

## **WOOD, HALL & HEWARD LTD.**

**Tug, barge and floating plant operators**

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### **Method Statement and Risk Assessment**

#### **Re: St Mark's Crescent, London, NW1 7TS**

The purpose of this method statement is to ensure, as far as is reasonably practical, that all site activities undertaken by Wood, Hall & Heward Ltd. are carried out in such a manner that :-

- A safe system of work is planned and adhered to
- The requirements of the contract are adhered to with regard to method specifications etc.
- Responsibilities are clearly defined

Written by:

**Wood, Hall & Heward Ltd.                      G. Heward**

**Client name:                                      J F Architects**

**Signed off/Passed by:**

**Wood, Hall & Heward Ltd.                      T. Wood**

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<b><i>“Working on Rivers &amp; Canals”</i></b>	<b>ST MARKS CRESCENT METHOD STATEMENT</b>	
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### Revision History

<b>Date</b>	<b>Revision</b>	<b>Status</b>	<b>Revision Details</b>	<b>Originator</b>	<b>Reviewer/ Acceptor</b>
27-11-19	Rev A	FA	First issue of document	GJFH	JF

Status Code:

FA = For Acceptance

D = Draft

### Document Review Log

<b>Date of Review</b>	<b>Review Comments</b>	<b>Description of changes</b>	<b>Signature</b>
18/12/19	Page 4, section 2(a) – please revise the method statement as the silt should NOT be distributed into the centre of the canal, as the centre of the canal is the navigational channel which the Trust continually maintains. The dredging should be removed from site rather than distributing into the canal.	WHH Ltd will moor a small 10m barge at the end of the garden of 1 St Mark's Crescent to be loaded via a conveyor. The end of garden mooring is deep enough for the smaller barges due to the previous works at 31 St Mark's Crescent.	GJFH

## **1. Introduction**

This is a detailed Method Statement for loading/unloading of excavated material from 1 St Marks Crescent in London NW1 7TS into hopper barges for disposal via Powerday's recycling facility at Old Oak Wharf in Willesden. WHH Ltd will provide suitable barges and pusher tugs and competent personnel to move material from the St Marks Crescent site in Camden to Powerday at Willesden on the Paddington Arm. This method statement identifies the topics to be covered in detail for the works. Access for canal personnel, tools and plant is via the St Marks Crescent site in Camden.

## **2. Scope of Work**

### **(a) Site Set-up**

Site supervisor and boat skipper to arrive on site on 08/01/20. Site supervisor to brief operatives on safe system of work, site induction and safe working.

Site induction for all personnel highlighting the risks of working over water and the method of alerting the boat crew.

WHH Ltd will moor a small 10m barge at the end of the garden of 1 St Mark's Crescent to be loaded via a conveyor. The end of garden mooring is deep enough for the smaller barges due to the previous works at 31 St Mark's Crescent.

### **(b) Work Boats**

11.5m by 3.0m, 20 tonne capacity barge will be delivered to the St Marks Crescent site in Camden on Monday 8<sup>th</sup> January 2020 by canal and the tug skipper will liaise with the personnel on-site regarding loading the barge.

Demobilisation, at the end of the job the tug skipper will move the tug and dumb barge to moorings in Harefield.

## **3. Site Specific Method Statement**

### **(a) Barge mooring & Loading**

All personnel working on the site must wear suitable PPE for the type of work being undertaken including hi viz vests, hard hats and protective boots.

The tug skipper will moor the barge with fore and aft lines to the canal bank adjacent to the garden at 1 St Marks Crescent so as to keep the barge in position while it is loaded with excavated material via a conveyor. When loading is complete the tug skipper will navigate the loaded barge along the canal to Powerday's facility at Old Oak Wharf in Willesden

#### **(b) Unloading**

The tug skipper will moor the barge with fore and aft lines at Old Oak Wharf adjacent to the wharf access ramp to provide access for the Powerday unloading equipment into the barge. The excavated material will be unloaded into skips or rol-on-off bins for transit over the weighbridge before being tipped for disposal.

The tug skipper will navigate an empty barge back along the canal to the St Marks Crescent site in Camden for re-loading and return to Powerday.

#### **( c ) Work Boat Equipment**

The tug will be equipped with a first aid kit, lifejackets, lifebelts, fire extinguishers, mobile telephone and dry bag.

#### **(d) Persons on site**

Conveyor operator responsible for loading and an excavator operator responsible for unloading the barges.

Tug skipper responsible for moving the barge along the canal and mooring the barge at both sites.

### **4. Labour Force**

One tug skipper will be responsible for the safe navigation of the tug & barge along the canal and secure mooring of the barge.

### **5. Training**

All persons involved with loading and unloading craft and operating equipment will be selected by WHH Ltd. based on their experience in boat handling and their familiarity with the canals and their operation. Personnel will be selected for their range of skills and ability to work together as a team. Tim Wood, Technical Director, WHH Ltd. will take overall responsibility for the work. Prior to works commencing Tim Wood will hold

a meeting to explain the procedures and responsibilities implemented for safe loading/unloading.

**6. Lifting Equipment**

N/A

**7. Portable Tools**

N/A

**8. Mechanical Plant**

N/A

**9. Protection of Canal & River Trust Assets**

All operatives to be made aware of all Canal & River Trust assets and hazards.

**10. Materials**

Excavated material

**11. Temporary Structures**

N/A

**12. Working at Heights**

N/A

**13. Permits to Work and Licences**

JF Architects to ensure all necessary permits and licences are in place before craft arrive on site. Copies of the craft BSC Certificate, Insurance, licence and registered mooring site are available for inspection.

**14. Temporary Lighting and Power**

Moored barges at the Camden site will have battery powered amber flashing beacons attached at both canal side corners during night hours.

**15. COSHH**

There are not expected to be any materials used which are controlled by the COSHH Regulations.

## **16. Unloading and Storage**

At Powerday's Old Oak Wharf

## **17. PPE**

A PPE assessment for each operation will be carried out and all operatives will be briefed and provided with the appropriate equipment.

Each operative or visitor to the site will need to be equipped with steel toe capped footwear, safety helmet and high visibility vests.

