



RW2019

Task Plan and Method Statement

Volunteers must also refer to site wide Project Plan

Version: 1

Waterway Recovery Group

(WRG)

in conjunction with

River Waveney Trust

(RWT)

WRG 2018 TASK PLAN

Site: Geldeston (Shipmeadow) Lock

Version: 1

Camp Date: **19 May 2019**

Name: [REDACTED]

Position: **Camp Leader**



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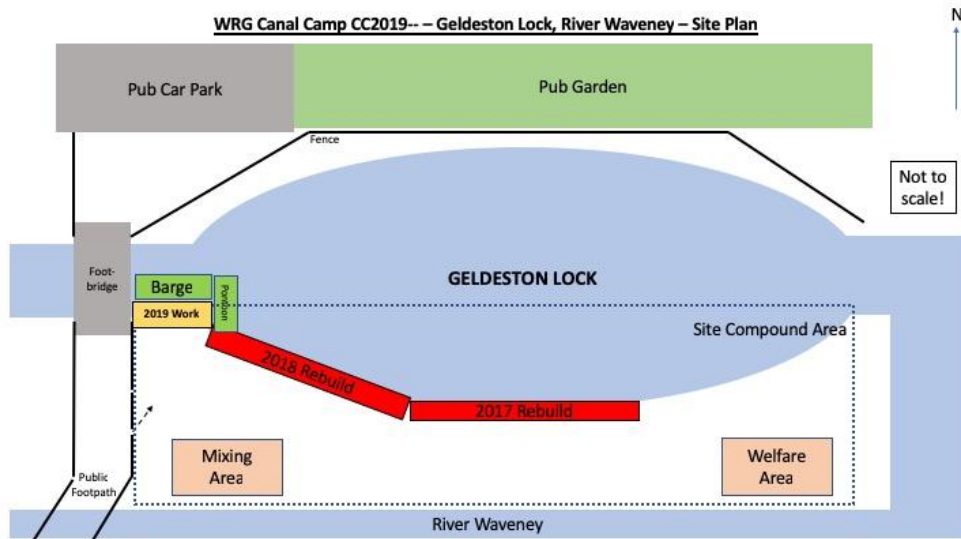
| | | | | | |
|---|--|----------------------|--|------------|------------|
| Site | Geldeston (Shipmeadow) Lock, River Waveney | MS Title | Dismantling of compromised part of lock wall and reinstatement of removed brickwork. | Ref | WRG RW2019 |
| Work Area | Western section of south wall of the lock chamber. | | | | |
| Camp Dates | 19 to 25 May 2019 | | | | |
| Assessor | David Evans | Date Assessed | 20 March 2018 | | |
| TASK DESCRIPTION | | | | | |
| Dismantle an area of lock chamber wall, including removing obstructions and soil, and then rebuild it, including backfilling and landscaping. | | | | | |
| WRG LOGISTICS | | | | | |
| Site Leader(s) | [REDACTED] | | | | |
| WRG Duty Director | [REDACTED] | | | | |
| WRG Head Office | [REDACTED] | | | | |
| Local Contact | [REDACTED] | | | | |
| CRT Contact (if nec) | | | | | |
| Number of Volunteers | Up to twelve each day – WRG and RWT. | | | | |

METHOD STATEMENT

Tasks

Site Setup

- The site area above the south wall to be cleared of reed growth and other vegetation by RWT and the gate access in the wooden fence separating site from public footpath to be appropriately secured.
- The site access to be via the bridge and through the gate. The welfare area to be located at the far end of the compound and the mixing area just inside the compound.
- First Aid Location to be within the welfare area
- The compound to have a sheet covering the ground where the mixing will take place and for the storage of materials – to be located on the right as you enter the compound.
- Materials to be delivered into the site by non-mechanical means.



The area of work:



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The order of work:

Task 1

Dismantling of the area of wall by:

- Using hand tools to loosen and remove bricks, old mortar, vegetation, silt, etc. Removed materials to be placed at designated points for cleaning and keeping or disposal.
- Digging out the soil behind the wall once the brickwork has been removed. Spoil to be placed at designated point for sorting and then keeping or disposal.
- Including brick cleaning away from the dismantling area by using hand tools to remove old mortar and other foreign bodies sufficiently to allow re-use of the bricks. Brick cleaning area to be sheeted to allow disposal of old mortar etc.

Notes:

- This work to be conducted by volunteers on the barge and pontoon for the most part. Some removal will have to be conducted on terra firma.
- Material collected on the barge / pontoon to be brought ashore manually in easily manageable quantities.
- Access to / from the barge and pontoon to be controlled to prevent instability and, worst case, capsize.

Task 2

Rebuild the dismantled area of wall by:

- Laying bricks, using lime mortar mixed on site.
- Repointing where necessary – pointed flush with the brickwork.

