

## AFAG 11<sup>th</sup> MEETING 16.8.06

### Action Notes from AFAG 10<sup>th</sup> Meeting 07.03.06

Minute/ Proj No	Action <i>[Secretary's Note/Action taken in italics]</i>	By
1.2	<b>Membership</b> - Roger Nourish to write to Keith Leech. <i>Done??</i>	R Nourish
1.3	<b>TU and FCA reps</b> - Note to be sent to E Shephard (FC's TU Side PCS Secretary) requesting details of rep able/willing to attend future meetings. <i>Discharged – New rep obtained for PCS (Steve Osborne) and an additional nominee received from TGWU (John Broatch).</i>	A Plom
1.4	<b>LA reps</b> [John Murphy (LB Merton/CHAS) and John Price (Milton Keynes Council)] to be invited to T&C Project Gp - <i>Done</i>	A Plom
1.5	<b>Utility rep</b> - AA's Utility Arb Group to be reminded to put forward a nomination.	S Richmond
3.1	<b>Draft minutes</b> of the 9 <sup>th</sup> meeting to be sent to all members for comment. <i>Done</i>	J Phillips-Nairn
3.2	Finite date for issue and receipt of comments on draft minutes to be set, in line with AIAC's targets. HSE Minutes Secretary to send website address link to members. <i>Done?</i>	J Phillips-Nairn/ A Plom
4.1	<b>Finance Sector Seminar</b> – <i>Ongoing, still to be arranged. Proposed jointly with Lantra/NPTC.</i>	R Nourish
4.2	<b>LA Reps for AFAG</b> - Three nominations received. Discussed at 1.4. <i>Still need Environmental Health Rep?</i>	A Plom
4.3	<b>AFAG 404 - Utility arb guidance leaflet.</b> <i>F Hirst has held meeting with industry reps, guidance leaflet further revised.</i>	F Hirst
4.6	<b>HAV/WBV/Noise</b> - Paul Brereton's ppt presentation to be placed on AFAG website – <i>Done.</i>	A Plom
4.7	<b>Project Plans</b> - Still needed for A2, B2, B3, B6, B7, C2, D1 and D2. – <i>A2 (T&amp;C Group) added.</i>	Project Leaders
4.17	<b>Arboriculture Industry Liaison Group</b> - Gary Miller to contacted ODPM [now Dept for Local Govt and Communities]. <b>Highways Agency Tree Inspection</b> questionnaire - Bruce Hatton to forward copy for circulation to Members. <i>Done.</i>	F Hirst (G Miller)/ B Hatton
4.18	<b>VAT on PPE</b> – Further info requested and AFAG members to follow up and gauge reaction.	Jim Brown/HSE
5.1.2	<b>Work Plan</b> - Contributions made by AFAG members to each Project be estimated (in cash or kind). 'Resources Box' could be added to each project plan. Alan Plom to circulate revised form to Project Leaders and all members to estimate their time/contribution.	A Plom/All Members

5.1.3	<b>Projects Plans</b> – Plans for A2 <i>completed and added but still needed</i> for B2, B3, B6, B7, C2, D1 and D2 + all Project Leaders to bear in mind the Risk Table when drafting their plans. <i>Discuss details under Item 5 + 7.</i>	ALL Project Leaders
5.4.1	<b>Arboriculture project</b> - Article to be circulated to members when it is finalised, for use in the local press, newsletters, etc. <i>Done</i>	F Hirst/ Members
5.4.2	<b>‘Engaging Arb Client’ SHADs</b> - Members to suggest effective way of evaluating long term impact. <i>None received?? HSE would still welcome ideas.</i>	All Members
5.4.4	<b>HSE Projects/HSAO Resource</b> - Members to be given details of the (number of) HSAO’s allocated to these projects nationally. <i>Still to action??</i>	F Hirst
6.1	<b>Project A1 - Review &amp; analysis of accident statistics</b> - Bomel to present findings at next meeting - <i>On agenda.</i>	Sector/ E Ramsay/ Project Group A1
6.2	<b>A2 – Training &amp; Certification</b> – Group to prepare consultation document outlining the options for circulation to the industry. Scope beyond trees and timber industry to be considered. Sector to handle administration. <i>AFAG 06/06 + comments circ’d to members for discussion – Agenda item 7.</i>	S Richmond/ Group members
6.3	<b>Mapping of European Standards</b> - Jim Dewar on WG looking at competitiveness in the forestry industry including education. Jim to write to the group about AFAG’s interest. <i>Action not known.</i>	J Dewar
6.7	<b>B2 – Work at Height</b> - Contact to be made with Paul Elcoat. <i>Done</i>	Simon Richmond
6.8	<b>B4. Rigging &amp; dismantling techniques in arboriculture</b> – Jim Dewar to send strongly worded letter on behalf of AFAG and FC expressing concerns over HSE’s moratorium on research preventing commissioning of joint-funded project with FC. <i>Done – successful and research commissioned .</i>	J Dewar
6.10	<b>B6. Chainsaw PPE</b> - Members to be advised of current status of reprint of AFAG 301. <i>Done</i>	F Hirst
6.11	<b>B6. Chainsaw PPE Group</b> - A replacement is needed Simon Richmond. Members to volunteer/suggest a suitable person. <i>None received.</i>	All Members/ A Plom & R Nourish
6.13	<b>C2. MSD</b> - Bruce Hatton had contacted Paolo Baveresco and to follow up. <i>Action not known</i>	Bruce Hatton
6.19	<b>D1. Promotion of arboricultural best practice</b> - Items needed for next edition of Arb News, asap. <i>‘Arb News’ issued but standing invitation for items.</i>	All members
6.20	<b>D2. Production, review and maintenance of guidance</b> - Paper to be circulated to Group members for discussion. <i>To be tabled by Bruce?</i>	B Hatton
6.21	Approach Insurance Sector for sponsorship to incorporate all current guidance into one publication. Ongoing – <i>See 4.1 above.</i>	R Nourish

8.1	<b>Standards</b> – HSE requested to attend ISO meeting in Finland in June. <i>Done.</i>	A Plom/ R Nourish
8.2	<b>Summary of Relevant Standards</b> - AFAG 05/03 to be reviewed and updated.	J Dewar
12.1	<b>AFAG Communications Policy</b> – To be discuss at meeting. <i>Bruce Hatton’s paper proposing working with Insurers circ’d [AFAG06/05] for discussion under item 7</i>	B Hatton
12.2	<b>AFAG at APF</b> - All Members to consider availability and inform A Plom + J Liggins for inclusion in rota.	All members
13.1	<b>Future Safety ATV/Forestry Helmets</b> - Simon to provide further information on criticisms.	S Richmond
14	<b>Next meeting</b> - To be arranged for the beginning of September 2006, before APF	A Plom