

## Method Statement and Risk Assessment

This 'Method Statement' details the responsibilities and actions necessary to control risks related to the task being undertaken as outlined below.

Method Statement No:	002	Rev:	A	Job Number:	10827
Client Name:	Scottish Canals			Project Title:	Ardrishaig Pontoons
Site	Ardrishaig			Site Contact:	Jill Malvenan 07824865185

Please complete all applicable sections below and insert 'N/A' if not applicable to the work being done.

Proposed start date	01/05/2020	Duration of work	1 Week – NWM	Working hours	8am – 5pm
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### Scope/Methodology (including sequence of operations:

This method statement is for the installation of new pontoons at Ardrishaig Sea Lock to extend the holding berth pontoons for community use.

**Note: LIFE JACKETS ARE TO BE WORN AT ALL TIMES WHEN WORKING OVER OR NEAR THE WATER!**

### Method

#### Loading at Inverness

- Pontoons to be fully assembled and ready to lift straight into the water via workboat crane at Ardrishaig.
- Artic Lorries to arrive at Inverness Yard on date TBC.
- Artic Lorries to reverse into usual loading bay within Inverness Yard.
- Pontoons to be saddled with 2No. 8m Long 3T webbed strops and lifted onto the back of the lorry using the Manitou telehandler.
- Pontoon loads, stacked 3No. high, to be secured to lorry using ratchet straps.
- All tools and small components required for the job, to be loaded into operatives van or onto Lorries.
- Lorries to transport to site for delivery first thing on TBC.

#### Offloading

- All components are to be lifted off the artic via the workboats crane at the pier adjacent the worksite.

#### Installation Works:

Correspondence with Scottish canals prior to site works to ensure Ardrishaig pier is kept clear for all other commercial activities.

#### **Installation of New Pontoons**

### Method Statement and Risk Assessment

- Mooring anchors to be connected to appropriate ground and riser chain on the quayside.
- The seaward 2No. most easterly moorings will be set by the workboat and buoyed off.
- Workboat to lift pontoons off the quayside and into the water and tied off to the pier or existing pontoons – whichever is more convenient at the time.
- End section of GRP to be removed via unscrewing 4No. M8 Dome Head Bolts per panel.
- 4No. M24 Block and Bolt Connection to be installed, to join pontoons together.
- The pontoons will then be moved into position and the connection between the new pontoons and the existing 2No. pontoons made with 4No. M24 Block and Bolts.
- 2No. already set seaward moorings will be connected to seaward end of pontoon run.
- The remaining lateral and shoreside moorings will be set.
- Vessel to move away from the pontoon into the known GPS coordinate for the anchor and allow it to fall off the bow into the water and sink to the seabed for later setting.
- Anchors to each be pulled with the workboat via a 3m 6T strop and heavy duty polysteel rope from the top chain connecting to the pontoon to fully embed into the seabed.
- Tension in the moorings to be adjusted to ensure correct pontoon positioning.
- Navigation Marker Light will be installed at seaward end of the installation.

#### Tidy Worksite

- Tidy up all materials and tools.
- Workboat to be removed from site.

Location of Works (sketches, drawings, photographs as applicable):

#### Key Personnel:

Name:	Position:	Contact Details
Stephen Offord	Production Director	01463229401 or 07810 822146
Jordan Leask	Project Manager	01463229447 or 07836543623
Struan Milne	Junior Project Engineer	07841777165
Tony Ratcliffe	North West Marine	07836366419

Competences required for task (e.g. CSCS, abrasive wheel, slinger/signaller, plant operator, confined spaces, face fit):

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.

Banksman for lifting operations.

Workboat tickets to be shown and all to be in date for the duration of the works.

Tools and Equipment to be used on site (with stat inspection certs where required):

Plant/Equipment (tools) needed to do the work. (before work is carried out, all equipment must be checked):	PPE Required to do the work ('X' the items used for this job):	
<ul style="list-style-type: none"> <li>• Workboat</li> <li>• Standard Engineers toolkit</li> <li>• Impact Wrench</li> <li>• Rotabroach magnetic drill and bits</li> </ul>	• safety hat ( <b>Only during lifting works</b> )	X
	• lifejacket	X
	• gloves	X
	• goggles, glasses	

