



WRITTEN SCHEME OF INVESTIGATION

2022

EFFLUENT PIPE REPLACEMENT SCHEME, NEWPORT

Document Control Sheet

Title	Document No.
Effluent Pipe Replacement Scheme, Newport. Written Scheme of Investigation	KM/EASTMAN/REP/WSI
Originator	Client
 Kaymac Marine & Civil Engineering Ltd Osprey Business Park Byng Street Landore Swansea SA1 2NR Tel: +44(0)1792 301818	 Eastman Ltd, Corporation Road, Newport, South Wales. NP19 4XF

Authorisation

Prepared by:	C. Hawkins	Signature <i>C. Hawkins</i>	Date 06/04/2022
Checked By:	J. Dean	Signature <i>J. Dean</i>	Date 06/04/2022
Approved by:	R. Colcombe	Signature <i>R. Colcombe</i>	Date 06/04/2022

Distribution and Revision Status

Issue Date	Document Description	Status/Revision					
		Draft	Site Issue	1	2	3	4
06/04/2022	This document sets out the methodology to be followed by Kaymac Marine & Civil Engineering Ltd. during the archaeological walkover survey prior to the investigative borehole and trial dig works being undertaken.						
Copy No.	Issued to						
1	Eastman Ltd.	✓					
2	Royal Commission on the Ancient and Historical Monuments of Wales	✓					
3	Kaymac Marine Records	✓					
4	NRW	✓					
5	Glamorgan Gwent Archaeological Trust	✓					

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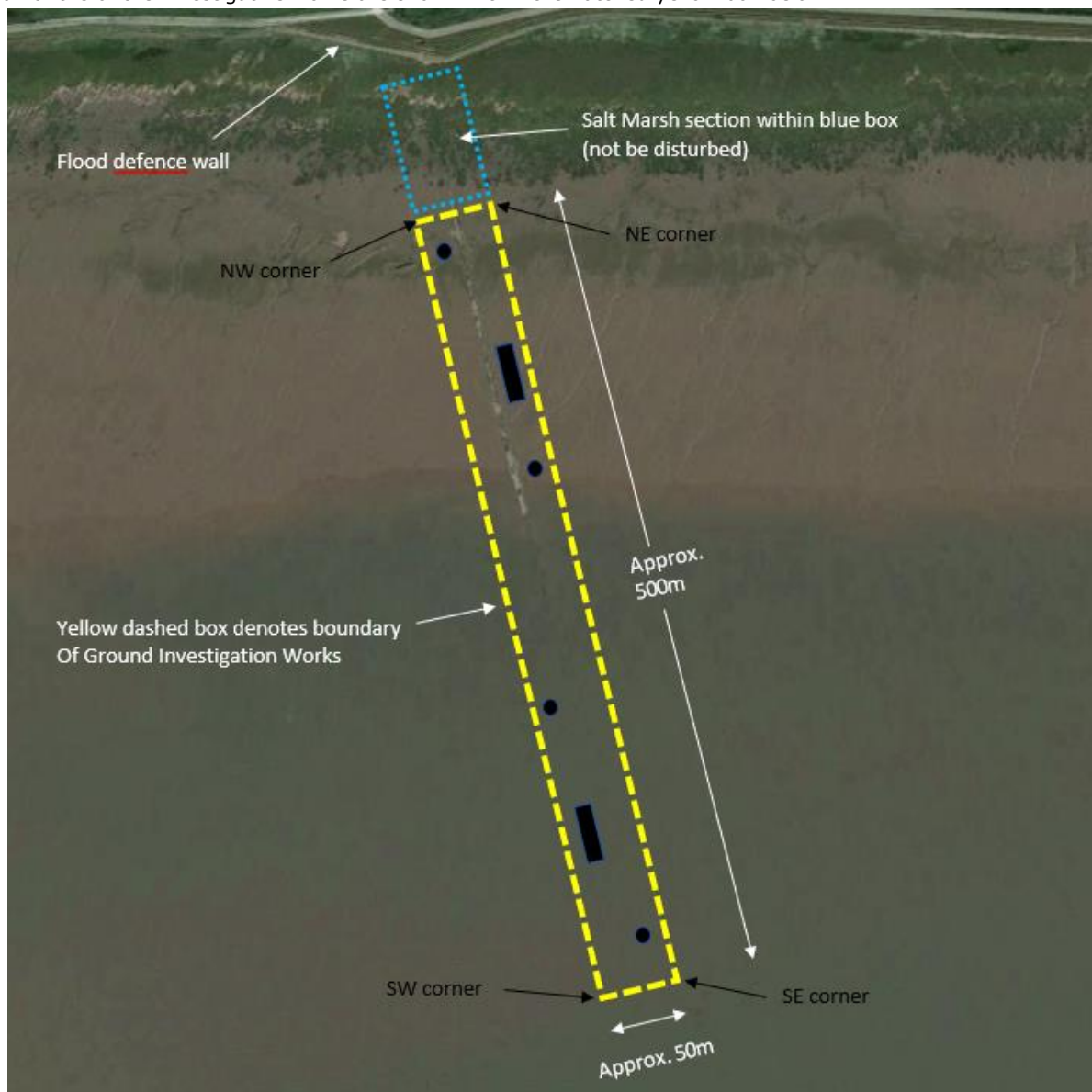
Section 1.0	Introduction
1.1	Description & Purpose of Project

