

OPERATIONAL METHOD STATEMENT

Contract Name:	Kip Marina Pontoon Piles		
Contract No:	C21475		
Activity:	Pontoon Pile Replacement		
Client:	Kip Marina/Holt Leisure Parks Ltd The Yacht Harbour Inverkip Renfrewshire PA16 0AW		
Prepared by:	Name:	Peter Nichols	
	Signature:		Date: 12/03/21
Distribution:	Client:		
	Foreman:		
	Other:		

Doc Ref	Rev Status	Revision Date	Status Description / Amendment Notes
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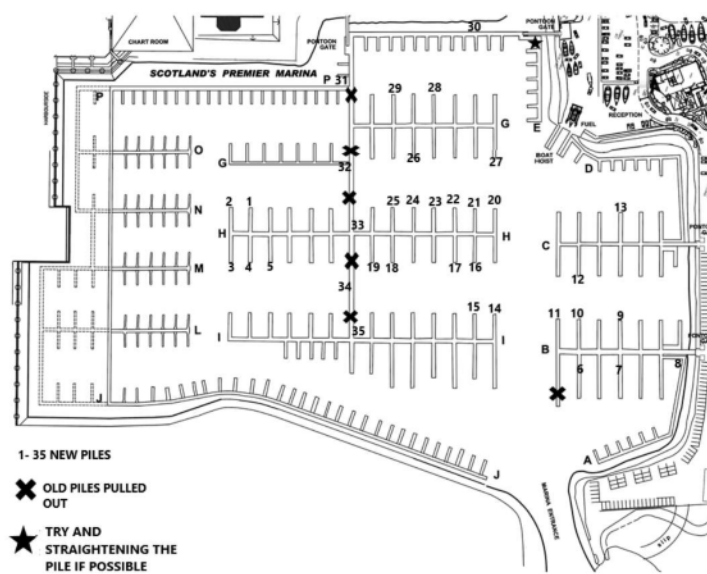
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Method Statement Ref:	MS/C21475/001	Rev Nr:	0	Issue Date:	12/03/21	
Method Statement Title:	Pontoon Pile Replacement					

For guidance on how to complete this template see IMS document GDN C13

1 Overview description of the Activity covered in this Method Statement

Works Overview & Description

This method statement covers the replacement of 35nr pontoon piles in the existing Kip Marina facility. The removal of the existing timber piles and installation of new steel tubular piles will be carried out by side grip rig with vibratory hammer working off a spud leg barge.



Plan of Pile Replacement Locations

Works Location

The works are being carried out on behalf of the client at Kip Marina which is located at:

Site Address: The Yacht Harbour
Inverkip
Renfrewshire
PA16 0AW

Installation Method & Programme Durations

Installation of new steel tubular piles and extraction of existing timber piles will be carried out by a side grip rig with side grip vibratory hammer attachment working from the AGEM One, a self-propelled spud leg barge.

Piles will be delivered to site in a minimum of three loads on extendable trailers and offloaded by the side grip rig on the south side of the marina entrance as show below. The side grip rig will create a ramp adjacent to the slipway to track onto the barge. The side rig will self load piles onto the AGEM One from the entrance channel. Timber piles will be extracted where possible and returned to the laydown area for removal by the client. Replacement new steel piles will be installed at the locations as directed by the client.

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2 Hazards

Activity Hazard Identified	Associated Risk Assessment Ref:
Lifting & Loading of steelwork/equipment	Risk Assessment Ref: 006
Banking and Slings	Risk Assessment Ref: 008
Working at Height	Risk Assessment Ref: 009
Working in public places	Risk Assessment Ref: 010
Working near or over water	Risk Assessment Ref: 013
Use of floating plant	Risk Assessment Ref: 016
Oxygen / acetylene / propane burning	Risk Assessment Ref: 017
Welding	Risk Assessment Ref: 018
Noise	Risk Assessment Ref: 019
Re-fuelling plant	Risk Assessment Ref: 020
Manual handling	Risk Assessment Ref: 022
Pile installation or extraction using Grizzly Hammer	Risk Assessment Ref: 027
Working at height / unloading vehicles	Risk Assessment Ref: 031
Using an excavator as a lifting appliance	Risk Assessment Ref: 033

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Social distancing during Covid 19	Risk Assessment Ref: 042
Use of work boat	Risk Assessment Ref: 043

3 General Arrangements and Preparation

Client Attendances & Requirements

- Welfare and general housekeeping requirements, including Covid 19 precautions and safe systems of work.
- Traffic & pedestrian management to provide safe access to the site & work areas.
- Provide a suitable area and platform for offloading and storage of piles
- Service information which could affect the works.
- General H&S requirements and protection for the work force to allow works to be carried out in a safe manner i.e. edge protection, segregation barriers, site security etc.
- All setting out for the proposed works and level control for finished level of pile
- Providing clear access to the pile locations, free from moored vessels and the removal of finger pontoons where required.
- Removal of pontoon pile brackets where required for removal of existing piles

