

BA Commercial, 2 Friarsgate, Grosvenor Street, Chester, CH1 1XG	UK Diving Services Ltd	UK Diving Services Ltd
	Underwater Inspection Project Plan Method Statement & Risk Assessment	
	Reference number WB/SB/PP002	

Project Name:	Victoria Dock Caernarfon LL55 2PB – River Wall Void Investigation & Mortar Repairs	Ref No:	BA 7777/2	Date:	14/08/2025
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- Part A** **Client Brief and Task information**
- Part B** **Dive Plan, Method Statement & Risk Assessment**
- Part C** **Emergency and Contact Information.**

Approval and Change Record:

	<i>Date</i>	<i>Prepared by</i>	<i>Signed</i>
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Issued for Site Use:	14/08/25	Jason Gavin	
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Site Change Record:

<i>Change Initiated on site:</i>			
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PPM Completed

<i>conducted:</i>			
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Checked, Approved & Team Briefed	Signed
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Post Works Record:

Review Completed:

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*Primarily intended for manual completion***Part A – Client Brief and Task
Information:**

Client:	BA Commercial	Survey Date	09/09/2025 – estimated duration 3-4 days
Task Instruction:	Underwater condition of back void investigation and mortar repairs The purpose of the survey is to further determine if the voids between the large granite stones travels back into larger voids behind the stones. Repair areas with mortar loss	Approved Procedure Ref Nos:	MCA Work Boat Codes Of Practice Open Rescue Boat MCA Codes Of Practice MGN's Diving At Work Regulations 1997
Information Supplied by Client:	BAC would like to instruct you to carry out the pointing repairs In the meantime, we'll review and comment on the mortar/grout spec and get the Marine Licence in place ready for the works.		

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Short Format Project Plan

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**Reference
Information
Provided:**

As per email

**Specific
Hazards
Identified
By Client:**

Working near deep water with high tidal flows

Client Contact:

Josh Smart

Tel No:

01286 800 394

Any information or drawings provided by the client relevant to the task should be appended to this Dive Plan Document.

Site Checklist

Item	Description/Schedule	Completed ?	Action By
1	Mobilise to site on 09/09/2025 – Victoria Dock Marina		All
2	Site familiarisation – Awareness Of Environment - Specific Hazards...Water And Wildlife considerations		All
3	Equipment set-up and checks plus toolbox talk – All project personnel both shore side and on boat to be briefed on daily operation and planned procedures in case of any emergency.		All
5	Launch safety/survey boat – Launch the boat from slipway and communicate with VDM on channel 80. Exit marina and sail to the inspection area at Victoria Dock Caernarfon LL55 2PB		All

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6	Carry out inspection – Survey boat with a two man inspection team onboard will access the structure and begin the survey by placing small camera into the back of the voids at spring low tide when the damaged areas are fully accessible without diving. The boat will second purpose as a rescue boat in the event of an incident. Other operatives will remain shore side.		All
7	Mortar Repairs – The area of repair has less than 1m of water depth at spring low tide and runs for up to approximately 3-4m in length over several courses of stones from seabed. A diver dressed in dry suit only (no diving) will stand on the surface and position a tremie/chute into the back of the void between the stones and fill slowly starting from the back of the void and continually assessing the progression of the grout fill. An extendable tuck pointer will be used to confirm the mortar is compacted in to place. The mortar fill will stop 50-100mm from the face of the stones and the final fill completed by hand preventing excessive contamination of the adjacent seabed. The preparing and pouring of the grout will be from the dock side above where the grout will be mixed and tremmied to the divers below upon instruction via 2 way radio. The area above will be cordoned off from the public during the repairs.		All
8	Final Inspection – Final imagery will be taken to conclude the repair		All
9	Team demobilisation – Inspection team demobe via the shore at Victoria Dock Marina		All

12.			
13			
14			

Part B – Dive Plan, Method Statement & Risk Assessment:

1.	Proposed Work Method: All project operatives and boat crew to be wearing life jackets both on and above the water and shore side when within 3 meters of waters edge. The skipper will then provide initial safety induction to all operatives working on the project and also give a daily toolbox box talk briefing. Skippers tel no will be supplied to all supervisors. The team will launch the safety/survey boat at Victoria Dock Marina. Once safety checks are complete the skipper will take the vessel complete with inspection personnel onboard to the wall structure where the inspection team will commence inspection as per schedule above. Carry out inspection – Survey boat with a two man inspection team onboard will access the structure and begin the survey by placing small camera into the back of the voids at
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spring low tide when the damaged areas are fully accessible without diving. The boat will second purpose as a rescue boat in the event of an incident. Other operatives will remain shore side.

