


# CARDIFF MARINE SERVICES LIMITED

## METHOD STATEMENT

Cardiff Marine Services Ltd  
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**Method statement date:** January 2019  
**Method statement author:** Rob Freemantle  
**Project/Contract:** Aberystwyth Marina  
**Start date:** Annual maintenance dredging  
**Client contact:** Jon Booth, Marina Manager  
**Description:** Water injection dredging at Aberystwyth Marina  
**Site address:** Aberystwyth Marina

### Signatures:

	Name	Title	Signature	Date
<b>Document author</b>	Rob Freemantle	Director of Operations		25.01.19
<b>Authorised</b>				

### Personnel

Name	Title	Contact no.
Rob Freemantle	Director of Operations	07800801605
Toby Harper	Dredge Master	07872427041
Anthony Freemantle	Crew member	07966233515

# CARDIFF MARINE SERVICES LIMITED

## METHOD STATEMENT

### Safe system of work to be adopted

It is the duty of all employees to observe the following Method Statement in order to ensure good practice and conduct with the objective of preventing accidents. At all times employees must work in a safe manner to prevent injury to themselves and other personnel. Any deviation from these control procedures must be authorised by management or the safety representative. The sequence of operations described in this document is governed by weather and tidal conditions.

The dredging programme will be to work on a daily 6 hour Ebb tide working window. Start of working window 1 hour before high water to 5 hours after. The dredging vessel 'CMS Innovation' will be deployed by land from our base in Cardiff. Upon arrival at Aberystwyth Marina the Dredge Master will liaise with the client before operations commence.

The crew will perform pre start checks to the vessel before operations commence. The vessel will initially dredge a channel to allow the suspended sediment to float into the main stream flow. It will then start to dredge the surrounding area using one or more passes until the design depth has been achieved. This procedure will be repeated over the whole area of the dredge box until the bed is at the required depth. Once the operation has been performed to a satisfactory level, and the Dredge Master is assured the depth of dredge is accurate to the design depth, the vessel will then leave the site.

### Communication on Site

All employees will report to the site office for induction on arrival. The site manager will inform personnel of any hazards that are present on site. Employees will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary, notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation. The Dredge Master is to report to the Harbour Master VHF CH.16 on a daily basis to inform of works commencing and to request all vessels to proceed with caution when passing and to report of cessation of daily operations. A listening watch on VHF CH.16 will be maintained all times during operations. Employees will be briefed before work is carried out to ensure that the crew are aware of the safe system of operation and their obligations as set out in the license.

### First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its employees. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum. A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration. An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All employees when inducted will be made aware of the location of the First Aid kit.

### Manual Handling

All employees have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Employees will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the employer to identify and control manual handling activities as they occur on site on a day to day basis.

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Issue 1.00 – November 2015	Page 2 of 5	Version No: 1.0

# CARDIFF MARINE SERVICES LIMITED

## METHOD STATEMENT

### Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All employees will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

### Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Employees will use the appropriate PPE for the task as identified in the risk assessment. All site workers will wear items of PPE such as eye protection, life jackets, hearing protection and gloves when necessary and as determined by the risk assessment.

### Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with employees, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Employees will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Employees will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Employees will follow all site rules and safety procedures.

### Staff and Training

The task will be carried out by Employees from Cardiff Marine Services Ltd. All employees are qualified, experienced, receive ongoing training, and hold suitable qualifications. Any sub contractors appointed by Cardiff Marine Services Ltd have been assessed for their ability and suitability to carry out the tasks allocated to them.

### Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. The Dredge Master is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested annually. A risk assessment will determine if inspection periods need to be varied.

### Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for employees. Employees are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. It may be necessary, occasionally, to identify suitable local amenities.

### Contractor and Visitor Safety

Cardiff Marine Services Ltd will liaise with other contractors' staff on a day to day basis and ensure they are aware of the risks present during the works. Employees and contractors will not leave any area of work in a dangerous condition or with risks to themselves, other contractors, tenants, or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift. Heavy plant, scaffold, ladders and any other access to height will be made inaccessible.

OCCUPATIONAL HEALTH & SAFETY POLICY		
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Issue 1.00 – November 2015	Page 3 of 5	Version No: 1.0

# CARDIFF MARINE SERVICES LIMITED

## METHOD STATEMENT

### Reporting of incidents and near misses

Incidents and near misses will be reported in a timely manner.

### Machine Tools

Machine tools will only be operated by competent persons. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

### Movement of Machinery or Equipment in a Public place

Wherever the public may be at risk of injury whilst equipment is being moved from one place to another by Cardiff Marine Services Ltd on site, the following precautions and measures will be observed. The areas in question will be 'policed' by a member of staff who will at times accompany any move of equipment in a public place. The Cardiff Marine Services Ltd Dredge Master will ensure that a competent and trained appointed person has been delegated for the duration of the task. The appointed person will be clearly visible to the public by wearing suitable Hi-Viz clothing. The appointed person will maintain a clear lookout at all times and advise the Cardiff Marine Services Ltd site manager of any likelihood of any member of the public put at risk. Any incident accidents or near misses will be investigated by the site manager.

### Moving Plant and Equipment

Cardiff Marine Services Ltd will arrive on site and the Dredge Master will meet with the site manager to ascertain if there is any local health and safety issues before our staff are allowed on site. The employees will be familiarized with any local inductions and safe system of works. Employees will create a sterile area with the use of barriers, fencing and barrier tape as applicable, giving access to Cardiff Marine Services Ltd employees only to the restricted area.

### Site Access and Egress

The principle contractor is responsible for providing safe access and egress to the site, Cardiff Marine Services Ltd employees will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained.

### Working on or near water

When working on or near to water it is important to identify hazards and take the appropriate steps to eliminate or reduce any risk prior to accessing the water or the waters edge. Whenever possible, local personnel with knowledge of the exact area should be consulted. Employees should then create a map of the area with hazards identified for distribution to all personnel. Prior to start of the work and referring to the hazards chart, personnel must check and record any changes in the hazards charted or any new hazards that have been exposed.

Hazards may include:

- On water hazards: pillars, posts, dams, low-head dams
- Unseen, underwater hazards: submerged rocks and logs, underwater cables, weeds, other submerged objects, swift currents
- Litter hazards: garbage, broken glass
- Trip and slip hazards: loading and unloading areas
- Environmental hazards: lightning and stormy conditions, adverse weather and cold water conditions, wind.

OCCUPATIONAL HEALTH & SAFETY POLICY		
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Issue 1.00 – November 2015	Page 4 of 5	Version No: 1.0

# CARDIFF MARINE SERVICES LIMITED

## METHOD STATEMENT

### Environmental considerations

- Pollution by oil – The dredger is equipped with a pollution boom, spill kit and dispersant
- Bilge water will not be discharged overboard
- Bunkering precautions will be adopted during bunkering operations
- In order to minimise environmental impacts arisen from the work based on ecological knowledge and on regulatory background the following measures will be taken:
  - All personnel will be appropriately trained about environmental issues prior to the start of the operation
  - All equipment will be in good condition to avoid spillage or discharge of oil, smoke and excessive noise
  - Refuelling will be carried out by competent and trained people away from any environmentally sensitive areas; and dredging vessel to be moored up securely

### Risk Assessments

Risk assessments are attached to this method statement relating to specific processes. All employees should read the risk assessments prior to the commencement of activities.

Reference Number	Process
RA.WID	Water Injection Dredging
21.01.19	Working on or near water
ARA69	Water recovery