### Method Statement and Risk Assessment

<ul style="list-style-type: none"> <li>Grinder</li> <li>Standard drill and bits</li> <li>Generator</li> <li>All fixings for works</li> <li>Mooring Components.</li> </ul>	<ul style="list-style-type: none"> <li>safety harnesses</li> </ul>	
	<ul style="list-style-type: none"> <li>half face masks</li> </ul>	
	<ul style="list-style-type: none"> <li>air fed mask</li> </ul>	
	<ul style="list-style-type: none"> <li>Hi Viz vest or jacket</li> </ul>	X
	<ul style="list-style-type: none"> <li>safety boots</li> </ul>	X
	<ul style="list-style-type: none"> <li>add additional PPE used</li> </ul>	
<b>Materials (provide a comprehensive list of materials below, that will be used on the job):</b> More details of the materials can be seen on the attached drawings.		
<b>COSHH (include all associated COSHH assessments and Health and Safety Data sheets):</b>		N/A
<b>Arrangements for chemical and fuel spillage controls:</b>		
Provide technical Information below (any information that is critical to the safety of the project, such as structural engineers reports, all previous H&S plans and any relevant design drawings): Risk Assessment Attached		
<b>Record the waste removal plans below, this must be arranged in advance (consider transportation and collection and waste duty of care requirements):</b> Remove all waste to GFE Inverness Yard		
<b>Provide housekeeping information below (Ensure arrangements are made for material and substance storage (where required) in advance of working on the Clients site):</b> All components to be stored onboard the workboat. There is no through access required and it will not hinder anybody throughout the installation process. Herras fencing is to be erected up onsite to prevent access to the working area of the installation.		
<b>Permits Required (have the necessary permits to work been identified as required):</b>		N/A
<b>Have any special training requirements been identified and recorded (please list below):</b> N/A		
<b>Record below the emergency arrangements for rescue (where applicable) this will include confined spaces, work at height, MEWP rescue:</b> N/A		
<b>Welfare and First Aid arrangements (please record below):</b> <ul style="list-style-type: none"> <li>First aid equipment (Found in GFE vehicles and in workboat).</li> <li>All personnel will wear the personal protective equipment appropriate to the operation being carried out.</li> <li>All portable electrical equipment must have a current safety label fitted.</li> <li>Use SC toilets.</li> </ul>		
<b>Please list pedestrian, traffic re-routing, exclusion zones that have been identified below (ensure all required signage is in the van and adhere to all client signage):</b> N/A		

**Method Statement and Risk Assessment**

Document fire safety arrangements below:
N/A
Please record provision of task lighting identified (halogen lighting must not be used and consider all potential atmospheric hazards):
N/A
If temporary services are required, please provide details below (i.e. low voltage supplies, water, compressed air etc):
N/A
If young people (under 18) are working on site, ensure RA XXXX is completed and reference below:
N/A
Risks/Hazards on site to be aware of (if known):
<i>NOTE: If any risk/hazards on site that have not already been considered, please insert below.</i> All as per Risk Assessment below.

[Redacted]

Produced by Struan Milne

Signature:

Date: 05/12/2019

Approved by:

Signature:

Date: 05/12/2019

## Method Statement and Risk Assessment

Activity	Pontoon Installation	Risk Assessment Number:								
Revision:	A	PROBABILITY (P) →	Frequent (5)	Moderate (5)	Substantial (10)	Intolerable (15)	Intolerable (20)			
Produced By:	S. Milne		Probable (4)	Tolerable (4)	Moderate (8)	Substantial (12)	Intolerable (16)			
Approved By:	J. Leask		Occasional (3)	Tolerable (3)	Moderate (6)	Moderate (9)	Substantial (12)			
Date of Issue:	05/12/2019		Remote (2)	Low (2)	Tolerable (4)	Moderate (6)	Moderate (8)			
Next Review Date:	-		Improbable (1)	Low (1)	Low (2)	Tolerable (3)	Tolerable (4)			
				Slight (1)	Minor (2)	Serious (3)	Major (4)			
		SEVERITY (S) →								
Part 1 – Identify and Classify Risk				Part 2 – Assess Control Requirement and Hierarchy		Part 3 – Assess Residual Risk				
No.	Operation (What is being done)	Hazard Description (What can happen)	Implication (Who and what is affected)	Initial Risk (S x P = R)			Control Measures (What can you do to reduce the risk)	Residual Risk (S x P = R)		
				S	P	R		S	P	R
1	Access and Egress to site and the working area	Slips, Trips, & Falls: Failure to keep access routes clear could result in slips trips and falls, leading to subsequent injuries.  Falling into water is a real potential with worksite so close to edge of quayside.	NWM staff The General Public using the surrounding lock gates.	4	3	12	Good housekeeping practices shall be employed to ensure that whilst working there are no trip hazards or access routes blocked causing risk.  Safety barriers (Herras Fencing) shall be put in place to prevent the area next to the installation site and from entering the 'Working' area on the quayside. Lifejackets to be worn at all times by all operatives in the working and adjacent areas.	4	1	4
2	Lifting operations - Mechanical	Dropped objects: Potential for crushing injures and damage to components.	NWM staff The General Public using the surrounding lock gates.	4	3	12	All lifting operatives to be fully trained. Appointed person to be designated and control the lifts. Banksman to be present during all lifting operations. All lift gear to be checked and ensured suitable for carrying out operations. Operatives not involved in lifting activities to keep clear. No work to take place below load. Tag lines to be used to assist movement of load. Barriers to be erected to prevent general public accessing location.	4	1	4

