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**AFAG 07/04**

## **ARBORICULTURE AND FORESTRY ADVISORY GROUP (AFAG) COMMUNICATIONS PROJECT GROUP (D2)**

### **Production, review and maintenance of AFAG, HSE and industry guidance**

#### **Summary**

1 Project Group D2 was asked to review the production and maintenance of AFAG, HSE and industry guidance. This paper summarises the current position. All AFAG Members are invited to comment on the paper and contribute to producing a more comprehensive list of authoritative guidance relevant to the tree work sector.

#### **Background**

2 Effective communications are essential to AFAG and HSE's Workplan. AFAG guidance supports HSE's 'Strategy for Workplace Safety to 2010 and Beyond' and is used widely by HSE and the industry to help deliver improved health and safety awareness and outcomes. Given the reductions in HSE's operational resource allocated to tree work in recent years (particularly those for forestry and arboriculture), communication plays an increasingly important role in addressing the industry's poor accident and ill health record.

3 The production of guidance for the tree work sector was previously supported financially by the industry through the now defunct FASTCo, and the Forestry Commission (FC) in particular, before falling to HSE to publish. HSE's publications policy now dictates that HSE's communications - whether printed publications or other methods - require a 'business case' to ensure that HSE makes cost-effective use of its resources and produces guidance which consistently satisfies a number of criteria e.g the potential to help HSE meet its PSA (Public Service Accountability) and other targets and the need to reflect "sensible health & safety". Indeed, any new publication or those requiring substantial revisions now require prior approval at HSE Board member level before work proceeds.

4 AFAG Project Group D1 has proposed a 'Communications Strategy' for AFAG which aligns with HSE's overall communication strategy and the Agriculture & Food Sector's Communications Plan in particular. This is described in AFAG paper 07/02 which also considers the implications of HSE's current publications policy and potential developments in e-communications methods. Using IT and new techniques offer opportunities to communicate with the industry, whilst reducing the cost of production and dissemination of guidance.

5 The Internet and Intranet are already used extensively to communicate with the industry, HSE inspectors and local authority staff (as employers, advisors and regulators). However, AFAG recognises that printed leaflets are the main - and in many cases the only - point of contact that many of the small businesses associated with tree work have with AFAG and HSE and they still have a key role to play in conveying our messages and essential information to the industry. They are preferred by the majority of those working in the industry for a number of reasons:

- the many self-employed and largey small businesses in the industry rely on printed copy and professional organisations and training bodies all use the guidance contained in AFAG leaflets as a basis for training and promotion of good practice within the industry.
- A significant proportion of the industry still does not have access to IT, and of those who do, many do not have broadband access and therefore connection speeds are slow. This limits the ability to download leaflets with diagrams, etc.

6 Whilst it is accepted that the number of companies and individuals unable to access information electronically is steadily reducing, it is concluded that a mixture of channels is needed to communicate our messages for some years yet. It is therefore proposed that AFAG continue to produce a portfolio of high quality publications in a format that meets the demand of the target audience.

### **Recommendations and Proposals**

7 AFAG aims, through its publications, to continue to:

- a. maintain credibility and reinforce awareness of the industry working with HSE through AFAG;
- b. present a strong and consistent identity in its publications;
- c. produce clear, concise, accurate, relevant and authoritative guidance;
- d.** focus on HSE's priority topics, whilst also identifying good practice and producing practical guidance relevant to the industry;
- e. ensure that information is targeted and readily accessible to those working in the industry, and that it is easy to understand by all involved, i.e. written in appropriate language and where necessary, multi-lingual;
- f. ensure that AFAG and HSE's publications are planned, managed and regularly reviewed, and
- g. make every effort to evaluate and get critical feedback on its publications.

9 Furthermore, it is accepted that:

- a. new publications will be subject to an individual business case and HSE's current publications clearance procedure, and
- b. AFAG will explore and exploit increased use of IT to deliver guidance.

10 An overview of the business case for the continued maintenance and development of the AFAG suite of guidance, based on the industry's current demand and expectations for printed publications, is given in AFAG paper 07/02.

11 Appendix 1 attached to this paper (AFAG 07/03) is a list of publications planned and produced since 2005/06 and being progressed during 2006/07. The estimated cost of publications are taken from the Agriculture & Food Sector's communications budget for 2006/07. This information is provided for Members information and comparative purposes only.

12 Appendix 2 is a comprehensive list of 'Publications Demands', submitted by the Sector recently on behalf of AFAG to HSE's Communications Directorate. It lists proposed or prospective AFAG publications for which clearance has or will be sought and can be expected to require Sector resource in the next 12/18 months. It includes a justification for each item.