1. Hard Hats to be worn at all times during lifting operations
2. Lifejackets for canal operatives to be worn at all times when working on or near the water
3. Gloves to be worn at all times
4. Toe protector boots to be worn at all times
5. High visibility vests to be worn at all times

## **18. Risk Assessment**

<b>Hazard</b>	<b>Identified Risk</b>	<b>Probability L/M/H</b>	<b>Person/Place at Risk</b>	<b>Action</b>
Slipping on wet surfaces or ropes	Cuts, grazes and broken bones	L	Canal operatives	Operatives to be aware of wet areas and obstacles on ground
Tripping and Falling	Cuts, grazes and broken bones	L	Canal operatives	Site to be kept tidy at all times and specified access routes to be used.
Canal operations, falling into the canal	Drowning, injury, water borne diseases	M	Canal operatives	Operatives to wear lifejackets at all times. Canal operatives to provide assistance to recover any operative from the canal and seek medical assistance as required. Operative to remove wet clothing when recovered from canal and wash thoroughly. Put on clean dry clothing and ensure operative is warm.
Wash from	Boat moves in	L	Canal	All equipment to be

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passing craft	wash making working difficult		operatives	safely and securely stowed at all times.
Barge sinks	Operatives and equipment are submerged in the canal	L	Canal Operatives Equipment	All craft are regularly surveyed and maintained for insurance purposes. All canal operatives must wear lifejackets when working on the canal or by the canal.
Environmental spillage	Discharge of oil or diesel into the canal	L	Canal	Boat skipper to ensure no oil or diesel is pumped out of the boat, or from pumps or generators into the canal.

## **19. RIDDOR**

All accidents, incidents and dangerous occurrences will be reported to the Technical Director in accordance with Company policy. Subsequent to any accident or incident, the procedures for that specific operation will be reviewed and amended if appropriate.

## **20. Systems/Codes of Practice**

All work to be carried out in accordance with Wood, Hall & Heward Ltd Policies and Procedures and the CRT Bye-Laws and guidelines for boaters:

- (a) Code of Practice for Works Affecting Canal & River Trust
- (b) Safety Guide for Contractors and for works on the towpath – Safety Bulletin 6
- (c) The Approved Waterways Code for Boaters, reprinted January 1996.

## **21. First Aid**

The tug skipper to check and maintain all safety equipment including first aid kit, life belt and line, mobile phone – fully charged.

## **22. Fire**

The tug skipper is responsible for checking and maintaining all firefighting equipment including fire extinguishers on the tug.

## **23. House Keeping**

Tug & Barge to be kept safe and tidy at all times. Site to be kept tidy at all times.



## **24. Access/Egress**

St Mark's Crescent site in Camden, London, NW1 7TS

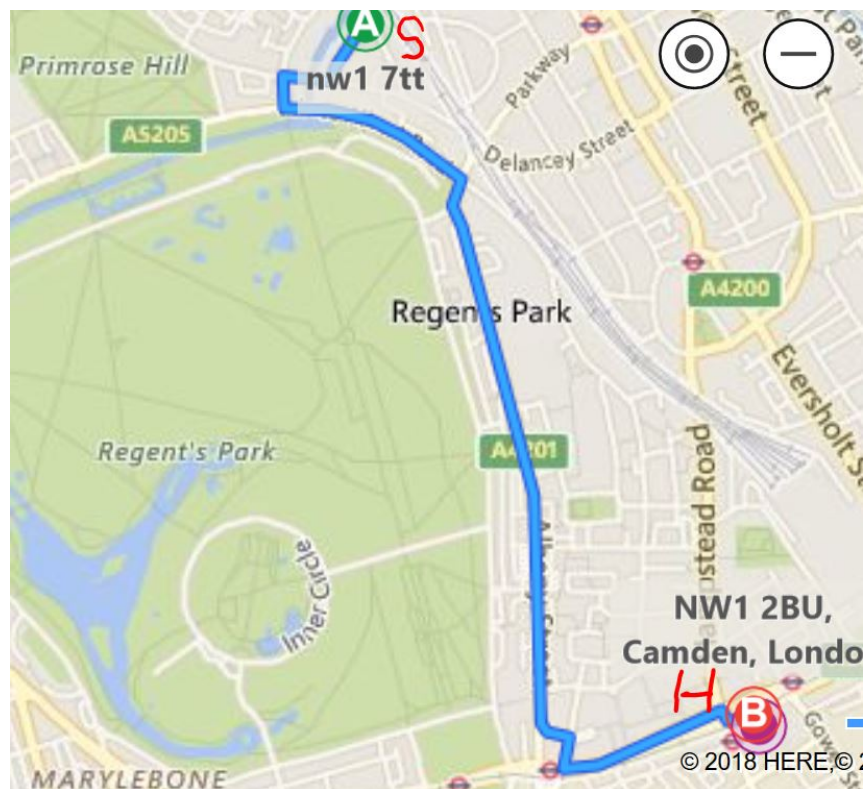
## **25. Emergency Procedures**

**The local hospital is:  
University College Hospital  
235 Euston Road  
London, NW1 2BU  
Tel: 020 3456 7890**

Should an incident occur the emergency services will need the following information:

- (a) state that it is an emergency**
- (b) give details of the nature of the emergency**
- (c) give exact location details**
- (d) state what emergency service(s) is/are needed**

### **University College Hospital Map**



### **Driving Directions to University College Hospital**

Leave St Mark's Crescent towards Regents Park Road, 492 ft

Turn right on to Regents Park Road, 367 ft

Turn left on to St Mark's Square, and then immediately turn left on to A5205 / Prince Albert Road, 0.3 mi

Turn right on to A4201 / Albany Street, 289 ft

Turn left to stay on A4201 / Albany Street, 0.8 mi

Turn right to stay on A4201 / Osnaburgh Street, 243 ft

Turn left on to A501 / Euston Road, 0.1 mi

Keep left on to Euston Road, 0.1 mi

Turn right on to A400 / Hampstead Road, 26 ft

Keep right to stay on A400 / Tottenham Court Road, 95 ft

Turn left to stay on A400, 164 ft

Arrive at A400 / Euston Road on the right

### **26. Transportation**

N/A

### **27. Signs and Notices**

To be provided by WHH Ltd.