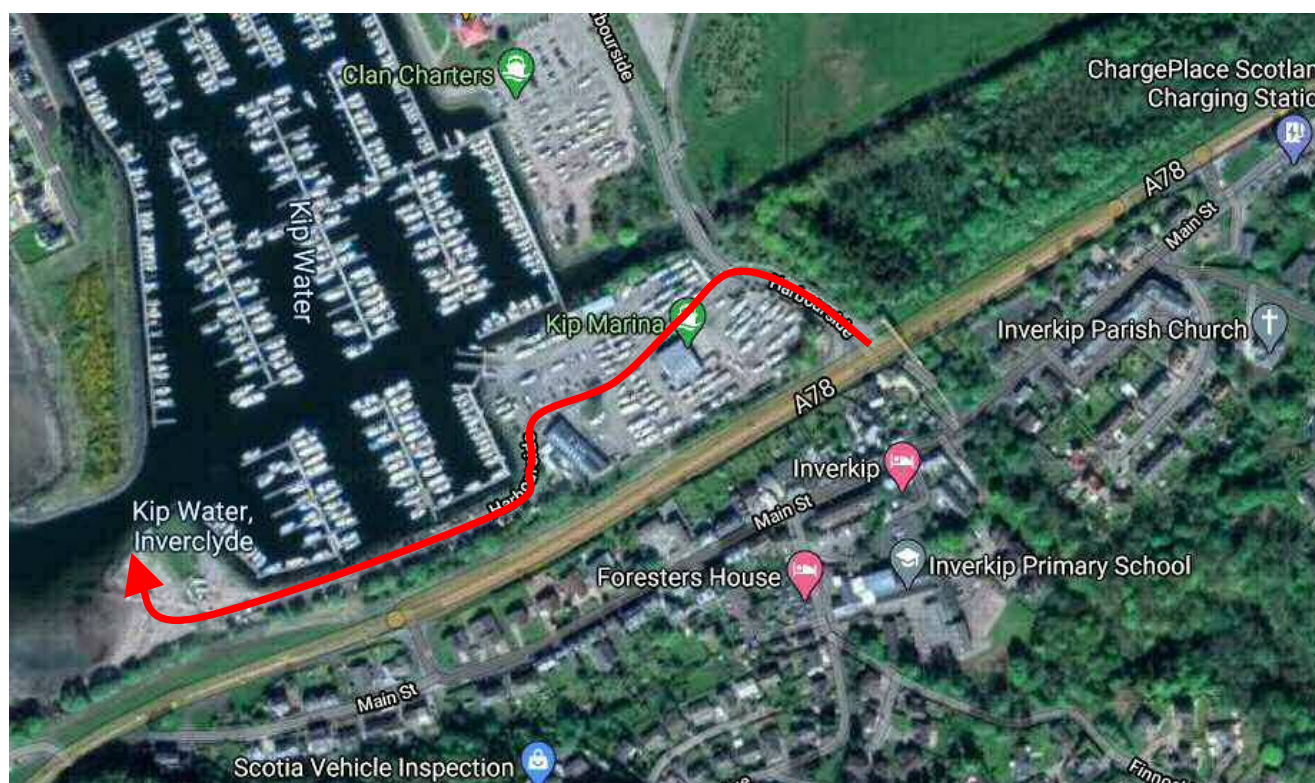
General Site Requirements/Arrangements

- The Piling Manager/Supervisor will visit site prior to works commencing to ensure that all works areas and any required protection is in place prior to plant being mobilised to site.
- All welfare and site operations will be carried out as per the COVID_19 Guidelines and specific Risk Assessment attached. Additional measures and PPE will be utilised where required. Works will be carried out under the following assessment:
 - 1) **Maintain minimum 2m separation** between operatives and personnel.
 - 2) **Manage risks by Risk Assessment** and implementation of additional Control Measures.
 - 3) **STOP Work** until works & risks are assessed and managed.
- All personnel will receive a site-specific induction from the client prior to carrying out any duties on site. Minimum PPE as stated within *section 13* to be worn at all times when within the operational site.
- All personnel will sign in & out within the *Attendance Book* held by the client.
- All personnel involved in the works are to be briefed on the contents of this method statement, risk/ COSHH assessments, and lift plan.
They are required to sign *Record of Briefing* within *Appendix A* of this document to record that the briefing has taken place and that they clearly understand its content prior to commencing works.
- The Piling Foreman shall liaise with client to agree the setting out locations for the piles and associated levels.
- All plant & materials deliveries to the site are to gain access to the site area via the approved routes detailed by the client.
- The Piling Foreman will inspect the platform provided by the client for the piling rig and or crane. If satisfactory he will authorise the works to proceed. Any works required to rectify the platform will be carried out prior to the platform being loaded and any delays incurred will be at the clients risk.

Site Access, Egress & Working Areas

Access for the delivery wagons is off the A78 onto Harbourside Rd, through the Marina to the end of the road to the point of offloading adjacent to the slipway. Where required any additional traffic management will be provided to allow the delivery wagons & low loaded/step frame to gain access by the client.

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Once on site any movements of the delivery vehicles will be managed and directed by a competent Banksman to the point of offloading.

A level and well compacted platform will be provided for offloading of piles at the southern side of the harbour entrance on the reclaimed ground.

Access for tracking the side grip rig on to and off the barge will be at the slipway where the rig will create a ramp from the beach material.

Site Mobilisation/Demobilisation

- The site will be mobilised to suit the agreed programme of works and plant availability.
- All plant and materials deliveries will be arranged with the Piling Foreman through the Piling Manager/Supervisor.
- The Piling Foreman will liaise with the client to receive all permits required for the works.
- All delivery drivers will wear minimum PPE requirements when within the operational site boundaries.
- The Piling Rigs & equipment will be offloaded/loaded from the load loader/step frame wagons by the rig operator or wagon driver, if qualified to do so.
- The materials and equipment being offloaded will be carried out under the supervision of a qualified Lift Supervisor. Any slung lifts will be carried out by a qualified Slinger/banksman.
- All delivery vehicles will be sent to site with suitable edge protection over the length of the trailer to prevent personnel from the risk of falls when offloading.
- Refer to *Lifting Plan* for the lifting equipment within *Appendix E* of this document for more details on the lifts and lifting arrangement.
- Access onto the back of the trailer will be via a short-footed ladder. Once on the trailer, operatives will work in areas of safety behind the fixed handrails.
- Piles and steel sections will be slung to suit the loading of the wagon. This will either be by slinging loads of

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piles with a maximum weight of 6te, or individually utilising the lifting shoes. Member weights are detailed within *section 3* of this document.

- Materials will be stacked within the agreed storage area in a safe manner
- Equipment containers and other equipment will be offloaded and located in agreed location with the client.

Materials

The materials required for the proposed works will be delivered to site by road on standard 40' trailers with maximum laden weight of 28te.

The following materials are required for the implementation works, along with their associated weights for lifting:

Required Section	Section Length (m)	Single member (te)
346 x 16mm CHS	15	2.01

4 Work Details

Sequencing of Works

- The AGEM One barge and side grip rig will mobilise to site
- Piles will be offloaded by side grip rig on the southern breakwater at the entrance of the harbour
- Side grip rig will create an access for tracking onto the barge adjacent to the slipway at the southern breakwater
- AGEM One will manoeuvre to entrance channel for the side grip rig to self load piles from the laydown area.
- Existing timber piles will be extracted where possible and returned to laydown area for removal from site by client
- Replacement steel piles will be driven at locations identified by the client to level or refusal. Client will work with SPI to enable access to work locations and install and remove pontoons/brackets as required.

Pitching & Driving Piles with Sidegrip Rig

The piles will be picked up from the storage location by the sidegrip rig and loaded onto the barge

The barge will be positioned to accommodate the rigs reach to install the pile, over the front or side of the barge

- The operator will pick up the CHS pile in the jaws of the Hammer and move over into the required position of the new pontoon pile.



- The first pile will be manipulated into the required location under the instruction of the piling foreman from

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the setting out provided by the client

- Once the pile is in position and the verticality checked in both planes, the operator will be instructed to commence driving the pile. He will engage the vibro hammer and exert a downward force from the main boom/dipper arm to drive the pile.
- After the initial first section of the pile has been driven, the position and verticality of the pile will be checked. If the pile is not within the contract requirements, the pile will be extracted and the process commenced again.
- Once the pile is in a satisfactory position, the hammer will stop driving and the jaws released. The hammer will then be repositioned further up the pile and reclamped. The position and verticality will be checked again prior to commencing to drive the next section of pile.
- This will continue until the pile has been driven to level.

The above driving operations will be repeated for each pile required to be installed for the completion of the works. Where localised obstructions are encountered, where possible installation will continue. This will be notified to the client and instruction will be sought with regards to the next action to be taken.

Timber Pile Removal

The barge will position to accommodate the rigs reach to remove the pile.

The client may be required to remove the pile bracket from the pontoon for the timber pile to be manipulated during extraction without causing damage to the pontoons.

- The sidegrip rig will clamp the pile in the jaws of the hammer and engage the vibro hammer while exerting an upward force with the main boom/dipper arm to extract the pile.
- Once moving and partially extracted, the jaws will be released, and the hammer repositioned further down the pile and reclamped. The rig will continue extracting the pile until it is free and can be laid down on the deck of the barge.
- If the pile fails to be extracted the foreman will notify the client and continue operations where possible while a decision is reached over the next action to be taken.

Hot Works – Welding & Oxy/Propane Cutting / Burning

If we are require to carry out hot works operations, in general this would likely consist of profile burning the steel pile tops to the finished height, trimming / cutting any toe damage that may have occur due to unforeseen driving / ground conditions, or burning a lifting / pitching hole in the top of the pile. The cutting operations will be carried out using a mix of oxygen / propane gases. We will also, as and when required, use a 300amp weld set for carrying out any welding repairs.

A hot works permit must be issued by the client before any works can be carried out.

Working from a Barge

The sidegrip rig will be create an access ramp from the beach material to track onto the barge at the slipway location on the south of the entrance channel.

Piles and equipment will be stored on the pontoon for installation in accordance with the maximum permitted deck load detailed in the stability calculations and as required to trim the barge. Piles will be self loaded by the sidegrip rig from the storage location once the rig is on the barge.

The barge is self-propelled however the pioneer workboat will be on site to assist with manoeuvring particularly where access is tight to reduce the potential risk of any collisions.

