

**12<sup>th</sup> MEETING OF ARBORICULTURE AND FORESTRY ADVISORY GROUP  
STONELEIGH 19 APRIL 2007**

**Action Notes from 11<sup>th</sup> AFAG Meeting 16 August 2006**

<b>Minute/ Proj No</b>	<b>Action</b> <i>[Secretary's Note/Action taken in italics]</i>	<b>By</b>
2	<b>Urgent business</b> - Representation on AFAG needed clarification and rationalisation. <i>TGWU reps clarified.</i>	HSE
4.2	<b>LA representation.</b> Further discussions will take place to decide which reps will attend. <i>Done - John Price (LA Employers org/MK Council) and M Volp (NATO) invited.</i>	A Plom
4.3	<b>Utility Rep.</b> Utility Arb Group have proposed one member should attend AFAG. Brian Bell of Scottish Power is willing. Simon to pursue. <i>Peter Jackson nominated/invited.</i>	S Richmond
4.5	<b>Tree Inspections/Arb Industry Liaison Group</b> - Copy of Highway Agency's Tree Inspection questionnaire circulated to members. J Liggins to find out if G Miller had contacted the ODPM (now DCLG) to clarify their position on tree inspections.	J Liggins
4.6	<b>VAT on PPE</b> - B Burns suggested contacting the Fed of Small Businesses to help persuade HMRC to change legislation. Details to be mailed to Jason.	B Burns/ J Liggins
4.8	<b>HSE Arboriculture Project</b> - Members invited to suggest ways to evaluate SHADs. <i>See 7.29</i>	All members
4.9	<b>HSE Projects/HSAO resource</b> - Discussions on allocation of resources for 07/08 yet to be confirmed – <i>On agenda</i>	F Hirst
4.10	<b>Project A2 Mapping of European Standards</b> - Volunteer to lead project and funding required. FC may have money. <i>On agenda</i>	J Dewar/ S Richmond
4.13	<b>B6 Chainsaw PPE</b> - Members advised AFAG 301 to be changed at next reprint and inspectors informed of new text. J Brown leads.	HSE
4.14	<b>C2 MSD</b> - Update to be provided by Bruce. Accident analysis from Bomel needed. Bruce to contact Paolo Baversco about joining group.	B Hatton
4.15	<b>D1 Promotion of arb best practice</b> - Feedback on content and usefulness of Arb News requested.	F Hirst/ All members
4.16	<b>D2 Production, review and maintenance of guidance</b> - B Hatton's paper AFAG 06/05 proposed engaging insurance brokers. <i>Carried forward/on agenda.</i>	R Nourish/ B Hatton
4.19	<b>Insurance Initiative</b> - Members to consider possible case studies and ideas for seminar for insurers.	All members
4.20	'Essentials of Health and Safety for Arb and Forestry' and HSE's self assessment software and CD Rom for farmers could be adapted for industry. Ideas to be considered by 'Communications' project group D1. - <i>Paper 07/03 refers</i>	B Hatton/ HSE
6.1	<b>Report on research by BOMEL.</b> Pre-and post-SHAD evaluations would be reported back to AFAG in due course	J Liggins
6.4	In order to develop guidance and focus publicity AFAG needs info on (a) which industries the stats cover; (b) the IPs occupation and (c) what training and CoC's are held by the IP.	J Liggins