### **28. Statutory Records**

As per Method Statement

### **29. Plant and Equipment**

N/A

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**Please note failure to comply with the above guidance notes and legislation may result in disciplinary procedures or possible dismissal.**

### **30. Record of Method Statement Induction**

I have read and fully understood this method statement and confirm that I will undertake the works as per the above method:

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

Signed:

Date:

Induction given by: G Heward

Position: Director

**Appendix A**

**Emergency Telephone Numbers**

- 1. For Emergency Services dial 999**
- 2. For Emergency Service from a mobile phone dial 112**
- 3. University College Hospital, 020 3456 7890**
- 4. JF Architects, 020 8981 5665**
- 5. CRT, 0303 040 4040**
- 6. Wood, Hall & Heward Ltd. 01895 820203**
- 7. Wood, Hall & Heward Ltd., Gerry Heward, 07951 026174**
- 8. Wood, Hall & Heward Ltd., Tim Wood, 07939 038142**

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## **Appendix B Anticipated Schedule of Activity**

**Wednesday 8<sup>th</sup> January 2020** deliver hiab barge to de-silt mooring

**Thursday 9th Jan to April 2020** - working on site

**May 2020** – demobilise tugs & barges

## **Appendix C Wood, Hall & Heward Ltd**

### **HEALTH & SAFETY POLICY**

This policy is issued in accordance with Section 2(3) of the Health and Safety at Work Act 1974.

The Board of Directors of Wood, Hall & Heward Ltd. considers health and safety to be the highest priority for managers, employees, customers, and visitors, and require all personnel to observe the appropriate safety procedures. Health and safety depends on the alertness and personal commitment of all. WHH Ltd is committed to continuous improvement in our health & safety performance. The Managing Director has ultimate responsibility for formulating and implementing the company's health & safety policy.

Wood, Hall & Heward Ltd. is committed to the following objectives:

- Eliminating preventable injury and minimizing risk to the health, safety and welfare of employees, subcontractors, customers and the general public, so far as is reasonably practicable.
- Identifying and complying with relevant legislation, regulations and codes of practice.
- Making health and safety a prime responsibility for all managers, employees and subcontractors through positive management from the most senior executive to first line supervisors.
- Providing information to employees and subcontractors about workplace safety and health issues through internal communication channels such as supervisor-employee meetings, method statements, or other written communications as required.
- Consulting with employees on all matters that effect their health and safety, ensuring adequate financial and physical resources are available and suitable measures are taken to implement this policy.

All staff are reminded that they, as individuals, have responsibilities under sections 7 and 8 of the Act and must ensure that their own health and safety, and that of other persons who may be affected by their action, is maintained.

Each employee and subcontractor is expected to obey safety precautions and to exercise caution in all work activities. Employees and subcontractors must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment or contract.

All employees driving vehicles belonging to Wood, Hall & Heward Ltd or when driving their personal vehicles while conducting company business **must** wear a seat belt as required by law.

All employees must wear suitable personal protective clothing and equipment, for the type of work being carried out or as directed in the appropriate method statement.

In the case of accidents that result in injury, **regardless of how insignificant the injury may appear**, employees should immediately notify the appropriate supervisor. Failure to report an on-the-job injury, no matter how minor, within 24 hours of the injury, may jeopardise treatment and insurance coverage. C. Hall, Managing Director

## **Appendix D**

### **Wood, Hall & Heward Ltd**

#### **Environmental Policy**

Wood, Hall & Heward Ltd. is fortunate to work and operate on Britain's waterway infrastructure which is an important part of our nation's heritage, offering a rich diversity in both man made and natural heritage.

We recognise that water transport has positive environmental advantages over other transport modes and that the canals and natural habitats we operate on are capable of contributing to the quality of life.

We recognise that there are many people who enjoy the canals all the year round and we aim to conduct our operations in such a way as to act in harmony with other waterway users and protect the public from injury or disturbance.

We are determined to ensure that these environmental benefits are strengthened across the spectrum of our operations. Specifically, we will do this by integrating good environmental management with the safe and efficient operation on the waterway system, and by providing resource and expertise to make this a practical reality.

In pursuing the best practicable environmental option:

- We will comply fully with and keep abreast of all legal obligations covering our operations, both present and future, requiring our employees and contractors to act in accordance with our environmental policy, for which we will provide appropriate training and communications. We will also communicate this policy to our customers and seek their help in implementing it.
- We will ensure that new projects and maintenance are managed professionally in a way which incorporates assessment of environmental impact and takes appropriate action to keep any adverse impacts to a minimum.
- We will seek to minimise emissions and reduce waste from our activities, concentrating on areas where there is most room for improvement in order to make most impact.
- We will aim to be sensitive in our management of natural and heritage features, taking into consideration the views of all those with an interest in our activities and working with them where appropriate.

Implementation of Wood, Hall & Heward's environmental policy will be the overall responsibility of line managers and Directors.



### **Appendix E. Man Overboard Procedures**

The following information comes from 'Man Overboard Procedures, this is a free publication available from the Coastguard, RNLI and other organisations.

#### **Action**

**When you first discover that someone has fallen overboard, the most important thing to remember is Don't panic!**

**If the person overboard is on a lifeline, stop the boat immediately and then recover them using the lifeline/harness as necessary.**

#### **Check List**

**Immediately throw a lifebuoy and attachments overboard.**

**Raise the alarm by shouting: "Man Overboard!" (Even if you are the only one left aboard, shouting "Man Overboard" may provide reassurance to the person in the water).**

**If there are others on board, instruct a crew member to watch the person in the water and point continuously.**

**Start your recovery manoeuvre. You may have to start your engine - Beware of loose ropes fouling the propeller.**

**If possible note your position - it may prove vital if contact is lost with the person in the water.**

**If you are the only person on board, do not leave the deck as you may become disorientated and lose sight of the person in the water.**

**During the hours of darkness, a torch, which will pick up the reflective tape on clothing/lifejacket, can be used to illuminate the area.**