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Work Boat

A workboat will be provided to support the piling operations when working from the pontoon. The Pioneer workboat will be used to transfer personnel from shore to the pontoon and used to assist manoeuvring the pontoon by tying up alongside or to the stern to move the pontoon as a composite unit.

Monitoring & Controls

- During the piling operations, should the methodology require to be altered an amendment will be made and issued. This can consist of a hand-written alteration within the body of this document, so long as signed and dated by an appropriate person and re-briefed, to minimise any delays to the activities.
- The CLIENT shall be responsible for clearly marking the line and level of all pile areas and confirming the level prior to the rig moving to the next pile.
- Each pile will be checked for verticality as work proceeds by SPI.
- SPI shall ensure that the piles are installed in accordance with the pile schedule and relevant drawings.
- SPI will produce a Daily Record sheet detailing the daily events and activities on site, this will be submitted to the CLIENT to verify on a daily basis.
- Pile Installation Records will be kept and a copy submitted to the client within 1 weeks of completed installation.

5 Permits

Prior to works commencing the client will be required to provide the following permits and certification:

- Sign off of SPI Piling Ltd Platform Certificate or provide verified Platform Certificate.
- Permit to Dig/Break Ground with copies of any relevant service drawings.
- Hot Works Permits are required for any operation producing heat and/or sparks, including welding, burning, grinding, etc. Safe system of work will be in accordance with SPI HSE Handbook, Risk Assessment and Hot Works Permit
- Permit to Lift (if applicable within client HSQE procedures).
- Permit to Load (if applicable within client HSQE procedures).

No works are to commence on site until all necessary permits/ permissions are in place and understood by all personnel involved with the works.

6 Supervision

The following list of SPI personnel will be involved in the management & supervision of the works.

Dave Gardner	General Manager	07753 137285
Peter Nichols	Contract Engineer	07565 621421
Ronnie Head	Piling Manager	07793 980453
tbc	Piling Foreman	tbc

7 Workforce Details

The pile installation works will be carried out by a 3 man squad: Piling Foreman, Rig Operator & Piling Operative, in addition to the barge/workboat crew

8 Health & Safety Monitoring

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- Site induction to be carried out prior to carrying out any work on site.
- Daily task briefings to be carried out prior to works commencing each day.
- All personnel to sign onto relevant RAMS
- Toolbox talks to be carried out at relevant intervals and after any incident
- Weekly safety inspection to be carried out by SPI Piling.

9 Plant Inspection & Operator Training

Plant / Equipment Required	Operator Competence Required	Inspection / Test Evidence required	Supplier
Sidegrip Piling Rig	Yes	Yes	SPI
AGEM One Barge	Yes	Yes	Offshore Workboats
Pioneer Workboat	Yes	Yes	Offshore Workboats

All plant operatives will hold a current CPCS card relevant to the plant being operated and will have experience in their particular field.

10 Disconnection / Reconnection of Services

It is the responsibility of the client to identify, manage and protect all existing services in the area of the works.

11 Hazardous Substances

Substance / Product Name	Hazard Level (H,M,L) as specified on COSHH Assessment	COSHH details provided and briefed to users	Control measures to be used
Diesel	Low Controlled Risk	Yes (in file)	PPE, avoid direct contact with skin. Wash after handling.
Engine Oil	Low Controlled Risk	Yes (in file)	PPE, avoid direct contact with skin. Wash after handling.
Grease	Low Controlled Risk	Yes (in file)	PPE, avoid direct contact with skin. Wash after handling.
Hydraulic Oil	Low Controlled Risk	Yes (in file)	PPE, avoid direct contact with skin. Wash after handling.
Propane	Low Controlled Risk	Yes (in file)	PPE, avoid direct contact with skin. Wash after handling.
Oxygen	Low Controlled Risk	Yes (in file)	May cause or intensify fire; oxidizer Contains gas under pressure; may explode if heated Can cause cold burns to exposed skin if material rapidly depressurizes May cause eye irritation

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Refuelling Procedure

- Refuelling will be undertaken at the designated locations on site
- Fuel, oil, and chemical storage should be located on impermeable surfaces away from storm water sewers, grids, channels, and watercourses where possible. Where refuelling is required to be carried out
- Fuel storage must be located to minimise the risk of fire, collision from vehicles or plant, and away from other activities on site.
- The operator should refuel their own plant so that no additional personnel are required in the area to minimise the risk of crushing between plant and bowser.
- All fuels are to be stored and delivered to site in bunded containers.
- Hoses and connections should be checked regularly and before each use for leaks and faults.
- Fuel bowsers must have an automatically closing valve or pump at the delivery end of any flexible pipe
- Fuel storage bowsers should be lockable and be padlocked when unattended
- No smoking or naked flames when refuelling or near to fuel storage facilities
- No hot works adjacent to fuel storage facilities
- All operatives are to wear appropriate PPE as per the relevant COSHH sheet, ie. rubber gloves whilst refuelling
- All spillages are to be reported to the site supervisor immediately.
- Spill kits will be available in case of spillages
- A drip tray will be used whilst refuelling
- Exposure to fuel must be reported to the site supervisor and treatment given in accordance with COSHH regulations.

12 Occupational Health

All site operatives undergo a 12 monthly occupation health assessment to ensure that they are fit to carry out the tasks that they are required to undertake.

13 PPE

All site personnel will be provided with all necessary PPE to carry out their duties (all provided by SPI).

Minimum standards:

- Safety Helmets
- Safety Footwear
- High Vis Vests/Jacket
- High visibility trousers and/or overalls
- Gloves
- Hearing protection
- Light eye protection
- Life Jacket

Also refer to Activity Risk Assessments for additional operational specific PPE requirements.

14 Emergency Procedures and Contact

Medical Emergency Procedure

First Aid arrangements are as per the Balfour Beatty site induction board and information displayed on notice boards on site.

In the event of a medical emergency call 999 and request medical assistance explaining the works location and injuries sustained by the injured party.



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Once medical assistance has been instigated then report the incident to a member of the client Management team & the SPI Managers.

In the event of any minor accident, works are to cease, the accident book filled in and appropriate action taken. Where hospital treatment is required the closest hospital and directions will be found within *Appendix B* of this document.

All accidents and incidents must be reported to your Line Manager and SPI Management no matter how minor.

Fire Emergency Arrangements

Fire emergency arrangements on site are as per site induction and notice boards and signage on site. Suitable fire extinguishers should be available prior to carrying out any work with risk of fire.

MEWP Emergency Arrangements

Emergency arrangements for 'MEWP' rescue procedure are included within the attached Task Risk Assessment Nr 26 'Safe use of Mobile Elevated Work Platform', generally as per IPAF 'Example emergency rescue plan for work at height from a Mobile Elevating Work Platform (MEWP)' which is included within SPI-Piling's Site Operations manual issued to our site foreman and supervisor

Emergency the contact numbers for the management teams are:

Name:	Company:	Position:	Contact Number:
Alan Smith	SPI Piling Ltd	Managing Director	07738 427067
Dave Gardner	SPI-McGrattan Ltd	General Manager	07753 137285
Peter Nichols	SPI-McGrattan Ltd	Contract Engineer	07565 621421
Ronnie Head	SPI Piling Ltd	Piling Manager	07793 980453
Gavin McDonagh	Kip Marina	Managing Director	01475 521485
Ian Roger	Kip Marina	Assistant Marina Manager	01475 521485

15 Environmental Controls

Potential threats to the Environment	Control Measures to be implemented
Contamination of Ground/watercourse by DIESEL	Drip Trays and Spill kits to be available within vehicles around site and within the site compounds. All refuelling to be carried out in accordance with site fuelling procedures. Fuelling of machines are not to be carried out near any adjacent watercourses which could be contaminated.
Contamination of Ground/watercourse by hydraulic oils	Drip Trays and Spill kits to be available within vehicles around site and within the site compounds. Bio degradable oil to be used when working adjacent to or over watercourses or within a flood plain. All hoses are to be inspected daily before use. Ensure an environmental containment plan is in place by the client and that the control measures are in place prior to works commencing.



