

	DOC REF	DOCUMENT NAME
	HSE1.1	Method Statement & RA Vehicle Movements

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Vehicle Movements:	
1	Always be aware of the position of vehicles on site.
2	When driving on site always maintain a low speed under 10 mph and be aware of persons on site. All vehicle movements will be under control of a vehicle marshal
3	Only trained and competent vehicle marshals to bank vehicles on site
4	Where site barriers are opened for access ensure they are closed again immediately afterwards
5	Always ensure vehicles are left with the handbrake fully engaged and the vehicle is left in a gear or in Park if automatic
6	Always use the site specific access roads and parking/compound areas as defined by the main contractor's site plan.

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	DOC REF	DOCUMENT NAME
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Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Working around vehicles (Trucks)	Run over by vehicle or Entrapment	Injury	4	2	8	Vehicle marshals to be in control of all moving plant on site.	4	1	4
Tripping/slipping	Around working area	Injury	4	2	8	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit. Good housekeeping to be adopted.	4	1	4
Working near water	Falling into water	Drown	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/pontoon conditions	4	1	4
Falling objects	Lifting operations	Head Injury	4	3	12	Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each	3	2	6
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Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
						use & equipment selected to suit load being lifted 6 monthly examination colour code system in place Check made to ensure the lifting points are in the correct position as per the latest drawing.			
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all times Wear work gloves/Wear suitable clothing/Wear reinforced work boots	1	2	2
Other Hazards	Crushing Injury Existing Service	Severe injury	3	2	6	Site familiarisation. Attend induction brief if available. Plan job in advance. Understand other activities.	3	1	3
	Access / Egress Routes	Entrapment	3	3	9	Site familiarisation. Attend induction brief if available. Plan job in advance. Understand other activities.	3	1	3
	Existing Service	Severe injury	3	3	9	Site familiarisation. Attend induction brief if available. Plan job in advance. Understand other activities.	3	1	3

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
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	DOC REF	DOCUMENT NAME
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1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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 Solent Marine	DOC REF	DOCUMENT NAME
	HSE1.10	Method Statement & RA for launching & installing pontoons

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project brief attached.

Lifting pontoons and lowering into water:	
1	The pontoons will already have been floated up as set out in the method statement attached and will be ready to launch into the water at the location specified in the project methodology of the Project Health and Safety Plan. Control lines will be attached to the pontoon to control the lift and to moor the pontoons once they are floating.
2	S/S will signal for the chains to locate the centre of the Pontoon. Using 4 hooks connect the hooks to lifting points of the pontoon channel and either side of the float retainers.
3	The s/s will signal the c/o to lift the Pontoon up and over to a landing position over the water.
4	Once over the landing position the s/s will signal the c/o to lower the Pontoon into the water.
5	The s/s will disconnect the hooks from the pontoon via workboat or from adjacent pontoon already in the water and signal the crane driver to the next pontoon.
6	The pontoon will be moved away from the immediate lifting area and the pontoon will be securely moored to the river bank, an adjacent floating pontoon or taken by the workboat.
7	Repeat operation until complete.

Installation of pontoons:	
1	Once all the pontoons are floating in the water they will be assembled with M24 8.8 bolts with 50mm rubber bush into their longer lengths or lengths deemed suitable if onward towing.
2	The pontoons will be pushed by the Solent Marines Work Boats the short/long distance
3	Once at the required location the pontoons will be securely moored to as per anchoring system used
6	Small details will be finished and checked and the site cleared of equipment and handed over to the Client.

