

JOB SHEET

Client name & contact No.			Enquiry date / ref.		
			e/mail:		
Client address		Site address	Inspected by		Conditions
			Date		Man days
Job description			Site plan attached?	Yes	No
Tree No.	Species	Work required			
TPO	CA	LGCHF	Job description continued?		Yes
					No
Application		Y	N	Permission	
				Y N Ref.	
WAH Assessment		Justification	Access (Can material be easily lowered; trailer easily loaded; forwarding to vehicles?)		Utilities (overhead / underground wires; gas; water)
All from ground level					
MEWP					
Rope access					
Disposal of arisings / specific requirements					
Extra equipment in addition to standard issue					
	Large saws			Winch	
	Brushcutter / clearing saw			Traffic control	
	Specialist lowering kit			Stump grinder	
	Chipper			Hedge trimmer	
	Knapsak sprayer / chemicals		MSDS attached	Y	N
Other equipment					
Bat potential	Bat roost	Birds nest	Evidence:		
Action	Further inspection	Continue	Notification		
Notification	Owner	Contractor	SNCO	Bat Group	None
Action					
Other notes					

EMERGENCY PLANNING AND SITE-SPECIFIC RISK ASSESSMENT

<ul style="list-style-type: none"> Dial 999. Stay calm, answer the operator's questions Give your name & the number you're calling from. Give the location of the incident. Give a description of the incident. 	<ul style="list-style-type: none"> State how many casualties, their ages & sexes, and whether they are conscious or not. Give a description of the injuries & First Aid given. Give nearest road junction & arrange to meet ambulance. Keep phone manned or with you. 								
Site address									
Postcode	OS Map Grid Ref								
Access	Nearest road junction or feature								
Risk category	Designated meeting place								
Location emergency equipment	First Aid: Land Rover rear seat, Transit glove box, Personally carried. Fire extinguishers: Land Rover & Transit cab Spill kit: Land Rover behind rear seats; Transit cab Mobile phones: personally carried								
Nearest A&E, postcode, phone number (underline)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Lister Hosp., Stevenage, SG1 4AB. 01438 314333</td> <td style="width: 50%;">Barnet Hospital Barnet EN5 3DJ, 0845 111 4000</td> </tr> <tr> <td>Princess Alexandra, Harlow, CM20 1QX. 01279 444455</td> <td>Chase Farm Hospital Enfield, EN2 8JL, 0845 111 4000</td> </tr> <tr> <td>Luton & Dunstable Hosp., Luton, LU4 0DZ. 0845 1270127</td> <td>Central Middlesex, London NW10 7NS, 020 8864 3232</td> </tr> <tr> <td>Queen Elizabeth II, WelwynGC, AL7 4HQ. 01438 314333</td> <td>The Whittington London N19 5NF, 020 7272 3070</td> </tr> </table>	Lister Hosp., Stevenage, SG1 4AB. 01438 314333	Barnet Hospital Barnet EN5 3DJ, 0845 111 4000	Princess Alexandra, Harlow, CM20 1QX. 01279 444455	Chase Farm Hospital Enfield, EN2 8JL, 0845 111 4000	Luton & Dunstable Hosp., Luton, LU4 0DZ. 0845 1270127	Central Middlesex, London NW10 7NS, 020 8864 3232	Queen Elizabeth II, WelwynGC, AL7 4HQ. 01438 314333	The Whittington London N19 5NF, 020 7272 3070
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Site considerations	Relevant	Additional or specific	Control measure	Validated					
Work site – common factors									
Power lines / other wayleaves									
Buildings / obstructions									
Roads / footpaths / public areas									
Sensitive / emotionally charged									
Other (eg. over water, hospital, school etc.)									
Environmental considerations									
Weather									
Watercourse									
Protected species / habitat									
Noise / dust									
Operations									
Chain saws – common factors									
Tree climbing – common factors									
Chain saw in tree – common factors									
Branch removal / Storm Damage									
Lowering equipment									
Tree felling / Sectional Takedown									
De-limbing & cross-cutting									
Chemical application									
Other (eg. bracing, planting etc.)									
Particular characteristics of tree									
Machinery									
Chipper									
Stump grinder									
brush cutter / clearing saw / hedge trimmer									
MEWP / Other eg. winch									
Operators on-site briefed	Address	Emergency contact							
Richard Wilson	10 Angotts Mead, Stevenage SG1 2NJ	07814766147 / 02089904704							
David McGown	98 Park Lane, Waltham Cross	07584411173							
Gerry Field	13 Stuart Road, East Barnet, Herts	07810 776635							
Jim Caddy	10 Ashanger Lane, Clothall	01462790222							
Joe Darby	18 The Noke, Stevenage	01438 725526							