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Noise and vibration	All plant and machinery will be equipped with silencers. All equipment to be in good condition and well maintained. All plant equipment turned off when not in use.
Fuel & Oil Storage	All bunded systems for the storage of oils & fuels and chemicals must have a 110% storage capacity in regard to the container being stored.
Spillages	All spills however minor are to be reported through the Project/ Site Manager. All spills are to be cleaned up in accordance with COSHH data sheets and disposed of in line with the Site E.A.P. and/or waste management plan. In the event the site is unable to deal with the clean-up waste, the SPI foreman is to ensure the waste is kept stored safely to one side and contact SPI office to arrange waste collection.
Types of Waste that will be generated during the works	Methods of waste treatment / disposal
16 Safety of the Public and Occupiers	
The client is to provide a secure site to prevent the public or occupiers from entering the work site. Sufficient fencing is to be supplied and maintained by the client to ensure that public, buildings, vehicles etc are protected at all times during the works.	
17 Public Nuisance	
The client is to inform local residents of the work to be carried out. In the event that the public have concerns regarding the works being carried out SPI Piling Ltd will request that the concerns raised are dealt with by the client.	

End of Main Document



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Appendix A: Record of Briefing

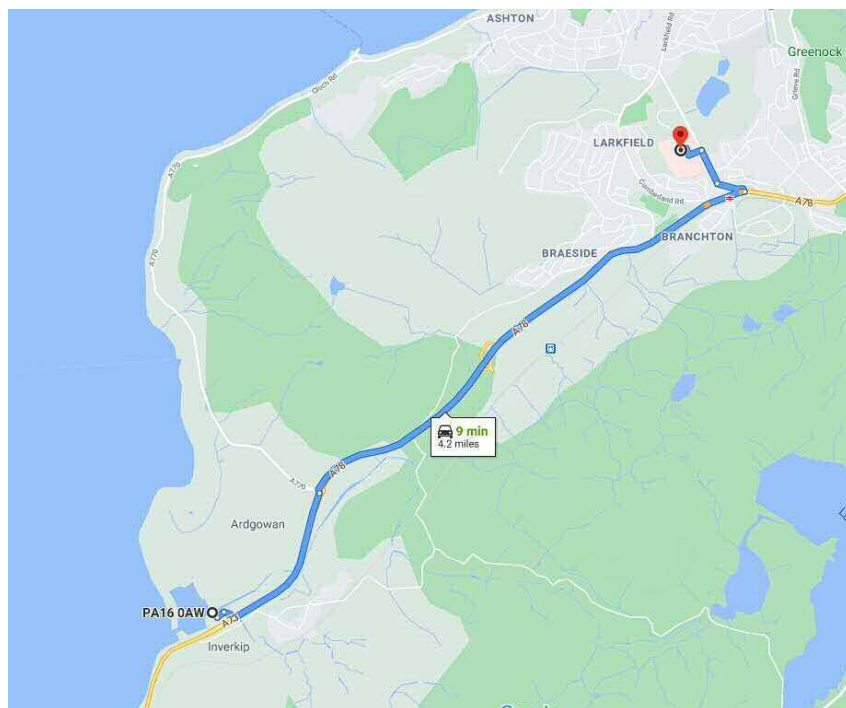
Briefing Given by (Print)	
Signed	
Date	

THE FOLLOWING PERSONS HAVE BEEN BRIEFED ON THIS METHOD STATEMENT AND FULLY UNDERSTAND THE CONTENTS AND SAFETY INSTRUCTIONS CONTAINED THEREIN:

Name (Print)	Company	Signature	Date

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Appendix B: Hospital Route



PA16 0AW

Inverkip, Greenock

- ↑ Head north-east on Harbourside
236 ft
- ↘ Turn right to stay on Harbourside
344 ft
- ↙ Turn left at the 1st cross street onto A78
0.8 mi
- ⦿ At the roundabout, take the 2nd exit onto Inverkip Rd/A78
2.8 mi
- ↙ Turn left onto Gleninver Rd
0.2 mi
- ↗ Gleninver Rd turns slightly right and becomes Larkfield Rd
0.2 mi
- ↙ Turn left
Destination will be on the left
0.1 mi

Inverclyde



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Appendix C: Activity Risk Assessments

Refer to attached Activity Risk Assessments associated with the works.

Task Risk Assessments




Risk Rating Register.

	<u>Likelihood</u>
5	Certain
4	Likely
3	Possible
2	Unlikely
1	Very Unlikely

	<u>Severity</u>
5	Fatality
4	Major Injury/ Damage
3	Over 7 day injury/ substantial damage
2	Minor Injury/ Minor Damage
1	Delay Only


	Risk Level	Action Required
	10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment
	6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider
	1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed


Likelihood						
Severity	SCORE	1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25


Risk Assessment:	6				C21475 Kip Marina Pontoon Piles - Risk Assessment Review	 SPI PILING Ltd. Steel Piling Contractor			
Task Description:	Lifting and loading steelwork / equipment				SPI PILING Limited				
Persons at Risk:	Banksmen / Slingers / Site Operatives / General Public								
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Lifting and loading steelwork / equipment	Crushing and cuts Injury from falling materials	3	4	12	Only certificated lifting gear to be used, Lifting gear to be checked by slinger/signaller. CPCS qualified slinger signaller to be used. When slinging load, check chains for positioning and load slightly lifted to check balance is correct before main lift. Loading / offloading should only take place where safe to do so. Safe Working Load of lifting appliances and lifting tackle must never be exceeded. Only slingers to sling loads. Only banksmen to give instructions to crane or rig operators. Keep hands and feet clear of load during lifting or lowering operations. Always wear helmets,gloves, high visibility vests and safety boots during these operations. Suitable size packers must be used below each load when lowering off. When lifting steelwork with rig, safety chain and chain lock must be securely fixed and checked before lift. Lifting equipment to be checked regularly for wear and tear and replaced as required. Ensure slinger inspects connections prior to lifting. Exclusion Zone to be in place. Only essential personnel to enter. Once load slung all personnel to exit exclusion zone Pre Use Inspections of Lifting Gear to be recorded on daily inspection sheets	1	4	4	Banksmen / Slinger
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	8								
Task Description:	Banking and Slings				C21475 Kip Marina Pontoon Piles - Risk Assessment Review				
Persons at Risk:	Banksman / Slings / Site Operatives				SPI PILING Limited				
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Banking and Slings	Crushing	3	4	12	Slings and banksman to be fully trained and have necessary certification.	1	4	4	Banksman / Slinger
	Falling Objects				Only certificated lifting gear to be used,				
	Failure of Lifting Accessories				Lifting gear to be checked by slinger/signaller.				
					CPCS qualified slinger signaller to be used.				
					Pre Use Inspections of Lifting Gear to be recorded on daily inspection sheets				
					Check lifting gear and wire ropes daily for wear and damage.				
					Never tie knots in chains or shorten them by using nuts and bolts.				
					Always place lifting hook centrally over the load.				
					Use only recommended signals.				
					The combined weight of the load and lifting gear must not exceed the safe working load of the crane.				
					When slinging loads, chains must be checked for positioning and load slightly lifted to check balance is correct before main lift.				
					Suitable size packers must be used below each load when lowering off.				
					Only banksman to give instructions to crane or rig operators.				
					Keep hands and feet clear of load during lifting / lowering operations.				
					Always wear gloves, high visibility vests and safety boots during these operations.				
					Loads should be lifted and landed in a manner that avoids damage to the lifting equipment				
					Exclusion Zone to be in place. Only essential personnel to enter. Once load slung all personnel to exit exclusion zone				
					No lifting directly over personnel				
					Tag lines, to control loads.				
Assessor:	Peter Nichols		Risk Level		Actions Required				
			10-25		Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment				
			6-9		Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances				
Date:	12/03/2021		1-5		Acceptable. The task should be monitored to ensure the stated control measures are being followed				

