



DEVON COUNTY COUNCIL

**TREE SAFETY MANAGEMENT
POLICY AND PROCEDURES**

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Policy:	Devon County Council Policy for Tree Safety Management
Next Review Date:	September 2017

DEVON COUNTY COUNCIL

TREE SAFETY MANAGEMENT POLICY & PROCEDURES

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Associated policies and guidance:	<ul style="list-style-type: none">• Devon County Council's Health, Safety & Wellbeing Policy• HS0021 Grounds Maintenance Guidance Note• CP653-09a Tree Surgery Framework Agreement• CP653-09b Tree Survey and Consultancy Framework Agreement• DCC Wildlife Guidelines• Highways Tree Safety Management Procedure

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TREE SAFETY MANAGEMENT POLICY

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TREE SAFETY MANAGEMENT POLICY

1. POLICY STATEMENT AND AIMS

- 1.1 Devon County Council (DCC) recognises the cultural and environmental importance of trees in Devon and the need for respectful and responsible management of trees across the county. This Tree Safety Management Policy will help DCC to be more proactive in its management of the structural risks posed by trees within the county. This policy must be read in conjunction with the Highway Tree Safety Management Procedure.
- 1.2 This policy aims to:
- Establish objectives and policy for DCC members and officers for trees owned or managed by the DCC
 - Conserve (protect, maintain and enhance) the tree resource of the DCC
 - Reduce the risk to the public, employees and service users from potentially hazardous trees
 - Increase awareness within DCC of the value of trees and encourage best practice
- 1.3 This policy applies to all services, establishments and land within DCC. Non-DCC premises that have adopted the DCC Health, Safety & Wellbeing Policy and associated arrangements and guidance, e.g. Devon schools that are Foundation, Trust and Voluntary Aided, may also adopt this policy and arrangements.

2. RESPONSIBILITIES

- 2.1 DCC as a tree owner has a direct responsibility to ensure that its trees do not pose a danger to employees, service users, the public or property and that they are managed appropriately.
- 2.2 The Chief Executive, Strategic Directors and Heads of Service are responsible for ensuring that this policy is implemented and managed effectively in accordance with the Devon Health, Safety & Wellbeing Policy.
- 2.3 The Devon Health and Safety Panel is responsible for the development of this policy and for monitoring its implementation.
- 2.4 Managers, Headteachers and supervisors at all levels are directly responsible for ensuring this policy is known and acted upon. This accountability cannot be discharged by delegation.

3. CONTEXT

- 3.1 As a landowner, DCC has a duty of care to ensure that all trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk. The Occupiers' Liability Act 1957 places a common duty of care on DCC to take reasonable care to ensure that visitors are reasonably safe for the purpose for which they are invited. The Occupiers' Liability Act 1984 places a duty of care on DCC in relation to persons 'other than his visitors'; this includes trespassers. This duty can be discharged by giving appropriate forewarning of a known hazard and by taking reasonable steps to discourage persons from gaining access.
- 3.2 The Management of Health and Safety at Work Regulations 1999 require DCC to manage its trees and undertake work on them with regard to the health and safety of the public and employees. Failure to do so could lead to criminal action against DCC by the Health and Safety Executive (HSE).
- 3.3 Local authorities need to maintain a record of their land which contains trees and arrange for these trees to be checked and/or inspected at regular and frequent intervals and a record maintained of the details of such checks/inspections. Any recommended maintenance work resulting from the checks/inspections must be implemented and, again, a record maintained of any maintenance work carried out.
- 3.4 DCC, as Highway Authority, must have systems in place which ensure that all roads are checked / inspected at reasonable intervals as defined by DCC's [Highway Safety Inspection Manual](#) and the [Highway Tree Safety Management Procedure](#). Defective trees are noted and the appropriate work is undertaken to remove identified hazards.
- 3.5 DCC also has powers under the Highways Act 1980 to ensure that trees in private ownership adjacent to the highway do not pose a danger to the highway users. DCC does not routinely inspect private trees adjacent to the highway, however where defective trees are brought to its attention, tree owners are identified and contacted to inform them of their responsibilities with regards to keeping the highway safe. Should a landowner fail to act to remove any such hazard, DCC will intervene and if necessary carry out the works and seek to recover costs.

4. DEFINITION OF A TREE AND A HIGHWAY TREE

- 4.1 For the purpose of this policy a tree is defined as having a diameter of 18 centimetres or more at a height of 1.3 metres or more above ground level.

- 4.2 All trees within falling distance of the highway are collectively termed Highway Trees. For the purpose of checks/inspections and maintenance by DCC, any tree between the highway limits is considered to be a highway tree maintainable at public expense.

