

Dutyholders should use the table below to help you to prepare for and manage a forestry worksite.



Landowners should note that they will become the Forestry Works Manager unless they appoint a suitable FWM, or sell timber standing under a legal contract, in which case the purchaser will become the FWM. Landowners should take specialist advice for any aspect which they are not familiar with. FISA Members have pledged to reduce accidents by following the FISA Accord.

(Section A) Landowner Checklist for a Worksite

1

Are you going to appoint a Forestry Works Manager (FWM)?

Yes

Follow the rest of this section and then cooperate with the FWM to plan a safe working environment. Have a written agreement with a competent* FWM wherever possible.

No

You will then become and remain the Forestry Works Manager (FWM), unless you are selling the timber standing, and will need to understand and discharge that duty. See “Managing Health and Safety in Forestry” FISA. Complete section B also and then cooperate with the Contractor (see section C).

2

Are you selling timber standing?

Yes

Create a written contract with the purchaser and ensure the purchaser is fully competent* to undertake the FWM role, and can appoint competent* contractors. Use the rest of this section to identify hazards and constraints and include them in the sales particulars.

No

You will become and remain the FWM, unless you appoint a specialist person or firm to do so.

3

Have you identified the significant hazards and constraints associated with the worksite, and mapped them accurately?

Yes

Go to step 5 See also **step 4** for guidance and check against the major and most common hazards.

No

Go to step 4

4

Identify and map the significant hazards and constraints associated with the worksite and the access roads, especially (non exhaustive list) –

- Overhead Power lines
- Underground Services
- Steep ground
- Mobile communications
- Access and egress, including suitability of roads for lorries
- Windblow
- Watercourses
- Protected species & habitats
- Adjacent third parties or recreation uses
- Other hazards
- Legal boundaries

Once these hazards and constraints are mapped and identified, pass them to the FWM, or if you are not appointing a FWM, use them to act as the FWM (using section B.)

Go to step 5

5

Have you communicated the worksite and activities to any likely affected third parties?

Yes

Go to step 6

No

You will become and remain the FWM, unless you appoint a specialist person or firm to do so.

6

Have you gathered all the necessary permissions for the work?

Yes

Go to step 7

No

Ensure that the felling permission, any footpath closures, potentially damaging activities permissions, badger and bat licences, etc are in place and can be communicated to the Contractors.

7

Is warning signage in place on all likely access routes?

Yes

Go to step 8

No

Purchase and erect suitable warning and prohibition notices on all likely access routes, and associated with overhead power lines, underground services, watercourses, protected habitats & species, as appropriate. If necessary take specialist advice on design and location of signage. Electricity Distribution Companies can advise on the hazards associated with overhead power lines.

8

Have you appointed competent* contractors and satisfied yourself that they have the necessary skills, experience and plant and equipment to carry out the works safely. Have you asked for evidence of Competency and membership of FISA?

Yes

Now go on to use **Section B** unless you have appointed a FWM.

No

Select a suitable contractor by asking for references, competency evidence and training records. Take specialist advice where required from a suitable FWM or health and safety specialist . . and now go on to use **Section B** unless you have appointed a FWM.

** Competence – the right mix of skills, knowledge and experience, and this can be demonstrated via references, training certificates and CVs. Members of FISA have signed the accord to commit to reducing accidents in forestry by following good practice.*

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(Section B) Forestry Works Manager (FWM) Checklist for a Worksite

1

Have you received from the Landowner all the necessary permissions and information regarding hazards and constraints?

Yes

Go to step 2

No

Communicate with the Landowner in order to receive all the necessary information regarding worksite hazards and constraints – see section A above. Map these hazards and constraints and discuss how to manage the hazards and risks appropriately to minimise the danger to others. **See step 3 below.**
Go to step 2

2

Are you selling timber standing?

Yes

Create a written contract with the purchaser and ensure the purchaser is fully competent* to undertake the FWM role, and can appoint competent* contractors. Use the rest of this section to identify hazards and constraints and include them in the sales particulars. The purchasing entity will become the Forestry Works Manager once the standing timber has been sold.

No

You will become the FWM for the worksite if you engage contractors and commission and supervise the work. **Go to step 3**

3

Have you identified the significant hazards and constraints associated with the worksite, and mapped them accurately?

