

Tree Management Practice Note No. 2 : 樹木管理作業備考第2號 :

Key Steps in Tree Risk Management in Private Properties 私人物業樹木風險管理步驟

1. Introduction (簡介)

- a) To ensure public safety, property owners should undertake tree management diligently to keep trees in healthy and structurally sound condition, recognise hazardous trees, and take proper mitigation measures in a timely manner to reduce tree risk. 為保障公眾安全，物業業主管理樹木時應小心謹慎，確保樹木健康生長和結構穩固，以及識別危險樹木，適時採取合適的緩減措施，以減低樹木風險。
- b) In the event of tree failure causing injury or fatality to a third party, the Owner can be held legally liable for a breach of the Occupiers Liability Ordinance (Chapter 314, Laws of Hong Kong). 如樹木倒塌對第三者造成傷害或死亡，業主可能因違反《佔用人法律責任條例》(香港法例第314章)的規定而須承擔法律責任。

2. Objective (目的)

Tree Owners are required to undertake proper tree risk assessments and mitigation measures to minimise risks of tree failure. This Practice Note serves to inform property owners of key steps in tree risk management.

樹木擁有人必須妥善進行樹木風險評估和採取緩減措施，以盡量減低塌樹的風險。本作業備考旨在向物業業主簡介樹木風險管理的主要步驟。

3. Key Steps in Tree Risk Management (樹木風險管理的主要步驟)

Step 1: Engaging suitable qualified professionals

步驟一：聘用合適的合資格專業人士

Tree inspection, tree risk assessment and mitigation works involve arboricultural knowledge and require professional input. Tree owners should engage qualified professionals to advise, supervise and handle all matters in relation to tree works. Information on landscape contractors, arboricultural contractors or qualified individuals is available at Greening Website:

https://www.greening.gov.hk/en/tree_care/info_private.html

樹木巡查、樹木風險評估及緩減工程等工作涉及樹藝方面的知識，並需要專業意見。樹木擁有人應聘用合資格專業人士就各方面的樹木工作提供意見，以及監督和處理相關事宜。有關園境承辦商、樹藝承辦商或個別合資格人士的資料，可瀏覽綠化網頁：

https://www.greening.gov.hk/tc/tree_care/info_private.html

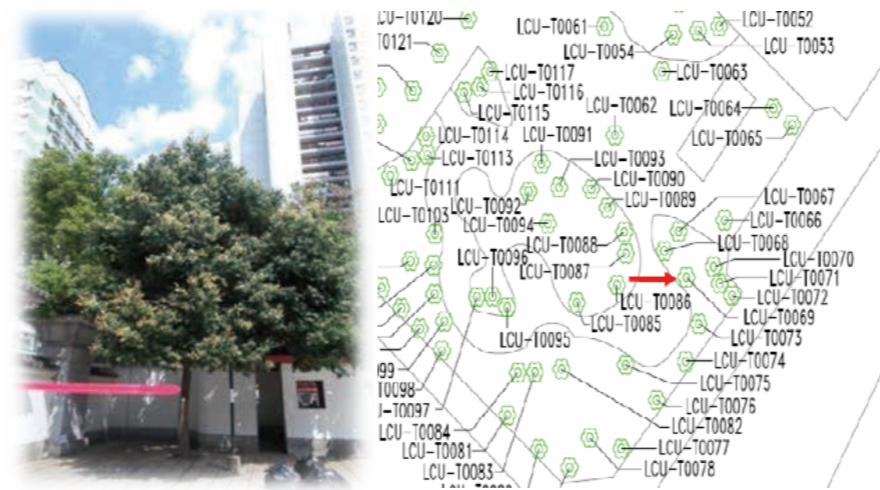
Step 2: Knowing your tree stock

步驟二：認識你的樹木庫存

A good tree inventory can facilitate tree owners to establish a maintenance programme and prepare budget estimation for maintenance works. Creation of tree inventory requires :

一個妥善的樹木資料庫可協助樹木擁有人制定護養計劃，並為護養工作擬備開支預算。建立樹木資料庫需要：

- a) Checking your lot boundary from the land lease to identify your management responsibility. 查核地契中有關物業的地段界線，以確定管理責任。
- b) Including basic tree information (such as tree identity number, species, size, health and structural condition) and site information (such as number of each tree species, photos and location plan) in the inventory. 資料庫應包括樹木基本資料(如樹木編號、品種、大小、健康及結構狀況)及種植地點資料(如每個樹木品種的數量、相片及位置圖)。
- c) Updating the tree inventory regularly every year and as required. 每年定期或在有需要時更新樹木資料庫。



TREE INVENTORY

A. General Information									
Property Name:				Address:					
Contract No. & Title:				Survey Date:		Revision:			
B. Tree Schedule									
Tree No.	Photo No.	Tree Species Chinese Name	Botanical Name	DBH (mm)	Overall Height (M)	Crown Spread (M)	Structural Condition (Good / Fair / Poor)	Health Condition (Good / Fair / Poor)	Remarks

Step 3: Undertaking tree risk assessment (TRA)

步驟三：進行樹木風險評估

All the trees on your property should be included in TRA. The procedures are as follows :

資料庫應包括樹木基本資料(如樹木編號、品種、大小、健康及結構狀況)及種植地點資料步驟如下：

- a) Identify the target areas within / adjacent to your property according to the intensity and frequency of use. 根據地點的使用密度和頻率，識別出物業範圍內或在鄰近地方的目標地點。
- b) Undertake tree group inspection to facilitate an initial screening of trees within target areas and record all the findings in the inspection form (“Form 1”). 進行樹群檢查，為目標地點內的樹木作初步評估，並把樹木檢查的資料記錄在樹群檢查表格上(「表格1」)。
- c) Identify trees that require detailed individual tree risk assessment, and then rate the tree hazard with recommendations on follow-up mitigation measures to address the identified defects and tree problems and record all the findings in the inspection form (“Form 2”).