Notes:

- The facing bricks to be laid from the barge and pontoon and the rear two leaves from terra firma.
- Materials to be delivered on to the barge and pontoon in easily manageable quantities.
- Lime mortar to be mixed on site to the following ratio; 2 sharp sand, 1 NHL5 lime and if necessary a percentage of soft (building) sand to the sharp sand in order to produce the desired grading.
- Once suitably cured and / or overnight, faces are to be brushed down and covered with damp hessian to improve the curing of the mortar.
- The standard lock face batter to be followed to match the existing lock structure.
- New brickwork to be tied into existing sound brickwork.
- Access to / from the barge and pontoon to be controlled to prevent instability and, worst case, capsize.

Task 3

Backfill the area behind the newly rebuilt wall by:

- Replacing the previously removed spoil and other appropriate materials; eg: broken recovered bricks, etc.
- Tamping down the backfill.

Notes:

- All this work to be conducted on terra firma.
- Materials to be moved into place by using wheelbarrows.
- Tamping to be conducted by non-mechanical means.



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Order of Work (continued)

Concurrent Tasks:

- Material delivery to site.
- Material delivery to barge and pontoon.
- Brick cleaning.
- Mortar mixing.
- Spoil sorting.

General

- The overall team will be split into manageable task groups as necessary, each led by a designated competent person.
- Each task group to include experienced volunteers.
- Communication is not an issue – the site is small and all volunteers will be in sight and / or sound of each other.
- Tasks to be reviewed daily and the team to be briefed before the start of each day's work, either during the evening before or the following day before work, as appropriate.

Morning Checks / Actions

- Site conditions – by the leader or designated person.
- Establish welfare / first aid area.
- Set up warnings signs.
- Moorings of barge and pontoon and their overall integrity and access – by the leader or designated person.
- Generator condition, fuel and oil levels – by first user.

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Tools, Equipment and Plant

Work Platforms

- Barge and pontoon – supplied by RWT. Both will have appropriate mooring ropes and safety barriers to prevent volunteers falling into the lock. Access will be by tied walkboards (eg: Youngman), when required, as the lock is tidal.

Vehicles

- Two WRG minibuses and trailer – only to be driven by volunteers with current DAs.
- RWT private vehicles, as necessary.

Plant

- No plant use anticipated.

Tools

- Various hand tools from the standard WRG canal camp equipment.
- Other hand-operated non-mechanical tools supplied by RWT or hired; eg: garden roller.
- Tirfor winch provided by WRG FT members on camp.

Machinery

- Generator, electric mixer and bricsaw (petrol) from the standard WRG canal camp equipment.
- Other small machinery supplied by RWT or hired; none forecasted at this point.

PPE

- Provided from the standard WRG canal camp equipment, including life jackets and throw-ropes.

Training

- Appropriate training or familiarisation to be given by appropriate people.
- Limited training anticipated other than for how to operate generator and mixer, to make lime mortar, lay bricks and to conduct manual handling.

Apart from the barge and pontoon, no tools and equipment to be left on site overnight.

Materials

Materials

- Lime, sand, and all other required construction materials to be supplied by RWT. COSHH sheets available.
- Materials to be in 25kg (max) bags delivered to the edge of the site by supplier and moved to site manually by volunteers. There is no vehicular access.
- Materials not used to be stored on site.
- Petrol to be WRG-supplied and not left unattended on site.

Waste Material

- Waste material to be collected on a tarpaulin sheet and removed from site by the locals to their local disposal site.
- A barrel to be provided for the waste water.

Miscellaneous Requirements

- Hessian roll, mortar boards (for bricklayers), tarpaulins, waste material receptacles.



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| Task specific Permissions |
|---|
| <ul style="list-style-type: none">• None required.• General permissions have been obtained from the Broads Authority and the Environment Agency. |

| Environmental Factors (for tasks) |
|--|
| <p>Waste Disposal</p> <ul style="list-style-type: none">• Waste to be disposed of on tarpaulin area located in compound.• Wash out water to be poured into waste barrel located on ground away from the canal side.• All to be removed at the end of day for disposal at local's disposal site. <p>Working near Water</p> <ul style="list-style-type: none">• Waste and materials to be kept as far away as practical from the water's edge.• Work area to be kept tidy and clean and to minimise material falling into lock. <p>Refuelling</p> <ul style="list-style-type: none">• To be undertaken away from the water's edge using suitable tools and equipment.• Spill kit and funnel to be on hand and used where necessary. |

| End of the day |
|--|
| <ul style="list-style-type: none">• Take down welfare / first aid area.• Barge and pontoon moorings to be set to allow for overnight tidal conditions.• All equipment to be removed from the site and stored in appropriate locations.• Materials to be protected from weather conditions and stored out of sight.• Perimeter gate and fences to be secured. |

| Changes on the day... |
|--|
| If work plan changes, please add details here: |