Kaymac Marine & Civil Engineering Ltd have been commissioned by Eastman to carry out Ground Investigation Works adjacent to the existing outfall pipe at Newport. This will include 4no borehole locations and 2 no trial pit locations as identified in the site location plan below. This information will be used for the preparation for design of the replacement pipe and associated methodology. The work will involve access via the River Severn with a landing craft vessel which will be carrying a 15t Excavator and a small tracked drilling rig. A CCTV survey of the pipe will also be undertaken during these works.

Duration of the works will be 2 days over the low water periods.

Section 2.0	Site Location
2.1	Project Site Location Details
Nearest Address	Salt Marsh Lane, Goldcliff, Nash, Newport, Wales
Post Code	NP18 2AT
OSGB	ST 34371 82340
Easting/Northing	334371, 182340
2.2	Site Location Map

The location of the of the investigative works are shown within the hatched yellow box below



Approximate locations of trial pits and boreholes - Image courtesy of Google Earth

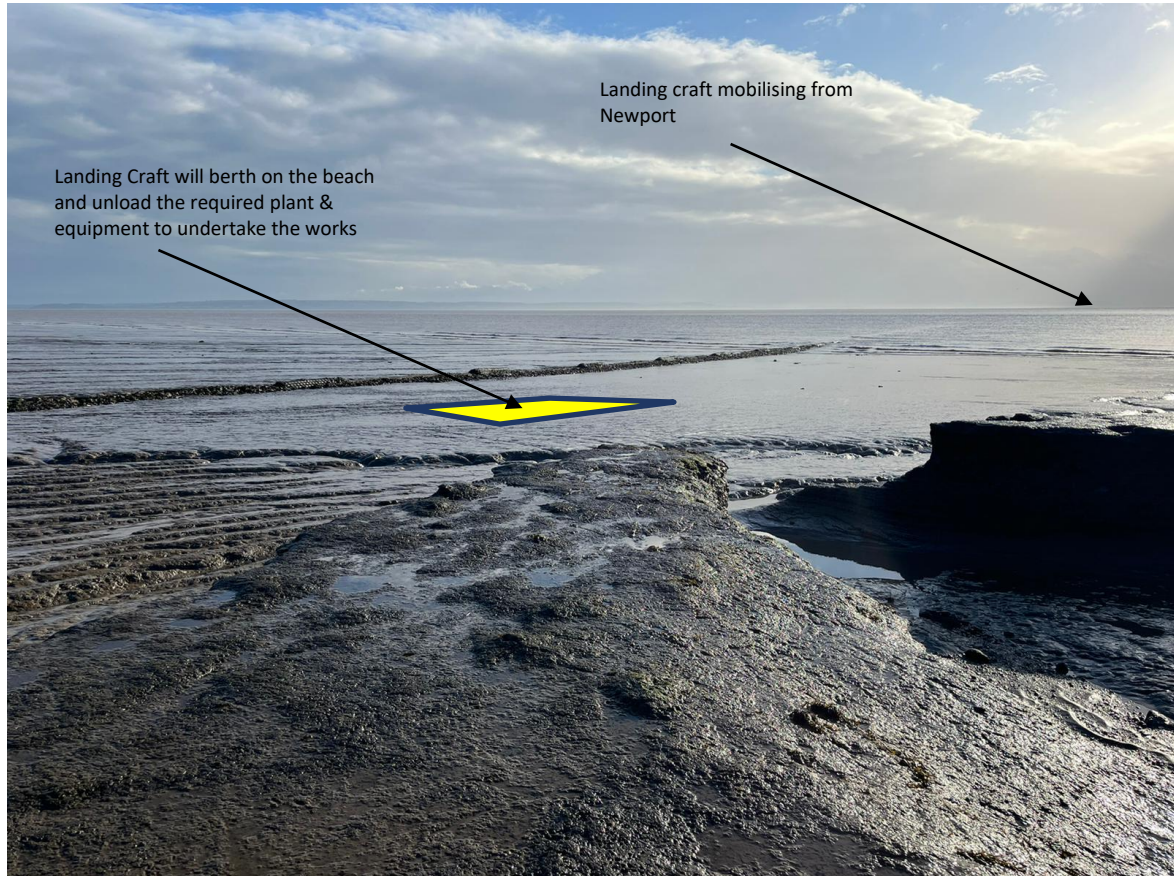


Image courtesy of Google Earth

Section 3.0	Legislative and Site-Specific Compliance
3.1	Statutory Legislation
This document has been prepared to comply with, as far as reasonably practicable, the following current relevant legislation (as applicable): • The Health & Safety at Work etc. Act 1974 • The Management of Health & Safety at Work Regulations 1999 • The Health & Safety (First Aid) Regulations 1981 • The Lifting Operations and Lifting Equipment Regulations 1998 • The Work at Height Regulations 2005 • The Personal Protective Equipment at Work Regulations 1992 • The Manual Handling Regulations 2002 • The Control of Substances Hazardous to Health Regulations 2002 • The Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR) Regulations 2013 • The Environmental Protection Act 1990 • The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	
3.2	Additional Site-Specific Compliance
• Works will only take place at low tide periods when it is safe to access the beach • Throughout the works, Kaymac will as far as reasonably practical ensure that no activities will be completed in a manner that could damage or alter the existing beach profile. • Appropriate signage and barriers will be erected around the work site to inform possible beach users of the impending works. • The excavated materials will be stored separately so as to allow the backfilling process to follow the same sequence • Prior to demobilising from site, Kaymac will ensure that the beach profile is restored to its original state (So far as is reasonably practical). • All operatives will hold current CSCS cards • The relevant Covid site procedures to be adhered to at all times • Any excavation will be suitable battered to an acceptable angle prevent any collapse of the sides. Kaymac will fill out and 'self-issue' a Permit to Dig and a Permit to Break Ground prior to any excavation works.	
