup>rd</sup> meeting on 25/4/06.</li> </ul>	<b>Simon Richmond – Lantra Awards</b> <i>Jim Dewar – FC</i> <i>JimBrown - FTA</i> <i>Keith Leech- UKFPA</i> <i>Gerald Bonner- TCIA</i> <i>Bruce Hatton – AA</i> <i>Liam McKeown – AA/Lantra</i> <i>Awards (co-opted Trainer)</i> <i>Robert Beaney – TGWU</i> <i>Joe Bradley – DARDNI</i> <i>Madge Moore – Lantra (SSC)</i> <i>Nick Eden – AA (papers only)</i> <i>Ruth Jenkins/David Spencer - BALI</i> <i>Mike Volp – LGA/NATO</i> <i>Brendan Bruce – FCA</i> <i>Alan Plom (Sec)}</i> <i>Frances Hirst } – HSE</i> <i>Jason Liggins }</i>	B

**B. Operational best practice – Improving and maintaining standards**

<b>B1. Identifying and promulgating precautions for machines working on steep slopes.</b> <ul style="list-style-type: none"> <li>• Meetings and discussions with industry Q3</li> <li>• Produce draft guidance leaflet for next AFAG, end of 3/06</li> </ul>	<b>Neil McKay – ICF</b> <i>Keith Leech – UKFPA</i> <i>Emily Ramsay- FC</i> <i>Jason Liggins – HSE</i>	A
<b>B2. Improving management of work at height, including implementation of the Work at Height Regulations.</b> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> meeting TBA Q4 05/06</li> </ul>	<b>Paul Elcoat – ISIA</b> <i>Emily Ramsay – FC</i> <i>Paul Smith – AA</i> <i>Frances Hirst – HSE</i>	A
<b>B3. Examination of feasibility of welfare provision on forestry work sites.</b> <ul style="list-style-type: none"> <li>• Low priority + relevant to Project B6</li> </ul>	Unassigned	C

## AFAG WORKPLAN – Revised draft 24.2.06

<p><b>B4. Rigging and dismantling techniques in arboriculture.</b></p> <ul style="list-style-type: none"> <li>• <i>Research tender Board meets 2/3/06</i></li> <li>• <i>Complete research by end 3/07</i></li> <li>• <i>Guidance by 9/07 (prov)</i></li> </ul>	<p><b>Frances Hirst – HSE</b>  <i>Simon Richmond – Lantra Awards</i>  <i>Jim Dewar – FC</i>  <i>Research contractor – TBA</i>  <i>+ other industry reps - TBA</i></p>	<p><del>A</del> B</p>
<p><b>B5. Machine-assisted takedown of trees.</b></p> <ul style="list-style-type: none"> <li>• <i>Meeting on 2/2/06 to discuss research and review current guidance and draft workplan</i></li> <li>• <i>Complete research by ?</i></li> <li>• <i>Draft guidance by ??</i></li> <li>• <i>Launch guidance (at APF 9/06?)</i></li> </ul>	<p><b>Jim Dewar – FC</b>  <i>Neil McKay – UPM</i>  <i>Peter Bowsher- UPM</i>  <i>Jim Brown – FTA</i>  <i>Keith Leech – UKFPA</i>  <i>Graham Hodgson – Contractor</i>  <i>Michael Grieve – Contractor</i>  <i>Colin Saunders –FC/FR</i>  <i>Dave Clark – FC/FTS</i>  <i>John Graves- FC/FTS</i>  <i>Jim Burns – FC</i>  <i>Donald MacLean- FCA</i>  <i>Neil Murray – FE</i>  <i>Joe Bradley – DARDNI</i>  <i>+TBA Area Ops Manager</i>  <i>Jason Liggins – HSE</i></p>	<p>A</p>
<p><b>B6. Chainsaw PPE – to improve and promote standards and related issues.</b></p> <ul style="list-style-type: none"> <li>• <i>Revise AFAG 301 re gloves and reprint – end of 3/06?</i></li> <li>• <i>Ongoing review and resolution of issues arising, eg VAT on PPE</i></li> </ul>	<p><b>Simon Richmond – Lantra Awards</b>  <i>Jim Dewar – FC</i>  <i>Jim Brown – FTA</i>  <i>Keith Leech – UKFPA</i>  <i>Jim Brown – FC</i>  <i>Gerald Bonner – TCIA</i>  <i>Hans Fairley- AEA</i>  <i>Jason Liggins – HSE</i></p>	<p>B</p>
<p><b>B7. Market surveillance (product design).</b>  <i>Ongoing – to report/resolve issues as they arise.</i></p>	<p><b>Jim Brown – FTA</b>  <i>All AFAG members to contribute</i></p>	<p>B</p>

**C. Occupational Health – Improving and developing strategies for risk reduction**

<p><b>C1. Promotion of rehabilitation services.</b></p> <ul style="list-style-type: none"> <li>• <i>Downgraded to priority B by AFAG 9/11/05</i></li> <li>• <i>To review current developments and explore with PHASS [Partnership for Health and Safety in Scotland]in Q4 05/06.</i></li> <li>• <i>Report to next AFAG – 7/3/06.</i></li> <li>• <i>Establish Project Group Q1 06/07</i></li> </ul>	<p><b>Jason Liggins – HSE</b>  <i>Forestry and arb reps TBA</i>  <i>+HSE Health Prog rep?</i>  <i>+HSE Scotland rep?</i>  <i>+HSE Wales rep?</i></p>	<p>B</p>
<p><b>C2. Identifying the prevalence and causes of musculoskeletal disorders and develop strategies for risk reduction.</b></p> <ul style="list-style-type: none"> <li>• <i>Review injury stats (incl Bomel) during Q4 05/06</i></li> <li>• <i>Convene Group as necessary.</i></li> </ul>	<p><b>Bruce Hatton – AA</b>  <i>Paul Elcoat ISIA</i>  <i>Paolo Bavaresco – AA/trainer coopted</i>  <i>Frances Hirst } HSE</i>  <i>Jason Liggins } “</i></p>	<p>A</p>