13 Appendix 3 lists guidance currently produced/available from AFAG and HSE. It is intended to expand this to include all relevant guidance produced by industry organisations and other sources, as well as HSE. This is work in progress, and members are asked to contribute topics/titles for inclusion.

### **Actions**

14 Members are invited to comment on the above recommendations and proposals, review the information set out in the Appendices, and in particular to:

- a) Discuss and offer any comment on the proposals;
- b) Note the progress made during 05/06 and 06/07, as listed in Appendix 1;
- c) Comment on the proposed new publications listed in Appendix 2, and
- d) Identify topics/titles for inclusion in Appendix 3, to provide a comprehensive list of all relevant guidance currently produced/available.

AFAG 07/03 Appendix 1

AFAG and HSE Publications	Produced/revised or reprinted in 2005-07 (and approx cost to HSE where available)	Notes
AFAG 204	Flails and mulchers in tree work (£1k)	New Publication
AFAG 302	Basic Felling by Chain Saw (£2k)	Revision
AFAG 304	Cross Cutting and Manual Stacking (£1k)	Revision
AFAG 404	Forestry Electrical Utility Arboriculture	New Publication
AFAG 607	<i>Firewood Processors</i>	New Publication
AFAG 701	ATV quad bikes (£0.5k)	Revision
AFAG 703	Debogging and recovery of forest machinery	New Publication
AFAG 704	Excavators in Tree Work (£1k)	New Publication
AFAG 705	Steep slope working in forestry (£1k)	New Publication
AFAG 803	Fire fighting	New Publication
AIS30 rev1	LOLER: How the regulations apply to arboriculture	Revision
INDG317 (rev1)	Chainsaws at work (£3k)	Revision
<b>UNDER REVIEW</b>		
AFAG 203	<i>Clearing saws</i>	Under review
AFAG 401	<i>Tree climbing operations</i>	Under review
AS15	<i>Farm Forestry and Estate Operations</i>	Title deleted
Fastco	<i>Managing Public Safety on Harvesting Sites</i>	Priced - Due for review

## AFAG/HSE PUBLICATION DEMANDS – 2007/08

Publication details Title/Subject	Deliverable - New - Revision - Reprint	Author Contact	Publication Justification including target audience, format and likely cost	Approved by	Comments
Arb News	New - ongoing	Frances Hirst	Newsletter - Web format only, issued 2x p.a.	Business case to be submitted for each issue	SMT agreed (19/12/06) to continue producing 2 issues p.a. of Arb News and to submit a business case for each issue.
AFAG leaflet on lone working in forestry	New	Jason Liggins	New targeted guidance essential following the death of a chainsaw operator struck by a falling branch who remained undetected for over 12hrs. Lone working guidance is also applicable to other land- based industries such as gamekeeping (fatal accident involving an ATV overturn where the gamekeeper remained undiscovered for 52 hrs). NB. The guidance will be largely based on work already carried out by HSE stakeholders.	Business case to be submitted	Planned for 07-08. The need for a publication is supported by AFAG. .  SMT agreed (19/12/06) to the submission of a business case
AFAG (or AIS) leaflet on Whole Body Vibration In Forestry	New	Jason Liggins	New leaflet urgently needed. Guidance developed from the results of joint research project between HSE and FC completed in 06-07. Drafted in partnership with N&V pool and FC. Guidance was previewed at the APF 2006 and widely publicised in trade press.  However, publication was delayed because of financial constraints even though the production of guidance is part of the AFAG workplan endorsed by AIAC.	Business case to be submitted	Guidance ready for publishing. Awaiting agreement on resource.  SMT agreed (19/12/06) to the submission of a business case
AFAG leaflet on lone Site Safety Coordinators	New	Jason Liggins	Urgently needed. Existing HSE guidance 'Management of Health & Safety In Forestry' (INDG294) was instrumental in effecting massive improvement in the management of operational forestry sites. However, the role and responsibilities of site safety coordinators is poorly defined in INDG294 and not well understood within the industry.	Business case to be submitted	Planned for 07-08. The need for a publication is supported by AFAG. This information could be incorporated into INDG294rev 'Management of Health and Safety in Forestry'. However, HSE Books currently hold 5+ years stock of this