3.3	Environmental and Archaeological Considerations
Throughout all aspects of the works, Kaymac will actively aim to conduct activities in a manner that will cause minimum detrimental effects to the local ecology and wildlife and as a result, we will carry out the works with the following Environmental Actions: • Prior to the commencement of any works, Kaymac will obtain all relevant Licenses and permits from NRW and any other regulatory authority. All works will be carried out in accordance with the above Licenses and permits. • All plant delivered to site will be sourced from a trusted reputable company and upon ordering, Kaymac will enforce the notion that any plant to be delivered will need to be cleaned and fit for purpose (no leaks or damaged pipelines, hoses, etc). Upon arrival to site, the Kaymac Supervisor will proceed to inspect the plant for any visible signs of leaks or uncleanliness that could potentially damage the ecology. All plant will also come with spill kits which all of Kaymac Personnel are trained in the use of. • All plant that is to be used on the beach or the floating plant will be fitted with bio-degradable oil to negate any environmental issues in the unlikely event of a spillage or leak. • No refuelling procedures are to be carried out at sea during the works. All re-fuelling will take place at Cardiff Barrage or other local port/harbour. • All equipment being used on or near to the watercourse will be appropriately 'bunded' to prevent any possible spillages from harming the local ecology and wildlife. • An archaeological walkover survey will be conducted alongside a suitably qualified archaeologist prior to any investigative works commencing. • Any artefacts accidentally recovered during the works will be: ○ Retained for inspection by the onsite archaeologist ○ A location taken (Easting, northing) of where the material was recovered ○ Digital photographs of the material taken ○ The appropriate authorities notified (GGAT, RCAHMW, Portable Antiquities scheme Wales etc.)	
Section 4.0	Project Resources
4.1	Kaymac Site Personnel
• 1 x Landing Craft Skipper • 1 x Landing Craft Deck Hand • 1 x Kaymac Engineer/Supervisor • 1 x Kaymac Excavator operator • 1 x Kaymac Banksman • 2 x Kaymac General Operatives • 2 x Quantum drilling rig operatives (to carry out Boreholes)	
4.2	Site Welfare & Storage
• Welfare facilities will be available on the landing craft	