Mortar Repairs – The area of repair has less than 1m of water depth at spring low tide and runs for up to approximately 3-4m in length over several courses of stones from seabed. A diver dressed in dry suit only (no diving) will stand on the surface and position a tremie/chute into the back of the void between the stones and fill slowly starting from the back of the void and continually assessing the progression of the grout fill. An extendable tuck pointer will be used to confirm the mortar is compacted in to place. The mortar fill will stop 50-100mm from the face of the stones and the final fill completed by hand preventing excessive contamination of the adjacent seabed.

The preparing and pouring of the grout will be from the dock side above where the grout will be mixed and tremmied to the divers below upon instruction via 2 way radio. The area above will be cordoned off from the public during the repairs.

The steps adjacent the structure will be used as an emergency meeting point for rescue and an emergency services meeting point in the event of an accident or unwell operative who may require urgent medical care

The address is **Victoria Dock Caernarfon LL55 2PB**

. The supervisor will remain in radio contact with the skipper and inspection team

Should any operative fall directly into the water the safety boat skipper and crewman will sound the alarm to halt all operations and the safety boat skipper will retrieve operative firstly into the boat then if required call 999 and administer first aid or CPR as and if

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		required. Any conscious persons in water will swim on their back to any closest shore whilst verbally communicating with the skipper
2.	Site Details	Victoria Dock Caernarfon LL55 2PB

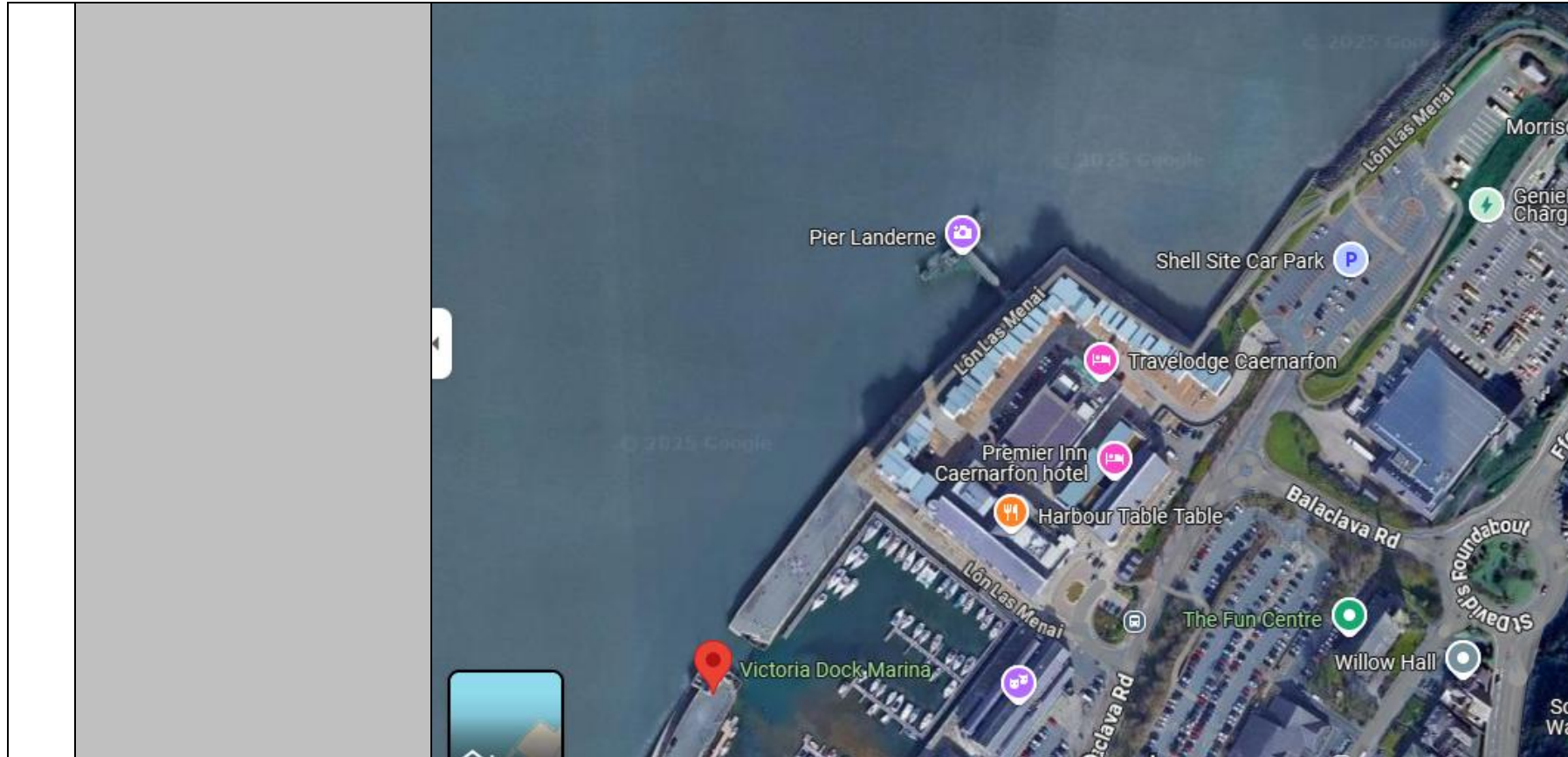
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3.