Publication details Title/Subject	Deliverable - New - Revision - Reprint	Author Contact	Publication Justification including target audience, format and likely cost	Approved by	Comments
			This remains a major obstacle to further improvement in the management of forestry sites and clear guidance is urgently needed. This guidance is likely to contribute to further driving down accident rates to forestry workers and MOPs.		document.  SMT agreed (19/12/06) to the submission of a business case
New AFAG leaflet on rigging and dismantling	New	Frances Hirst	New leaflet required based on the outcome of commissioned research "Evaluation of current rigging and dismantling practices used in arboriculture."	Business case to be submitted	SMT agreed (19/12/06) to the submission of a business case
Tree-climbing operations (AFAG401)	Reprint or Revision	Frances Hirst	Needs major revision, stocks depleted, short print run proposed to cover immediate needs.  N.B. Lantra buys bulk supplies of the leaflet to support industry based-training.	Business case to be submitted	SMT supported revision of this publication (19/12/06).  Possibly incorporating AFAG 402 Aerial Tree Rescue
Electricity at work: forestry & arboriculture (AFAG804)	Reprint or Revision	Jason Liggins	Revision required to bring AFAG 804 in line with HSE Guidance Note GS6 <i>Avoidance of Danger from Overhead Electric Lines</i> .  More substantial revision may be necessary if GS6 is fundamentally revised in 2007/08.  N.B. Lantra buys bulk supplies of the leaflet to support industry based-training	RN\SMT	Planned for work to commence 06/07.  Initial (minor) amendments agreed by AFAG. Consultation ongoing within HSE re: review of GS6. Reprint of 6 months of AFAG 804 actioned prior to AFAG revisions because of requirement of business case to amend Figure 2.
Safe use of ATVs (AIS33)	Reprint	Alan Plom	High profile cause of fatal and non-fatal accidents in the industry.  Copies needed for SHAD packs.	RN\SMT	Ready to go to print with minor changes.  SMT supported revision of this publication (19/12/06).
Woodchippers (AIS38)	Reprint	Frances Hirst	Scheduled to come up for reprint in the near future. Some revision required to counter recent increase in the number of grab fed chippers supplied without appropriate operator protection.	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.

Publication	Deliverable - New - Revision - Reprint	Author Contact	Publication Justification including target audience, format and likely cost	Approved by	Comments
Hand-held power posthole borer (AFAG105)	Reprint  (Minor change)	Jason Liggins	<b>Stocks of all AFAG leaflets listed below have fallen to reprint levels.</b> - CDS have bulk orders from Lantra who pay for copies for their training courses. Checklist format is not designed to be web-only version. - CDS awaiting approval from authors (Sector) to make the necessary changes.	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.
Hand tool weeding, brushing and pruning (AFAG201)	Reprint  (Minor change)	Jason Liggins	Reprint delayed due to slight drop in projected demand.	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.
Chainsaw snedding (AFAG303)	Reprint	Jason Liggins	Stocks running low likely to come up for reprint in next 12 months	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.
Planting (AFAG 103)	Reprint	Jason Liggins	Stocks running low likely to come up for reprint in next 12 months	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.
Mobile stump grinders (AFAG606)	Reprint  (Minor change)	Jason Liggins	Reprint delayed due to slight drop in projected demand.	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.
Tractors units in tree work (AFAG 501)	Reprint	Jason Liggins	Stocks running low likely to come up for reprint in next 12 months	RN\SMT	SMT supported revision of this publication (19/12/06) when stock level triggers reprint action.



**AFAG 07/03 Appendix 3**

<b>Activity</b>	<b>Leaflet/ISBN Number</b>	<b>Publisher</b>	<b>Notes</b>
<b>Establishment</b>			
Pre-planting spraying of container-growth seedlings	AFAG 102	HSE	
Planting	AFAG 103	HSE	
Fencing	AFAG 104	HSE	
Hand-held power posthole borer	AFAG 105	HSE	
Mechanised Spraying Systems for Herbicide Use in Forestry	FCTN012	FC	Free from FC
Forest Fencing	FCTG002	FC	Priced from FC
Planting and managing amenity woodlands	AA Guidance note 3	AA	Priced from AA
<b>Maintenance</b>			
Hand tool weeding, brashing and pruning	AFAG 201	HSE	
Application of pesticides by hand-held equipment	AFAG 202	HSE	
Clearing Saws	AFAG 203	HSE	
Flails and mulchers in Tree work	AFAG 204	HSE	
Reducing pesticide use in forestry	FCPG015	FC	Priced from FC
The use of herbicides in the forest	FCFB008	FC	Priced from FC
<b>Chainsaws</b>			
Using Petrol Driven Chainsaws	AFAG 301	HSE	
Basic chainsaw felling and manual takedown	AFAG 302	HSE	
Chainsaw snedding	AFAG 303	HSE	
Chainsaw cross-cutting and manual takedown	AFAG 304	HSE	
Chainsaw clearance of windblow	AFAG 306	<b>HSE</b>	
Chainsaw felling of large trees	AFAG 307	HSE	
Top-handled chainsaws	AFAG 308	HSE	
Use of winches in directional felling and takedown	AFAG 310	HSE	
Chainsaws at work	INDG 317	HSE	
Chainsaw debutting of standing timber	FCTN005	FC	Free from FC
<b>Work off ground</b>			
Tree Climbing operations	AFAG 401	HSE	
Aerial Tree Rescue	AFAG 402	HSE	
Mobile elevating platforms (MEWPs) for tree work	AFAG 403	HSE	
Electrical utility arboriculture	AFAG 404	HSE	
Guide to Good Climbing Practice		AA	Priced from AA
<b>Extraction</b>			
Tractor units in tree work	AFAG 501	HSE	