4.3 Site Plant & Equipment

- Suitable Surveying equipment to identify the locations of the trial pits and boreholes
- Landing Craft "Terramare 1" supplied by Marine & Towage Services (MTS)
- 15t 360° tracked excavator with Bio Oil and digging bucket – trial pits
- Terrier Rig tracked drilling rig – boreholes
- Fencing and signage as required
- Emergency stretcher for recovery to boat road



Landing Craft "Terramare 1"



Terrier Rig tracked boring rig

4.4	Materials/Consumables
Hatch plate system Plant and equipment fuel	
4.5	Personal Protective Equipment (PPE)
The <u>minimum</u> PPE requirements for the site will be: • Safety Helmet to BS EN397:2012; • Safety Boots (or Wellington Boots) to ISO 20345:2011; • High Visibility Jacket/waistcoat and trousers to EN471:2003; • Safety Glasses to EN166. • Cut 5 rated Gloves to EN388 Additional appropriate task-based PPE will be required as a result of risk assessment (See section 8.0)	
4.6	Programme of Works
During the scheme, Kaymac are required to work around the low water tides, this will require start/finish times to be altered daily. The view is to keep on site hours between; Monday to Sunday – 0630 : 1900. It is assumed that 1no trail pit and 2no boreholes will be completed during 1no low tide period, therefore the programme duration for the GI works will be 2 days, however this may be subject to change depending on site conditions.	

Section 5.0	Project Directory	
5.1	General Contact Numbers	
	Role	Name
	Eastman site Representative	David Davies
	Kaymac Site Supervisor	TBC
	Kaymac Marine & Civil Engineering Ltd	Swansea Office
	Kaymac Projects Director	Rhys Colcombe
	Kaymac Project Coordinator	Jon Dean
	Kaymac Operations Director	Jeff Lippiett
5.2	Emergency Contact Numbers	
	The Grange University Hospital	01633 493100
	HSE Incident Contact Centre	0845 3009923
	HSE Infoline	08701 545500
	Kaymac Health & Safety Manager-Gareth Crees	07971 880028
	Ambulance, Police or Fire & Rescue Service	999

