

Job Sheet & SSRA

Job	The Old Cottage, Ogbourne St Andrew, Marlborough, SN8 1SB
Date / Time of inspection	18/08/2026 11:22
Manager	Jac Morgan
Enquiry Description	Prune trees
Client	Simon Meyer
Contact	Simon Meyer
Site Address	Downsway, Ogbourne St Andrew, Marlborough SN8 1SB, UK
Contact number	07736405363
Inspected by	Jac Morgan
W3W And Or (Ash Die Back Ref): ///comedy.vitals.roofer	
Is a Site Safety Induction required prior to works starting?: No	
Is this a Higher risk site or activity (e.g Utilities/Waterway/High speed road ect.): No	

Job description

Work				
T No	Species	Work required	Photos	Tree Location
T1	Beech (Fagus sylvatica)	Physiologically good Structurally good Small, mature beech located to the side of the property, approximately 5m in height. The tree has historically been annually hedge-trimmed to maintain an umbrella-shaped crown. The client requests that the tree is pruned back harder than usual to reduce the crown to a more manageable size. Recommendation: Reduce the crown by approximately 1.5m, maintaining a balanced and suitable branch structure. Road speed N/a Traffic N/A Phone signal medium	  	///solids.c orrode.s werving

Work				
T No	Species	Work required	Photos	Tree Location
T2	Sycamore (Acer pseudoplatanus)	Physiologically good Structurally good Large, mature tree located within the rear garden. The tree is multi-stemmed, developing into a symmetrical scaffold framework supporting a dense, symmetrical crown extending approximately 12m radially, resulting in an overall tree height of approximately 18m. Multiple crossing and rubbing branches are present throughout the crown, along with several branches exhibiting squirrel damage. A number of limbs also carry significant end weight, increasing the potential for limb failure. The client has requested that all damaged branches within the crown are removed and that the overall crown is reduced to help mitigate the potential for limb failure. Recommendation: Remove all crossing/rubbing and squirrel-damaged branches throughout the crown. Reduce the overall crown by approximately 3m, while retaining a balanced and natural crown shape and		///lance.emporium.hats

Work				
T No	Species	Work required	Photos	Tree Location
		maintaining suitable branch structure. Road speed N/A Traffic N/A Phone signal medium		

Work				
T No	Species	Work required	Photos	Tree Location
T3	Sycamore (Acer pseudoplatanus)	Physiologically good Structurally good Semi-mature Sycamore located to the rear of the garden. The tree is single-stemmed up to approximately 3.5m, where it develops into a multi-way compressed union, dividing into three co-dominant stems. These stems extend a further 5m before reaching the first crown break, then develop into a dense foliage scaffold framework with a crown spread of approximately 10m radially, resulting in an overall height of approximately 19m. The client is concerned that the compressed unions may be susceptible to failure due to the significant end weight of the upper crown, with potential targets including a shed, neighbouring vehicles and the boundary fence. Recommendation: Reduce the tree by approximately 7m, leaving an overall height of approximately 11.5m. This will significantly reduce the end weight and leverage acting on the compressed unions, helping to mitigate the potential for failure at the first main union	 	///quiz.ag reeing.pr ominent

Work				
T No	Species	Work required	Photos	Tree Location
		while retaining an appropriate and balanced crown structure. Road speed N/A Traffic N/A Phone signal medium		

Work				
T No	Species	Work required	Photos	Tree Location
G1	Yew (Taxus baccata)	Physiologically good Structurally good Two mature, small trees located to the eastern side of the rear garden. Both trees are single-stemmed up to the first crown break at approximately 1m, developing dense, multi-branched crowns comprising numerous upright and lateral branches arising directly from the main stem, resulting in an overall height of approximately 6m. The client would like both trees reduced to a more manageable size, with the intention of maintaining them as hedges themselves in the future. Recommendation: Reduce both crowns by approximately 2m, leaving the trees at a more manageable height and size suitable for future maintenance as hedging. Road speed N/A Traffic N/A Phone signal medium	  	///unlimit ed.garag es.simula tor and ///sums.h eadlight. destined

Work				
T No	Species	Work required	Photos	Tree Location

SITE MAP

Site Considerations:

Disposal of Arisings	All arisings removed from site
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Replant
Required?:
No

Replant Species Required:

Planning/Environmental Constrains

TPO/Conservation Area	Yes
Permission granted?	N/A
Environmental Designation	SAC (Special Area of Conservation)

Protected Wildlife Assessment

Protected Species Present Or Suspected?	No
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Identified Species:	
Is Ecological Supervision Required To Facilitate Works	

COSHH

Hazardous Plants Identified?:
No

What species have been identified?:

Is it reasonably foreseeable that Asbestos could be found on site:
no

Work at height assessment

(Refer to ICOP)

Can work be safely carried out from ground?	No
Can a MEWP be used to complete the task?	No

If no, why?: inaccessible	
Inadequate access / road width?	Yes
Soft or poor ground conditions?	Yes
Inappropriate for task?	No
Insufficient working space aerial or ground?	No
Is the tree safe to climb?	Yes
How is the work going to be completed?: Climbing operations with competent and qualified climber and areal rescuer	

Overhead and underground services

Are overhead services present? (In or near the work site)	No
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Are Underground Services present? (Within or near the work site)	Unknown
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Can the work be carried out safely?	Yes
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Details: If yes, ensure cable avoidance tools are used to help identify the location of under ground services. Request service plans and where possible avoid breaking ground. Consider BT, Fibre, foul, electricity, water, gas & manhole covers.
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If no, contact service provider.