Activity	Leaflet/ISBN Number	Publisher	Notes
Extraction by skidder	AFAG 502	HSE	
Extraction by forwarder	AFAG 503	HSE	
Extraction by cable-crane	AFAG 504	HSE	
Extraction by horse	AFAG 506	HSE	Download only
<b>Processing</b>			
Mobile circular saw bench	AFAG 601	HSE	
Mobile peeling machine	AFAG 602	HSE	
Mechanical Harvesting	AFAG 603	HSE	
Wood Chippers	AFAG 604	HSE	
Mechanical roadside processing	AFAG 605	HSE	
Mobile stump grinders	AFAG 606	HSE	
Firewood processors	AFAG 607	HSE	
Power-fed mobile wood chippers – operator protection at infeed chutes	AIS 38	HSE	
Small-scale Systems for Harvesting Woodfuel Products	FCTN009	FC	Free from FC
<b>Vehicles</b>			
ATV quad bikes	AFAG 701	HSE	
All-terrain vehicles	AFAG 702	HSE	
Debogging and recovery of forest machinery	AFAG 703	HSE	
Excavators in tree work	AFAG 704	HSE	
Steep slope working in forestry	AFAG 705	HSE	
Safe use of all-terrain vehicles in agriculture and forestry	AIS 33	HSE	
Operator seat restraints for mobile work equipment in agriculture and forestry	AIS 37		
Traction Aids in Forestry	FCTN013	FC	Free from FC
<b>Guidance on Specific Legislation</b>			
PUWER 98: how the regulations apply to agriculture and forestry	AIS 27	HSE	
LOLER: How the Regulations apply to forestry	AIS 29	HSE	
LOLER: How the Regulations apply to arboriculture	AIS 30	HSE	
Planning and Managing Pesticide Stores	FCTN014	FC	Priced download from FC
<b>General Safety</b>			
Emergency planning	AFAG 802	HSE	
Fire fighting	AFAG 803	HSE	
Planning controlled burning operations in forestry	FCTN002	FC	Free from FC
Forest and moorland fire suppression	FCTN003	FC	Free from FC
Burning forest residues	FCTN004	FC	Free from FC

Activity	Leaflet/ISBN Number	Publisher	Notes
Electricity at work: forestry and arboriculture	AFAG 804	HSE	
Training and certification	AFAG 805	HSE	
A Guide to Qualifications and Careers in Arboriculture	Qualleaf.php	AA	Available free from AA at <a href="http://www.trees.org.uk/">www.trees.org.uk/</a>
Tree Work Choosing your Arborist	Treework.php	AA	Available free form AA at <a href="http://www.trees.org.uk/">www.trees.org.uk/</a>
Farm and estate forestry operations	AS15	HSE	Printed runs discontinued – still available on HSE website
Managing health and safety at work	INDG 294	HSE	5 years + of stock remain before revision possible
Tree work accidents: An analysis of fatal and serious injuries	INDG278	HSE	
Watch your back: avoiding back strain in timber handling and chainsaw work	INDG 145	HSE	
Power take-offs and power take off shaft drives	AS 24	HSE	
Noise hazards in forestry operations and selection of personal protective equipment	FCTN007	FC	Free from FC
Respiratory protective equipment	FCTN006	FC	Free from FC
Arb News		HSE	Free - Electronic subscription
Road haulage of round timber CoP 2003	Not known	Round wood Haulage Working Party	Available for download free from <a href="http://www.confor.org.uk">www.confor.org.uk</a>
Hazards from trees: A general guide	0855385146	FC	Priced download publication from FC
Tree surveys: a guide to good practice		AA guidance note 7	Available from AA
Whole tree harvesting: a guide to good practice	0855383607	FC	Priced download from FC
Winching operations in forestry: tree takedown and vehicle debogging	085538638X	FC	Priced download from FC
Managing brash on conifer clearfell sites	Stock code: FCPN013	FC	Free download from FC
A guide to Tree Pruning	AA Publication	AA	Currently out of print awaiting the outcome of BS 3998 drafting.
Assessment of tree condition	0117102830	FC	Priced from FC
Manual of Wood Decays in Trees	Available from AA	N/K	Available from AA
Health and Safety Package	AA Publication	AA	Available from AA
Preparing for prosecution	AA Guidance Note 6	AA	Available from AA