Section 6.0	Method Statement
	All of the on-site investigative works will be undertaken in accordance with the methodology outlined in KM/EASTMAN/RAMS/BEACH/GI/17/01/22. Prior to these investigative works being undertaken, which consist of 4no. boreholes, 2no. trial pits, and a CCTV survey of the existing pipe, an archaeological walkover survey will be undertaken to establish the presence/absence of material. These works will be undertaken within a designated boundary, with the corners of the boundary being: • North west – 51°32'5.87"N 2°56'51.36"W • North east – 51°32'6.20"N 2°56'48.93"W • South east – 51°31'51.85"N 2°56'44.03"W • South west - 51°31'51.56"N 2°56'46.21"W During the works, a suitably qualified archaeologist will also be present to observe the works and to ensure any artefacts accidentally recovered from the works will be retained. Currently, materials listed by RCAHMW that may be present include mesolithic antler mattocks (grid reference ST3416781876), auroch skeletons (grid reference ST3400882067), human footprints (ST3378781967), and trackways (grid reference ST3338882046). A toolbox talk will also be provided to all site operatives to ensure they understand what type of material they should look out for, and what to do in the event of the recovery of any possible material. All investigative works will be carried out in accordance with CIfA Standard and Guidance for an Archaeological Field Evaluation (CIfA 2014b) and Code of Conduct (CIfA 2014a). If archaeological features are encountered, the trial pits and boreholes will not be progressed further and where possible features will be excavated in such a way as to determine the stratigraphic sequence within each borehole/pit. If it is safe to do so, features will be hand-cleaned and planned. Features will be sample excavated sufficient to determine their plan and form, and to recover any datable artefacts. In the event of the discovery of human remains disturbance will wherever possible be avoided. Where removal is deemed necessary following discussion with, and the approval of, the client and Archaeological Advisor, the necessary burial license will be obtained in line with the current Ministry of Justice procedures. The excavation of any human remains will be carried out in accordance with Updated Guidelines for the Standards for Recording human Remains (Mitchell and Brickley 2017). Any artefacts accidentally recovered from the works will be appropriately photographed, with Eastings and Northings taken of the location of the material as accurately as possible. Advice will then be sought from the Finds Co-Ordinator for the Portable Antiquities Scheme Wales regarding the artefact's identifications, a determination of its importance, and for advice on the artefact's immediate conservation requirements. In the event that any structural material (e.g., shipwreck material, trackways, fish traps etc.) are encountered, then the GGAT and RCAHMW will be informed immediately. In the event of the discovery of any artefacts which constitute Treasure, these artefacts will be archaeologically removed to a safe location and reported to the coroner within 14 days in accordance with the procedures of the Treasure Act 1996 and the Code of Practice 1997. All treasure should be reported to the Finds Liaison Officer. These investigative works, primarily the boreholes and trial pits, will also help inform the geology of the local area, and therefore the geotechnical results will also be passed onto the Glamorgan Gwent Archaeological Trust (GGAT) and the Royal Commission on the Ancient and Historical Monuments of Wales (RCAHMW).

Section 7.0	Emergency Procedure
7.1	Local Hospital
A stretcher will be available on site at all times. In a man down scenario, the casualty will be placed on a stretcher by the remaining team and carried up the beach to boat road where they will be placed in a company vehicle and taken to the nearest access point for a waiting ambulance. Recovery point address and post code: Salt Marsh Lane, Goldcliff, Nash, Newport, Wales, NP18 2AT. What3Words: cluttered.blank.saddens Grid Reference: ST 34776 82709 The nearest hospital with a 24-hour accident and emergency unit has been identified as: The Grange University Hospital Caerleon Road Llanfrechfa Cwmbran NP44 8YN Transfer time by road; 25 minutes (distance: 13 miles).	
7.2	Hospital Location Maps
	
7.3	Action on Minor Injuries
Administer First Aid on site.	

From here the company vehicle will transport the injured person to the local casualty department at the above hospital. A record of the accident is to be entered with all details in the Company Accident Book, and notify the client's responsible person.	
7.4	Action on Major Injuries
Administer First Aid on site, and then contact the emergency services requesting an ambulance to the site post code NP18 2AT . A record of the accident is to be entered with all details in the Company Accident Book, and notify the client's responsible person. Kaymac Site Manager or his deputy will record on the accident on Kaymac Accident & Incident Report form QPF11 and pass on Kaymac Health and Safety manager who will ensure H.S.E. is informed by way of form F2508.	
7.5	Reporting Accidents, Work Related Diseases and Dangerous Occurrences
<u>Reporting procedures</u> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that certain accidents that happen on site must be reported to the Health and Safety Executive. Any of the following types of accidents that occur on site have to be reported in the first instance to the company Safety Officer or Safety Manager who will then notify H. S. E. Serious or fatal accidents must be notified without delay to HSE, by calling the Incident Contact Centre (ICC) during normal office hours on 0845 300 9923. Outside these hours, the local HSE office must be contacted. For details of the nearest HSE office, telephone the HSE Infoline on 08701 545500. This must be followed up with a completed accident report form (F2508) within 10 days. For less serious injuries, where the injured person is unfit (or unable) to do their normal working job for seven consecutive days, excluding the day of the accident, a completed accident report form F2508 must be sent to HSE within ten days. If a dangerous occurrence happens on site, for example, a building, scaffold or false work collapse, failure of a crane or lifting device or contact with overhead lines, it must be reported immediately, normally by telephone, by calling the Incident Contact Centre (ICC) during normal office hours on 0845 300 9923 or the nearest HSE office. The details must be confirmed within ten days on a completed accident form (F2508). If a worker suffers from a specified disease associated with their current job, it must be reported to the HSE on a completed disease report form (F2508A). <u>Keeping records</u> A record must be kept of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. The record can be kept in any form preferred, but each site is supplied with a copy of the Accident Book BI 510 issued by the HSE, and this is the company's preferred method of keeping such records.	