6.5	S Richmond's question on guidance and J Brown's request for more stats to be divulged to the industry would be fed back to Bomel.	J Liggins
7.2	<b>A1 - Review and analysis of accident statistics</b> - Chainsaw workshops start on 7 Nov and UKFPA agreed to assist in ensuring operators attend. Hans Fairley to be copied in. <i>Done</i>	E Ramsay/ J Liggins
7.5	<b>A2 - Training and certification</b> - debate needed on whether any new scheme is voluntary or mandatory. Any further comment to be fed back to Alan. <i>Overtaken by Consultation exercise.</i>	All members
7.7	Jim Brown to compose questions to prompt discussion at the APF Seminar. Draft to be sent to group for consultation. <i>Done</i>	J Brown
7.8	<b>B1 - Steep Ground working.</b> New AFAG leaflet available from 17.8.06. Next stage a review of relevant training and certification.	J Liggins/ N Mackay
7.9	<b>B2 - Management of Working at Heights</b> - AA's MEWP Working Group is progressing this. P Elcoat agreed bullet point list is required.	P Elcoat/ F Hirst
7.10	<b>B3 - Welfare Provisions</b> - Forestry sites should be examined as part of 'Reducing exposure to pesticides' Project. Project group to be convened as soon as HSE Specialist's report released.	J Liggins
7.12	<b>B5 - Machine assisted take-down.</b> Further work is required. Funding currently unavailable (within FC or HSE) so guidance would be delayed until next financial year. Priority rating changed to B.	HSE
7.15	<b>B6 Chainsaw PPE - Trousers</b> - Application of the Data Protection Act needs to be checked before manufacturer/product info can be released to AFAG members. <i>Ongoing</i>	F Hirst
7.16	Jim Brown to take over from Simon as lead on chainsaw PPE working group. Also has interest in the European Group.	HSE
7.17	<b>B7 - Market surveillance</b> - Members to send any issues to J Brown.	All members
7.19	<b>'Future Safety' ATV/Forestry Helmets</b> - Simon will obtain written report on complaints to send to Future Safety and Frances (for feedback to HSL and HSE inspectors)	S Richmond/ F Hirst
7.20	<b>C1 - Promotion of rehabilitation services</b> - This group could communicate by e-mail. HSE to discuss with B Hatton.	HSE
7.21	<b>C2 - MSD</b> - This project to remain as priority A. B Hatton to be contacted.	F Hirst
7.29	<b>D1 - Promotion of (Arb) Best Practice</b> - HSE's 'Engaging Arb Client' SHAD's. A review of the effectiveness of these key events would be useful. <i>See 4.8.</i>	F Hirst
7.30	<b>D1</b> - B Hatton had some ideas to work with media. Could not be developed until HSE's budget position was clear. May have to seek external sponsorship.	B Hatton/ HSE
7.31	<b>D1</b> - Alan suggested project title and scope should be broadened to include forestry. Group should be established asap. To be discussed further with Bruce. <i>Done</i>	HSE
7.32	<b>D2 - Production, Review and Maintenance of Guidance</b> - A wider review of policy, approach, effectiveness and needs of industry to be carried out. To be initiated before next meeting. For discussion with B Hatton. <i>Done</i>	HSE/ B Hatton

8.3	<b>Forestry Safety and Health Awareness Days (SHADs) -</b> Independent review of SHADs had been published in FMJ. To be copied to members. Article also to appear in forthcoming FMJ. AFAG's stand and seminar at the APF 2006 would also be publicised across the trade press. <i>Done</i>	J Liggins
8.7	<b>Arboriculture SHADs -</b> A detailed review of the effectiveness of these key events would be useful. <i>See 7.29</i>	F Hirst
9.5	<b>UK Representation at Standards meetings -</b> Industry members impressed their collective view that it is essential HSE continues an active role in British and International Standards. This view to be conveyed to those appropriate in DTI and HSE. <i>Done/ongoing</i>	HSE
11.1	<b>Progress of AFAG Publications -</b> Concern about guidance being solely on the web site. 'Hard copies' are widely used in the industry and members requested their view be passed on to HSE Communications Directors and policy-makers. <i>Papers 07/02 + 07/03 refer.</i>	HSE
11.2	<b>AFAG 401 - Tree climbing operations -</b> due for reprint, opportunity to update.	J Liggins/F Hirst
12.1	<b>AFAG Seminar and Stand at APG Show, Ragley Hall 21-23 Sept.</b> - Volunteers required on joint HSE/AFAG stand. Jason is preparing a rota and offered to help prepare draft speeches etc. <i>Done.</i>	J Liggins/ All members
13.3	<b>Next meeting -</b> HSE has to consider ways to reduce costs i.e. Project Leaders reporting back rather than full AFAG or Project Groups meeting via video conference. Any member with particular concerns or issues should share with others by email. <i>Ongoing.</i>	HSE