5. TREE HAZARDS

- 5.1 A tree becomes a hazard when it has a structural defect that may cause the tree, or portion of the tree, to fall. However, a defective tree in the middle of the woods or in an open field, away from paths or public use areas does not necessarily have to be considered a significant hazard.
- 5.2 Therefore, in order for a tree to become a hazard, there has to be a target that can be affected by the hazard. The target could be an object, structure or person.
- 5.3 The management of tree risk involves the process of checking/inspecting and assessing trees for their potential to injure people or damage property. In this respect the person who assesses the tree needs to be able to determine what constitutes an acceptable level of risk. There have been significant advances in decay detection equipment and formulas and guidelines for assessing hazardous trees. Modern techniques and procedures can be used to minimise the risk of damage to property and personal injury associated with tree failure. An understanding of trees and their biology is an integral component of any tree risk management programme.
- 5.4 The perception of safety of acceptable levels of risk is equally, or sometimes more powerful, than the reality of the condition of a tree and the situation it is growing in. In order to make objective, science-based decisions on the safety of trees, individual trees and site conditions need to be evaluated for the level of risk that they do, or do not, present.
- 5.5 As a target must be present for risk of injury or property damage to occur, the first step is to assess the sites where DCC has tree responsibilities into tree risk zones by target assessment. Appendix 1 provides the four hazard zones that will be used in Devon.

6. TREE SAFETY INVESTIGATIONS

- 6.1 The need for a particular tree or group of trees to be investigated depends on the usage of the area within their potential falling distance. Investigation is unquestionably necessary within zones where people, or high-value items of property, are continuously or frequently close to trees which are capable of being hazardous. Clearly, however, there are remote areas where tree failures are very unlikely to cause injury or damage, even though the risk of such an outcome cannot be entirely disregarded. Even at a more heavily used site, it could be that the risk is currently very low by virtue of the size of the tree.

Tree safety investigations may comprise one of four types

- (SC) Scheduled checks - regular programmed checks carried out by establishment or Highways staff
- (AC) Ad hoc checks - responsive checks carried out by establishment or Highways staff
- (SI) Expert scheduled inspections – regular, programmed inspections carried out by a qualified Arboriculturalist
- (AI) Expert ad hoc inspections - responsive Inspections carried out by a qualified Arboriculturalist.

Checks

- 6.2 Scheduled and ad hoc checks are safety investigations carried out in Devon by a range of employees including highway staff, park rangers, premises staff, etc and, as a result, bring trees in need of more detailed inspection or remedial works to the attention of a specialist contractor. The frequency of checks must be determined by the level of hazard. Appendix 2 provides a routine inspection checklist for non-highway trees. Relevant details for dangerous highway trees are recorded according to the DCC [Highway Tree Safety Management Procedure](#).

Inspections

- 6.3 Expert scheduled inspections and expert ad hoc inspections are investigations carried out by qualified arboricultural contractors or, in the case of expert ad hoc inspections, by either a qualified arboricultural contractor or by DCC's qualified tree officer(s).

Scheduled Checks and Inspections

- 6.4 Scheduled checks and expert scheduled inspections consist of a walked (or, in the case of highways trees, a walked or driven) inspection of all trees on or bordering a premise or within the highway limits. Appendix 1 provides an outline of the types of checks / inspections and the minimum frequencies that must be in place, based on the relevant hazard zones. The allowable working tolerance on the period between checks/ inspections shall be no more than 15% beyond the due days of the next check / inspection.
- 6.5 Where an expert scheduled inspection identifies a hazard the qualified arboricultural contractor will produce a detailed report including all relevant details including specific management recommendations. If a tree is judged imminently dangerous the inspector will immediately notify the Premise Manager / Headteacher or DCC Highways Business and Customer Management Team so

the area can be made safe and DCC's approved surgery contractors can be called.

- 6.6 Where a scheduled check identifies a hazard, establishment staff or highways staff will arrange either for an expert ad hoc inspection or, in the case of an imminently dangerous tree, arrange for the vicinity to be made safe and arrange for one of DCC's approved tree surgery contractors to attend the site immediately as above.

Ad Hoc Checks and Inspections

- 6.7 Ad hoc checks and expert ad hoc inspections are similar to scheduled checks and inspections but occur as and when necessary after storms or other incidents or as a result of concerns raised. Ad hoc checks and inspections follow the same methodology as that of the scheduled checks and inspections detailed above, with the sole exception that where expert scheduled inspections are ordered for individually enumerated trees, the inspector will produce a detailed report on each tree including those where no hazard is identified.

6.8 **Specialist tree inspections of veteran trees or trees of high amenity value or trees of high importance**

In respect of all tree inspections it is considered that a tree inspector should evaluate a tree and identify if remedial action is required and clearly identify the urgency with which management action should be taken.

If the tree being inspected is identified as requiring planned surgery (i.e. requiring work within six months) and is a veteran tree, a tree of high amenity value or tree of high importance then this should be clearly identified in the notes section of the Tree Safety Inspection Report. DCC may wish to consider a specialist inspection of such high value trees that may include decay detection drill survey, picus tomograph, tree radar survey, or rootzone airspade investigations.