Section 8.0			RISK ASSESSMENT RECORD										Page 1 of 3		
HARM	RISK CALCULATION MATRIX						GUIDE BOX			RISK RATING, REVIEW AND ACTION REQUIRMENTS					
	5	5	10	15	20	25		CATEGORY	HARM	LIKELIHOOD	RISK RATING	Risk rating obtained at intersection of harm and likelihood in Calculation Matrix			
	4	4	8	12	16	20		1	NON-INJURY	ALMOST IMPOSSIBLE		Review period	Action		
	3	3	6	9	12	15		2	FIRST AID	UNLIKELY	1-4	12 months	No further immediate action. Review annually.		
	2	2	4	6	8	10		3	< 7 DAYS	POSSIBLE	5-9	6 months	No further immediate action. Re-assess during next review.		
	1	1	2	3	4	5		4	> 7 DAYS	LIKELY	10-16	3 months	Reduce risk and re-assess within review period.		
		1	2	3	4	5		5	MAJOR INJURY	ALMOST CERTAIN	17-25	Immediate	Stop-reduce risks/mitigate effects, re-assess immediately.		
	LIKELIHOOD														
Hazard Identified		Persons at Risk		Risk		Initial Risk Rating		Controls in Place				Residual Risk Rating	Actions to Further Reduce Risk		
Increase in flow and level to watercourse due to heavy rainfall –over-topping of temporary works		Kaymac Site Operatives/ Murlac Site Operatives		Increased risk of drowning or injury.		12		The Met Office weather report for the day should be checked each morning by the site management team, and weather and onsite conditions monitored through the working day. The bund will be inspected by the site management team on a daily basis and the results recorded.				3	Work will stop if river levels and/or flow rates increase creating hazardous conditions.		
Working in restricted area with heavy plant items, including excavator(s) and Dumper		Kaymac Site Operatives		Plant striking personnel when moving in or out of bunded areas, or when working within bunded areas resulting in severe injuries or even fatalities		25		During operations to excavate bed materials in the bunded off areas, or to introduce imported materials into the bunded off areas, the personnel within the bunded area will be restricted to the plant operators and a banksman. The banksman will position their self in an area where they are out of the radius of the excavator when working, and clearly visible to the excavator operator. The dumper driver will apply the parking brake and dismount when the bucket is being filled by the excavator.				4	Plant operators will be CPCS qualified and competent for the plant they are operating. High visibility PPE will be worn when working at all times.		
Plant overturning when moving down river bank, crossing causeway, or moving over ramp into bunded area.		Kaymac Site Operatives		Persons being crushed by overturning plant, or thrown from plant during overturning, resulting in severe injuries or even fatality.		12		The ramp down to the river from the embankments, the excavator platform, and the ground at the downstream side of the structure will be graded and of sufficient width to accommodate the plant and equipment safely during the works. They will be inspected by the site management team on a daily basis and the results recorded. Personnel to remain clear of plant while tracking across temporary works.				4	All items of mobile plant to have safety features and operators to wear seat belts at all times when operating plant.		
Use of lifting equipment while delivering equipment, plant or materials to site.		Kaymac Site Operatives crane arm operator		Persons being crushed by falling or moving loads resulting in severe injuries or even fatality.		10		Generic lift plan for the lifting operation provided by the hire/delivery company, lift plan to be briefed to all persons involved in the lifting operations. Crane arm operator’s CPCS card to be checked and a copy made. Certificate of thorough examination for crane arm checked, certificates for lifting chains and slings checked, copies taken of both documents. Tag lines to be fitted to load when lifting. Personnel to stay clear of the crane and load during lifting operations, footpath will be marshalled at all times by Kaymac personnel. Tag lines will be used to control loads.				3	Designated unloading area for plant, equipment and materials to be established by principal contactor segregated from pedestrian access.		