## AFAG WORKPLAN – Revised draft 24.2.06

<p><b>C3. Reduce operator exposure to hand-arm vibration, whole body vibration and noise.</b></p> <p><b>WBV</b></p> <ul style="list-style-type: none"> <li>• <i>WBV Working Group formed and workshop held at HSL on 17/1/06, to identify priorities for research and guidance, format and target audience.</i></li> <li>• <i>WBV/Back Pain article for trade journals by end Feb 06.</i></li> <li>• <i>Draft WBV guidance by 7/06.</i></li> <li>• <i>Launch WBV/Back Pain guidance and promote awareness at industry events (APF Show, RHS, Saltex, etc – Q2/3 06/07</i></li> </ul> <p><b>HAV</b></p> <ul style="list-style-type: none"> <li>• <b>DETAILS TO BE ADDED</b></li> </ul> <p><b>Noise</b></p> <ul style="list-style-type: none"> <li>• <i>Noise research reports in Q4 05/06 - consider conclusions &amp; produce guidance by end of Dec 06.</i></li> <li>• <i>Identify and use opportunities for publicity – ongoing.</i></li> </ul>	<p><b>Jim Dewar- FC</b>  <i>Emily Ramsay - FC</i>  <i>Colin Sauders - FC</i>  <i>Neil McKay – ICF</i>  <i>Hans Fairley – AEA</i>  <i>Paul Smith – AA</i>  <i>Russell Ackroyd – FCA</i>  <i>Joe Bradley - DARDNI</i>  <i>TBA - TGWU</i>  <i>Paul Pitts - HSL</i>  <i>Paul Brereton - HSE</i>  <i>Alan Plom – HSE</i>  <i>Jason Liggins - HSE</i></p>	A
<p><b>C4. Reduce exposure to pesticides used in tree planting.</b></p> <ul style="list-style-type: none"> <li>• <i>Meeting with FC in Q3 05/06.</i></li> <li>• <i>Convene Group in Q4 05/06.</i></li> <li>• <i>Draft proposals (eg for guidance) and report to AFAG, end of 3/06</i></li> </ul>	<p><b>Jason Liggins – HSE</b>  <i>Jim Dewar – FC</i>  <i>Robert Beaney - TGWU</i>  <i>Other reps TBC</i>  <i>Cheryl Anthony/ ANO – HSE</i></p>	B

**D. Communication – Promoting best practice and maximising the potential for change.**

<p><b>D1. Promotion of arboricultural best practice amongst key client groups.</b></p> <ul style="list-style-type: none"> <li>• <i>To review position in Q4 and produce plan for next AFAG – end of 3/06</i></li> <li>• <i>Client SADs – ongoing and continue into 06/07 and beyond - subject to review and evaluation (using Bomel Barometer?)</i></li> <li>• <i>Publicise SADs - Q4 and ongoing</i></li> <li>• <i>Sector to produce Arb News - Q1 06/07</i></li> </ul>	<p><b>Bruce Hatton – AA</b>  <i>Simon Richmond – Lantra Awards</i>  <i>Frances Hirst - HSE</i></p>	A
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## AFAG WORKPLAN – Revised draft 24.2.06

<p><b>D2. Production, review and maintenance of AFAG, HSE and industry guidance.</b></p> <ul style="list-style-type: none"> <li>• <i>AFAG leaflets in production 05/06 include:</i> <ul style="list-style-type: none"> <li>- 607 Firewood Processors</li> <li>- 703 Debogging</li> <li>- 803 Firefighting</li> <li>- 204 Use of Flails</li> <li>- 404 Utility Arboriculture</li> <li>- 704 Excavators in Forestry</li> </ul> </li> <li>• <i>Titles due for review in Q4 05/06 include:</i> <ul style="list-style-type: none"> <li>- AFAG 401: Tree climbing operations</li> <li>- AFAG 203: Clearing saws</li> <li>- AS15: Farm Forestry and Estate Operations</li> </ul> </li> <li>• <i>Titles due for review in 06/07 include:</i> <ul style="list-style-type: none"> <li>- Managing Public Safety on Harvesting Sites. (FastCo - Priced)</li> </ul> </li> <li>• <i>Dismantling and rigging guide – 9/07 (provisional, subject to research report due 3/07 – see Project B4)</i></li> </ul>	<p><b>Bruce Hatton - AA</b>  <i>Simon Richmond - Lantra Awards</i>  <i>Jim Dewar - FC</i>  <i>Jason Liggins - HSE</i>  <i>Garry Miller- HSE</i>  <i>Frances Hirst- HSE</i></p>	<p>A</p>
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**AFAG - OUTLINE PROJECT PLANS**

***Nb. APPENDIX 2 ISSUED SEPERATELY***