Biosecurity Risk Assessment

Is a P&D present or suspected on or adjacent to the site?	No
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Details: If yes, how does this affect your work and what biosecurity control measures are required? Refer to FC guidance. Is a Statutory Plant Health Notice in place? Always take routine biosecurity control measures.
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Additional Equipment Required -

in addition to standard issue

Is there any additional equipment required?	No
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Additonal Equipment	
Attachments or Other:	

Welfare

Nearest Welfare Facility. Local services/Site facilities (Enter WTW of welfare): Customers property if permitted
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Emergency contingencies / planning

Nearest A&E (inc. postcode)	Royal United Hospital, Bath (BA1 3NG)
Site Access: Consider 4x4/helicopter/road access	

Site-Specific Risk Assessment

List here the specific hazards/considerations of the site that pose a risk which needs to be controlled/ managed and then say how this will be achieved? (example below)

Hazard: *EXAMPLE passing pedestrians entering worksite being injured by falling branches / equipment etc.*

Controls: *EXAMPLE Worksite signed, coned & barriered to form exclusion zone. Ground staff to act as banks-man / lookouts.*

Hazards/Controls	
Hazard	Controls
Noise/using machinery. GRA Ref 4.3c	Ensure full PPE is being worn by all operatives. Be aware of close proximity to pedestrians/third parties/site staff etc. Only qualified staff to use machinery., Maintain high levels of communication between team., Secure the worksite where possible to prevent access by third parties., Operatives Competent for task with appropriate training and experience, Rescue Plan in place
Falling timber/rigging operations. GRA Ref: 5.1-5.6	Ensure full PPE is being worn by all operatives. Be aware of close proximity to pedestrians/third parties/site staff etc. Only qualified staff to use machinery., Maintain high levels of communication between team., Secure the worksite where possible to prevent access by third parties., Operatives Competent for task with appropriate training and experience, Rescue Plan in place

Hazards/Controls	
Hazard	Controls
Working at Height. GRA Ref: 5.1-6.8	Ensure full PPE is being worn by all operatives. Be aware of close proximity to pedestrians/third parties/site staff etc. Only qualified staff to use machinery., Maintain high levels of communication between team., Secure the worksite where possible to prevent access by third parties., Complete Vehicle and Machinery checks (PUWER), Operatives Competent for task with appropriate training and experience, Prestart LOLER & PUWER checks complete, Work Restraint Harness and Lanyard worn and fitted correctly, Rescue Plan in place, Work Positioning Harness worn with personal fall protection system consisting of 2 independent anchor points and systems
Pedestrians/Public access/Footpaths. GRA Ref: 2.6/4.3c/2.5	Ensure full PPE is being worn by all operatives. Be aware of close proximity to pedestrians/third parties/site staff etc. Only qualified staff to use machinery., Maintain high levels of communication between team., Secure the worksite where possible to prevent access by third parties., Operatives Competent for task with appropriate training and experience, Rescue Plan in place

Select Appropriate Generic Risk Assessments	1.1 Staff & Other Personnel., 2.1a Works Vehicles., 2.1b Theft of work Equipment, 2.1c Use of Hand Tools, 2.1d Access Equipment/Ladders/Temporary Platforms, 2.1e Powered Tools and Machinery, 2.1f Manual Handling., 2.1g Extreme Weather., 2.1h Terrain, 2.1j Sting & Bites., 2.1o Dog and Cat Faeces Toxicara., 2.1q Zoonotic infections Avian flu & Others., 2.4 Buildings & Obstructions, 3.3 Excessive Noise., 3.4 Spread of Tree Pests & Diseases During work activities Felling/Pruning., 4.1a Fuelling., 4.2b Maintenance of chain and saw bar., 4.3c Noise., 4.4d Vibration., 4.5e Poor Handling., 4.6f Contact with moving Chain/kickback., 4.7g Contact with moving Chain/kickback. Environmental factors., 5.1 Weak tree Structure., 5.2 Equipment Failure., 5.3 Fall from Height., 5.4 Poor Climbing technique., 5.5 Falling Objects/Equipment/Tools., 5.6 Awkward movements when working in the tree., 6.1 Top handle chainsaw use by climber., 6.2 Passing saw to/from climber., 6.3 Large saw use., 6.4 Branch removal., 6.5 Use of lowering equipment., 6.7 Snedding & Cross cutting., 7.1 Brushwood Chippers., 8.2 Noise, 10.1 Driving & Associated Hazards.
Select Appropriate Safety Guide	TG1 (AA Technical Guide 1 Tree Climbing and Aerial Rescue), TG2 (AA Technical Guide 2 Use of Tools in the Tree), TG3 (AA Technical Guide 3 Rigging and Dismantling), TG5 (AA Technical Guide 5 Use Of Mobile Elevating Work Platforms in Tree Work), FISA 806 Welfare, FISA 805 Training and certification, FISA 604 Wood chippers, FISA 304 Chainsaw cross-cutting and manual stacking, FISA 301 Using petrol-driven chainsaws, Safety Guide 1: Tree Climbing and Aerial Rescue, Safety Guide 2: Use of Tools in the Tree, Safety Guide 3: Rigging and Dismantling, Safety Guide 5: Use of Mobile Elevating Work Platforms in Tree Work

Methodology

Methodology:	1. Carry out operatives risk assessment and implement controls briefing Operatives and or Visitors . 2. Identify and agree the work program. 3. Direct traffic management operative to lay out the site (If required) 4. Establish Drop zone and Work Zone with signage and barriers where necessary 5. Position and set up Plant and or MEWPs ready for works carrying out pre start checks 6. Works can then be under taken all the while being monitored an risk assessment updated if required 7. Ensure all work is completed to industry best practice. 8. Upon completion of the works the plant is moved of site and traffic management removed
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Higher risk site or activity

Risk Assessment Completed By

Signature
 Jac Morgan 27/08/2026 14:11:00

Re-assign to:	
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