**If you cannot see the person in the water, or you have any doubt about your ability to recover him/her, call for help.**

#### **Manoeuvring with an engine**

**To stay as close to the person in the water as possible:**

**Come up to wind and heave to.**

**Throw a heaving line to the person in the water, if in range and haul alongside.**

**If not within heaving range:**

**- start the engine**

**Ensure there are no lines lying loose on deck or over side that could foul the propeller.**



**Man Overboard: The Downwind Approach**

*Approach casualty from down wind and current.*

*Position casualty on port side, head towards the stern of the Safety Boat.*



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**Man Overboard: The Upwind Approach.**

*Approach casualty from upwind  
Portside to.*

*Safety Boat will drift down wind  
On to the casualty.*

*Take care that the Safety Boat does  
Not get blown over the casualty.*

**In the water**

**Look for the lifebuoy which may be close by. Remain calm, keep your legs together and restrict movements to stop flushing cold water under your clothing.**

**What ever your situation conserve your body heat - the greatest threat to your survival is from the cold. Remember in UK waters during winter your ability to assist in your rescue will be greatly diminished after ten to fifteen minutes.**

**In rough conditions, turn your back to the waves to keep your mouth and nose clear of spray.**

**Tighten up wrist, ankle and neck fastenings of protective clothing to reduce heat loss and the onset of hypothermia. Do not attempt to swim back to the boat for the same reasons.**

**Recovery**

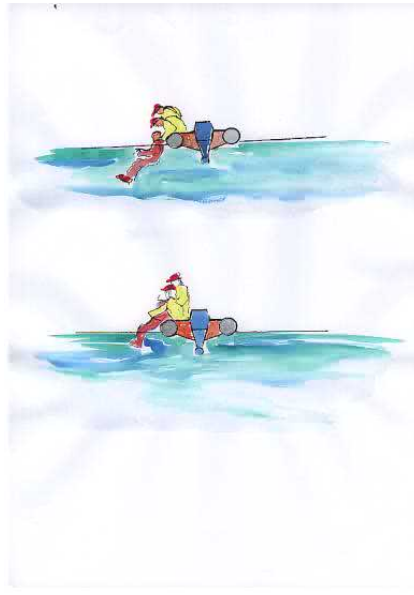
**Getting the person aboard can be difficult. If you have a boarding ladder and the person in the water is able to help themselves, use it if it is safe**

to do so. If they are unconscious or exhausted, a form of lifting gear will need to be improvised.

A short strop used in conjunction with a block and tackle rigged on the end of a halyard would make it easier for a heavy casualty to be brought on board.

A parbuckle can be improvised by using ropes or nets and the rolling the person out of the water.

Prevention is better than cure. Ensure that all actions and safety precautions to prevent a person overboard have been taken and practice drills regularly in all weathers and conditions - You could save someone's life.



**Vertical Lift.**

*Helm and crew turn the casualty to face away from the Safety Boat.  
Grasp the casualty under their arms, and lift.*

### **How to attract attention in an emergency**

Carry a portable foghorn and use the whistle fitted to your lifejacket to attract attention if necessary.

### **Carry!**

Always carry a tow-rope and ensure you have a strong towing point in the fore end of the boat.

Carry a first aid kit, a torch and a fully charged mobile phone.

A first aid kit and basic first aid knowledge can provide invaluable until professional assistance arrives

**Keep all your essential small gear in a watertight container.**

**Carry an in-date fire extinguisher and a bailer**

**Be Aware!**

**Keep a good look out at all times and be aware of your surroundings.**

**Always turn gas bottles off at source when not in use.**

**If in doubt, call for help - don't leave it too late!**

**Remember - it is easier to find you in daylight than it is in darkness.**

**Emergency Procedures**

**If you should ever find yourself in a situation where you have had to call out the emergency services, there are quite a few ways in which you can assist to make the rescue go as smoothly as possible. The points covered by these guidelines are worthy of consideration, should such a position arise.**

**Clothing/Lifejackets**

**If you are in an emergency situation, ensure all crew members are wearing lifejackets and that they are all properly secured.**

**Put on warm clothing and headgear in case you end up in the water during the rescue operation. This should be done as soon as possible as you may become too busy as the situation develops.**

## **Appendix F**

### **Wood, Hall & Heward Ltd**

#### **Guidance Note**

#### **WEIL'S DISEASE**

The national rat population is increasing and between 50% and 60% of rats carry and excrete the organism *Leptospira ictero-haemorrhagiae* in their urine. Infection of humans with this organism causes an illness (commonly called Weil's disease) which has been known to result in death in 10% of cases.

There has been a recent increase in the incidence of this disease: 32 cases were notified in 1986, 68 cases in 1987 and 133 cases in 1988.

Formerly the disease occurred mainly among sewage or abattoir workers, farm workers and miners but recent records show that the majority of deaths are now related to water activities. In 1989 there were 19 deaths and 13 of these were associated with water users.

#### **ABOUT THE ILLNESS**

The organism enters the body through breaks in the skin such as cuts, blisters and abrasions, or via the lining of the nose, throat or alimentary tract. The incubation period is 7-13 days and the disease starts with a fever, muscular aches and pains, loss of appetite and vomiting with prostration. Subsequent bruising of the skin, sore eyes, nose bleeds and jaundice may occur. The fever lasts about five days and may be followed by significant deterioration.

It is vital that the doctor be told that the patient may have been in contact with a source of infection. The symptoms can easily be mistaken for those of flu and, if the patient has a clean occupation, the possibility of Weil's disease may be overlooked in the early stages.

Laboratory testing of blood will confirm the diagnosis but this may take undue time in an ordinary hospital lab. If Weil's disease is suspected the samples should be sent direct to:

The Leptospirosis Reference Unit  
Public Health Laboratory  
County Hospital  
HEREFORD  
HR1 2ER  
Tel: 01432 277707

Where they will be tested within 24 hours. Treatment is usually by Penicillin Antibiotic.

## **RATS AND THE ILLNESS**

Rats commonly live near water and in areas where there are sources of food such as animal feed, grain, or food residues from human habitation or other animals: farms, stables, high density animal husbandry units, around canteens in such places as quarries and along river and canal banks.

