

Additional comments from Health and Safety Officer

Section	Comment	Leisure Services Response
3.0 History of claims	Claim figures need to be updated.	Claim figures to be updated.
4.0 Scope	Change date of Zurich Review to 2023.	Date to be changed following adoption of recommendations.
7.1 Which trees need inspecting	Check that Annex 1 is most recent version of guidance.	Check most recent guidance and update if necessary.
Policy 1	Are level and frequency of tree inspections recorded in a spreadsheet?	Tree Safety Policy contains this information and is provided to inspectors on annual basis.
Policy 1	Are actions arising from inspections recorded?	Inspections are filed on H:/ and works arising from inspections are collated and provided to arb contractors during tender process.
Policy 2	Is this listed and recorded on a spreadsheet and are copies of inspections available?	Site lists and categorisations are stored in spreadsheet in H:/, could be added to this document as an annex.
Policy 3	Is this listed and recorded on a spreadsheet and are copies of inspections available?	Listed within Annex 3 of Tree Safety Policy.
7.3 What level of competence should the inspector have?	Will there be a spreadsheet detailing this information and frequency of inspections?	Tree Safety Policy contains this information and is provided to inspectors on annual basis.
Policy 12	Add a column for 'no defects identified'.	This could be added for use if there are no works required across an entire site, but as the inspections use negative reporting, it would not be used for individual trees that do not require any works.

Policy 13	Add a column for 'no defects identified'.	This could be added for use if there are no works required across an entire site, but as the inspections use negative reporting, it would not be used for individual trees that do not require any works.
Annex 2	Check that this is the most recent version.	Check most recent guidance and update if necessary.
Annex 4	Add in option for no defects.	This could be added for use if there are no works required across an entire site, but as the inspections use negative reporting, it would not be used for individual trees that do not require any works.
	Amend guidance notes to record if there are no defects.	This could be added for use if there are no works required across an entire site, but as the inspections use negative reporting, it would not be used for individual trees that do not require any works.
	Mention risk assessments for basic tree inspections and tools that may be used.	Insert reference to risk assessment.