On receiving a report of a tree that is a veteran tree, a tree of high amenity value or tree of high importance, DCC officers may then consult with the tree inspector (if considered prudent) and / or commission an independent tree inspector to carry out a specialist survey. If a specialist inspection is not commissioned then the initial recommendations in the Tree Safety Inspection Report will be acted upon.

For the avoidance of doubt a DCC Officer may also commission a Specialist Tree Safety Inspection Survey even if not recommended by a Tree Safety Inspector provided this does not place safety at jeopardy by delaying remedial work beyond the time period allowed in the latest expert inspection.

Where a Specialist Tree Safety Inspection Survey is carried out and includes clear recommendations then this later inspection will be taken to take precedence over the earlier Tree Safety Inspection Report provided that the recommendations are technically and financially viable. Otherwise the works as detailed in the original inspection will be commissioned.

Records

- 6.9 Records of checks and inspections and remedial works must be kept by each establishment, site or highway team. These will be subject to internal audit and made available for examination by enforcement authorities if required. Where applicable, the record must show the tree(s) identification number and relevant grid reference or other means of identifying its location, what (if any) warning signs were noted, any remedial action proposed and the date that the remedial actions were completed. Only trees with an identified defect/hazard will need to be individually recorded.

7. TREES NOT ON DCC LAND

Non-highway trees

- 7.1 When trees in private ownership posing a risk to DCC property, staff, or service users accessing DCC services, are brought to the attention of the Council, the owner of the tree is to be advised of the hazard and asked to take action. Where the tree poses an immediate risk interim arrangements will also need to be put into place, e.g. closing off the area in the fall zone, etc. In cases where the owner of the trees fails to take action, legal services are to be notified and the Council, where appropriate, will use its power to ensure that the tree is made safe. Appendix 3 provides a flowchart of the processes to follow.

For non-highway situations, there is a model letter in Appendix 6. In the event that no action is taken in response to this letter, then the Tree Framework Manager must be contacted to arrange for a notice to be given to the District Council requesting them to take action under s23 of the Local Government (Miscellaneous Provisions) Act 1976.

Highway trees

- 7.2 For highway trees, under S154 of the Highways Act 1980, the Council has the power to require the owner of a tree it considers dangerous to users of the public highway to take remedial action to remove the danger, or the Council can undertake the work and charge the owner.
- 7.3 Where ownership cannot be determined, the Council can display a notice to the above effect at the tree under S322 of the Act and then take remedial action.

There are a range of notices and letters to cover these circumstances in the [Highway Tree Safety Management Procedure](#).

8. OTHER LEGISLATIVE / POLICY REQUIREMENTS

- 8.1 It is recognised that, in the case of imminently dangerous trees, work may have to be undertaken in order to ensure public safety and it will not be possible to consider whether the tree is subject to a Tree Preservation Order, etc. Before any non-emergency work is carried out to a tree, it must be ascertained whether the tree is covered by a Tree Preservation Order (TPO), is within a Conservation Area, a designated wildlife site (e.g. SSSIs and Special Verges) or on a Scheduled Ancient Monument (SAM) or has conditions associated with a planning application. Protected species issues and the need for a felling licence must also be considered. Information Conservation Areas and SAMs are available from the DCC Historic Environment Service (HES) and English Heritage. Information on TPOs can be obtained from the relevant District Councils. Information on designated wildlife sites can be found on the DCC internal [Graphic Information Service](#) (GIS) and the [public facing equivalent](#).

Tree Preservation Orders (TPO)

- 8.2 A TPO is an order made by a local planning authority (LPA). In Devon this is the District Councils. It makes it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without the planning authority's permission. It is designed to protect trees which make a significant impact on their local surroundings.

Trees in Conservation Areas

- 8.3 Trees in conservation areas which are already protected by a TPO are subject to the normal TPO controls. The Town and Country Planning Act 1990 also makes special provision for trees in conservation areas which are not the subject of a TPO. Anyone proposing to cut down or carry out work on a tree in a conservation area is required to give the LPA six weeks prior notice (a 'section 211 notice'). The purpose of this requirement is to give the LPA an opportunity to consider whether a TPO should be made in respect of the tree.

Wildlife Legislation and Policy

Protected species

- 8.4 Many trees support species which are protected under both national and European legislation and may be disturbed by tree works. These include bats, dormice and nesting birds. Badger sets are often found in hedge banks and woodlands and again may be disturbed by the works. The possible presence of protected species must therefore be considered during checks and inspections in

order to identify any ecological advice needed prior to works taking place. It is however very difficult to ascertain the presence of species, such as bats and dormice, in trees. Protected species must therefore also be considered when tree surgery is taking place in order to avoid an offence occurring.

- 8.5 It is recognised that sometimes emergency tree works will have to be carried out without ecological input in order to ensure public safety. In these situations best practice procedures should be followed by the contractor in order to minimise any disturbance to wildlife. The timing of works is critical to minimising impacts on wildlife and must always be considered when planning works.
- 8.6 Detailed information on managing protected species is set out in the Tree Works and Wildlife section of the [DCC's Wildlife Guidelines](#).