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	HSE1.10	Method Statement & RA for launching & installing pontoons

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place	4	1	4
Tripping/slipping	Around working area	Injury	2	2	4	Good housekeeping to be adopted Areas to be checked prior to accessing and weather conditions to be considered. Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	2	1	2
Falling objects	Lifting operations Piling operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch. - Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted Any change to the lifting equipment is to be approved by the appointed person	3	2	6

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	DOC REF	DOCUMENT NAME
	HSE1.10	Method Statement & RA for launching & installing pontoons

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place - Check made to ensure the lifting points are in the correct position as per the latest drawing.			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers	4	1	4

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	HSE1.10	Method Statement & RA for launching & installing pontoons

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all times Max lift limited to 30KG per person lifting Any lift beyond the above limits to be undertaken by machine assistance	1	2	2

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

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	DOC REF	DOCUMENT NAME
	HSE1.10	Method Statement & RA for launching & installing pontoons

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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 Solent Marine	DOC REF	DOCUMENT NAME
	HSE1.12	Method Statement & RA for Towing pontoons

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project brief attached.

Towing pontoons on water:	
1	The pontoon will be moved away from the immediate lifting area and the pontoon will be securely moored to the bank or an adjacent floating pontoon or taken directly by the workboat.
2	Once all the pontoons are floating in the water they could be assembled into longer lengths or lengths deemed suitable for onward towing according to the type of watercourse.
3	The towing should be undertaken by an experienced operative. All operatives will be wearing task specific PPE (such as lifejackets) and the boat equipped as indicated in the boat safety plan HSE 1.14.
4	A prior trip along the watercourse in the boat is undertaken to establish any potential issues or obstructions along the watercourse. The speed of flow or water level should also be considered by a competent person.
5	The pontoon(s) will be secured to the boat so as to allow control of the boat to be maintained.
6	The boat should set off slowly to establish headway and kept at a suitable speed appropriate the local watercourse and conditions and to allow for stopping the tow if required in sufficient distance. Navigation marks and rules of the watercourse to be adhered to.
7	Goods and accessories can be loaded onto the deck of the pontoon for towing to the final location. Goods must be loaded on the pontoons to maintain sufficient balance/buoyancy of the pontoons so as to not affect the safety of the tow. It may be necessary to tie loads down to the pontoon depending on the conditions, such as excessive waves or wind. This is to be established on site by the competent person.
7	Repeat operation until complete.

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	DOC REF	DOCUMENT NAME
	HSE1.12	Method Statement & RA for Towing pontoons

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place	4	1	4
Tripping/ slipping	Around working area	Injury	2	2	4	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	2	1	2
Falling objects	Lifting operations Piling operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations.	3	2	6
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Competent operator to be employed Operatives to keep clear of any lifting operations	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.12	Method Statement & RA for Towing pontoons

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
						Operatives to keep clear of any lifting operations			
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Max lift limited to 30KG per person lifting Any lift beyond the above limits to be undertaken by machine assistance	1	2	2

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

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	HSE1.12	Method Statement & RA for Towing pontoons

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.13	Method Statement & RA for installing Bridges and Platforms

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statements:

In addition to the project brief attached.

Lifting Bridges and platforms into final position	
1	Follow lifting procedure for Bridges HSE1.5
2	Bridges can be installed directly to a quay wall, bank seat abutment or to a fabricated platform between the land and the bridge (for example to change the angle of the bridge, move the bridgehead position away from the quay edge or if the platform is supported on a pile)
3	The s/s will signal the c/o to lift the Bridge up and over the final position.
4	Once over the final position the s/s will signal the c/o to lower the bridge so that the lugs on the top end of the bridge align with the lugs on the quay bracket. The pins or bolts are pushed in to secure the hinge connection. Once secure the s/s will signal the c/o to lower the bridge further until the outer end of the bridge lands on the pontoon deck. The s/s will check that the pontoon has fully taken the load. The top quay hinge of the bridge is installed first and once this is
5	Using the correct PPE the s/s will check that the pontoon has fully taken the load of the bridge with its buoyancy. The s/S will then disconnect the hooks from the pontoon and signal the crane driver end the task.

