



FORT WILLIAM MARINA & SHORELINE COMMUNITY INTEREST COMPANY

Method Statement

Document Ref No:	001	Title:	METHOD STATEMENT FOR INSTALLING BREAKWATERS AND BRIDGES
Rev:	A	Release Date:	20/10/2021

This 'Method Statement' details the responsibilities and actions necessary to control related to the specific aspect of the project outlined below; the procedure also applies to all relevant activities at FWMSCIC.

Project Number: 002
Project Title: Extension to Fort William Pontoons

Scope / Description of Works:

To Install Pontoons and Bridges on site commencing Spring 2022

Working Hours: 07:00 – 19:00 Monday - Friday
07:00 – 16:00 Saturday, Sunday

Plant and Equipment

- EXCAVATOR, RIGGING, BANKSMEN: 1
- BLOCK AND TACKLE: 2
- BASIC STANDARD HAND TOOLS – MINIMUM 1 SET PER WORKING TEAM, THIS INCLUDES SUITE OF SPANNERS/RATCHET, SCREWDRIVERS, HAMMERS, TAPES, ETC.: 1,2,3

Safety Equipment

- Hi Viz – vest or Jacket
- Safety Footwear
- Safety Helmet
- Safety Glasses
- Safety Gloves
- Life Jackets

Risks / Hazards on site to be aware of are:

- ACCESS & EGRESS
- BIOLOGICAL HAZARDS
- HOUSEKEEPING
- NOISE
- VIBRATION
- ELECTRICITY

- SUNLIGHT
- WEATHER CONDITIONS
- COSHH
- WORK OVER WATER
- MANUAL HANDLING
- MECHANICAL HANDLING

Personal protective equipment including safety helmets, gloves, goggles or glasses, life jackets and safety harnesses and half face masks will be available.

First aid equipment (Found at site-office and vehicles.)

Fire extinguishers, fire hoses and fire blanket (Found at site 'fire point'.)

All personnel will wear the personal protective equipment appropriate to the operation being carried out.

All portable electrical equipment must have a current safety label fitted.

Training

All operatives are skilled tradesmen trained to at least industry standards for the particular operations being carried out. As such each man is aware what safety and general equipment should be used for each operation.

Controls

Before any work is carried out, all equipment must be checked to ensure it is fit for purpose.

It is also important that all the personnel know what is required of them for the duration of the activity.

Any drawing being used during construction must be current.

A site diary must be filled in and retained.

All lifting activities to be covered with a completed Lift Plan.

Method

The following is a list of tasks to be carried out:

1. Prepare Site

- Crane and lorry to be taken into Corpach Port.
- Ensure all other vehicles are clear of lifting activities.
- Ensure all operatives are familiar with, understand and have signed off all relevant paperwork. Inductions, MSRA's and Lift Plans.

2. Transfer of breakwaters to site

- Use crane to put breakwaters onto low loader.

- Transfer low loader to pier.
- Transfer the crane to the pier.
- Lift the breakwaters into the water.
- Use the tug to transfer the breakwaters over to the deposit location.
- Set out position of breakwaters as per drawing.

3. Install Breakwaters

- Fit SOS stations to breakwaters, ensuring clear of bridge runs.
- Ensure all shackles and chains are securely fastened.
- Ensure all bolts are tight, all duct covers are secured and working is clean and tidy.

4. Install Bridges

- Lift bridges using crane on the lorry to put them onto the breakwaters.
- Secure the bridges into position on the breakwaters.
- Watch over full range of tides.
- Securely fit guides to breakwaters when happy bridges are running correctly.

5. Transfer of anchors & chains to site

- Use crane to put anchors & chain onto low loader.
- Transfer low loader to pier.
- Transfer the crane to the pier.
- Lift the anchors and chains onto the tug in the water.
- Use the tug to transfer the anchors & chains over to the deposit location.

6. Installation of anchors & chains

- Set out position of anchors and chains as per drawing.
- Use tug to adjust and tighten the chains to ensure maximum hold.