The leptospira organism is passed in the rats' urine and, while it does not live long in dry conditions, can survive some time in water.

Salt water soon kills off the organism but there is a significant risk in tidal waters such as the lower parts of the Wye in the Forest of Dean and other rivers. The risk increases upstream and is greatest in canals, ponds or areas of slowly draining water; thus there is a significant risk in caves carrying drainage from farm land, stables or quarries.

## **PREVENTION**

Any skin wound or blister, old or new, may be infected if immersed in water polluted by the organism. By the nature of their sport it is difficult for cavers to avoid cuts and abrasions on their hands, particularly when "digging". Wearing gloves probably provides the most effective protection since waterproof surgical plasters on their own are unlikely to stay in place. Clean, fresh water should be used to wash wounds as soon as possible.

## **BE AWARE**

The disease is curable if recognised in time, but many doctors in urban areas will never have encountered it. If you have any reason to suspect that you may have been infected, you may need to draw your doctor's attention to the possibility that the symptoms could be Weil's Disease.

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## **THE SYMPTOMS**

The incubation period is 7-13 days. Early Symptoms are:

Fever, Muscular aches and pains, Loss of appetite, Vomiting with prostration

Later symptoms may include:

Bruising of the skin, Sore eyes, Nose bleeds, Jaundice

The fever lasts for about five days, and may be followed by significant deterioration.

## **Testing for the disease**

If Weil's Disease is suspected, the samples should be sent direct to:

The Leptospirosis Reference Unit, Public Health Laboratory

County Hospital, Hereford, HR1 2ER

Tel: 01432 277707

## **Appendix G Wood, Hall & Heward Ltd. Blue-green algae guidance note**

### **1. Occurrence of Blue-green algae**

Blue-green algae occur in fresh, brackish and seawaters throughout the world. In the UK they can occur in lakes, ponds, canals, reservoirs and coastal waters. While usually green or blue-green in colour, they may be khaki, blue, black, dark brown or red.

When present in high concentrations, colonies of blue-green algae can often be seen with the naked eye: they may resemble fine grass cuttings or take the form of small irregular clumps, or pinhead-sized spheres. Blue-green algae in high concentrations in the water column form ‘blooms’ and when blown onto a downwind shore, form scums that may be centimetres thick. Scums may also be seen in slow-flowing rivers and streams downstream from lochs. Decaying scums can appear bleached as sky-blue, grey or white masses.

Blue-green algae may also grow on the bottom of shallow water bodies and on shoreline rocks. They occasionally form thick gelatinous mats, which may be exposed as the water level falls or may detach from the bottom and reach the shoreline. These mats are usually very dark in colour (black, dark brown or green) and cohesive and are sometimes mistaken for sewage.

Some types of algae, for example filamentous algae, occasionally form surface scums and growths of some water plants, particularly duckweed, might be mistaken for blue-green algae.

### **2. Public Health Concerns**

Surveys around the world have found that between 45% - 90% of blooms of blue-green algae produce toxins. Blue-green algae of several genera can produce a range of toxins including neurotoxins, hepatotoxins and lipopolysaccharides. An algal bloom may contain more than one species, each producing different toxins. In addition, the toxicity of one species might change over time to a pattern that might vary for different places on a particular water body.

The effects of algal toxins have been reported amongst canoeists in the UK including atypical pneumonia, abdominal pains, vomiting, diarrhoea, blistering of the mouth and sore throats. The effects were probably due to exposure to blue-green algae and ingestion of the toxin-containing blue-green algal scum.

Ingestion of hepatotoxic and neurotoxic scums of blue-green algae are reported to have caused the deaths of cattle, sheep, dogs and birds. There is also evidence that algal toxins have been major contributors to fish kills.



Risk Category	Nature and intensity of use
<b>High</b>	<p>Waters that are either consumed by people or animals or used for activities involving immersion or appreciable skin contact.</p> <ul style="list-style-type: none"> <li>• Potable water supplies</li> <li>• Bathing, Paddling, Diving</li> <li>• Sail-boarding, Water-skiing, Jet-skiing and Canoeing</li> <li>• Immersion of domestic animals</li> <li>• Livestock watering</li> </ul>
<b>Medium</b>	<p>Waters for which the risk of ingestion of blue-green algal material or of toxins is small and appreciable skin contact with blooms is unlikely. Standing waters that are used for spray irrigation of crops.</p> <ul style="list-style-type: none"> <li>• Sailing and rowing</li> <li>• Fish Farming</li> </ul>
<b>Low</b>	<p>Waters that are inaccessible or not used or are used only for angling, or other non-contact activities</p> <ul style="list-style-type: none"> <li>• Angling</li> <li>• Irrigation</li> <li>• Pleasure cruising</li> <li>• General amenity</li> </ul>

### 3. Recreational waters

Exposure to cyanobacteria in recreational waters can result in irritative symptoms caused by unknown cyanobacterial substances or the potentially more serious hazard of exposure to high concentrations of known cyanotoxins, particularly microcystins. The recommended guideline values and actions are in Table 3 below.

**Table 1: Guideline values, health risks and specific actions**

Guidance level or situation	Health risks	Action required
Cyanobacterial scum formation in bathing areas	<ul style="list-style-type: none"> <li>• Potential for acute poisoning</li> <li>• Potential for long-term illness with some</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate action to control contact with scums</li> <li>• Possible prohibition of swimming and other water-contact activities</li> </ul>

<b><i>“Working on Rivers &amp; Canals”</i></b>	<b>ST MARKS CRESCENT METHOD STATEMENT</b>	
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	cyanobacterial species <ul style="list-style-type: none"> <li>• Short-term adverse health outcomes e.g. skin irritations, gastrointestinal illness</li> </ul>	<ul style="list-style-type: none"> <li>• Public health follow up investigation</li> <li>• Inform public and relevant authorities</li> </ul>
20,000 cells cyanobacteria/ml or 10 µg chlorophyll a/l with dominance of cyanobacteria	<ul style="list-style-type: none"> <li>• Short-term adverse health outcomes e.g. skin irritations, gastrointestinal illness</li> </ul>	<ul style="list-style-type: none"> <li>• Watch for scums or conditions conducive to scums</li> <li>• Discourage bathing and further investigate hazard.</li> <li>• Post on-site risk advisory signs</li> <li>• Inform relevant authorities</li> </ul>

## Blue-Green Algae and Inland Waters



### What are blue-green algae?

Blue-green algae are minute plants that occur naturally in lochs, ponds, reservoirs, rivers and in the sea. They tend to clump together to form large masses or scums. Blue-green algae commonly occur during periods of prolonged hot weather in waters that have been polluted by agricultural, domestic or industrial discharges.