Installation of bridges and platforms:	
1	The first task is to secure the top hinge bracket for the bridge. This is a separate bracket that attaches to the landward abutment. Depending on the design of the bank seat or quay wall the method of securing can vary. If attaching to an existing concrete quay or a concrete abutment the bracket will be secured by using either chemical or expanding anchors designed to take the required load. The first hole in the bracket is measured and the concrete marked for the correct position. The concrete can now be drilled using a large SDS type masonry drill. The resin anchor can be installed. Once the resin anchor has set sufficiently the bracket can be located on the first fixing, levelled and tightened. The remaining fixing positions can be marked off at this time or the bracket can be left in position and the remaining drilling undertaken with the bracket in position. If the design of the quay means that this is undertaken as working at heights then the operative must be wearing a fall harness with 2 lanyards. A suitable position at site for attaching the lanyard to must be established prior to works. If none exists a fixing point could be added as required. A fall arrestor attached to the crane could also be used or a man basket could be used. If the bracket is large and over 25kg per person lifting then the crane should be used to lift the bracket into position. A platform fixing to a concrete quay would be undertake in the same manner. If the quay wall was steel sheer piling then the method would be the same but with the bracket or platform welded directly to the steel sheet piling and no drilling.
2	The crane would lower the bridge into position. As per point 4 above. An operative would insert the axle pins or bolts that connect the gangway and bracket lugs. The same points as above would apply if this work was undertaken at height.
3	Once the bridge is installed it is usual to have a 'hinged fall plate' at the base of the ramp as the transition between the ramp and the pontoon. This is installed by inserting an axle bar between the

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	lugs of gangway and fall plate once the fall plate is aligned. Once the bar is fully inserted a split pin is secured through the rod to keep the bar in place.
4	Small details will be finished and checked and the site cleared of equipment and handed over to the Client.

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	HSE1.13	Method Statement & RA for installing Bridges and Platforms

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place	4	1	4
Tripping/slipping	Around working area	Injury	2	2	4	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	2	1	2
Falling objects	Lifting operations Piling operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations.	3	2	6
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Competent operator to be employed Operatives to keep clear of any lifting operations	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations	4	1	4

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Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations	4	1	4
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Max lift limited to 30KG per person lifting Any lift beyond the above limits to be undertaken by machine assistance	1	2	2

How to complete a Risk Assessment:

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	HSE1.13	Method Statement & RA for installing Bridges and Platforms

- 1.** Identify the hazard. **2.** List the likely Cause / Risk. **3.** Identify the likely consequence. **4.** Calculate an existing Risk Value.
5. Identify, list and implement planned control measures. **6.** Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.14	Method Statement & RA for Boat Safety Plan

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Boat safety Plan Procedure to be followed if an operative falls into the water	
1	Raise the alarm for the Rescue safety boat
2	Have someone ready call the Emergency Services if required - Tel 999
3	Carefully manoeuvre the safety vessel towards the fallen operative.
4	Should conditions prove too difficult for the rescue boat to go alongside the conscious fallen person, release the life preserver/lifebuoy from the protective case & throw the life preserver to the fallen operative
5	Should the fallen person be incapacitated the rescue boat will have no alternative but to manoeuvre the boat alongside to affect the recovery
6	Where possible allow the operative to place the preserver over his head and take hold of the hand holds
7	When the operative has taken hold of the preserver, begin retrieval to the rescue boat.
8	Locate yourself at the retrieval point and pull the operative on-board. Depending on the design of the vessel, it may take more than one person to pull the operative inboard.
9	The First Aider will assess the condition of the rescued person before contacting the Emergency Services 999
10	Reinstate or replace the life preserver/lifebuoy in the housing for continued site protection

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	DOC REF	DOCUMENT NAME
	HSE1.14	Method Statement & RA for Boat Safety Plan

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place	4	1	4
Tripping/ slipping	Around working area	Injury	2	2	4	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	2	1	2
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Max lift limited to 30KG per person lifting Any lift beyond the above limits to be undertaken by machine assistance	1	2	2

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	DOC REF	DOCUMENT NAME
	HSE1.14	Method Statement & RA for Boat Safety Plan

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.16	Method Statement & RA for Piling