Undermining of pier foundations during excavations	Kaymac Site Operatives	Possible collapse of localised areas of pier, resulting in severe injuries or even fatality through falling debris	6	During excavation of the river bed to reduce the materials down to formation levels, trial pits will be dug first to confirm that the formation level will not be lower than the foundations of the piers. Banksman to observe excavations and halt operations if in any doubt and consult Kaymac site management team.	3	Make request for as built information and or investigation report that may have been conducted to the piers.
Manual Handling; back injuries.	Kaymac Site Operatives/ Murlac Site Operatives	Musculoskeletal injuries.	9	Wherever possible, mechanical lifting should be used for lifting loads. If manual lifting is necessary, carry out a Manual Handling Assessment where necessary, use kinetic lifting techniques, share the load if possible; ensure ground is level and stable.	3	Carry out health monitoring for personnel.
Falling from level/ height into water.	Kaymac Site Operatives/ Murlac Site Operatives	Drowning; hypothermia, ingestion of contaminated water	10	Personnel to use designated walkways where possible to the river to access the bunded area. If necessary, a temporary handrail will be erected down the river bank to the water to facilitate pedestrian access.	4	Diver's dry suit will be worn when constructing the bunded areas.
Working in/around non-potable water.	Kaymac Site Operatives. Other Site Operatives	Working in area with high possibility of water borne infections including Leptospirosis.	20	Cover any cuts or abrasions with waterproof dressing prior to work. Wear gloves! Wash and disinfect hands prior to eating or drinking; report any injuries immediately to site management. Kaymac guidance notes on Leptospirosis to be available to personnel.	5	Report any flu like symptoms 7-10 days after possible infection; seek medical advice.
Working in watercourse when installing the bunds	Kaymac Site Operatives. Murlac Site Operatives	Operatives losing their footing; being swept downstream/impact injuries, hypothermia, ingestion of water/drowning	15	Operatives working in the watercourse will wear diver's dry suits, which have insulation and flotation properties. Prior to commencement of these works, a safety line will be installed downstream of the structure, so any person swept downstream will come up against the line and can pull themselves to the river bank. When working in water above waist deep, and with flow rates of more than 1m/s, harnesses will be worn; this will be tendered with a lifeline to an operative on the river bank.	4	Rescue plan in place for recovery of personnel from the river. Throw lines and life rings to be provided by Kaymac. No working in high flow rates.
Hazardous Substances.	Kaymac Site Operatives	Acute injuries to eyes, lungs skin; chronic illnesses from use of hazardous substances.	10	COSHH assessments will be provided to all employees working with hazardous substances; the appropriate PPE will be used when handling and using hazardous substances, adequate site storage will be provided, training in use will be given, safety data sheets will accompany COSHH assessments for the relevant substance.	4	Tool box talks for personnel using hazardous substances; carry out health monitoring for personnel.
Noise; use of noisy plant or tools	Kaymac Site Operatives	Work induced hearing loss.	7	Identify noise hazards and chose plant and equipment with low decibel outputs where possible; estimate likely exposure to noise and ensure legal limits on noise exposure are not exceeded; establish zones where hearing protection is required at 85dB and provide mandatory appropriate PPE for operatives; provide noise reduction screens to protect other site personnel if required.	3	Carry out health monitoring for personnel.
Dust; some activities may generate dust, such as drilling into concrete, mixing cementitious compounds etc.	Kaymac Site Operatives	Breathing in dust could lead to respiratory illness.	5	Identify processes that may produce dust, use of dust suppression techniques, for example, water spray on circular saws or when drilling into concrete. Use appropriate PPE when mixing products that come in powder form, such as cement-based mortars; these would include dust mask/respirator, goggles and overalls to protect arms and body from cement burns, these should be washed to remove residual dust.	3	Carry out health monitoring for personnel.
Slips, trip or falls.	Kaymac Site Operatives	Musculoskeletal injuries.	10	All personnel will use the designated access arrangements, which will be highlighted in the site briefing. Appropriate footwear to be worn. Be aware that river banks will be slippery following rain. Remove any trip hazards, and clear up any spills.	4	Slips, trip or falls.