In still waters the algae can multiply during the summer months to such an extent that they discolour the water which then appears green, blue-green or greenish brown. Sometimes a scum may form on the surface. This scum can appear in different places at different times, but is most commonly found at the water's edge or shoreline.

### **How do blue-green algae affect humans and animals?**

Some, but not all the blue-green algae release poisons into the water. It is not possible to tell which algae do or do not produce poisons without detailed examination in a laboratory, therefore it is advisable to regard all algal scums as poisonous.

The toxins of blue-green algae can cause death to animals either through drinking contaminated water or swallowing quantities of the scum. Dogs have died after going into the water at the shores of affected areas.

Canoeists, wind surfers and swimmers who have either swum through algal scum or swallowed it have suffered from skin rashes, eye irritation, vomiting, diarrhoea and pains in muscles and joints. There have been no reports of long-term illness or death in human beings. However, illnesses were sometimes severe.

Drinking water supplies are treated to prevent any harmful effects to health from blue-green algae.

### **What should I do about blue-green algae?**

Avoid all contact with affected or suspect water and ensure that children and pets are kept away. Farmers should ensure that their animals do not have access to contaminated water. This may require fencing around the suspect waters. If any member of the public find areas of water affected with blue-green algae they should inform the local Environmental Service. Further action may include posting notices around the affected water to let local residents, visitors or patrons know what the position is.

### **What about eating fish from affected waters?**

At the moment it is thought that eating fish from waters affected by the blue-green algae is safe provided that the fish is thoroughly gutted and washed before cooking and eating.

You should not feed the liver from fish caught in waters affected with blue-green algae to pets.

## **Appendix H Wood, Hall & Heward Ltd**

### **Environmental Guidance Notes**

In order to meet its legal obligations and objectives for continual improvement, Wood, Hall & Heward Ltd. requires all it's employees and subcontractors to comply with the environmental guidance notes provided below.

#### **Pollution: Oil & Fuel**

Employees and subcontractors on site must have awareness of how to deal with a spillage of oil and fuel.

Any spillage of oil and fuel is unacceptable and must be correctly cleaned up.

Any spillage must be reported to the site supervisor or manager.

Do not wash spillage into the drainage system.

Attempts to cover up a spillage or deal with it in an inappropriate way will be viewed very seriously.

Oil & fuel stored in drums must be stored on an impermeable surface and/or bunded.

Do not store oil and fuel near to watercourses or drains.

Refuelling should take place in the site compound or other designated refuelling areas.

Fuel should not be transported around the site using drums or temporary containers unless you have been given permission to do so.

Bowsers/storage tanks must be sited in a bund or otherwise must be of the internally (double skinned) type.

Pumps and nozzles must be capable of being made secure to prevent inadvertent discharge or vandalism.

Pumps and nozzles must not be left unattended during refuelling to avoid the risk of overflowing the receiving tank.

#### **Craft, Plant & Equipment**

Craft and plant must be regularly inspected and maintained to avoid:

- Leaks including any evidence of leakage of oil, fuel or other fluids.
  - Excessive noise due to inadequate silencing, mechanical defects, loose or missing components.
  - Excessive exhaust fumes/smoke (except immediately after a cold start)
- Precautions must be taken during the servicing of craft and plant to prevent oil, fuel or other fluids from contaminating the ground or water courses.

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Waste oil and filters must be disposed of correctly via a licensed waste disposal service.

Oil and contaminated filters, rags, etc. must not be placed in any skip or container on site except for those which have been provided specifically for this purpose.

### **Noise**

Keep to the agreed working hours

Obtain permission for working outside specified working hours.

Any working, movement of craft, commercial vehicles or plant, loading or unloading outside specified working hours will not be tolerated unless previously agreed with the works supervisor or manager.

### **Waste and Good Housekeeping**

Help keep the site and working areas clean and tidy.

Accumulations of waste and litter are unacceptable.

All employees and subcontractors should be aware that there are legal obligations for waste to be handled and disposed of correctly.

Do not use unlicensed waste carriers or contractors.

Comply with any waste segregation scheme established for the site.

Do not put Special Waste (oily or contaminated) in with normal waste such as soil, concrete, timber, cardboard, etc.

Do not burn waste on site unless the site supervisor or manager has given permission to do so.

### **Wildlife & Natural Features**

Report to the site supervisor or manager immediately any evidence for the presence of protected species on the site such as: Bats, Badgers, Great Crested Newts, Natterjack Toads, Snakes, Reptiles.

Do not touch or disturb any protected species of animal or plant.  
Do not disturb nesting birds.

Ensure employees and subcontractors are made aware if a site has special designation such as, a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA), etc.

Do not cause unnecessary harm to trees or natural features.