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Piling:	
1	The supervisor will liaise with the Solent project manager / Foreman and organise inductions for the installation personnel
2	The lorry will be moved onto site and positioned. The lorry Hiab will unload pontoons into specified area agreed with the Main Contractor
3	Then unload plant by crane on site and into water
4	Access onto the lorry back to sling loads will be by ladder and the operative slinging loads will be clipped onto the lorry via a pair of fall arrest lanyards and will be wearing a harness at all times
5	As the pontoons are lifted into the water they will be connected together
6	Once the pontoon is built up, Spud legs holder will be bolted onto the sides of the pontoons and spud legs installed
7	Piling equipment will be lifted on board the pontoon and commissioned ready for work
8	Piles will be lowered on deck and secured, the barge will be moved into position to pitch the first pile
9	The adjustable piling gate will be moved into position and locked down, the barge might have to be repositioned during this
10	The pile will be lifted with 500 bsp hammer with the 36T/m Hiab and located in the piling guide. Once located and secured the pile and the final position check will be made prior to driving
11	The air hammer will drive the pile until the piling gate is no longer needed to support the pile. Piling will stop to remove the piling gate and a heavier hammer placed on the pile. The pile will then be driven until it design level or hits refusal
12	Once the pile is driven and the client is satisfied the barge will be moved to the next position and steps 5 to 7 will be repeated
13	On completion of the works the barge will be demobilised by the crane on the quayside onto the lorry. The site will be inspected for materials / rubbish and cleared if necessary

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	DOC REF	DOCUMENT NAME
	HSE1.16	Method Statement & RA for Piling

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	Injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Tripping/slipping	Around working area/on high level platform	Injury	3	3	9	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Noise of Operations	Exposure to high Noise level	Injury	3	4	12	Wear Ear protection as appropriate	4	1	4
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations.	3	2	6
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Competent operator to be employed Operatives to keep clear of any lifting operations	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.16	Method Statement & RA for Piling

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
						radio contact with the crane operator Operatives to keep clear of any lifting operations			
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4
Use of Electricity	Electric Shock and Burns	injury	3	2	6	Use DC generating plant for all site works	2	2	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Wear work gloves Wear suitable clothing Wear Steel toe cap work boots	1	2	2

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	DOC REF	DOCUMENT NAME
	HSE1.16	Method Statement & RA for Piling