Veteran and Dead trees

- 8.7 Natural England defines a veteran tree as, 'a tree which, because of its great age, size or condition is of exceptional value culturally, in the landscape or for wildlife'. Veteran trees will be identified during tree inspections and their value taken into account when considering options for surgery. Veteran trees will be managed by DCC to ensure that they are retained in a manner that promotes their continued longevity and that they pose as low a risk as is reasonably practical.
- 8.8 Where the risk posed by dead trees is low, dead trunks that are upright and stable will be reduced and retained as wildlife habitats.

9. TREE MAINTENANCE / REMEDIAL WORK

- 9.1 Tree surgery is specialised and skilled work. Contractors and staff involved in this work are required to be suitably qualified to ensure that all work is carried out to the appropriate safety standards. This will ensure that both the public and they are protected.

Prioritising Tree Work

- 9.2 When a tree has been inspected and action is recommended, the proposed works shall be written up in the form of a report. Each particular job will need to be categorised, which will reflect on the urgency of the situation. All safety works arising from the inspections will be prioritised to a series of timescales recommended by the inspector.

Emergency Arrangements

- 9.3 Trees that pose an immediate danger whether on the highway (in which case referred to as a tree posing an imminent danger under highway procedures), DCC or private land must be dealt with urgently to protect people.

- 9.4 Where possible, when the tree is on private land, the owner, if identifiable and available, should be given the opportunity to undertake the required work so long as public safety is not compromised.
- 9.5 Once the tree has been made safe the various authorities listed in 8.1, if appropriate, must be advised of the action taken, the reason why and provided with a copy of the tree report if available.

Pruning out

- 9.6 Pruning out the defective parts of a tree is by far the most common means of correcting defects and minimising the chance of tree failure. Often this is all that is required to abate a hazardous tree part and is suitable for dealing with cracks, dead branches, and weak branch unions which includes bark, decayed branch, unsound architecture, visual obstructions, physical obstructions and interference with utility lines.

Tree Removal

- 9.7 Removal of an entire tree is a very drastic step and DCC will only consider this when the tree has serious structural defects and when total removal is the only option. Where advised by a tree expert, dead trees must also be removed if there is a possible target within their falling distance. Where such trees are particularly valued either due to their situation or landscape value then the tree's removal can have quite an emotional impact on those who value the tree. In such situations the reasons for removal must be well articulated and consideration given to an appropriate tree replacement to mitigate public concerns.
- 9.8 Appendices 2 – 5 and the [Highway Tree Safety Management Procedure](#) provide specific procedures for carrying out and ordering remedial work.

Requests by third parties to cut or fell trees

- 9.9 DCC is committed to the conservation and enhancement of Devon's wildlife and natural features, as set out in its Biodiversity Action Programme. DCC actively encourages the planting of trees in appropriate locations in highway verges and elsewhere on its estate. Therefore, where a tree, or group of trees, is located on a roadside verge, on highway land, or on any other property owned or maintained by DCC and a request for cutting, lopping or felling is received for a reason other than safety, such as to provide light, a change in view, reduce shading to a garden, or to enable solar panel installation, that request will generally be rejected if the trees are in good health and do not constitute a hazard.

- 9.10 In those cases where DCC is able to agree to a request from a third party (e.g. a third party proposing to undertake tree works which DCC does not consider to be a defect requiring its own priority attention), such work can only proceed following its issue of written approval, specifying the work to be undertaken. Any such work must be commissioned directly by the third party through DCC approved contractors. DCC will only agree to take a lead in arranging and carrying out such works where there is advance payment to cover the full cost incurred by the Authority, including its own officer time, as well as the contractor fee.

10. TREE SURGERY FRAMEWORK AGREEMENT

- 10.1 Trees can be permanently damaged as a result of poor workmanship and this damage may increase future maintenance needs and costs. Arboricultural contractors may be required for their specialist knowledge and skills to properly undertake maintenance work.
- 10.2 To support this policy, a tree management framework agreement has been developed. A key aim of the framework agreement is to ensure that contractors who are engaged offer good value for money and are competent in the work they carry out. Thus, when contractors are engaged to perform works, DCC managers can have confidence that properly trained staff of the correct competence will be deployed by all contractors. As part of this arrangement DCC will expect all contractors to have a sound working knowledge of health and safety and other relevant legislation (e.g. wildlife) within an arboriculture setting.
- 10.3 Any school that does not use contractors within the framework for remedial works will be individually responsible for clearly demonstrating that the contractors used and the schedule of works are of the same standard as a minimum. This will include the responsibility for assessing the competencies, health and safety arrangements (including risk assessments), insurance arrangements, etc. Appendix 5 provides further information for schools.
- 10.4 When urgent surgery is required out of hours the emergency work may be commissioned via the highway term maintenance contractor.