Key Personnel

Name	Company / Position	Contact Details
Calum Boyd	Corpach Port	
James Kennedy	FWMSCIC	
John MacLellan	UW Trials Ltd	
Sarah Kennedy	FWMSCIC	
	Stoddart Crane Hire	
Kenny Hodgson	Low loader driver	

REVISION HISTORY – Method Statement for METHOD STATEMENT FOR INSTALLING BREAKWATERS AND BRIDGES					
Revision	Description of change:	Approved By	Date	Authorise d By	Date

RISK ASSESSMENT DETAILS

Hazard	Likelihood	Severity	Control Measures	Actioned by	Residual Risk	Accept
Access & Egress	MED	HIGH	Access will be by the access bridge on to the pontoons. Post warning signs to exclude all non-operational persons from the work area. Understand there is no edge protection at deck level so great care must be taken when approaching the edges of the pontoon.	FWMSCIC	LOW	YES
Biological Hazards	Low	Med	This is a harbour area and as such is certain to be inhabited by rodents and various birds. In their selves these are not harmful but they have the potential to spread disease. When working in these areas wash your hands before eating, drinking or smoking. There is information online on the symptoms and presentations of Weil's Disease and some water borne infections. IT IS IMPORTANT TO NOTE THAT IF ANY OPERATOR ENTERS THE WATER THEY MUST, UPON RETRIEVAL BE TAKEN TO SEEK MEDICAL ATTENTION .	FWMSCIC	LOW	YES
Housekeeping	MED	MED	All personnel shall ensure that the highest standards of housekeeping are maintained at all times. Ensure footwear has non slip soles in case the boat deck is slippery. All waste materials are to be disposed of in an ecologically acceptable way.	FWMSCIC	LOW	YES
Noise	HIGH	HIGH	It is requested that personnel wear hearing protection when the noise level reaches 80dB. (if there is no formal guide in place on the site; then if you have to speak up to be heard at a distance of one metre then probably the noise is to high).	FWMSCIC	LOW	YES
Vibration	Low	MED	Power tools used should have the lowest possible vibration rating, but grinding and the use of hammer drills etc. should be restricted to 25 minutes in each hour. If the work must be completed within a set time the work should be shared between the operatives on site but the 25 minute rule should not be exceeded. It is unlikely that the amount of grinding or drilling on this job will even come near the action levels	FWMSCIC	LOW	YES
Electricity	LOW	HIGH	All electrical appliances used by personnel must be P.A.T. There must be no unqualified interference with electrical appliances. Always seek permission before using other companies' electrical supply and plant.	FWMSCIC	LOW	YES
Sunlight	High	High	When working outdoors there is the potential to be burned by the sun, (even in the winter) skin must if possible be covered where this is not possible sun block of at least factor 20 must be used.	FWMSCIC	LOW	YES
Weather Conditions			Weather conditions should only be assessed on the day. Take the manufacturers advice and only operate plant (certainly lifting Plant) within these recommendations.	FWMSCIC		
Work over water	High	High	All operatives must wear life jackets at all times when working by, or on the water. A safety boat & throwing lines must always be available and operatives should be briefed on the specific hazards and restrictions of each site during the induction. Medical attention must be sought immediately if anyone accidentally enters the water.	FWMSCIC	LOW	YES
Manual Handling	Med	Med	Manual handling on this task will be minimal All manual handling must be avoided, as the components are too heavy to even consider lifting.	FWMSCIC	LOW	YES
Mechanical Handling	Low	Med	The heavy items will be offloaded from the transport in a place designated by the client; operators to be competent and authorised;. This expectation extends to the provision of a workboat and a competent operator	Corpach Port, UWTrials Ltd, Stoddart Crane Hire		
Power tools	High	Med	All power tools must be Portable appliance tested (PAT) and unless agreed with the client or his agent be of 110volts but for preference battery powered. All cables must also be PAT.	FWMSCIC	LOW	YES
Hand tools	High	Med	Operatives should be competent in the use of all tools required to complete the relevant task. The tools must be in a good state of repair and be correct for the job.	FWMSCIC	LOW	YES
Transport	Med	Med	Access to van roofs should only be via an approved platform. Drivers should not operate vehicles when tired. When moving on the site drivers must comply with the site rules, especially regarding traffic pedestrian separation.	FWMSCIC	LOW	YES

Hazard	Likelihood	Severity	Control Measures	Actioned by	Residual Risk	Accept
Storage	High	Med	The area used to set any items must be agreed in advance with the client. We will not be storing any fuel on site.	FWMSCIC	LOW	YES
COVID19	High	High	All personnel to follow current government guidance in place at the time of the works	FWMSCIC	LOW	YES

Personal Injury Statement

The possibility of personal injury is always present in this type of operation. Following the method statement and understanding the risk assessment should allow the task to proceed with the absolute minimum of risk.

Injury to third parties Statement

This is not an option, under no circumstance must 'bystanders' be injured or put under threat of injury. If a non-operational third party cannot be removed from a potentially harmful situation then work must stop until the bystander has gone.

Declarations:

I have read, understood and agree with this Method Statement & Risk Assessment

Name (Print)	Department	Sign	Date

Site

Company:
Address:

Post Code:

Business Phone:
Mobile Phone:
E-mail:

Date

20/10/2021