Special Site Controls
Required:

Environmental Controls – Avoid spilling of grout by monitoring fill and stopping short of brick face
 Working Near Water – Rescue Boat

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		Other Boat Traffic – Marshal if required Tidal considerations- working spring tides
4.	Team Size and Responsibilities:	4 Man Team Shoreside supervisor Safety boat with skipper/inspector, crewman/ diver
5.	Site Hazard Summary: (Use as basis for RA)	Lifting Working Near Water Road Traffic Slips Trips And Falls Working at height – remain barrier side Weills Disease Man Over Board Cordon off areas to the public
6.	Vessel Name & Type	Northern Diver Lightweight airdeck boat with very low draft for accessing both very shallow and deep water areas. The boat is easily manoeuvred across shallow areas due to the inflatable deck
7.	Suitability of Air Supply:	NA

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8.	Decompression Arrangements: (ACoP Ref 48 and 110-115)	NA
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9.	Weather and Currents:	Assess daily on site Check Tidal charts
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10.	Specialist Equipment Needs:	Hi-Viz Vest, Hi-Viz Trousers, Hard Hat, Gloves (suitable for task), glasses (suitable for task) and life jacket. 2 x life jackets, 1 no x safety boat including all Solas safety equipment, air/fog horn, first aid kit. Underwater camera, site staff, probes, dry suits, dive knife, Mixer for grout, tremie chute, compactor
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11.	Detail the Emergency Plan Arrangements: (ACoP Ref 32 d)	The downstream shore side at the east bank will be used as an emergency meeting point for emergency services in the event of an accident or rescue point if required. The address is Beaulieu Holiday Park, Lovat Bridge,, Beaulieu IV4 7AY The supervisor will remain in radio contact with the skipper and inspection team Should any operative fall directly into the water the safety boat skipper and crewman will sound the alarm to halt all operations and the safety boat skipper will retrieve operative firstly into the boat then if required call 999 and administer first aid or CPR as and if
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		required. Any conscious persons in water will swim on their back to any closest shore whilst verbally communicating with the skipper
12.	Any Site Specific Issues ?	Environmental area – Avoid grout spills
13.	Dive Plant and Equipment: (ACoP Ref 93-109)	UW Cameras, probes, site staff, UW Lights, grout mixer, tremie chute
14.	Consider: Manual Handling, COSHH and Lifting Operations:	Spill kit on site Two man lift above 20kg
15.	Reference Information: (Drgs, Plans, Briefs etc)	Email

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Task Risk Assessment:

Risk Matrix (Guide)

	Likelihood				
	1	2	3	4	5
1	Low	Low	Low	Low	Low
2	Low	Low	Medium	Medium	Medium
3	Low	Medium	Medium	Medium	Medium
4	Low	Medium	Medium	High	High
5	Low	Medium	Medium	High	High

Job Steps	HAZARD		Initial Risk			CONTROLS	Residual Risk		
	Hazard Description and Effect	Persons at Risk	Hazard Severity	Likelihood of occurrence	Risk Rating	List the controls that are in place or are required	Hazard Severity	Likelihood of occurrence	Risk Rating
Site Familiarisation	Working Near Water	All	5	3	Medium	Life jackets to be worn when on, above or within 3meters of waters edge	5	1	Low
Inspection	Working in water	Inspection team	4	3	Medium	The boat will remain on standby at all times during the inspection. Electric outboard will be used for reliability. Diver in the water will be tethered to the boat with a harness	4	1	Low
All duration	Slips, Trips and Falls	All	4	3	Medium	Tidy work site, trained operatives, Lights at night	4	1	Low
Equipment Set-up	Manual Handling	All	4	3	Medium	No solo lifting	4	1	Low
Handling Cables And Ropes	Weils Disease	All	5	3	Medium	Induction on prevention of contamination.....PPE	5	1	Low
Boats On Water (if applicable)	Other Boat Traffic	Skipper	5	4	Medium	Be vigilant for small fishing boats and kayaks. Stop their passing within 30m whilst diver is recovered from the water along them safe passage	5	1	Low