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| RISK ASSESSMENT | | |
|---|--|--|
| Think about all the things which could go wrong while this job is being carried out, which could cause injury or damage to people or things or affect how and whether the task can be completed. In addition to this you will need to complete a risk register which will incorporate full risk assessments. | | |
| Key Task Risks | For the following sub headings (and other site-specific risks you come across) consider the following – What could go wrong? What effect will this have? How serious are the consequences? How will you mitigate the risk? | Risk Register No: (This is the risk assessment that covers the risks in more detail) |
| General Site Working | Injuries, etc to volunteers. <ul style="list-style-type: none"> • Health and Safety briefing and toolbox talks to be given. | 1 to 15 |
| The Public | Injury to members of the public entering the site and / or from movement of materials and equipment being delivered / taken away from site using public footpath, pub car park, etc. <ul style="list-style-type: none"> • Site access to be secured at all times and volunteers to be able to see where walking when in public areas. | 2 |
| Ground Conditions | Site is not hardened so there is risk of slips, trips and falls, especially in wet conditions. <ul style="list-style-type: none"> • Suitable footwear to be worn and tidy site to be kept. There is a small patch of hemlock growing about halfway along the rear edge of the site. It will be taped off. | 2 |
| Weather Conditions | Risk of adverse reaction to hot, cold or wet conditions. <ul style="list-style-type: none"> • Shelter to be provided when and where necessary. • Hot and cold drinks to be readily available. • Work to be stopped if conditions become extreme. | 1, 2 |
| Working near Water | Risk of drowning, illness and injury. <ul style="list-style-type: none"> • Volunteers to be told about Leptospirosis / Weil's Disease (from contact with dirty water). • Barriers / hand rails to be in place on barge and pontoon to prevent falling into the lock. | 7 |
| Manual Handling | Injury from carrying tools and materials incorrectly. <ul style="list-style-type: none"> • Volunteers to be instructed in correct manual handling techniques and advised to rest if feeling fatigued. | 5, 6, 9, 10, 11, 12, 13, 14 |
| Hand Tools | Injury to user or other volunteers. <ul style="list-style-type: none"> • Volunteers to be told about safe use of tools and how to select appropriate tools for the task. • PPE to be worn. | 9, 12 |
| Power Tools and Machinery | Injury to user or other volunteers. <ul style="list-style-type: none"> • Volunteers to be given familiarisation sessions on use of generator, mixer, bricksaw, etc. | 6, 12, 15 |
| Hazardous Materials | Risk of injury and to long-term health from uncontrolled exposure to lime, lime mortar, petrol, etc. <ul style="list-style-type: none"> • Volunteers to be instructed in correct handling and use of substances. • PPE to be worn. | 4, 9, 11, 12, 15 |



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| PPE (Tick appropriate boxes) | | | COMPETENCY |
|------------------------------|---|--|---|
| Safety helmet | Y | Supplied by WRG. Mandatory at all times. | <ul style="list-style-type: none"> Volunteers to be instructed in working methods and equipment as appropriate. All volunteers to be given a standard induction before starting work and Toolbox Talks as the camp progresses as seen fit by the Camp Leader. |
| Hi-viz vest | Y | Supplied by WRG. Mandatory if plant operation under way. | |
| Safety footwear | Y | Personal kit. Mandatory at all times. | WRG Van Drivers: David Evans, Bob Crow, John Hawkins WRG Van and Trailer Drivers: Bob Crow, John Hawkins |
| Gloves | Y | Supplied by WRG. Job specific – recommended at all times. | SUPERVISION |
| Eye protection | Y | Supplied by WRG. Mandatory at all times. | Camp Leader: ██████████ Camp Assistant Leader: ██████████ |
| Ear protection | Y | Supplied by WRG. Job specific. | Task Leaders: as allocated. |
| Face protection | Y | Supplied by WRG. FFP3 face mask – job specific. | SCHEDULING |
| Clothing | Y | Personal kit. Long sleeves recommended for mixing lime mortar. | The tasks identified in this plan will be the only ones being undertaken during the camp. |
| Other | Y | Personal kit as appropriate | |

| | | | | | |
|--------------------|--------------------------|-------------------------|-----------|-----------------|---------------|
| Approved by | M Bradley | Signed | M Bradley | Date | 26 March 2019 |
| Retired by | | Signed | | Date | |
| REVIEWED | | | | | |
| Date | Nature of Review | Changes Required | | Reviewer | |
| | Internal Review | | | | |
| | Trust Review | | | | |
| | Approved by Insurers/ HO | | | | |