11. QUALIFICATIONS AND TRAINING REQUIREMENTS

Scheduled Checks and Ad Hoc Checks

- 11.1 Highway, park rangers and premises staff are not expected to have more than a rudimentary knowledge of tree matters in order to carry out scheduled and ad hoc checks but can acquire basic knowledge and skills through appropriate training. This must cover: identification of common species and their characteristics; identification of common structural faults and weaknesses; identification of common diseases and their effects and; relevant wildlife issues. The type of

training is to be determined at a local level but in all circumstances training must be refreshed at least every 5 years.

Expert Scheduled Inspections and Expert Ad Hoc Inspections

- 11.2 Except where expert ad hoc inspections are carried out by DCC's qualified tree officer(s), expert scheduled inspections and expert ad hoc inspections will only be carried out by a specialist arboricultural contractor who will follow the agreed processes as determined within the tree consultancy agreements.

Remedial Works

- 11.3 Employees of DCC who carry out minor remedial works will only do so if they are trained in that activity and where a risk assessment has been carried out.
- 11.4 Contractors listed on the Tree Surgery Framework Agreement will need to demonstrate that they are competent to carry out the necessary work. This includes Chapter 8 requirements for working on or near the highway.

12. AUDIT, MONITOR AND REVIEW

- 12.1 All services within DCC must be able to demonstrate compliance with this policy in accordance with DCC's health and safety auditing procedures.
- 12.2 The Devon Health & Safety Service is responsible for monitoring the effectiveness of arrangements within services.

13. EQUALITY STATEMENT

- 13.1 DCC will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.
- 13.2 This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and guidance reviews.

14. REVIEW OF THE POLICY

- 14.1 The Devon Health and Safety Panel will review this policy every two years or sooner if changes are made to current legislation or national practice.

15. SOURCES OF INFORMATION

Common Sense Risk Management of Trees	NTSG
BS3998: Recommendations for Tree Works	BSI
DCC CP653-09a Tree Surgery Framework Agreement	DCC
DCC CP653-09b Tree Survey and Consultancy Framework Agreement	DCC
Hazards from Trees – A General Guide	Forestry Commission
Management of the Risk from Falling Trees	HSE
Tree Preservation Orders - A Guide to the Law and Good Practice	DCC
Wildlife Guidelines	DCC
Highway Tree Safety Management Procedure	DCC

16. KEY CONTACTS

- 16.1 Appendix 7 provides the structure of the management of the Tree Framework arrangements.

Appendix One - Tree Risk and Inspection Grid

Hazard Zone	Types of Check / Inspection	Intervals	Examples	Highway Trees
High	SC	Up to 12 months	<ul style="list-style-type: none"> All school areas (including playground, playing fields, etc)/other high use client areas Residential establishments for children and young people Main thoroughfares (e.g. by building entrances, etc) Individual trees with high risk tree characteristics such as standing dead trees or those with poor condition class ratings, severely storm damaged trees, etc High density of large diameter, mature or problem tree species Approved Traveller Sites 	Trees on maintenance category 3 to 5 highways (in which case, for routine scheduled checks, identified and recorded in accordance with the DCC Highway Safety Inspection Manual)
	SI	3 years		
	AC/AI	After reports of damage		
Medium	SC	Up to 24 months	<ul style="list-style-type: none"> Parks and public areas (e.g. Stover Country Park, Grand Western Canal) Public offices/spaces – e.g. libraries, County Hall, recycle centres, etc Residential homes – adult Day centres – including learning disabilities Highway depots Farms - areas near to dwellings and other farm buildings 	<ul style="list-style-type: none"> High use off road cycle routes Park and Ride sites Highway picnic sites
	SI	3 years		
	AC/AI	After reports of damage		
Low	SC	Up to 36 months	<ul style="list-style-type: none"> Low use public footpaths Open areas, woods etc with limited use or access, including general farm areas Areas without larger diameter, mature or problem trees Vacant buildings 	<ul style="list-style-type: none"> Trees on maintenance category 6 to 10 highways (in which case, for routine scheduled checks, identified and recorded in accordance with the Highway Safety Inspection Manual) Low use off-road cycle routes High use (cat RC1) public rights of way
	SI	N/A		
	AC/AI	After reports of damage		
Very Low	SC	N/A	<ul style="list-style-type: none"> Trees where there is potentially no discernible target Redundant land fill sites 	<ul style="list-style-type: none"> Low use cat RC2 and RC3) public rights of way Trees on maintenance cat 11 and 12 highways
	SI	N/A		
	AC/AI	After reports of damage		

(SC) Scheduled Checks
 (AC) Ad Hoc Checks
 (SI) Expert Scheduled Inspections
 (AI) Expert Ad Hoc Inspections

Regular programmed checks carried out by establishment or Highways staff
 Responsive checks carried out by establishment or Highways staff
 Regularly programmed inspections carried out by a qualified arboriculturalist
 Responsive inspections carried out by a qualified arboriculturalist

