Where	Client	Vessel
Various Locations	Apem	Hurricane Cyclone Gateway Angel Storm Sparow

COMMERCIAL BOAT SERVICES

Minerva The Groves
Chester CH1 1SD

Method Statement & Risk Assessment

Title: Safety & Operations Manual Email
hire@commercilboatservices.co.uk

Tel 01244 344267

Date: 20/05/2025

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installation and works-

The purpose of this method statement is to ensure, as far as is reasonably practical, that all site activities undertaken by Commercial Boat Services 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 about method specifications etc.
- Responsibilities are clearly defined.

Written by:

Commercial Boat Services: Andy Poole

Client name: _____Apem_____

Signed off/Passed by: ……Brian Clarke…….

Date:__30_ /_09____/2025_____

Introduction

This is a detailed Method Statement and Risk Assessment for the provision of an amphibious RIB, for works near the ___Various_____. This method statement identifies the topics to be covered in detail for the installation that is due to take place on _____Various_____ for a period of up to ___Various_____. This Method Statement is to be used in conjunction with the _____Apem_____ Statements and documents for the works.

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Mobilisation

Our 2-man team will make a full brief of vessel where safety equipment is and PPE' wearing life jackets should be always worn on deck and on pontoons to and from vessel.
dedicated banksman / slings man if lifting or loading vessel with crane.

Our team will then stay with the vessel whilst the works are being carried out, to always move and maintain vessel. anchor where there is appropriate anchorage areas

At the end of each shift the boat will be safely moored and secured at the nominated mooring area at __TBC per task_____

Below are links for the craft being used.

Training

All operatives will attend the site briefing. A toolbox talk will take place between CBS and ___Apem_____personnel to establish man overboard procedures, the use of life jackets and to help all involved understand the task and establish a safe system of work.

Sediment Sampling

There will be a total of three individual sediment surveys in a 12-month period (subject to consents and licenses, see section 2.10).

- Sediment samples will be collected from the same nine estuarine locations that are covered as part of the routine water quality sampling (EWQ prefix), with the addition of a further 12 sites (ESed prefix) (Table 2 - Estuarine Sampling Locations) to be sampled away from the main estuarine channel and flow to ensure coverage across the width of the estuary, including inter-tidal areas.

- Sediment surveys will be conducted from a vessel, and where tides allow, at slack high water, when vessel access is safest/easiest and the tidal currents are weakest, such that sediment in suspension will have settled.

- Sediment samples will focus on surficial sediments.

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- Sediment samples will be collected using methods dependant on site conditions/restrictions and health & safety limitations; by Van Veen grab, Eckman grab, corer, or potentially by hand if samples are collected at low water low tide.

- Samples will only be collected where no disturbance to the fauna/flora in the surrounding area is perceived. Surveys will be scheduled where possible outside of sensitive breeding, nesting, or flowering periods. Sampling at each location should not take any longer than 20 minutes. No sampling equipment will be left on-site. We shall maintain approximately 50m from any bankside location that falls within a protected area. The survey vessel will approach any sample site near a bankside at a maximum of 10 knots to minimise noise disturbance from the outboard engine.

- Each sample will require a maximum of 3 kilograms/litres.

- Sediment samples to be accompanied by a contemporaneous salinity and temperature measurement, and a Conductivity-Temperature-Depth (CTD) profile if water depths allow.

- The precise GPS (within 5m) location of each site will be recorded on the first survey to enable locations to be consistently identified for the duration of the programme.

At each site photographs and notes of possible influencing factors, such as tidal state, time (for calculation of time +/- high tide), weather conditions, ambient air temperature, the presence of oil slicks, growth of algae, any unusual sights or smells, sewage litter or fungus, and recent management of the waterbody (where relevant), will be recorded as these may have a bearing on the sediment results.

Portable Tools

Hand/portable tools. Head Torches for night works,

Mechanical Plant

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Protection of Client/and environment Assets

All operatives are to be made aware of all _____Peel Ports_____assets and hazards as per the __Mersey Harbours_____ Standing orders.

Access and Egress

All operatives will be briefed by the skipper before each shift and the safest way to get from boat to shore, boat to pontoon, or boat to boat. he will direct and assist operative to and from the boat and pontoon and shore.

All Boarding equipment shall be inspected and tested by a competent person at regular intervals, and defects shall be remedied or replaced immediately before use.

All walkways will be lit during dark hours.

