



# Woodlarks Campsite CIO

## Woodlarks Camp Site Trust

### Tree Safety Policy

#### Version Control Log

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#### Document Approval

Version	Date	Person Responsible	Approved by	Signature
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# 1 Introduction

## 1.1 Overview

- 1.1.1 This document sets out the principles and plans for carrying out tree safety management (TSM) at Woodlarks Campsite (“Woodlarks”), to ensure an effective and reasonable approach to tree safety. It lies on a base of good woodland management and aims to implement a more specific approach to TSM by zoning and systematic survey/tree work. However, it cannot guarantee absolute safety – trees are living organisms and not all safety issues can be identified or predicted.

## 1.2 Definitions

- 1.2.1 For definitions used in this policy, please refer to the separate document on our [website](#).

## 1.3 Personnel

- 1.3.1 For allocated personnel for this policy, please refer to the separate document on our [website](#).

## 1.4 Scope

- 1.4.1 This policy applies to both:
- [Woodlarks Campsite CIO - 1214811](#)
  - [Woodlarks Camp Site Trust - 306148](#)
- 1.4.2 This policy applies to:
- Trustees
  - The Management Committee
  - The Warden and Secretary
  - Woodlarks Volunteers, including Working Parties and Winter Events
  - Camps, Schools and Winter Events hiring the site
  - Contractors
- 1.4.3 It covers all activities taking place on the campsite, whether residential or day use.

# 2 Planning, Implementation, Monitoring & Reporting

## 2.1 Planning Purpose

- 2.1.1 The key means of managing the tree safety will be by a regular and systematic approach to TSM to ensure key areas are surveyed and actioned within appropriate

periods. The plan provides the following:

- 2.1.2 Identifies all areas of the site that require routine survey and work.
  - Details the frequency of survey expected.
  - Identifies who is responsible for the survey.
  - Records when it was last surveyed.
- 2.1.3 Specifies remedial action.
  - Records when the required work was completed.
  - Records any ad hoc work identified and undertaken outside routine survey.
- 2.1.4 The zones are described in section 3.

## **2.2 Zoning & Survey Frequency**

- 2.2.1 The site is divided into 2 zones and recorded on a map (appendix [9.4](#)).

### **2.3 Zone 1 (highlighted features as noted on map)**

- 2.3.1 To be inspected in detail each year and recorded in writing. The frequency may be adjusted where justified/evidenced. The zones are:
  - Site boundaries against the public highway.
  - Trees surrounding or within the two main camping areas, car parks and around two main fields (normally called the top and lower fields).
  - Camp fire circles.
  - Aerial runway.
  - Woodland paths.
  - Pool area.

### **2.4 Zone 2 (all other areas on the map not identified on map)**

- 2.4.1 To be inspected at least once every 5 years and recorded in writing. It is also expected that due to the small size of the site, *ad hoc* 'inspections' will take place whilst other woodland and site management is carried out. For example, whilst thinning work is completed, trees of poor health will be removed as part of the operation.

## **3 Roles and Responsibilities**

### **3.1 Nominated Person**

- 3.1.1 A Committee Member will be nominated and approved by the Management Committee (recorded in the minutes) a person with responsibility for the grounds and for managing the TSM programme, and ensuring:

- the zoned areas are surveyed at the correct frequency, to a consistent standard.
- work identified is carried out within the appropriate timescale.
- appropriate resources are used to deliver the programme effectively and efficiently.

### **3.2 Competent Person**

3.2.1 A competent person, as agreed with nominated and approved person, will undertake:

- the survey.
- recording tree safety issues that they find during the survey.
- to report back to the management committee.
- supporting colleagues on tree safety issues that affects other Woodlarks activities.
- implementing / overseeing / managing tree work identified by the survey.

3.2.2 Naturally, other site users, members of any of the Management Committees and Trustees have a duty of care to report dangerous trees.

## **4 Liaison**

### **4.1 Statutory Stakeholders**

4.1.1 There may be occasions where tree work affects a designation. This should be highlighted on the inspection form where known, and liaison with statutory bodies done before the work programme begins to ensure they are informed or formally consulted. Typically, stakeholders may include:

- Natural England – tree work affecting AONB (Surrey Hills Area of Outstanding Natural Beauty)
- EPS (European Protected Species)
- Waverley Borough Council – Tree Preservation Orders
- Forestry Commission (if felling exceeds 5m<sup>3</sup> in any one calendar quarter)

### **4.2 Neighbours**

4.2.1 We should keep our neighbours aware of any major work or implications to provide assurance that we take our responsibilities seriously and ensure they recognise the importance of this work.

## **5 Tree safety survey**

### **5.1 Who carries out the survey?**

5.1.1 It is expected that the surveys will be completed by volunteers who have a relevant

background or knowledge to effectively undertake the duty. Paid contractors may be used for survey work where resources or circumstances are such that Woodlarks volunteers are not available.

## **5.2 Skills required for survey work**

- 5.2.1 All volunteers carrying out survey should have a degree of knowledge but do not have to have attended a specific tree safety management course. For specific issues or to survey trees with high amenity value volunteers or contractors with appropriate qualifications should undertake the survey.

# **6 Survey**

## **6.1 Timing of the survey**

- 6.1.1 The aim is to carry out surveys at the optimum time for identifying potential problems with the trees and carrying out tree work outside bird nesting season – this suggests surveying in autumn when fungal fruiting bodies are present. However, due to the grounds being used through the summer it is intended that the main survey will be completed in late winter. This will allow any damage caused by the winter weather to be identified and dealt with prior to the camping season.
- 6.1.2 Intermediate surveys may be required soon after extreme weather events.