Appendix 2 - Check / Inspection Checklist for Inspecting non-Highway Trees

Name of site

Name of person (S) carrying out check / inspection:

Check / inspection date:

Tree ID or type and location of tree:

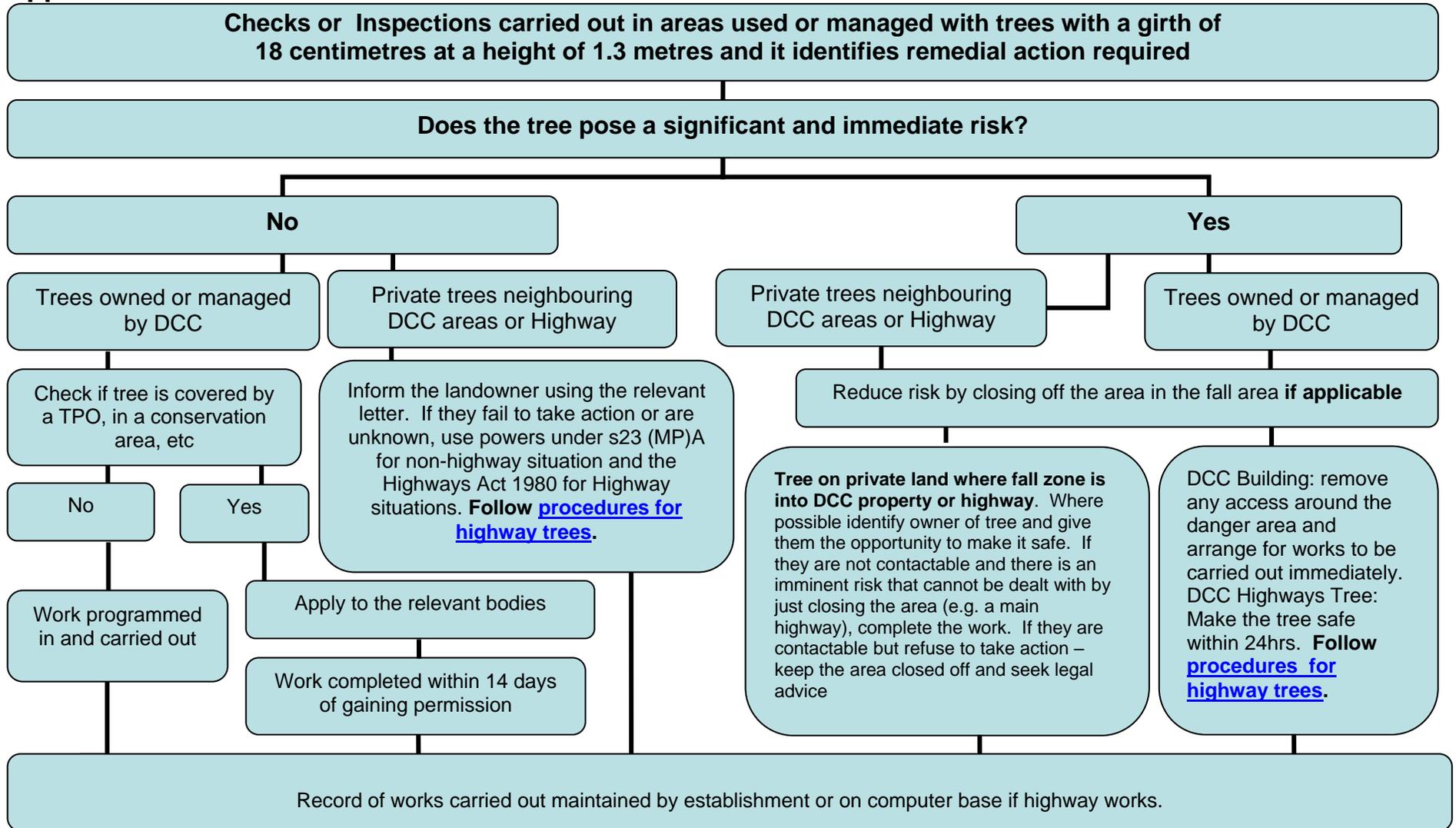
Risk zone of trees being inspected: High/ Medium/ Low

Any evidence of the following warning signs:	YES / NO
Lifting root plate, tearing out of roots, extensive root damage, or root loss?	
Large cracks in the ground around roots?	
Cracks or splits in trunk or large branch?	
Broken trunk or large branch?	
Hanging broken trunk or large branch?	
Large amount of decay in a trunk or large branch?	
Signs of fork weakness involving big branches?	
Signs that the tree is in poor health?	
Damage by machinery, vehicles or browsing animals?	
Signs that nearby trees have suffered wind damage or have been blown over?	
If work is required, is there any risk of bats in the tree	Yes/No
Other concerns – provide details.	