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Head Office Inverness 136 Anderson Street • Inverness • Scotland • IV3 8DH T +44 (0)1463 229400 F +44 (0)1463 229421

Forres Unit 5 Enterprise Park • Forres • Scotland • IV36 2AB T +44 (0)1309 671211 F +44 (0)1309 671241

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3	Lifting operations - Manual	Manual Handling- Sprains & strains	NWM staff carrying out the manual handling	3	3	9	Mechanical handling should be the first choice of handling; however a certain amount of manual handling will be inevitable and adequate personnel will be available for lifting. Shared weight should not exceed 20kg per man. Care to be taken when carrying materials up & down gradients. GFE staff been trained in manual handling	3	1	3
4	Operation of Hand Powered Tools	Noise- Prolonged or even short periods of excessive noise can damage hearing	NWM staff	3	3	9	Gael Force Engineering requires its employees and subcontractors to wear hearing protection when the noise level reaches 80dB. (if there is no formal guide in place on the site, if you have to speak up to be heard at a distance of one metre then probably the noise is to high). Hearing protection is supplied, and a chart of equivalences is available to all employees.	3	1	3
5	Operation of Hand Powered Tools	Vibration- Use of certain power tools used over long periods can cause white finger, pins & needles or numbness of the fingers & hands	NWM staff using the power tools	3	2	6	Gael Force Engineering and subcontractors should restrict the use of these tools to 20 minutes in each hour. If the job needs to be completed sooner, then the task may be shared but the 20 minute rule must not be breached.	3	1	3
6	Operation of Hand Powered Tools	Electricity- Risk of electrocution	NWM staff using the power tools	4	3	12	All electrical appliances used by Gael Force Engineering employees and subcontractors 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. Use 110 volt tools when ever possible	4	1	4
7	Operation of Hand Powered Tools	Trapped Limbs- Rotating equipment, can catch on loose clothing. Working on moving platform.	NWM staff	4	3	12	All loose clothing to be secured. Limb positioning to be chosen carefully around rotating machinery and on a moving platform.	4	1	4
8	Installation of pontoons	Working over water and near the edge.  May lead to falling in and	NWM staff	4	3	12	All NWM operatives have great experience in the installation of marine systems and working over water. Life jackets will be worn at all times.	4	1	4

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		potential drowning.								
9.	Grinding & Cutting (if required)	Rotating Machinery. Dust. Sparks. Hot surfaces.	Operator. Hands / fingers / clothing could be caught on grinding disc. Sparks etc. could be deflected into operator's eyes. Fine dust can be produced and depending on the material could at least be an irritant to the operator. Work piece could get hot and burn fingers. Electric shock could occur from grinder cable.	3	3	9	Trained personnel only should be operating this equipment. As well as standard PPE gloves and dust masks should always be worn. Operators must wear safety glasses or goggles <b>plus</b> a full face mask or a welding mask with a clear screen. Hand grinders should never be used without the guard in place. Operators should make sure they have no loose clothing that could be caught in moving parts. Long hair should also be tied back. Always check that the correct disc (cutting disc or grinding disc) is being used and that it is securely tightened in position. Operator should visually check the cable prior to and after each use. Hand grinders must not be used without a valid/in-date PAT test certificate.	3	1	3
10.	Maintenance/Disc changing	Electric Shock. Sharp and Abrasive Edges.	Operators. Electric shock resulting in injury. Cuts from disc edges.	4	3	12	Before any maintenance is carried out, <b>the machine must be switched off and unplugged</b> . As well as standard PPE, gloves should always be worn. Only qualified personnel shall perform machine maintenance.	4	1	4
11.	Simultaneous operations.	Noise.	All personnel in the vicinity. Noisy environment can damage hearing.	2	3	6	Hand Grinders are noisy (above 100dB) and ear protection must be worn when using or even working near the machine. Personnel should be aware of their surroundings at all times and liaise with colleagues to ensure safe operations.	2	1	2
		Personal Injury	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	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.							



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### Nearest Hospital:

Nearest Accident and Emergency department is situated in Mid Argyll Community Hospital, which is in the North East corner of Lochgilphead, 2.8miles from Ardrishaig.

Mid Argyll Community Hospital and Integrated Care Centre,  
Blarbuie Rd,  
Lochgilphead  
PA31 8JZ

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Gael Force Engineering Ltd - Company Number SC394817. Registered Office : 136 Anderson Street, Inverness, Scotland, IV3 8DH. VAT No. 801768825



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**Declaration:**

I have read, understood and agree with this Method Statement & Risk Assessment (*to be completed by all staff working on this job*):

Name (Print)	Department	Sign	Date

REVISION HISTORY			
Revision	Description of change:	Approved By	Date
A	Original	S. Offord	12/02/2019