



POLICY DOCUMENT

USE OF CHAINSAWS

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Version: 1

Version Control

Version	Change Detail	Who by	Date
1	This is the initial version of the Trust's Policy concerning the Use of Chainsaws and must be read in its entirety and in conjunction with the Supporting Information document for the Use of Chainsaws.	John Newton	May 2017

Cotswold Canals Trust (the 'Trust')

POLICY - Use of Chainsaws

- 1. This Policy should be read by any potential new chainsaw user within the Cotswold Canals Trust and their Team Leader, before accepting their nomination for training.**

Before any training is provided, as the management of the equipment provided, the required training and ongoing retraining is a significant factor in the Trust's work, all new chainsaw users, prior to setting up their training must sign a contract with the Trust, to provide a minimum of 100 hours of work within the 3 years following their training, for the Trust with their saw.

- 2. Who can use a chainsaw on Trust work?**

Only workers within the Trust who have passed the recognised chainsaw training qualification/s relevant to the work they intend to do for the Trust are deemed 'competent' and are allowed to work with a chainsaw for the Trust. The relevant certificate levels are as follows:

- City & Guilds NPTC Level 2 Award in Chainsaw Maintenance and Cross Cutting (201&202, was CS30) – independent assessment or Lantra Awards ITA certification – Integrated training & assessment - Felling Small Trees up to 200mm diameter.. this is Trainer User Category 150a in the trust CONNECT system
- Felling Small Trees up to 380 mm including Takedown of Hung-up Trees using Hand Tools. Independently assessed by City & Guilds NPTC – now 203 (was CS31). Category 150b in Trust CONNECT system.
- Felling Trees over 380mm diameter (was CS32). Category 150c in Trust CONNECT system.

A minimum qualification of ITA 201 & 202 (old CS30) - saw maintenance and cross-cutting stems on the ground, is required by all users.

To fell trees, a user must have passed the independent felling assessment test during the training session relevant to the size of tree to be felled.

No chainsaw user is allowed to work alone on a Trust-controlled work site.

No chainsaw user will climb trees to carry out dismantling work unless they have been specifically trained to do so, with certification in place.

On receiving their PASS certificate from the certification body, the trained saw user must then request a photo identification card with the relevant passed courses printed on it. This card must be carried by the user during their work with the saw, such that, if questioned by a member of the public, they can prove their certification as a valid saw user in the public domain.

- 3. Training and retraining** The Trust will train, at its cost, any new chainsaw user that it deems can help the Trust in its work and who has committed within the signed contract, to carry out the work hours shown in **item 1** above. The Trust will re-train its chainsaw users every 5 years after their initial training, as long as both parties agree that such training is in the Trust's interest.
- 4. Personal Protective Equipment (PPE)**
The Trust will provide at its cost all required and related PPE to its chainsaw users. Chainsaw users, along with their Team Leaders, will regularly check the condition of their PPE and replace

any items damaged or worn beyond repair. The Trust will pay for such replacement PPE but it must conform to the type shown within the Trust's document 'Use of Chainsaws – support information'.

5. Chainsaw and support equipment

The Trust will provide at its cost a new chainsaw and certain specific, related equipment to any agreed new user. The Trust will also stock within its work depots a spare chainsaw and other related forestry equipment to enable its saw users to carry out their work effectively and safely. These lists of equipment are specified in the Trust's document 'Use of Chainsaws – support information'.

6. Required number of chainsaw users

The Trust's Trust Council will determine at the beginning of each new financial year (at the latest by the end of February each year, for budgeting purposes), under advice from its lead chainsaw operative, Alan Jones, and using knowledge of the past year's saw activity, the planned future year's activity and any attrition of chainsaw users, whether it has sufficient chainsaw operatives to fulfil the year's activities, or whether additional operatives need to be trained, and how many. Trust Council must approve any new chainsaw user before training is offered.

ALL new chainsaw operatives MUST have their name and copy of their qualification certificate/s sent to the Trust Office Administrator, by their Team Leader, prior to them using their chainsaw for the Trust.

The Task Specification for the Lead Chainsaw Operative is included at Appendix 2 of the Supporting Information document on the Use of Chainsaws.

7. New users with their own chainsaws and supporting equipment

Subject to any new volunteer who is already equipped with a chainsaw and the required PPE, and who wishes to work with their chainsaw for the Trust, having the required certification (covered in Section 1 of 'Use of Chainsaws – supporting information'), they may use their chainsaw and PPE, provided it meets the Trust's minimum specifications as assessed by the lead chainsaw operative, and provided they have read this policy and supporting information document, and are allocated a Trust Team Leader for supervision. The Team Leader must ensure that their name and qualifications (copy certificates) are passed to the Trust Office Administrator for insurance registration purposes, prior to them using their chainsaw for the Trust. Subject to the need for this new operative to meet the Trust's work demands, as judged by the Trust's lead chainsaw operative, they may apply for replacement PPE and equipment, as necessary, under the supervision of their Team Leader.

8. Servicing the chainsaw

The chainsaw user is responsible at all times for keeping their saw in good condition, re-sharpening their chains, maintaining their bar/s etc, all as taught within the chainsaw training given. This also applies to any saw loaned out from a Trust work depot in support of any saw work carried out by the saw user. They must maintain and return that saw to the depot in the same good condition. Where a full saw overhaul is required, beyond the capabilities of the user, the user will use one of the overhaul specialists listed in the Trust's document 'Use of Chainsaws – support information'.

9. Logging saw usage time

Trust-trained saw users will log their hours of saw usage on Trust work within the log book which the Trust provides. The saw user's Team Leader will monitor twice yearly the hours logged (against the agreement in Item 1) and report any concerns over lack of hours worked with the saw. The Team Leader has discretion over the hours logged, if there are extenuating circumstances limiting those hours eg; preponderance of other work type, illness etc. In the event of a Trust-trained saw user not providing adequate work hours with their saw, the Trust reserves the right to reclaim the saw, all related equipment provided by it to the user and to make a charge to cover a reasonable amount of the training cost.

10. Working on slopes

Where the steepness of a worksite demands that a safety harness be worn, the saw user will wear such a harness, will follow guidelines within the Trust's document '**Use of Chainsaws – support information**' and follow any other requirements contained within the relevant site-specific risk assessment.