Yes

Go to step 5

No

Go to step 4

4

Identify and map the significant hazards and constraints associated with the worksite and the access roads, especially (non exhaustive list) –

- Overhead Power lines
- Underground Services
- Steep ground
- Mobile communications
- Access and egress, including suitability of roads for lorries
- Windblow
- Watercourses
- Protected species & habitats
- Adjacent third parties or recreation uses
- Other hazards
- Legal boundaries

Once these hazards and constraints are mapped and identified, use the information to appoint competent* contractors, and communicate and cooperate with the chosen contractor(s) in order to formulate the necessary “risk assessments” as required under health and safety legislation.**

Go to step 5

5

Have you communicated the worksite and activities to any likely affected third parties?

Yes

Go to step 6

No

Agree a split of responsibility with the landowner and then communicate with any likely affected third parties & explain which access routes may be affected and for how long. Arrange suitable signage where appropriate. **Go to step 6**

6

Have you gathered all the necessary permissions for the work?

Yes

Go to step 7

No

Ensure that the felling permission, any footpath closures, potentially damaging activities permissions, badger & bat licences, etc, are in place and can be communicated to the Contractors. **Go to step 7**

7**Is warning signage in place on all likely access routes?****Yes****Go to step 8****No**

Purchase and erect suitable warning and prohibition notices on all likely access routes, and associated with overhead power lines, underground services, watercourses, protected habitats & species, as appropriate. If necessary take specialist advice on design and location of signage. Electricity Distribution Companies can advise on the hazards associated with overhead power lines.

Go to step 8**8**

Have you appointed competent* contractors and satisfied yourself that they have the necessary skills, experience and plant and equipment to carry out the works safely. Have you asked for evidence of competency* and membership of FISA?

Yes**Go to step 9****No**

Establish a suitable contractor by asking relevant questions about -

- Skills
- Training
- Experience

Gather information and/or evidence/assurance on training and competency records, plant and equipment inspection and test records, insurance, references, and FISA membership. **Go to step 9**

9

Work with the Contractor to prepare a suitable & sufficient risk assessment, which contains enough detail relevant to the actual worksite. If the Contractor employs 5 people or more then they should be sharing a written risk assessment with you. Are the risk assessments suitable and sufficient and referencing FISA guides & other industry practice guides? Are site-specific method statements and Safe Systems of Work* available where needed?**

Yes**Go to step 10****No**

Prepare suitable and sufficient risk assessments**. Guidance can be found on the FISA website and the HSE website. Concentrate on the significant hazards and risks, and write down the findings, including the practical controls to reduce the risks to an acceptable level**. Consider appointing a Forestry Works Supervisor as required for significant hazards and risks – see FISA Managing Health and Safety in Forestry.

Go to step 10

10

Arrange a pre-commencement meeting with the contractor and record the findings and outcomes, including any snagging issues or outstanding actions. Explain the Site Rules to the Contractor and check that threshold signage is in place. Make a critical check of the major hazards to ensure that all the controls identified in the risk assessments have been put into place. Is this complete?*

Yes

Commence the operations and monitor and supervise in accordance with FISA Managing Health and Safety in Forestry. Appoint a Forestry Works Supervisor as required for any significant hazards and risks.

No

Revisit the outstanding issues to ensure that all significant aspects are covered off before work is allowed to commence. Record close-out of issues where needed.

** Competence – the right mix of skills, knowledge and experience, and this can be demonstrated via references, training certificates and CVs. Members of FISA have signed the accord to commit to reducing accidents in forestry by following good practice.*

*** The law says that risk assessment must be done, but is not required to be written down for small companies, but writing down risk assessments is the best way of evidencing the risk assessment process has been carried out.*

**** Method statement and Safe Systems of Work. A method statement is a written statement of how a worksite and/or process will be tackled, and is often used to accompany a risk assessment to enable a full understanding of how risks and constraints are being managed. A “Safe System of Work” is often a package of documents, including risk assessments, method statements, procedures, checklists, to ensure that the hazards and risks have been reduced to a state of “as low as is reasonably practicable” (ALARP).*

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(Section C) Contractor Checklist for a Worksite

1 Have you received from the Landowner/Forestry Works Manager (FWM) all the necessary permissions and information regarding hazards and constraints?