Proposed remedial action – if applicable

Date of next scheduled check / inspection -- / -- / -- Signed _____

Appendix 3 – Flowchart of Remedial Actions



Please confirm if any of the hazards below exist and also describe any other hazards not identified below					
Site access		Overhead cables		Underground cables & iipe work (If stump grinding please provide plans)	Steep drops
Children & vulnerable People		Animals		Neighbouring site hazards	Fly tipping / waste
Other		Other		Other	Other
Our best endeavours have been made to identify particular site hazards to the notice of contractors. However, this is not exhaustive and contractors must take these and their own site, task and equipment hazard assessments into account and implement the necessary controls to protect themselves and others from harm before commencing work.					

Has the consultant highlighted any hazards that require a non-standard Works Method Statement required? – Y/N

(If yes please describe)

Traffic Control Requirements and any Highway Working Restrictions (if applicable please identify)

DCC Authorising Officer Signature:	Date:
Officers Name (Please PRINT):	Date:

When work has been completed contractor to sign and date and fax to 01392 38****

Sign:	Date:
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APPENDIX 5 – ADDITIONAL SCHOOL SPECIFIC GUIDANCE

Introduction

1. School Governing Bodies have delegated responsibility and budgets to manage health and safety responsibilities on the sites they control. Schools also have a legal duty to maintain trees for planning, environmental and habitat reasons.
2. The Local Authority retains a residual responsibility to ensure that schools take reasonable steps to ensure the safety of pupils (and the health and safety of staff in Community and Controlled schools). The Local Authority will, therefore, monitor schools' arrangements for tree safety and reserves the right, as a final resort, to undertake essential works not addressed by the school and charge the costs to the school.

Requirement for a Tree Safety Policy

3. DCC requires schools to adopt and maintain a tree safety policy and arrangements, either by adoption and implementation of this County Policy or through alternative locally determined policies and arrangements which are equally fit for purpose.
4. Adoption and implementation of the DCC Tree Safety Policy will meet the Governing Body's policy obligations in full. This will also commit the Governing Body to undertake works to address any concerns raised through tree checks / inspections carried out by DCC.
5. Foundation, Trust and Voluntary Aided Schools which do not adopt the DCC policy will need a policy which at least addresses:
 - Purpose of the policy
 - Checks and inspection arrangements for trees including at least the qualifications of inspectors and frequency of checks and inspection
 - Arrangements for remedial works, including at least the qualifications of workers and interaction with planning and environmental duties
 - Record keeping
 - Training for on-site staff and management
 - Audit and review

Inspection of Trees

6. In order to help schools meet their responsibilities for tree safety, Devon County Council will undertake formal scheduled inspections on trees on school sites on a 3 year cycle. These inspections are organised and funded centrally and will be

undertaken on all school premises as part of DCC's residual safety duties and responsibilities.

7. Reports will be passed to individual schools who will take responsibility for any action arising. All schools, regardless of the policy they adopt, will still need to carry out regular visual checks on trees, especially after adverse or severe weather.

Remedial Works

8. Schools will be responsible for addressing any concerns raised by checks and inspections, whether they adopt the DCC policy (where DCC is the employer) or a locally determined policy (VA, Trust and Foundation). Guidance on required works will be given to schools as part of any DCC's inspection report. However, schools can choose the exact nature of the works and the contractor to undertake them as long as the works address the original concern.
9. Schools are encouraged to select a contractor for any remedial works from the Tree Surgery Framework agreement. Where schools choose a contractor from outside the approved list they will be responsible for ensuring that the qualifications of staff, health and safety policy, method statements, and liability insurances of the contractor are appropriate for the task in hand.