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

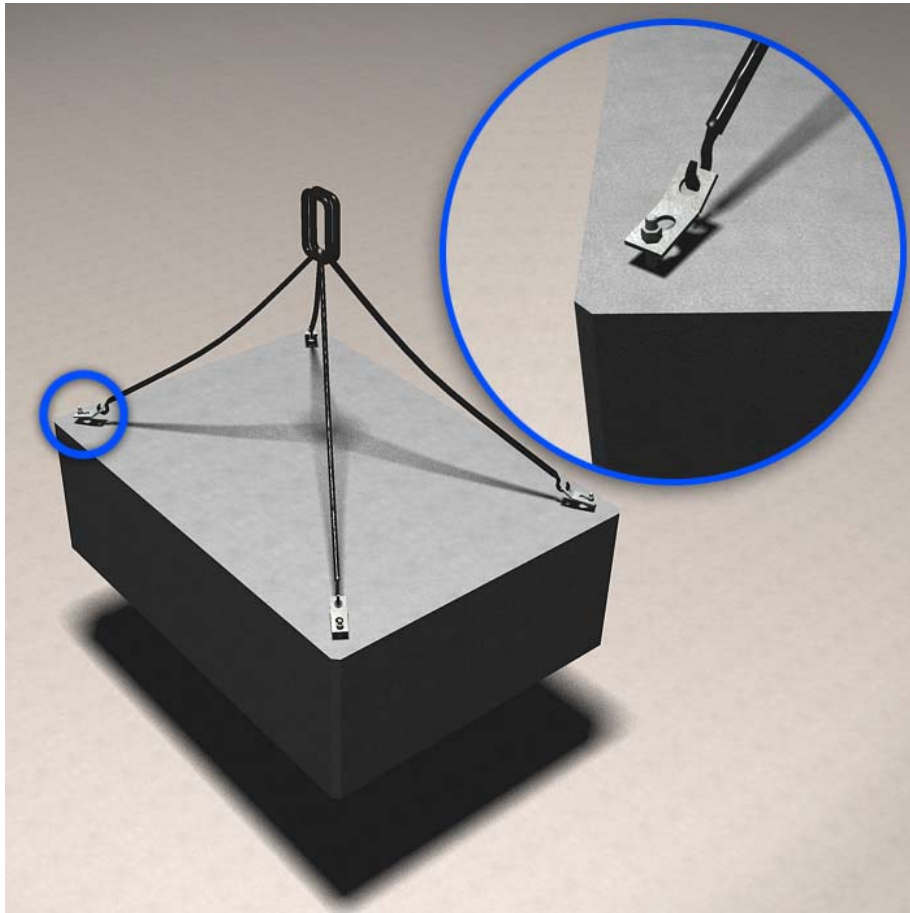
Lifting/Offloading Floats:	
1	Operator will have 2 lanyards attached to his harness. Lanyards will be connected to the crane hook via the inertia reel. The operator will climb the ladder to the top of floats while a 2nd person footers the ladder.
2	While on top of the floats the operator will attach his 2 lanyards to two of the floats lifting points adjacent to the float that will be lifted (this is to restrict the operator to the centre of the lorry)
3	With a pre agreed method for signals to the crane operator (c/o) the s/s will signal for the chains to locate the centre of the float being lifted
4	With the floats lifting eyes attached to the 4 hooks the s/s will connect them to the floats lifting points. (see Diagram 1)
5	The s/s will signal the c/o to lift the float off the lorry and over to a landing position.
6	Once over the landing position the s/s will signal the c/o to lower the float to its final position
7	The s/s will disconnect the lifting eyes from the floats lifting points and signal the crane driver to the next float on the lorry
8	Repeat operation (2 – 7) until complete.

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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Diagram 1:



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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	Injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Tripping/ slipping	Around working area/on high level platform	Injury	3	3	9	Good housekeeping to be adopted and maintained Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Working near water	Falling into water	Drown	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/pontoon conditions	4	1	4
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted	3	2	6

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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place Check made to ensure the lifting points are in the correct position as per the latest drawing.			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations - Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.			
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all times Wear work gloves/Wear suitable clothing Wear reinforced work boots Operatives to keep clear of any lifting/Man Han operations Exclusion zones in place around all lifting/Man Han operations	1	2	2

How to complete a Risk Assessment:

1. Identify the hazard. 2. List the likely Cause / Risk. 3. Identify the likely consequence. 4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures. 6. Recalculate the Risk Value and review

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	DOC REF	DOCUMENT NAME
	HSE1.3	Method Statement & RA for Lifting and Unloading Floats

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Offloading Pontoon Frames	
1	Operator will have 2 lanyards attached to his harness. Lanyards will be connected to the crane hook via the inertia reel. The operator will climb the ladder to the top of load while a 2nd person footers the ladder.
2	With a pre agreed method for signals to the crane operator (c/o) the s/s will signal for the chains to locate the centre of the Pontoon.
3	With 4 hooks connect the hooks to underside of the pontoon channel and either side of the float retainers.
4	The operator will climb down the ladder while a 2nd person footers the ladder. Operator will disconnect his lanyard from inertia.
5	The s/s will signal the c/o to lift the Pontoon off the lorry and over to a landing position.
6	Once over the landing position the s/s will signal the c/o to lower the Pontoon to its final position.
7	The s/s will disconnect the hooks from the pontoon and signal the crane driver to the next pontoon on the lorry
8	Repeat operation until complete

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	Injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Working near water	Falling into water	Drown	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/pontoon conditions	4	1	4
Tripping/ slipping	Around working area/on high level platform	Injury	3	3	9	Good housekeeping to be adopted Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted	3	2	6