## APPENDIX I WHH LTD. ENVIRONMENTAL INCIDENT/NON- CONFORMANCE REPORT

### Filling in this form

- **Part A** of this form is to be **completed** and **signed** by the person reporting the event
- Use a BLACK or BLUE pen and write in BLOCK CAPITALS
- **An example has been completed in RED on pages 3 and 4 (form can be completed by hand & sent through the internal post or completed electronically and emailed to the Environment Manager).**

PART A	
1.	Full name <span style="float: right;">.....</span>
2.	Job title <span style="float: right;">.....</span>
3.	Were you directly involved in the incident/ non-compliance? <i>If no, state capacity in completing this form</i> <span style="float: right;"><u>YES/NO</u>      <u>CAPACITY:-</u></span>
4.	Date of incident/non-compliance <span style="float: right;">.....</span>
5.	Time of incident/non-compliance <span style="float: right;">.....</span>
<b><u>6. Brief description of the location of the incident/non-compliance</u></b>	
7.	What occurred? <div style="display: flex; align-items: flex-start;"> <input type="checkbox"/> Incident  <input type="checkbox"/> Near miss  <input type="checkbox"/> Non-compliance with relevant legal and other requirements                     </div>
8.	Nature of the occurrence? <div style="display: flex; align-items: flex-start;"> <input type="checkbox"/> Fire  <input type="checkbox"/> Explosion  <input type="checkbox"/> Spillage, leakage or uncontrolled discharge of substances (other than special, hazardous or restricted substances)  <input type="checkbox"/> Spillage of special, hazardous or restricted substances (eg oil, detergent, paint)  <input type="checkbox"/> Emission to air of gas, dust, fumes or other pollutants  <input type="checkbox"/> Pollution of water courses, surface water drains, foul water sewers  <input type="checkbox"/> Contamination of land, flora, fauna  <input type="checkbox"/> Damage to archaeology, listed building, local heritage etc  <input type="checkbox"/> Noise, litter, light, odour, vibration or other nuisance  <input type="checkbox"/> Waste management (escape or improper storage/disposal)  <input type="checkbox"/> Human health and safety  <input type="checkbox"/> Other risk <i>(please describe below)</i> </div>
<b><u>Further details Give as much detail as you can. For instance, the name of any substances involved, what happened leading up to the event, the part played by any people including third parties, the names of any witnesses, any action taken at the time of the event</u></b>	
Signature: <span style="float: right;">Date of completing this form:</span>	



After completion of **PART A**

- Photocopy this form twice (unless sending by email)
- Send the ORIGINAL form to the environmental management representative
- Retain one COPY for your own records

## PART B

**(for completion by the environmental management representative)**

1.	Preventative or corrective action identified and agreed	
	Signature	
	Position	Date of implementation
2.	<b>VERIFICATION</b> Give information on the verification process, include details of any checks carried out, and reference any audit checklists used.	
	Signature	Date of verification
	Position	
	Date of closure	Signature
		Position

**PART A**

1.	Full name	<u><b>JOE BLOGGS</b></u>
2.	Job title	<u><b>PLANT OPERATIVE</b></u>
3.	Were you directly involved in the incident/ non-compliance? <i>If no, state capacity in completing this form</i>	<u><b>YES/NO</b></u> <u><b>CAPACITY</b></u> <u><b>YES</b></u> <u><b>DRIVING DIGGER</b></u>
4.	Date of incident/non-compliance	<u><b>17 FEB 2011</b></u>
5.	Time of incident/non-compliance	<u><b>08.30</b></u>
6.	<b><u>Brief description of the location of the incident/non-compliance</u></b> <u><b>SPRINGWELL FARM, MIDDX UB9 6PG</b></u>	
7.	What occurred?	<input type="checkbox"/> <b>NEAR MISS</b>
8.	Nature of the occurrence?	<input type="checkbox"/> Fire <input type="checkbox"/> Explosion <input type="checkbox"/> Spillage, leakage or uncontrolled discharge of substances (other than special, hazardous or restricted substances) <input type="checkbox"/> <b>Spillage of special, hazardous or restricted substances (eg oil, detergent, paint)</b> <input type="checkbox"/> Emission to air of gas, dust, fumes or other pollutants <input type="checkbox"/> Pollution of water courses, surface water drains, foul water sewers <input type="checkbox"/> Contamination of land, flora, fauna <input type="checkbox"/> Damage to archaeology, listed building, local heritage etc <input type="checkbox"/> Noise, litter, light, odour, vibration or other nuisance <input type="checkbox"/> Waste management (escape or improper storage/disposal) <input type="checkbox"/> Human health and safety <input type="checkbox"/> Other risk ( <i>please describe below</i> )
<b><u>Further details</u></b> <b><u>Give as much detail as you can. For instance, the name of any substances involved, what happened leading up to the event, the part played by any people including third parties, the names of any witnesses, any action taken at the time of the event.</u></b>		
<ul style="list-style-type: none"> <li><b>When reversing the digger I didn't notice the oil bowser parked behind me. I hit the bowser but no damaged was caused and no oil leaked from the bowser.</b></li> <li><b>The bowser has now been moved away from frequent plant movement areas.</b></li> </ul>		
Signature <b>Joe Bloggs</b>		Date of completing this form <b>17 February 2011</b>



After completion of **PART A**

- Photocopy this form twice
- Send the ORIGINAL form to the environmental management representative
- Retain one COPY for your own records

**PART B**

**(for completion by the environmental management representative)**

1.	<p>Preventative or corrective action identified and agreed</p> <p>Action to be taken: <i>Details that the oil bowzers must be kept well away from plant movement areas at all times is now to be included in the method statement for using the mobile bowser</i></p> <p>By whom <b>This will be written by the environmental manager</b></p> <p><b>Deadline for implementation</b> <i>by 28 February 2011</i></p>	
	<p>Signature <b>A. GREEN</b></p> <p>Position <b>ENVIRONMENTAL MANAGER</b></p> <p>Date of implementation <b>18 FEBRUARY 2011</b></p>	
2.	<p><b>VERIFICATION</b> Give information on the verification process, include details of any checks carried out, and reference any audit checklists used.</p> <p>Comments</p> <p><b>NEW WORK INSTRUCTIONS ISSUED ON 25 FEBRUARY 2011</b></p> <p><b>ON-SITE CHECKS UNDERTAKEN ON 4 AND 16 MARCH 2011. FOUND TO BE IMPLEMENTED.</b></p> <p>Signature <b>P CHECKER</b> Date of verification <b>17 MARCH 2011</b></p> <p>Position <b>ENVIRONMENTAL MANAGEMENT SYSTEM INTERNAL AUDITOR</b></p>	
	<p>Date of closure <b>20 MARCH 2011</b></p>	<p>Signature <b>A Green</b></p> <p>Position <b>ENVIRONMENTAL MANAGER</b></p>

<b><i>“Working on Rivers &amp; Canals”</i></b>	<b>ST MARKS CRESCENT METHOD STATEMENT</b>	
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## Appendix J

WHH Ltd

### WORKBOAT/TUG DEFECTS REPORT

Workboat/Tug Name:	Location:
Operator:	Date:

#### **Hull, Deck and Handrails**

General

Condition.....