APPENDIX 6 – SPECIMEN LETTER TO PRIVATE LANDOWNERS WITH TREES THAT POSE A DANGER TO DCC LAND OR PREMISES USERS

Dear Sir/Madam

TREE ADJOINING DCC PREMISES

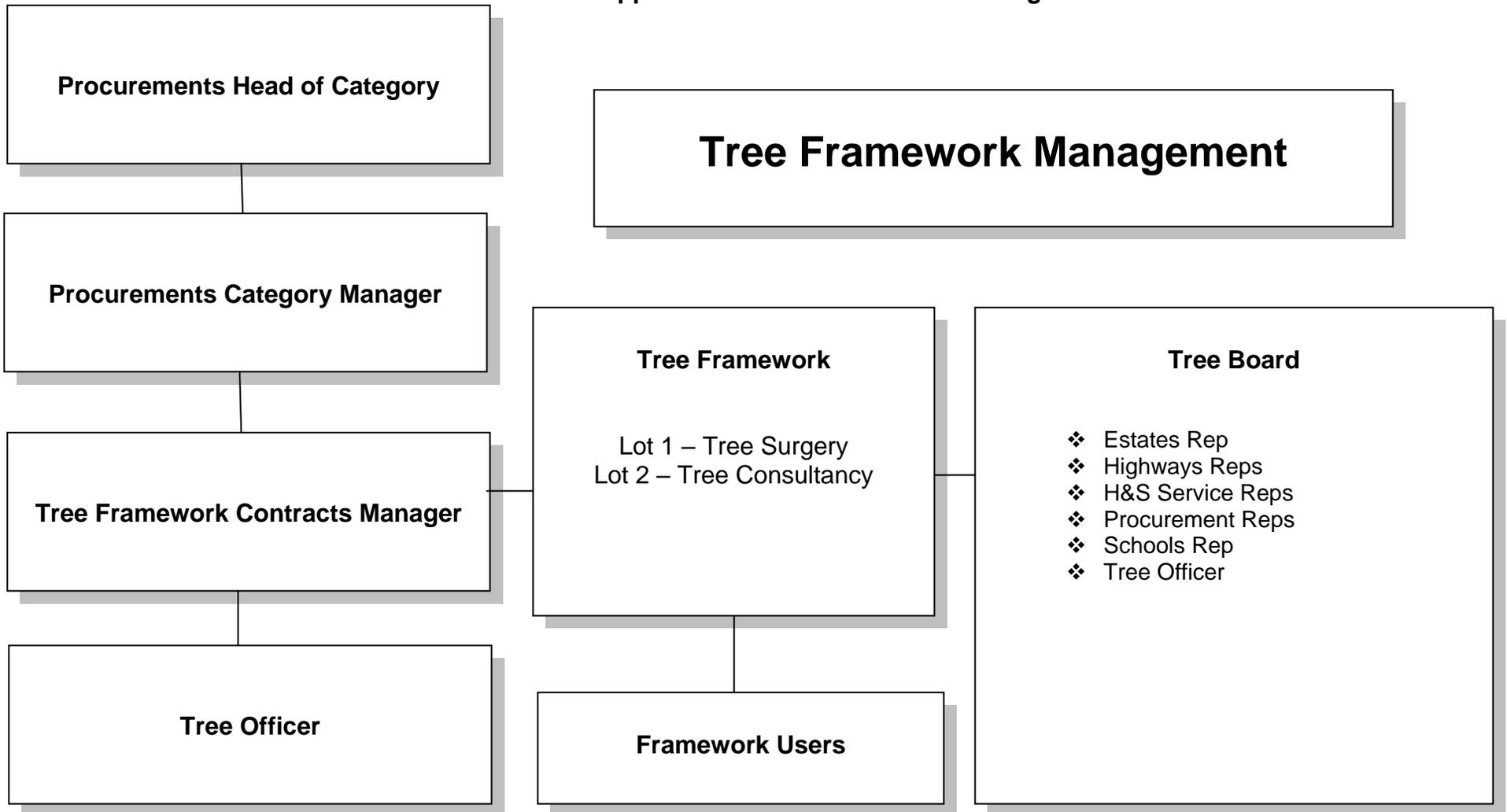
I am writing to let you know that, following a recent inspection undertaken by the Council's Arboriculturist, it has been identified that the (species) tree standing on your property is considered to be unsafe and in need of attention as it constitutes a potential risk to users of Devon County Council premises. Our consultant has advised us that in his view the tree [explain here briefly why it is unsafe and what needs to be done to the tree to make it safe].

You may, of course wish to seek your own professional advice on the matter but I am obliged to inform you that there are concerns about the safety of the tree so that you may put remedial work in hand.

I would be grateful if you would let me know within the next 7 days what action you propose to take or have already taken.

Yours faithfully

Appendix 7 – Tree Framework Management



POLICY HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
July 2010	N/A – original policy		October 2010	July 2012
September 2011	Changes section 7.4 and removal of detailed information in Appendix 5 and replaced by link to the most updated information and updated flowchart to reflect above changes Other textural changes to reflect DCC structural changes	Procurement and Estates team 01392 382194	September 2011	September 2013
December 2012	Changes to risk categories in Appendix One Changes to flowchart in Appendix 4 Updated documents and contact details	Procurement and Estates team 01392 382194	December 2012	September 2014
July 2013	Tolerance information added to 6.3 Tree framework Management Chart added to Appendix 8	Procurement and Estates team 01392 382194	June 2013	September 2014
December 2014	Amended to reflect changes to restriction of inspections to private own trees and minor textual changes	Procurement and Estates team 01392 382194	December 2014	December 2016
September 2015	Amended to further clarify previous changes to restriction of inspections to private trees, incorporate Highways Procedures and make minor textual changes, Appendix 3 removed and numbering re-ordered; wording amendments to bring in line with DCC H&S policy	Procurement and Estates team 01392 382194	September 2015	September 2017
April 2016	References to the Wellbeing@Work Service removed	Procurement and Estates team 01392 382194	September 2015	September 2017
December 2016	Addition of paragraph regarding specialist tree inspections	Procurement and Estates team 01392 382194	December 2016	September 2017
April 2017	Amended section 9.9 and added section 9.10 regarding requests by third parties to cut or fell trees Amended job title of John Smith from Head of Services to Communities to Head of Organisational Development	Procurement and Estates team 01392 382194	April 2017	September 2017