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place Check made to ensure the lifting points are in the correct position as per the latest drawing.			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Competent operator to be employed Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers			
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all times Wear work gloves/Wear suitable clothing Wear reinforced work boots	1	2	2
Other Hazards	Moving vehicles & plant	Injury	3	3	9	Vehicle marshals to be in control of all moving plant on site.	3	1	3

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12

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	DOC REF	DOCUMENT NAME
	HSE1.4	Method Statement & RA for Lifting Pontoon Frames

4	4	8	12	16
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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Offloading/Lifting Bridges	
1	Operator will have 2 lanyards attached to his harness. Lanyards will be connected to the crane hook via the inertia reel. The operator will climb the ladder to the top of load while a 2nd person footers the ladder.
2	With a pre agreed method for signals to the crane operator (c/o) the s/s will signal for the chains to locate the centre of the Bridge.
3	With 4 hooks and 2 slings the operator will cradle the main truss of the bridge within its centre of gravity.
4	The operator will climb down the ladder while a 2nd person footers the ladder. Operator will disconnect his lanyard from inertia.
5	The s/s will signal the c/o to lift the bridge off the lorry and over to a landing position.
6	Once over the landing position the s/s will signal the c/o to lower the Bridge to its final position and secure.
7	The s/s will disconnect the hooks from the bridge and signal the crane driver to the next bridge on the lorry
8	Repeat operation until complete

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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	Injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Tripping/ slipping	Around working area/on high level platform	Injury	3	3	9	Good housekeeping to be adopted and maintained Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Working near water	Falling into water	Drown	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/pontoon conditions	4	1	4
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats (PPE) to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted	3	2	6

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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place Check made to ensure the lifting points are in the correct position as per the latest drawing.			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person CPCS trained operators and slingers.	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers.			
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. CPCS trained operators and slingers.	4	1	4
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all times Wear work gloves/Wear suitable clothing Wear reinforced work boots	1	2	2
Other Hazards	Moving vehicles & plant	Injury	3	3	9	Vehicle marshals to be in control of all moving plant on site.	3	1	3

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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

FREQUENCY (F)				
	1	2	3	4

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	DOC REF	DOCUMENT NAME
	HSE1.5	Method Statement & RA for Lifting Bridges and platforms

**CONSEQUENCE
(C)**

1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Lifting/Offloading Piles or I-beams:	
1	Operator will have 2 lanyards attached to his harness. Lanyards will be connected to the crane hook via the inertia reel. The operator will climb the ladder to the top of load while a 2nd person footers the ladder.
2	With a pre agreed method for signals to the crane operator (c/o) the s/s will signal for the chains to locate the centre of the Load.
3	With 4 hooks and 2 slings the operator will choke the the load within its centre of gravity.
4	The operator will climb down the ladder while a 2nd person footers the ladder. Operator will disconnect his lanyard from inertia.
5	The s/s will signal the c/o to lift the load off the lorry and over to a landing position.
6	Once over the landing position the s/s will signal the c/o to lower the Load to its final position.
7	The s/s will disconnect the hooks from the load and signal the crane driver to the next load on the lorry
8	Repeat operation until complete

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Falls	Fall from Height, from Trucks or pontoon and float stacks	Injury	4	3	12	Secured ladder to access truck or high loads Harness connected to fall arrestor cable to be worn. Keep stacked items as low as possible within site constraints	4	2	8
Tripping/ slipping	Around working area/on high level platform	Injury	3	3	9	Good housekeeping to be maintained at all times Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted	3	2	6

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						6 monthly examination colour code system in place Check made to ensure the lifting points are in the correct position as per the latest drawing			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. CPCS trained operators and slingers.	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person - CPCS trained operators and slingers.	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person - CPCS trained operators and slingers.	4	1	4
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
						Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person - CPCS trained operators and slingers.			
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all time Wear work gloves/Wear suitable clothing Wear reinforced work boots	1	2	2
Working near water	Falling into water	Drown	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/pontoon conditions	4	1	4
Other Hazards	Moving vehicles & plant	Injury	3	3	9	Vehicle marshals to be in control of all moving plant on site.	3	1	3