Work Required

(section).....

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#### **Engine / Machinery**

a. Description (of plant)

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b. Description (of repair)

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#### **Details of Other Defects**

Description of Defect

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Comments or suggested remedy

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<b><i>“Working on Rivers &amp; Canals”</i></b>	<b>ST MARKS CRESCENT METHOD STATEMENT</b>	
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## APPENDIX K



### Minor Alteration to Method Statement Date: .....

What is the change?	Why is the original instruction unsuitable?	New Instruction	How will it be actioned?
			Client / WHH /Operatives Please sign and print name and position



## **POINT OF WORK ASSESSMENT INSTRUCTIONS**


For all significant tasks carried out on behalf of clients and internally a method statement is provided based on information provided by the client and site visits etc. However, when preparing to actually perform the task it may be found that the instructions in the method statement require modification. This may be due to a change in conditions or a previously unidentified issue. If this happens then the following process should be carried out:

- 1) Stop the task and make the site safe by securing vessels, equipment etc.
- 2) Consult the site manager or ring a WHH Director to explain the change in conditions encountered.
- 3) In consultation with these parties agree whether a minor modification to the statement to reflect the new job instruction will suffice.
- 4) In this case the modification should be agreed by all parties, the method statement should be manually changed or appended using the page overleaf and signed by the operative and client and work may proceed.
- 5) If the consultation deems that a major change is required then work on this task should be stopped until management at the client and Wood Hall and Heward have defined and agreed a new process.
- 6) A new method statement must be issued once this process has been agreed and this must be re-issued read and signed by all relevant management and operatives.
- 7) Once the new method statement has been signed an assessment as to whether the relevant equipment to carry out the newly defined process is in place and therefore when work can re-commence.
- 8) Once everything has been agreed and provided work may re-commence.
- 9) **OPERATIVES MUST NOT CHANGE WORK INSTRUCTIONS UNLESS THEY HAVE AGREEMENT FROM WHH AND / OR CLIENT MANAGEMENT**

Issued September 25/09/11 to be part of method statement process



**Appendix L**

 Health and Safety at Work etc Act 1974 ?  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 [Click here for report guidance](#)

## Report of an injury or dangerous occurrence

**Filling in this form**  
This form must be filled in by an employer or other responsible person.

### Part A

**About you**

- 1 What is your full name?
- 2 What is your job title?
- 3 What is your telephone number?

**About your organisation**

- 4 What is the name of your organisation?
- 5 What is its address and postcode?
- 6 What type of work does the organisation do?

### Part B

**About the incident**

- 1 On what date did the incident happen?
- 2 At what time did the incident happen?  
(Please use the 24-hour clock eg 0600)
- 3 Did the incident happen at the above address?  
Yes ☐ Go to question 4  
No ☐ Where did the incident happen?  
☐ elsewhere in your organisation – give the name, address and postcode  
☐ at someone else's premises – give the name, address and postcode  
☐ in a public place – give details of where it happened

If you do not know the postcode, what is the name of the local authority?

- 4 In which department, or where on the premises, did the incident happen?

### Part C

**About the injured person**  
If you are reporting a dangerous occurrence, go to Part F. If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured person.

- 1 What is their full name?
- 2 What is their home address and postcode?
- 3 What is their home phone number?
- 4 How old are they?
- 5 Are they  
☐ male?  
☐ female?
- 6 What is their job title?
- 7 Was the injured person (tick only one box)  
☐ one of your employees?  
☐ on a training scheme? Give details:  
  
☐ on work experience?  
☐ employed by someone else? Give details of the employer:  
  
☐ self-employed and at work?  
☐ a member of the public?

### Part D

**About the injury**

- 1 What was the injury? (eg fracture, laceration)
- 2 What part of the body was injured?

F2508 (05.00) [Next Page](#)



**3 Was the injury (tick the one box that applies)**

☐ a fatality?

☐ a major injury or condition? (see accompanying notes)

☐ an injury to an employee or self-employed person which prevented them doing their normal work for more than 3 days?

☐ an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

**4 Did the injured person (tick all the boxes that apply)**

☐ become unconscious?

☐ need resuscitation?

☐ remain in hospital for more than 24 hours?

☐ none of the above.

## Part E

### About the kind of accident

Please tick the one box that best describes what happened, then go to Part G.

☐ Contact with moving machinery or material being machined

☐ Hit by a moving, flying or falling object

☐ Hit by a moving vehicle

☐ Hit something fixed or stationary

☐ Injured while handling, lifting or carrying

☐ Slipped, tripped or fell on the same level

☐ Fell from a height

How high was the fall?  
metres

☐ Trapped by something collapsing

☐ Drowned or asphyxiated

☐ Exposed to, or in contact with, a harmful substance

☐ Exposed to fire

☐ Exposed to an explosion

☐ Contact with electricity or an electrical discharge

☐ Injured by an animal

☐ Physically assaulted by a person

☐ Another kind of accident (describe it in Part G)

## Part F

### Dangerous occurrences

Enter the number of the dangerous occurrence you are reporting. (The numbers are given in the Regulations and in the notes which accompany this form)

## Part G

### Describing what happened

Give as much detail as you can. For instance

- the name of any substance involved
- the name and type of any machine involved
- the events that led to the incident
- the part played by any people.

If it was a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if you need to.

## Part H

### Your signature

Signature \_\_\_\_\_

Date \_\_\_\_\_

If returning by post/fax, please ensure this form is signed, alternatively, if returning by E-Mail, please type your name in the signature box

**Where to send the form**

Incident Contact Centre, Caerphilly Business Centre,  
Caerphilly Business Park, Caerphilly, CF83 3GG.  
or email to riddor@natbrit.com or fax to 0845 300 99 24

**For official use**

Client number _____	Location number _____	Event number _____	<input type="checkbox"/> INV <input type="checkbox"/> REP <input type="checkbox"/> Y <input type="checkbox"/> N
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**Continue**