Risk Assessment:	9								
Task Description:	Working at Height				C21475 Kip Marina Pontoon Piles - Risk Assessment Review				
Persons at Risk:	Piling Operatives / Site Operatives				SPI PILING Limited				
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Working at height	Falling from a height	4	4	16	Avoid working at height where possible	1	4	4	Piling Operatives /
	Dropped objects				Ensure that guardrails are provided where there is a risk of fall from height				Piling Foreman/
					Use of harness with fixed restraint lanyard if working close to open edge is unavoidable				
					Use elevated work platform when access is not possible from ground level				
					Ensure that toeboards are provided where there is a risk of objects falling from height				
Working at height using a ladder	Falling from a height	4	4	16	Use of ladder is a last resort and must be approved prior to use	1	4	4	Piling Operatives /
					Ladder to be on firm and level base, supported on both stiles and secured at end. One metre of ladder above landing, lashed at top or second man at bottom, holding ladder.				Piling Foreman/
					Operator never to expose more than one third of his body above the upper supported point of the ladder.				Site Welders
					Ladder to be at about 75 degree angle to the horizontal.				
					Only one person on the ladder at any one time.				
					Metal ladders not to be used when overhead electricity cables are in close proximity.				
					Ladders to be a maximum of 9 metres long.				
					Damaged or site repaired ladders are not to be used.				
					Ladders should not be used as a normal working platform.				
					Wear safety harness when required.				
					applicable to conventional piling works				
Working at height from temporary platforms	Falling from a height	4	4	16	Podium access to be used up to a height of 3.5 metres. For heights in excess of 3.5 metres, alloy tower to be used.	1	4	4	Site Welders
					Where alloy tower is required, only to be erected and dismantled by trained operatives.				
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	10								
Task Description:	Working in Public Places		C21475 Kip Marina Pontoon Piles - Risk Assessment Review			 SPI PILING Ltd. Steel Piling Contractor			
Persons at Risk:	Public / Workforce		SPI PILING Limited						
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Working in public places	Accidents involving the general public	3	4	12	All plant to have flashing beacons and reversing warning horns. Only authorised operators to operate site plant / machinery. All plant to be switched off and immobilised when left unattended. Access must be provided for the public and kept safe and tidy. Care must be taken not to obstruct footpaths and other access routes. Excavations to be guarded, barriered and warning signs erected. Where possible perimeter fencing or hoarding should be erected. Warning notices should be displayed. Ladders should be removed to a secure compound or rendered unclimbable. Ensure stacked materials are stable and not too high. Sometimes it may be appropriate to employ the services of a security organisation or watchman.	1	4	4	Piling Foreman / Crane Operator / Rig Operator / Banksman / Slinger
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	13								
Task Description:	Working near or over water		C21475 Kip Marina Pontoon Piles - Risk Assessment Review				 SPI PILING Ltd. Steel Piling Contractor		
Persons at Risk:	Piling Operatives / Engineers / Chainmen		SPI PILING Limited						
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Working near or over water	Drowning	3	4	12	Operatives to wear lifejackets or flotation suits at all times. Physical barrier around working area. Ensure adequate working platforms are erected, fully decked out. Ensure safety harnesses are available for emergencies. Access pontoon to ferry personnel to piling line where necessary, also to act as rescue boat where necessary. (Boat to be fully equipped for rescue.) In tidal waters and for nightwork, rescue boat should be manned continuously by experienced boatman equipped with 2 way communication to the shore. Life rings to be situated on bank and on Piling Frame complete with 30 metre lifelines. Ensure lighting is adequate for night work, if required. If working from pontoons ensure that they are properly loaded, stable, water-tight and securely moored. Ensure all walking surfaces are clean and do not become slippery. Never allow men to work alone. Ensure good housekeeping and site tidiness to minimise tripping hazards. Check weather conditions.	1	4	4	Piling Foreman
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	16								
Task Description:	Use of Floating Plant		C21475 Kip Marina Pontoon Piles - Risk Assessment Review				 SPI PILING Ltd. Steel Piling Contractor		
Persons at Risk:	Piling Operatives / Crane Operatives		SPI PILING Limited						
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Use of Floating Plant	Capsizing of floating plant	3	4	12	All operatives to wear lifejackets or flotation suits (without safety lines) while working on floating platforms. Floating pontoons shall be assembled in a competent manner, in accordance with manufacturer's instructions. The maximum permissible list of the floating platform shall not exceed 3 degrees under working conditions. A manned safety boat shall be provided where necessary. A design check shall be carried out by a competent person to check the stability of the platform under all possible working conditions. Control measures included in the Task Assessment for 'working near or over water' should be used.	1	4	4	Piling Foreman
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	17				C21475 Kip Marina Pontoon Piles - Risk Assessment Review			SPI PILING Ltd.	
Task Description:	Oxygen / Propane Burning							Steel Piling Contractor	
Persons at Risk:	Burning Operatives and anyone close by				SPI PILING Limited				
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Oxygen / Propane Burning	Injury from hot metal	4	3	12	Suitable PPE must be worn i.e. safety boots, gauntlets or gloves (not rubber), burning goggles, safety helmet, mask, flame retardant overalls. Hi - Viz vests to be removed during burning operations due to increased fire risk. Any burnt material to be cooled down immediately. All other personnel within vicinity must be aware to stay clear of sparks and hot metal.	1	3	3	Burner / Piling Foreman
Oxygen / Propane Burning	Causing a fire / explosion	4	4	16	Hot Works Permit System to be adhered to. Ensure highly inflammable liquids are covered or away from the works. CO2 Fire extinguishers on site (in date and at the place of work). Sand available on site. Fire retardant clothing. Any burnt material to be cooled down immediately. Check flash back arresters, crimped hoses hoses and nozzles are in good working order. Ensure gas bottles are correctly stored.	1	3	3	Burner / Piling Foreman
Oxygen / Propane Burning	Sickness from fumes	4	4	16	Ensure that correct gauges are used and are fitted in accordance with manufacturers instructions, inclusive of 'flash-back' arrestors. Ensure gas bottles are correctly stored (bottle stand during use, gas bottle cage overnight if stored on site). Oxygen and Propane seperated where stored overnight (3 metres recommended). Check hoses and nozzles are in good working order.	1	4	4	Burner / Piling Foreman
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					


Risk Assessment:	18								
Task Description:	Welding				C21475 Kip Marina Pontoon Piles - Risk Assessment Review				
Persons at Risk:	Site Operatives / General Public / Welders				SPI PILING Limited				
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Welding	Burns from weld splatter	3	4	12	Hot works permit to be issued prior to commencement	1	4	4	Welder /
					All personnel not directly involved should be kept				Piling Foreman
	Fire	3	4	12	clear of operation (barriers to be erected by Main Contractor)	1	4	4	
					Suitable PPE must be worn i.e. safety boots, gauntlets or gloves				
					(not rubber), burning goggles, safety helmet, mask, flame retardant overalls.				
					Mechanical soundness of welding equipment				
					should be checked before use. Ensure welding machine is properly earthed.				
					Welding area should be kept clean and dry.				
					Welding to be carried out by competent persons.				
					Hi - Viz vests to be removed during burning operations				
					due to increased fire risk (flame retardant overalls to have hi-viz bands)				
					Hi-viz to be re-worn as soon as welding operation is completed				
					CO2 Fire extinguishers on site (in date and at the place of work).				
Welding	Arc Eye'	5	4	20	Welding operatives must wear full face welding mask	1	4	4	Welder /
	Fumes/ respiratory problems				during welding operations.				Piling Foreman
					Screens to be used wherever practicable.				
					Any other personnel within vicinity of welding operation must avoid direct				
					visual contact with the welding				
					(Screen to be erected at all times during welding, positioned where practicable).				
					Welding to be carried out by competent persons.				
					welder to wear vented/ air fed masks when stoving/ clutch welding in enclosed work areas				
Welding	Explosion	4	4	16	Ensure welding area is free from flammable	1	4	4	Welder /
					materials.				Piling Foreman
					Welding to be carried out by competent persons.				
					CO2 Fire extinguishers to be available.				
					flammable liquids.				
Assessor:	Peter Nichols		Risk Level		Actions Required				
			10-25		Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment				
			6-9		Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances				
Date:	12/03/2021		1-5		Acceptable. The task should be monitored to ensure the stated control measures are being followed				