Yes

Go to step **2**

No

Communicate with the Landowner/FWM in order to receive all the necessary information regarding worksite hazards and constraints – see Section A. Use the Map and details of these hazards and constraints and discuss/cooperate with the Landowner/FWM how to manage the hazards and risks appropriately to minimise the danger to others.

See step **3** below. Go to step **2**

2 Are you buying timber standing?

Yes

You will become the FWM for the worksite – see the FWM checklist above. And also **go to step 3**

No

Go to step **3**

3 Have you cooperated with the Landowner/FWM to identify the significant hazards and constraints associated with the worksite, and mapped/recorded them accurately?

Yes

Go to step **5**

No

Go to step **4**

4

Cooperate with the Landowner/ FWM to identify and map the significant hazards & constraints associated with the worksite and the access roads, especially (non exhaustive list) –

- Overhead Power lines
- Underground Services
- Steep ground
- Mobile communications
- Access and egress, including suitability of roads for lorries
- Windblow
- Watercourses
- Protected species & habitats
- Adjacent third parties or recreation uses
- Other hazards
- Legal boundaries

Once these hazards and constraints are mapped and identified communicate and cooperate with the Landowner/FWM in order to formulate the necessary “risk assessments” as required under health and safety legislation.**

Go to step 5

5

Have you communicated the worksite and activities to any likely affected subcontractors and third parties?

Yes

Go to step 6

No

Agree a split of responsibility with the landowner/FWM and then communicate with any likely affected third parties and explain which access routes may be affected and for how long. Arrange suitable signage where appropriate. Remember to include Fuel Delivery drivers and maintenance operators.

Go to step 6

6

Have you received all the necessary permissions for the work?

Yes

Go to step 7

No

Ensure that the felling permission, any footpath closures, potentially damaging activities permissions, badger and bat licences, etc, are in place and can be received from the Landowner/FWM. **Go to step 7**

7**Is warning signage in place on all likely access routes?****Yes****Go to step 8****No**

Purchase and erect suitable warning and prohibition notices on all likely access routes, and associated with overhead power lines, underground services, watercourses, protected habitats & species, as appropriate. If necessary take specialist advice on design and location of signage. Electricity Distribution Companies can advise on the hazards associated with overhead power lines.

Go to step 8**8**

If you require sub-contractors - have you appointed competent sub-contractors and satisfied yourself that they have the necessary skills, experience and plant and equipment to carry out the works safely. Have you asked for evidence of competency* and membership of FISA?

Yes**Go to step 9****No**

If no sub-contractors required **go to step 9** **OR** if subcontractors are required but no procedures exist, establish a suitable sub-contractor by asking relevant questions about

- Skills
- Training
- Experience

Gather information and/or evidence/assurance on training and competency records, plant & equipment inspection and test records, insurance, references, FISA membership.

Pass on details of sub-contractors to the FWM/Landowner. **Go to step 9**

9

Work with the FWM to prepare a suitable and sufficient risk assessment. If you employ 5 people or more then you should be sharing a written risk assessment with the FWM. Are the risk assessments suitable and sufficient and referencing FISA guides and other industry practice guides?*****

Yes**Go to step 10****No**

Prepare suitable & sufficient risk assessments. Guidance can be found on the FISA website and the HSE website. Concentrate on the significant hazards and risks, and write down the findings, including the practical controls to reduce the risks to an acceptable level.*** Consider appointing a Forestry Works Supervisor as required for significant hazards and risks – see FISA Managing Health & Safety in Forestry.

Go to step 10

10

Arrange a pre-commencement meeting with the FWM/ Landowner and record the findings and outcomes, including any snagging issues or outstanding actions. Make a critical check of the major hazards to ensure that all the controls identified in the risk assessments have been put into place. Is this complete?*

Yes

Commence the operations and monitor and supervise in accordance with FISA Managing Health and Safety in Forestry. Appoint a Site Safety Coordinator (SSC) as required – see FISA Managing Health and Safety in Forestry.

Cooperate with the FWM to appoint a Forestry Works Supervisor (FWS) for significant Hazards and Risks.

Store Fuels and Oils in accordance with Industry Good Practice and Regulations.

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