Other contractors working on site; conflicting operations resulting in risks to all parties.	Kaymac Site Operatives. Other Site Operatives.	Various injuries	5	The Kaymac Site Manager and client's Site Manager will coordinate the works in such a way as to avoid overlapping operations between different contractors on site.	2	Regular 'Black Hat' meetings between site supervisors of different contractors.
Vehicles accessing site (deliveries etc).	Kaymac Site Operatives/ members of public	Possible injuries to personnel being struck by vehicle.	9	A Banksman will oversee vehicles accessing and leaving site. Site marshals will be used while vehicles off load to avoid conflict or injury to the public using the footpath.	3	No further action required.
Use of electrical equipment.	Kaymac Site Operatives	Electrical shock/burns, heart attack, risk of fire.	12	Personnel to be trained and competent in the use of electrical equipment; 110v equipment only to be used for work on site (apart from welding); equipment to be checked daily by supervisor and result entered onto PUWER check sheet; operators to carry out visual checks on electrical equipment prior to each use.	5	Hot Works Permit Required for welding. Tool box talks for personnel using electrical equipment.
Use of drilling equipment.	Kaymac Site Operatives	Cuts to hands/arms, eye injuries as a result of ejected materials.	10	Personnel to be trained and competent in the use of such equipment; checks to be carried out by operator prior to each use, including correct selection and fitting of drill bits; wear appropriate PPE for the task including gloves and goggles.	4	N/A
Use of circular saws, angle grinders.	Kaymac Site Operatives	Cuts to hands/arms, eye injuries as a result of ejected materials.	10	Personnel to be trained and competent in the use of such equipment; checks to be carried out by operator prior to each use, including condition and correct selection of blade type; wear appropriate PPE for the task including gloves and goggles/face mask; cut so sparks are not ejected onto other personnel or possible sources of ignition; erect barriers to prevent sparks or ejected materials from cutting process crossing into other contractors work areas.	5	Hot works permit to be issued prior to cutting.
Working with vibrating equipment.	Kaymac Site Operatives	Hand/Arm Vibration Syndrome-nerve or circulatory damage to hands and/or fingers.	6	The lowest vibration tool that is suitable and can do the work efficiently will be selected. The use of high-vibration tools wherever possible will be strictly limited and controlled. The exposure limit for the equipment should be obtained and this should not be exceeded. The use of good quality gloves will be used to encourage good blood circulation which should help protect operatives from developing vibration white finger, but these should not be relied upon to provide protection from vibration.	3	Carry out health surveillance to personnel exposed to vibration from tools and equipment.
Diving Operations	Kaymac Site Operatives	Diving Risks	12	Please see Kaymac Diving Project Plan Ref TBC	5	Follow procedures set out in the Kaymac DPP.
Environmental Hazard – spillage from re-fuelling operations	Environment al Risk	Contamination of the environment	4	Comprehensive spill kits to be provided along with training in its deployment. Refuelling operations ONLY to take place over supplied drip-trays	2	Continuous monitoring on site.
Working at height	Kaymac site operatives	Falling from height	10	Use of ladders to be minimised and replaced with access towers where required.	4	Access towers to be constructed by competent PASMA trained operatives.
Working from pontoons	Kaymac site operatives	Falling from height into water	10	Combisafe system to be used as a safety barrier around the perimeter of the pontoons when in use.	5	Lift jackets to be worn by all operatives not wearing closed cell neoprene dry suits.

Section 9.0 Briefing Attendance Record

Time / Date and Subject Items of Briefing

Project Title:				Doc. Ref. No:	
Date:		Job No:		Time:	
Subject Of Briefing:					
Name Of Person Giving Briefing:			Signature:		

SIGNATURE CONFIRMS ATTENDANCE AT ABOVE BRIEFINGS.

Briefing Record

Name	Signature	Representing