Risk Assessment:	19				C21475 Kip Marina Pontoon Piles - Risk Assessment Review	 SPI PILING Ltd.			
Task Description:	Noise				SPI PILING Limited	Steel Piling Contractor			
Persons at Risk:	Piling and Site Operatives / General Public								
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Noise	Deafness	5	4	20	Vibratory hammers produce noise levels of 105 Db at sources, reducing to 80Db at 20 metres. Impact hammers produce noise levels of 110 Db at source reducing to 80 Db at 30 metres. Foam earplugs offering a reduction/assumed protection of 21.5 DB are to be worn when operatives are within 20 metres of the vibratory hammer. <u>Cat III full protection ear defenders are to be worn at all times when an impact hammer is in use.</u> Main Contractor to erect ear defender warning signs at 85 dB(A) noise level zone. All personnel within the 85dB(A) noise zone must wear ear defenders / plugs when vibro or impact hammers are in operation. Ensure defenders / plugs are in good condition. Ensure that all plant silencers are working correctly. Noise monitoring to be undertaken by Main Contractor, if necessary. Advisable to wear protection at 80dB(A).	1	4	4	Main Contractor / Piling Foreman

Risk Assessment:	20								
Task Description:	Re-fuelling Plant		C21475 Kip Marina Pontoon Piles - Risk Assessment Review			 SPI PILING Ltd. Steel Piling Contractor			
Persons at Risk:	Plant Operative / 'Diesel Man'		SPI PILING Limited						
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Re-fuelling Plant	Ignition of fuel	5	4	20	All fuels to be stored in the correct type of container and clearly labelled.	1	4	4	Plant Operative / Diesel Man'
	Explosions				No smoking / naked flares near fuels.				
	Burning of operator / Diesel man'				Tanks must have delivery points and all hoses should be kept within the storage area and have adequate ventilation.				
					Always wear the PPE laid down in the COSHH regulations for that type of fuel.				
					Bund walls or spill tanks to be provided.				
					Use of double banded fuel tank.				
					All diesel fuel storage bowsers will be lockable and be padlocked.				
					No petrol is to be stored on site.				
					spill kits to be present during refuelling				
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					

Risk Assessment:	21								
Task Description:	Augering		C21475 Kip Marina Pontoon Piles - Risk Assessment Review				 SPI PILING Ltd.		
Persons at Risk:	Piling Operatives		SPI PILING Limited				Steel Piling Contractor		
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Augering	Falling into open holes	3	3	9	Immediate area of augering to be cordoned off.	1	3	3	Foreman /
	Falling spoil				Be aware of spoil being ejected from auger during drilling operation.				Rig Operator
	Contact with moving parts				Do not stand within immediate augering area.				
					Open augered holes to be covered or barriered off, by Principal Contractor, unless piles are to be placed immediately.				
					If practical, erect barriers along pre-augered line for sheet piling, (pins and netlon fencing)				
					Backspin spoil into augered hole if possible.				
					Auger cage to be attached to foot to prevent access whilst auger is turning.				
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					

Risk Assessment:	27				C21475 Kip Marina Pontoon Piles - Risk Assessment Review		SPI PILING Ltd.					
Task Description:	Pile Installation/Extraction using Grizzly hammer				SPI Piling Limited	Steel Piling Contractor						
Persons at Risk:	Site Operatives / General Public											
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By			
Load / Unload Rig.	Traffic congestion. Rig collapse. Rig overturning.	4	5	20	Ensure adequate working space provided by Main Contractor Control traffic. Ensure loading/unloading area is firm and level. (Working Platform Certificate to be provided by Main Contractor)	1	5	5	Rig Operator/ Piling Foreman			
Erect and dismantle Rig.	Crushing of operatives.	3	4	12	Only competent and trained rig operator to be used (CPCS qualified) Mast and hammer to be rigged in accordance with rig manufacturers manual by trained operator (CPCS qualified)	1	4	4	Rig Operator/ Piling Foreman			
Tracking and slewing of Rig.	Overturning of Rig. Crushing of operatives.	4	4	16	Ensure firm and level ground with adequate ground bearing capacity. (Working Platform Certificate to be provided by Main Contractor) Never track or slew close to an open excavation. Operatives to stand clear of rig whilst travelling. Never exceed SWL of lifting appliances. Never track or slew with hammer above the cab level. No personnel in slew radius where possible. Radio communication used when not possible.	1	4	4	Rig Operator/ Piling Foreman/ Banksman			
Offloading materials.	Overturning of Rig. Crushing of operatives.	4	4	16	Ensure firm and level ground with adequate ground bearing capacity. (Working Platform Certificate to be provided by Main Contractor) Ensure work carried out by competent persons. Use certified lifting equipment. Tag lines, to control loads. Only competent and trained rig operator to be used (CPCS qualified) All non essential personnel to be kept away from area. Exclusion Zone to be in place. All personnel to be outside lift zone once load slung where practicable. No lifting directly over personnel. Lifting Plan to be in place for use of excavator as a crane. Refer to RA for use of excavator as a lifting appliance.	1	4	4	Rig Operator/ Piling Foreman/ Banksman			
Handling and pitching piles	Crushing of operatives Dropping pile	3	4	12	Use trained piling operatives. Use certified lifting equipment. Exclusion zone to be in place for lifting operations. Only personnel directly involved with lift in area. All personnel be outside lift zone once load slung where practicable. No lifting directly over personnel. Ensure slinger inspects connections prior to lifting. Ensure pile weight is within lifting capacity of rig. Radio communication to be used when personnel required to work within slew radius	1	4	4	Rig Operator / Piling Foreman / Banksman			
Handling and pitching corner clutches/profiles (Movax type side grip vibro's)	Mechanical failure of jaw pads due to point loading	3	3	9	Ensure that all profiles to be clamped within the side jaws have parallel sides and will clamp 'flat' within the jaws pads VTS (i.e. 'T' shaped corners) are not to be pitched and driven using side grip jaws as this may point load the jaw pads which may shear the spring loaded fixing bolts. If VTS corners are required within piles to be driven with a Movax type hammer, corner clutches are to be threaded on prior to piles being driven.	1	3	3	Rig Operator / Piling Foreman / Banksman			
Pile driving	Crushing of limbs	3	4	12	As handling and pitching piles.	1	4	4	Rig Operator / Piling Foreman			
Assessor:	Peter Nichols		Risk Level	Actions Required								
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment								
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances								
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed								