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

How to complete a Risk Assessment:

1. Identify the hazard.
2. List the likely Cause / Risk.
3. Identify the likely consequence.
4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures.
6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.7	Method Statement & RA for Lifting and Unloading Tubular piles or I-beams

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	DOC REF	DOCUMENT NAME
	HSE1.8	Method Statement & RA for Lifting Workboat

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Offloading/Lifting Work Boat	
1	The Solent Marine workboats are brought to site on their own trailer behind a company vehicle. There is no need to climb on the trailer or the boat in order to unload it. The boat will be lifted off the trailer and straight into the water. Tag lines will be used to control the boat during the lift and for mooring the boat once it is floating. The lift will take place at high spring tide at wick for convenience of getting into the boat once in the water. The chains can be disconnected once boat is in the water.
2	With a pre-agreed method for signals to the crane operator (c/o) the s/s will signal for the chains to locate the centre of the boat.
3	With 4 hooks connect the hooks to lifting points on the workboat
4	The s/s will signal the c/o to lift the boat off the trailer and over to a landing position in the water.
5	Once over the landing position the s/s will signal the c/o to lower the boat to its final position.
6	The s/s will disconnect the hooks from the boat and signal the crane driver that the lift is complete.

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	DOC REF	DOCUMENT NAME
	HSE1.8	Method Statement & RA for Lifting Workboat

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Tripping/ slipping	Around working area	Injury	3	3	9	Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Falling objects	Lifting operations. Objects fall from height	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place	3	2	6
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place Assess bank/ground/pontoon conditions	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.8	Method Statement & RA for Lifting Workboat

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Competent operator to be employed Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers.	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers. Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers.	4	1	4
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6-month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.8	Method Statement & RA for Lifting Workboat

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Good manual handling techniques to be adopted at all time Wear work gloves/Wear suitable clothing Wear reinforced work boots	1	2	2

How to complete a Risk Assessment:

1. Identify the hazard. 2. List the likely Cause / Risk. 3. Identify the likely consequence. 4. Calculate an existing Risk Value.
5. Identify, list and implement planned control measures. 6. Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
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	DOC REF	DOCUMENT NAME
	HSE1.8	Method Statement & RA for Lifting Workboat

1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
CONSEQUENCE (C)		1	2	3	4
	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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	DOC REF	DOCUMENT NAME
	HSE1.9	Method Statement & RA for Assembling pontoons

Project Name:	LITTLEHAMPTON SEA CADETS
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Task Method Statement:

In addition to the project specific Health & Safety Plan attached.

Floating Up / Assembling pontoons	
1	S/S will mark on the floor the position of the floats in comparison to the pontoon frame being used.
2	S/S will signal the c/o for the chains to locate the centre of the float
3	With 4 hooks and the lifting eyes attached the s/s will connect the lifting eyes to the lifting points on the float.
4	The s/s will signal the c/o to lift the float and over to a landing position
5	Once over the landing position the s/s will signal the c/o to lower the float to its final position.
6	The s/s will disconnect the lifting eyes from the float lifting points and signal the crane driver to the next float.
7	Repeat operation until all floats are needed.
8	S/S will signal for the chains to locate the centre of the Pontoon.
9	With 4 hooks connect the hooks to lifting points of the pontoon channel and either side of the float retainers.
10	S/S shall connect a tag line to the pontoon
11	The s/s will signal the c/o to lift the Pontoon and over to a landing position.
12	Once over the landing position the s/s will signal the c/o to lower the Pontoon onto the floats.