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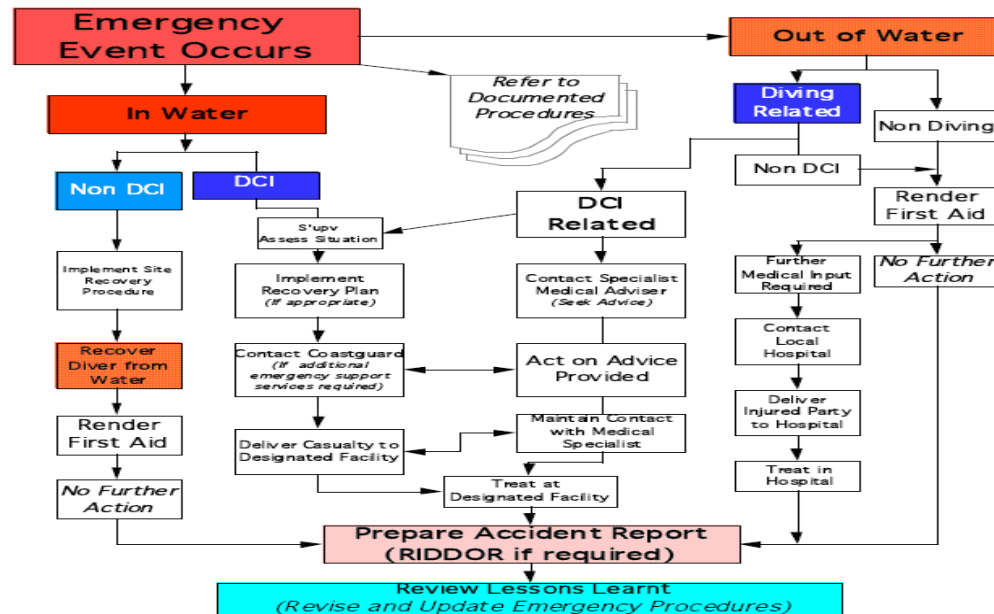
Operations On Site	Entrapment and falling objects	All	5	3	Medium	Inspection team to move slowly avoiding areas with excessive loose debris hazard. And look for loose damaged structure. Diver to carry knife at all times	5	1	Low
Operations	Working with grouts	All	5	4	Medium	Wear PPE to avoid burns. Pour the grout with good communication between team members. Small pours and mixing at any one time	5	1	Low
Operations	Losing sight of persons in water	All	5	4	Medium	Crewman to point constantly at person in water to not lose sight of them. Skipper to recover them swiftly	5	1	Low
Boat Operation	Skipper over board	skipper	5	3	Medium	Skipper to wear kill cord so engine stops if he falls over board	5	1	Low
Operations	Man over board	All	5	3	Medium	Appropriate training and manoeuvre boat in safe manner.	5	1	Low
Operating In Strong Water Currents And High Winds	Collision, swept away	All	5	3	Medium	Appropriate training and use of correct engine size	5	1	low
Diver in water	Entrapment and falling objects	Diver	5	3	Medium	Diver to move slowly and methodically communicating at all times with the supervisor to avoid areas with excessive loose debris hazard. And look for loose damaged structure. Diver to carry knife at all times			
Diver in water	Swept away by strong current	Diver	5	3	Medium	Enter structure by the downstream only. Diver recovered by umbilical to shore. Rescue boat on standby			

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Part C – Emergency and Contact Information:

Emergency Action Flowchart

3. Emergency Flowchart



2. Emergency Contact List:

Contact	Name	Number
Company UK Diving Services Ltd Supervisor Diver/tender Diver/tender Diver/tender Diver/tender	<i>Divers to be confirmed upon date of works</i> Jason Gavin John Moran David Johnson Steven Woods	 07455 123182 07951 058762 07754125481 07342 330776
Emergency Services: <i>(Insert as applicable for project)</i>	<i>Local Coastguard Station.</i> Accident and Emergency Local Hospital. (999) <i>Closest Hyperbaric Facility:</i>	<i>VHF Channel 16</i> <i>Penrhosgarnedd, Bangor, Gwynedd, LL57 2PW. The hospital's telephone number for general enquiries is 01248 384 384.</i> NA
Client :BA Commercial	Project Contact: Josh Smart	01286 800 394