Risk Assessment:	31									
Task Description:	Working at height / unloading vehicles				C21475 Kip Marina Pontoon Piles - Risk Assessment Review	 SPI PILING Ltd. Steel Piling Contractor				
Persons at Risk:	Banksmen / Slingers / Site Operatives				SPI PILING Limited					
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By	
Off loading Vehicles	Dropping of load through incorrect slinging	3	4	12	Slingers and banksman to be fully trained and have necessary certification. Method statement to assess method of slinging of pile shoes and wire rope slings for lifting AZ type sheet piles). Pre Use Inspections of Lifting Gear to be recorded on daily inspection sheets	1	4	4	Banksman / Slinger Method statement	
	Dropping of load through failure of lifting gear	3	4	12	Only use lifting gear which is correct for the job. Lifting gear to be inspected by slinger/banksman prior to start of days work, if damaged then the lifting gear is to be replaced. Required SWL of lifting gear to be identified within lifting plan and operatives briefed. Correct lengths of chains to be addressed within the lift plan to ensure angle of lifting chains not less than 45 degrees when being used. Pre Use Inspections of Lifting Gear to be recorded on daily inspection sheets	1	4	4	Crane Supervisor	
	Falls from height whilst off Loading	4	4	16	All delivery vehicles must have fall prevention system fitted to the bed of the trailer prior to arrival on site Short trailer access/footed ladder to be used in order for operatives to access on and off the lorry. On no account are operatives to access or stand on the bed of the lorry whilst it is moving	1	4	4	Site Foreman	
Assessor:	Peter Nichols		Risk Level	Actions Required						
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment						
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances						
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed						

Risk Assessment:	33								
Task Description:	Using an excavator as a lifting appliance				C21475 Kip Marina Pontoon Piles - Risk Assessment Review				
Persons at Risk:	Site Operatives and Adjacent Workforce				SPI PILING Limited				
Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Reversing/movement of plant around site of plant	Injury to operatives, damage to machinery	4	3	12	Turn around area to be provided at all times. Flashing beacons to be used on all mobile plant. Banksman to be present at all times all vehicles to have all round visibility or reversing cameras	1	3	3	Operator / Foreman
Use of equipment	Injury to operatives/damage to equipment through operator negligence	3	3	9	Plant only to be operated by designated drivers holding current CPCS certificate of competence. BUCKET OF THE EXCAVATOR TO BE REMOVED FOR ALL LIFTING OPERATIONS. Operator to have competency in lifting operations.	1	3	3	Operator / Foreman
Use of equipment	Crushing of Operatives	4	4	16	Operators should ensure slewing areas are clear of operatives before boom movement and no operatives are within any crush zones adjacent to other structures. It may be necessary to erect barriers if pedestrian access is minimal in the vicinity of the machine slewing area	1	4	4	Operator / Foreman
Failure of lifting equipment	Failure of lifting equipment - Injury to operatives, damage to machinery	4	4	16	All lifting equipment to be covered by current certificate of test and inspection. Permit to lift to be issued by Main Contractor where applicable. Excavator to be fitted with check valves and Safe Load Indicator. All lifting equipment to be stamped with safe working load an unique identification number. All lifting using excavator to be planned by CPCS Appointed Person.	1	4	4	Operator / Foreman
Contact with moving plant or falling materials	Injury to operatives/damage to equipment through operator negligence	3	3	9	Operators must wear safety footwear, high visibility clothing and safety helmets at all times whilst out of the cab.	1	3	3	Operator / Foreman
	Crushing of Operatives								
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or substances					
Date:	12/03/2021		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					

Risk Assessment:	42
Task Description:	Social distancing during COVID 19 pandemic - Pile Installation and General Working
Persons at Risk:	Site Operatives / General Public



SPI PILING Ltd.

Steel Piling Contractor

Activities	Hazard	L	S	R	Control Measures	L	S	R	Action By
Start of shift	Passing of virus to co-workers due to ill health - Coronavirus	5	5	25	Follow Government advice on symptoms: Follow NHS Inform guidance on self isolation if you or any of your contacts show coronavirus symptoms, this includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service. Any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia-however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive while not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. Travel to work in own / company vehical - do NOT use public transport, park vehicle in public car park. Car / Van sharing only permitted if occupants live at the same property Clean hand upon arrival to site following the 20 second hand washing guidance Sign in, check and log temperature	1	5	5	Whole Gang
General working	Passing of virus to co-workers due to ill health - Coronavirus	5	5	25	Ensure to keep 2 metres away from other worker at all times, other than those in gang. Where not possible increase hand washing frequency, surface cleaning, keep activity time as short as possible, use back-to-back or side working. Arrange materials so that they can be moved or lifted whilst maintaining 2m distance from others. This may mean slower working practices where materials have to be double handled Maintain 2m distance from others in welfare areas. Face mask must be worn in communal areas Wear gloves at all times whilst working and regularly wash your hands for 20 seconds Increase the frequency of washing hands and surface cleaning Delivery drivers to remain in vehicles where possible	1	5	5	Whole Gang
Breaks	Getting or spreading coronavirus in common use high traffic areas	5	5	25	Eat your lunch in your vehicle or an isolated office / cabin or other space to reduce contact with others - if this is not possible stagger lunch breaks so the 2m distance can be adhered to. Face mask must be worn in communal areas except when seated in canteen. If you get up to move around a face mask must be worn. Wash hands before and after eating and drinking. Clean surfaces after use, especially frequently touched objects such as taps, kettle, etc.	1	5	5	Whole Gang
Briefings	Passing on virus due to not maintaining 2m distance from Co-Workers	5	5	25	Daily briefings and toolbox talks if required should be undertaken (outside if possible) noting the 2m spacing Site instructions shall be given keeping note of the 2m rule (outside if possible) Video or photograph toolbox talk / briefing sheets and attendees to avoid unnecessary contact on signature sheets etc. The person carrying out the briefing should be the only one to sign the sheet and they should refer to the video / photo on the sheet and list the attendees	1	5	5	Whole Gang
Assessor:	Peter Nichols		Risk Level	Actions Required					
			10-25	Totally unacceptable. Work must not commence until alternative methods are found, with appropriate re-assessment					
			6-9	Acceptable only where it is not reasonably practicable to lower the risk. First try re-evaluating the task / look to impose further control measures / consider alternative methods or					
Date:	01/12/2020		1-5	Acceptable. The task should be monitored to ensure the stated control measures are being followed					

Construction Sector - Site Operating Procedures

Protecting Your Workforce During Coronavirus (Covid-19)

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Current Guidance

[Social Distancing](#)

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

Construction can continue to operate; however, any additional local authority restrictions must be complied with.

National guidance on social distancing in [England](#), [Scotland](#), [Wales](#) and [Northern Ireland](#) should be adhered to off-site.

[Going to Work](#)

Workers must work from home if they can. Those who cannot work from home, which includes workers in construction, manufacturing, logistics and distribution, should go to work.

Workplaces that are open should be [Covid-19 secure](#).

[Face Coverings](#)

In accordance with [The Use of Face Coverings in Construction](#), where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face coverings available and they should be worn in:

- An enclosed space;
- Where social distancing isn't always possible; and
- Where they come into contact with others they do not normally meet.

In line with Government guidance on premises providing hospitality, face coverings must be worn in canteens except when seated at a table to eat or drink.

Introduction

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during Coronavirus \(Covid-19\) - Construction and other outdoor work](#) in England; other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#), as well as in areas subject to a localised lockdown. The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

Where workers enter people's homes, they should follow the Government guidance on [Working in Other People's Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

Construction sites need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site.

Government guidance for employers in England states "*where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff*".

