

## COMMERCIAL SITE GUIDE

Before tree work starts

# 7 CHECKS BEFORE TREE WORK STARTS ON A COMMERCIAL SITE

A site manager's guide to avoiding access problems, weak paperwork, unsafe work areas and preventable disruption before tree surgery, felling, pruning, stump grinding or vegetation clearance begins.

**WEAK PAPERWORK**

Generic RAMS do not prove how the contractor will control your site, your access routes or your public interface.

**BAD ACCESS PLANNING**

Blocked car parks, delivery routes, footpaths and entrances cause most avoidable site complaints.

**PREVENTABLE DAMAGE**

Branches, timber, machinery and stump grinders need space. Nearby roofs, fences, lights, CCTV and services need protection.

**Use this before approving the work.** It is not a risk assessment, method statement or legal document. It helps you ask the right questions before appointing or briefing a tree contractor.

**1 Can They Prove Competence?**

If something goes wrong, "they said they were qualified" is not evidence.

- ☐ Insurance evidence supplied.
- ☐ NPTC, LANTRA or equipment competence checked.
- ☐ First aid and responsible person named.

**2 Are the RAMS Site-Specific?**

Paperwork should describe the actual site, not just generic tree surgery.

- ☐ Work area, access and exclusion zone named.
- ☐ Method matches the tree, machinery and site.
- ☐ Weather fallback considered.

**3 Is Public Access Controlled?**

Tree work can be safe for the crew and still unsafe for everyone else.

- ☐ Staff, residents, pupils or visitors kept clear.
- ☐ Footpaths, roads and entrances managed.
- ☐ Signage, barriers or banksman agreed.

**4 Will Operations Be Disrupted?**

A safe job can still block deliveries, parking, emergency access or opening hours.

- ☐ Parking and delivery routes checked.
- ☐ Noisy works timed sensibly.
- ☐ Emergency access remains open.

**5 Are Site Assets Protected?**

Damage usually comes from poor work-zone planning, not from the tree itself.

- ☐ Buildings, roofs, fences, lights and CCTV identified.
- ☐ Overhead or underground services noted.
- ☐ Vehicles and stored materials moved if needed.

**6 Are Constraints Checked?**

TPOs, conservation areas and nesting birds can delay or stop work if missed.

- ☐ TPO or conservation area status checked if relevant.
- ☐ Planning conditions reviewed where applicable.
- ☐ Wildlife constraints considered before clearance.

**Want a Quick Sense-Check?**

Send photos of the tree or vegetation, the access route and nearby buildings or footpaths. We can tell you whether it looks straightforward, needs a site visit, or needs more planning before a quote.

ROSS WEBSTER TREE SERVICES  
**ross@rosswebstertrees.co.uk**  
**07423 269635**

SITE MANAGER NOTES

Use before requesting a quote

# FINAL CHECK, HANDOVER AND QUOTE PHOTOS

The job is not finished when the saws stop. Waste, arisings, stump grindings, access reopening and a clean handover prevent complaints after the contractor leaves. Use this page to finish the seven checks and send useful photos before asking for a quote.

## 7 Handover Checks

- ☐ Waste, timber, branches and stump grindings agreed before work starts.
- ☐ Cleanup standard agreed, including roads, car parks, paths and lawns.
- ☐ Access routes reopened and checked before the contractor leaves.
- ☐ Remaining hazards, stumps, holes or damaged ground marked or made safe.
- ☐ Site contact signs off the work area before handover.

## PHOTOS THAT MAKE QUOTING FASTER

Good photos reduce back-and-forth and help identify access, public interface and asset-protection issues before anyone arrives.

|                                                                                                      |                                                                                                    |                                                                                                           |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Whole tree or area</b><br>Show height, spread and nearby buildings.                               | <b>Base and stem</b><br>Include cracks, cavities, fungi or lean.                                   | <b>Access route</b><br>Gateways, tracks, parking and turning space.                                       |
| <b>Public interface</b><br>Roads, footpaths, entrances, car parks.                                   | <b>Nearby assets</b><br>Roofs, fences, CCTV, lights, services.                                     | <b>Waste route</b><br>Where material can be processed and removed.                                        |
| <b>Likely simple</b><br>Clear access, no public interface, no assets close by, no known constraints. | <b>Needs planning</b><br>People, vehicles, buildings, roads, services or restricted access nearby. | <b>Needs urgent control</b><br>Storm damage, cracked limbs, movement, immediate risk to people or access. |

## NOTES BEFORE CONTACTING ROSS

Site address, what needs doing, access constraints, preferred working times, and any known TPO, conservation area or planning conditions.

**Safety note:** do not use this guide to decide whether dangerous tree work is safe to carry out. If there is immediate danger, keep people away from the area and contact a competent tree professional.

This document is general guidance only. It is not legal advice, health and safety consultancy, a risk assessment or a method statement.