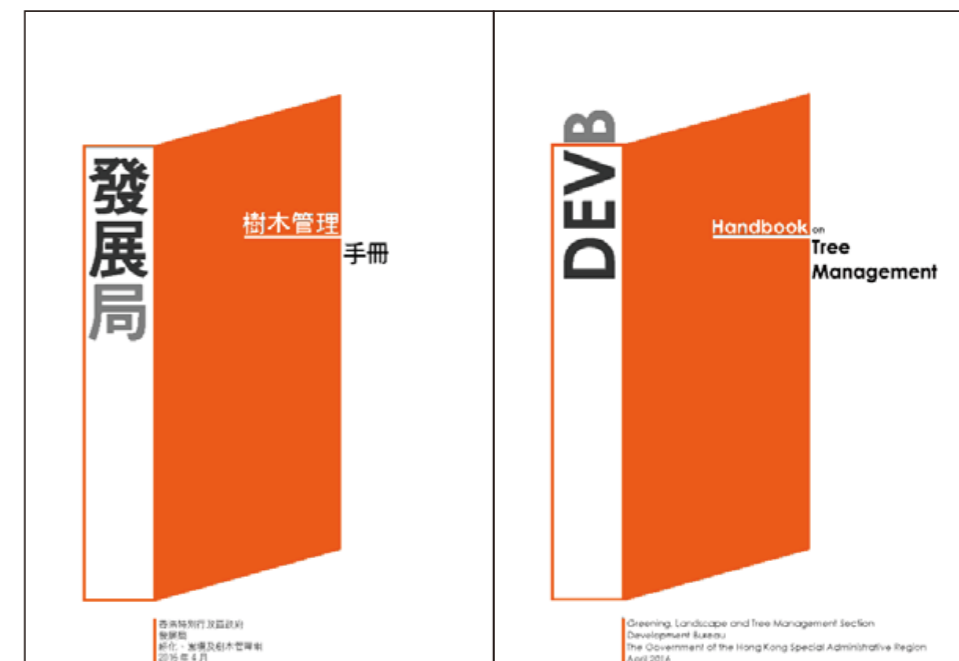
識別需要進行詳細個別樹木風險評估的樹木，然後評估樹木的危險性，並為已辨識的缺陷及樹木問題建議緩減措施，以作跟進。把樹木檢查的資料記錄在個別樹木風險評估表格上(「表格2」)。

The latest “Guidelines for Tree Risk Assessment and Management Arrangement”, “Form 1” and “Form 2” can be downloaded from the following website :

https://www.greening.gov.hk/en/tree_care/tra_arrangements.html

最新版《樹木風險評估及管理安排指引》，以及「表格1」和「表格2」，可於以下網址下載：

https://www.greening.gov.hk/tc/tree_care/tra_arrangements.html



Pay attention to the following tree problems !
若樹木出現以下問題，要注意！



Split 裂開



Fungal fruiting bodies
真菌子實體



Leaning 傾斜



Crack 裂縫



Hanger 懸吊斷枝



Wood decay / cavity
腐壞 / 樹洞



Severely cut / damaged root
根部被嚴重切割或損害



Dieback twigs
樹枝枯死



Topping / improper pruning
截頂 / 不適當修剪

Step 4: Mitigating tree risk
步驟四：緩減樹木風險

Mitigation measures should be undertaken in a timely manner and under supervision of qualified professionals. Mitigation measures include:

在合資格專業人士監督下，適時進行緩減措施。緩減措施包括：

- Cordon off the tree fall zone 圍封塌樹可能影響的範圍
- Apply pest and disease control 控制病蟲害
- Prune broken or dead branches 修剪斷枝或枯枝
- Install supporting or cabling system 安裝支撐或纜索系統
- Continuously monitor defect 持續觀察樹木有問題部分
- Arrange tree removal 安排移除樹木

Step 5: Keeping records
步驟五：保存記錄

Complete comprehensive and retrievable records of tree inspection results and mitigation measures can demonstrate that tree owners have taken reasonable care in tree management. Records on tree works include:

保存完備並可檢索的樹木巡查結果及緩減措施記錄，可顯示樹木擁有人已採取合理措施管理樹木。樹木工作記錄包括：

- Tree inventory 樹木資料庫
- Records of tree risk assessment 樹木風險評估記錄
- Records of maintenance inspections; and maintenance works 樹木護養巡查和護養工作記錄
- Recommended mitigation measures and actions taken 已採取的建議緩減措施及行動
- Photo records 相片記錄

4. Enquiry and Feedback (查詢和反映意見)

Any enquiry and feedback should be directed to the Greening, Landscape and Tree Management Section of Development Bureau.

(E-mail Address : gltnms@devb.gov.hk)

如有查詢及意見，請與發展局綠化、園境及樹木管理組聯絡
(電郵地址: gltnms@devb.gov.hk)

5. Reference (參考資料)

Handbook on Tree Management of Development Bureau
(<https://www.greening.gov.hk/en/home/index.html>)

發展局《樹木管理手冊》
(<https://www.greening.gov.hk/tc/home/index.html>)