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	DOC REF	DOCUMENT NAME
	HSE1.9	Method Statement & RA for Assembling Pontoons

Risk Assessment:

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
			(C)	(F)	(R)		(C)	(F)	(R)
Working near water	Drowning	Injury	4	2	8	All personnel to wear lifejackets Throwing lines with life-rings to be on station. Recovery procedure to be in place	4	1	4
Tripping/ slipping	STF around working area.	Injury	3	3	9	Good housekeeping to be adopted at all times Ensure access points are kept clear of debris No tools or materials to be stored in work areas. Walkway boards to be level and even All work areas to be well lit.	3	2	6
Falling objects	Lifting operations	Head Injury	4	3	12	Hard Hats to be worn at all times. Operatives to keep clear of any lifting operations. Lifting operations co-ordinator appointed (suitably trained & experienced) Lift Plan and Risk Assessment to be briefed to all personnel involved in the lifting operation Only suitably trained Slinger/ Signallers (CPCS) to sling all loads and direct lifting plant All slinging to be undertaken in accordance with Lift Plan & Sketch Exclusion zones to be set up to ensure that all personnel are out with the falling radius of the load being lifted Any change to the lifting equipment is to be approved by the appointed person Lifting equipment tested, certified & inspected visually before each use & equipment selected to suit load being lifted 6 monthly examination colour code system in place - Check made to ensure the lifting points are in the correct position as per the latest	3	2	6
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	DOC REF	DOCUMENT NAME
	HSE1.9	Method Statement & RA for Assembling Pontoons

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
						drawing.			
Crane Ops 1.	Toppling over	Injury	4	2	8	Ensure ground is firm Spreader plates to be used if applicable. Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers	4	1	4
Crane Ops 2.	Failure of jib	Injury	4	2	8	Load to be kept within safe working radius of crane Crane inspections to be in date Operatives to keep clear of any lifting operations	4	1	4
Lifting Ops 1	Load falling from slings	Injury	4	2	8	Competent Slinger / Signaller to be employed Slinger / Signaller to have visual contact with the load and visual or radio contact with the crane operator Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers	4	1	4
Lifting Ops 2	Failure of slings	Injury	4	2	8	All webbing slings to have 6 month test and to have visual inspection by Slinger / Signaller prior to use Chain slings to have a current 6 monthly test certificate and to have visual inspection by Slinger / Signaller on arrival to site Loads to be kept within SWL of lifting tackle All slings to be stored in site lockup Operatives to keep clear of any lifting operations Exclusion zones in place around all lifting operations	4	1	4

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	DOC REF	DOCUMENT NAME
	HSE1.9	Method Statement & RA for Assembling Pontoons

Hazard	Cause / Risk	Cons	Existing Risk Value			Control Measures Applied	Risk Value as a result of Controls		
						Lift plan in place and authorised by a competent CPCS Appointed Person. - CPCS trained operators and slingers			
General and Manual Handling	Cuts or injuries from manual handling. Risk of items falling on feet.	injury	2	3	6	Wear work gloves Good manual handling techniques to be adopted at all times Wear suitable clothing & PPE. Wear safety work boots.	1	2	2
Cuts and lacerations	Using tools & equipment	Cuts	2	2	4	Adequate training of equipment operators All tooling checked prior to use Any defects reported PPE available for protection (Gloves/Goggles)	2	1	2

How to complete a Risk Assessment:

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	DOC REF	DOCUMENT NAME
	HSE1.9	Method Statement & RA for Assembling Pontoons

- 1.** Identify the hazard. **2.** List the likely Cause / Risk. **3.** Identify the likely consequence. **4.** Calculate an existing Risk Value.
5. Identify, list and implement planned control measures. **6.** Recalculate the Risk Value and review

Frequency Value (F)	Consequence Value (C)	Resultant Risk Value (RRV) - Action
1. Unlikely	1. Minor injury requiring first aid (no SLT*)	1-3 = Acceptable level of Risk (Maintain awareness)
2. Possible	2. Injury/illness (SLT*)/Disruption to normal tasking	4-9 = Tolerable level of Risk (With stated controls and monitoring)
3. Probable	3. Disability/Inability to continue normal tasks	12-16 = Unacceptable level of Risk (Stop work – include further control measures)
4. Almost Certain	4. Fatality/Major disruption to tasking	

*SLT – Significant Lost Time through injury/illness

Risk Rating Matrix

		FREQUENCY (F)			
		1	2	3	4
CONSEQUENCE (C)	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
	4	4	8	12	16

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