## **6.2 Scope of the survey**

- 6.2.1 The survey should include all trees on Woodlarks land. For Zone 1 the survey will be quite detailed and if appropriate on an individual tree basis. It will be carried out by walking the route/area.
- 6.2.2 For other zone 2 areas the survey will normally be carried out in a bid to identify more general hazards e.g. leaning / broken trees, dead limbs and tree wounds. Due to the small scale of the site, it is sensible to undertake this on foot.

## **6.3 Survey Method**

- 6.3.1 Surveyors should be equipped with the following as appropriate:
- Maps at an appropriate scale.
  - Survey forms.
  - Tree marker paint.
  - High viz jacket for surveys near roads.
  - Safety helmet for surveys during or after storms.
- 6.3.2 A risk assessment for tree surveys is in section [9.1](#).

## **6.4 Recording trees that require work**

- 6.4.1 Surveyors must ensure trees identified for safety work are easy for others to find.

Normally this will be achieved through:

- annotated maps showing the location of the tree.
- Tree marker paint.
- accurate tree description on the survey form.

6.4.2 The survey form in section [9.2](#) must be used to record details of the tree, the work required, and degree of urgency, plus operational aspects such as traffic management and tree surgeon requirements.

6.4.3 When considering options for work that may be required, there are 3 key factors:

- the hazard and risk.
- the environmental and amenity value of the tree.
- the cost of work required.

6.4.4 Whilst the last two factors should be considered, the first factor is of paramount and overriding importance.

## **6.5 Support and Verification**

6.5.1 Where there is doubt regarding the state of a tree and work required, this should be highlighted on the survey form and the query clearly explained. If deemed in the best interest of the Woodlarks, a consultant arborist will be asked to inspect the tree and provide a report.

## **6.6 Survey records**

6.6.1 The survey records will be passed to approved person and kept for action and reference. Trees identified as urgent should be clearly highlighted so that urgent action can be taken where required.

6.6.2 The survey records will be logically and securely stored for future use and reference.

## **6.7 Tree Safety Plan**

6.7.1 The plan must be kept up to date based on completed surveys, and tree safety work programmed accordingly.

# **7 Tree Safety Work**

## **7.1 Work Planning**

7.1.1 Where appropriate work will be carried out using Woodlarks volunteers, though it will often require a contract tree surgeon to complete more complex tasks.

7.1.2 Work should be planned to avoid sensitive times of year such as the bird nesting season. Where possible tree safety work will be integrated with other work for efficiency.

7.1.3 The risk assessment for Woodland Work will be referred to as the base for any tree

work with a more detailed risk assessment being completed for a specific task and adjusted to suit circumstances.

- 7.1.4 Where traffic management is required, this may be coordinated with the appropriate Highways Department and undertaken according to Section 8 guidelines.
- 7.1.5 Large scale work by contract tree surgeons will be commissioned through a tender process in line with Woodlarks requirement to obtain best value.

## **7.2 Remedial Work Implementation**

- 7.2.1 The 'date completed' column of the survey form must be filled in when the work has been completed.

# **8 Policy Monitoring**

## **8.1 Regular Review**

- 8.1.1 This policy will be reviewed every 3 years, or sooner if legislation changes.
- 8.1.2 Lessons learned will be incorporated into future revisions.

# 9 Appendices

## 9.1 Tree Inspection Risk Assessment

Time Period Covered:	March 2024 – March 2027
Job:	Tree Safety Inspections
People covered by risk assessment:	Surveyor, Committee Members & Trustees.

The Hazard	Location of the Hazard	Who could be harmed?	Level of risk	Controls	Implementation / Monitoring
Working alone and outdoors – poor weather, exposure etc.	Woodlarks	Surveyor	Low	<ul style="list-style-type: none"> <li>Reschedule survey to period of more settled weather.</li> <li>Always wear a hi- viz vest when adjacent to highway.</li> <li>Carry mobile phone.</li> <li>Notify somebody that you are working alone</li> </ul>	•
Being Struck by Falling Trees/ Branches.	Woodlarks	Surveyor	Low	<ul style="list-style-type: none"> <li>Monitor windspeeds and weather conditions. If windspeed becomes gusty or excessive review order of work and re-schedule if necessary.</li> <li>Wear hard hat.</li> <li>Notify someone that you are at work</li> </ul>	•
Struck by vehicles.	On side of highway.	Surveyor	Med	<ul style="list-style-type: none"> <li>If weather conditions or visibility is inclement, postpone roadside working.</li> <li>Always wear a class 2 Hi Viz jacket/ sleeved vest.</li> <li>Be aware of traffic speed and dangers.</li> </ul>	•

Assessment by: Tim Dicker

Signed: .....

Date: March 2024

## 9.2 Inspection Form Template

### Woodlarks - Tree or Area Inspection Form

Date inspected:		Inspected by:
Area name:	Grid Ref:	Tree species:
Zone:	Next Inspection due:	

Notes	Comments/Recommendations	Urgency	Date Completed

Levels: 1 = Immediate work      2 = Within three Months    3 = Integrated into future work programmes.

### 9.3 Tree Survey Schedule

Date of Survey	Zone 1	Zone 2
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		
2035		

## 9.4 Site Map