The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and Coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Go to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	<p>Workers in the construction industry should follow the guidance on Social Distancing. Where they cannot work from home, they must follow guidance on Meeting With Others Safely and Safer Travel while travelling to and from work and while at work.</p> <p>Anyone who is clinically extremely vulnerable to Coronavirus (Covid-19) should follow the latest guidance on shielding.</p>
Self-isolation	<p>Anyone who has:</p> <ul style="list-style-type: none"> • symptoms of Coronavirus (Covid-19); • received a positive Coronavirus (Covid-19) test result; • a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result; • returned from a country that is not on the travel corridor list; or • been contacted by the NHS Test & Trace Service; <p>must follow the guidance on self-isolation and should not come to site.</p> <p>It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace</p>
If someone falls ill	<p>If a worker develops symptoms of Coronavirus (Covid-19) whilst at work, they should:</p> <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything

	<ul style="list-style-type: none"> Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They should get a Coronavirus (Covid-19) test.</p> <p>They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.</p> <p>Sites that identify five or more cases within 14 days will need to contact their local Public Health England protection team.</p> <p>Further information can be found in the ‘What to do if a worker has Covid-19 or has to self-isolate’ flowchart.</p>
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Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble.

If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 – 08:15 and 16:00 – 17:30); and
- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on [Working Safely during Coronavirus \(Covid-19\) - Vehicles](#), which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan and manage site access and egress points to enable and control social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- [Drivers](#) must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to maintain current social distancing requirements
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Face coverings must be worn in canteens (where food is served), except when seated at a table to eat or drink, and Government guidance on [Keeping workers and customers safe during Covid-19 in restaurants](#) should be followed. This [Food Standards Agency Checklist](#) may also be helpful.

- Consider increasing the number or size of facilities available on site if possible
- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain current social distancing requirements
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

Eliminate	<ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements Avoid skin to skin contact and face to face working Stairs should be used in preference to lifts or hoists and consider one ways systems Consider alternative or additional mechanical aids to reduce worker interface <p>Site Meetings</p> <ul style="list-style-type: none"> Only absolutely necessary meeting participants should attend Attendees should maintain current social distancing requirements Rooms should be well ventilated / windows opened to allow fresh air circulation Hold meetings in open areas where possible
Reduce	<p>Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are working together Minimise the number of workers involved in tasks Workers should work side by side, or facing away from each other, rather than face to face Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment
Isolate	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> Together in teams e.g. do not change workers within teams As small as possible Away from other workers where possible
Control	<ul style="list-style-type: none"> Consider introducing an enhanced authorisation process Provide additional supervision to monitor and manage compliance
PPE	<ul style="list-style-type: none"> Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19)
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours</p> <p>Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed</p>

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

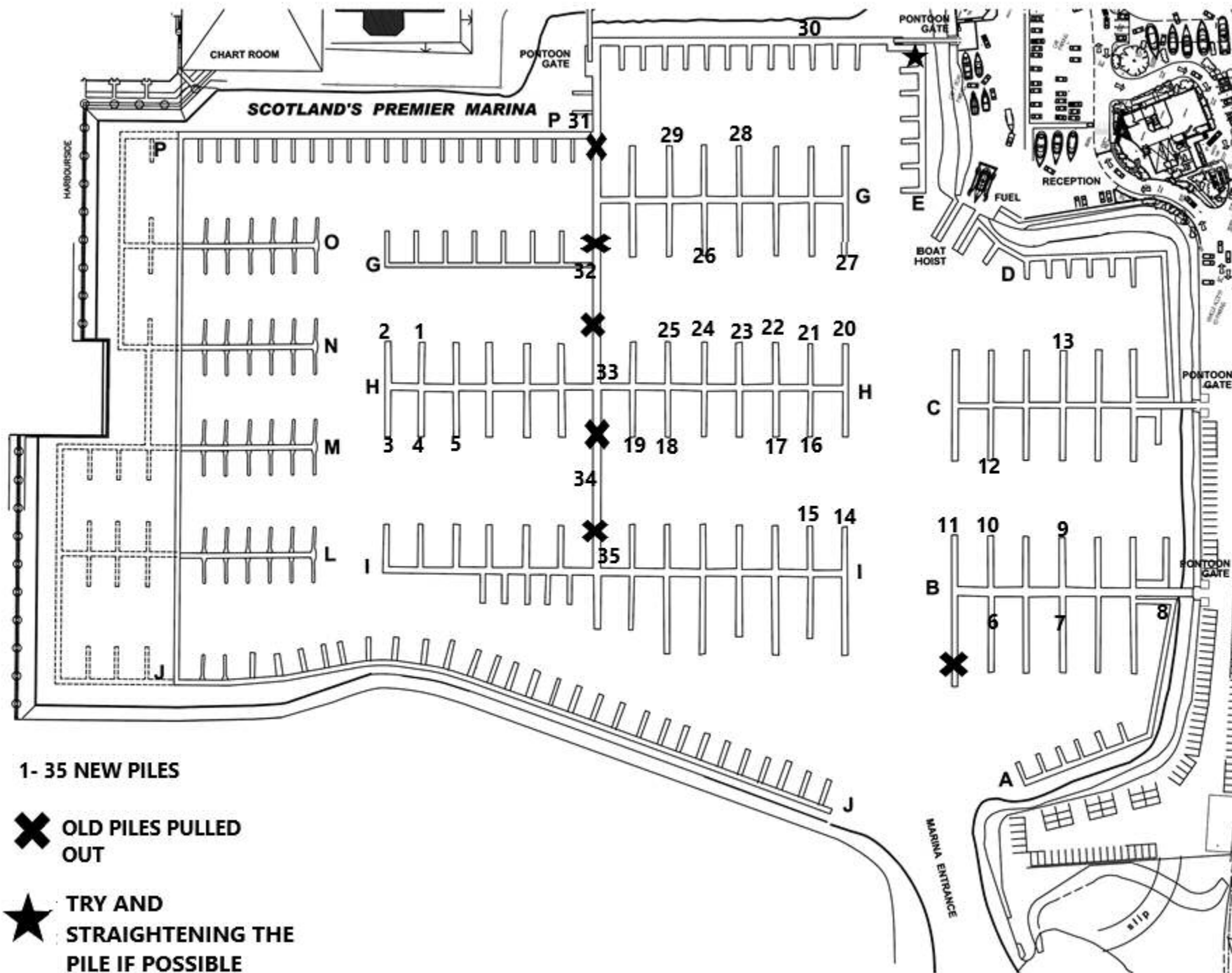
- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.



INTEGRATED MANAGEMENT SYSTEM

Contract Nr:	C21475	Contract Name:	Kip Marina Pontoon Piles			
Method Statement Ref:	MS/C21475/001	Rev Nr:	0	Issue Date:	12/03/21	
Method Statement Title:	Pontoon Pile Replacement					

Appendix D: Piling Layout Sketches



NEW PILES PLAN

PILE 1 – once the pile comes out, pontoon will be installed and new one put in

2,3,4,5, 6,7,8,9,10,11 – piles taken out and new ones installed

x- Old pile taken away (double pile there just now) (Jonah will then need to fill hole in)

12,13- piles taken out and new ones installed

14,15 – piles taken out and new ones installed

16,17,18,19,20,21,22,23,24,25 ,26,27,28,29 – piles taken out and new ones installed

30 - will have to remove two pontoon fingers to take out old pile and install new one (pontoons ready to come off, floats are on them)

Star - remove 1 pontoon finger (float is on pontoon ready to be removed), then try and straightening the pile if possible

31- new pile for walkway (new bracket fitted to install new pile through) Jonah making piles just now then will fit. Will need 2/3 people to help fit them?

X- on walkway remove piles (Jonah will then need to fill holes in)

32- new pile installed. New bracket to be fitted

33- new pile installed. New bracket to be fitted (move boat -JASMINE)

34- new pile installed. New bracket to be fitted (Jonah knows where to put it)

35- new pile installed. New bracket to be fitted (move boats – SEA QUINN AND FORTUITOUS)

New piles going to the beach where the old ones will go as well.



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Appendix E: Equipment Specification

Details of the proposed plant and equipment required to carry out the works are attached.