Working at Night

All Crew to wear headtorches when on Deck, deck lights on boats to be fully checked and tested before use,
All Boats can be used at night as per the vessels coding, and the skipper shall hold a MCA BML/ RYA Advanced COC as a minimum. Crew minimum RYA L2 CE and competent with working at night on deck.
All crew will have head torches and emergency lights within their lifejackects.

Permit to Work and Licences

_____Apem_____ are to ensure all permits and licences necessary to work on the river are in place before work commences. Copies of the Vessel specification and insurance are available for inspection.

COSSH

Fuel and oils for CBS boats will be listed In accordance with COSSH_____Statement, there are

_____

_____

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which are controlled by the COSHH Regulations.

Mooring

CBS will provide all ropes for mooring Vessel.

Fire

The contracts manager is responsible for checking and maintaining all fire fighting equipment including fire extinguishers on the pontoon.

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, goggles, and high visibility vests.

1. Lifejackets to be on deck.
2. Gloves to be always worn on deck.
3. Toe protector boots to be always worn.
4. High visibility vests to be always worn.
5. Appropriate foul weather gear to worn

Risk Assessment

Hazard	Identified Risk	Probability L/M/H	Person/Place at Risk	Action
Tripping and falling	Cuts, grazes and broken bones	L	operatives	Site to be always kept tidy and specified access routes to be used.
River /sea operations,	Drowning, injury, water	M	Boat operatives	Operatives to always wear

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falling into the river Day or Night	borne diseases		Contractor's operatives	lifejackets with lights. Safety boat(with search light and deck lights) and skipper to help recover any operative from the river/canal/Sea and seek medical assistance as required. Operative to remove wet clothing when recovered from river and wash thoroughly. Put on clean dry clothing and ensure operative is warm.
Other Sea / River users	Barges, Canoes, Rowers	M	Boat and Pontoon operatives	The CBS skipper and crew will maintain a good lookout and warn other river users of their presence with an air horn, they will keep to the rule of the river when underway
Tide hights River levels	River flows faster making it more difficult for operate low water hazards Sand banks rocks	M	Skipper	skipper to assess River depth & flow and use engine if the conditions require it to hold position. wind over tide Seck shelter
Rough Water Handling	Body shock/ fall from seating/ overboard	M	Skipper/Crew	The skipper will give a brief before departure to all crew warning of the danger and body shock, he will give warning ie Brace when entering a wave,

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				wave heights above 0.5m the vessel shall not travel at planning speeds. Guidance can be found in the vessel pack
Environmental spillage	Discharge of oil or Petrol into the River / Sea	L	River / Sea	Pontoon skipper to ensure no oil or petrol is pumped out of the boat, or from pumps or generators into the river

RIDDOR

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

House Keeping

The Vessel to be always kept safe and tidy. The site is also to be always kept tidy.

Access/Egress

The site is to be accessed from the water with operatives being transported by boat from the Marina.

Manual Handling

Assess the load first, make sure the work area is clear of hazard.
Keep back upright in natural way, bend the knees, stand close to and spread feet, do not twist body.
Raise the head, lift using your legs, grasp the load firmly, arms close to the body.
Hold close to the body when stable. Make sure path is clear of hazards.

In accordance the manual handling operations 1992 amended 202

Signs and Notices

Warning signs are to be provided _____By Apem if needed_____ and will be put out by CBS staff if needed.

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Systems/Codes of Practice

All work to be carried out in accordance with CBS Policies and Procedures and the EA Byelaws and guidelines for boaters:

Statutory Records

Vessels log and as per _____ Statement

Plant and Equipment

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

Schedule of Activity

Emergency Telephone Numbers

1. For Emergency Services dial 999
2. For Emergency Service from a mobile phone dial 112
3. Commercial Boat Services – Andy Poole - 07516027628
4. To be advised by_____
5. Commercial Boat Services crew on site – _____

_____

Emergency Procedures

As per the CBS Safety and Operations
As per the _____Apem_____ Statement.

The local hospital is
_____To be logged and communicated by skipper on day,_____

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Tel: _____

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

1. **state that it is an emergency**
2. **give details of the nature of the emergency**
3. **give exact location details**
4. **state what emergency service(s) is/are needed**

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:

GUIDANCE NOTES

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.

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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 farmland, stables or quarries.

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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.

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.

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

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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.

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

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High	Waters that are either consumed by people or animals or used for activities involving immersion or appreciable skin contact. • Potable water supplies • Bathing, Paddling, Diving • Sail-boarding, Water-skiing, Jet-skiing and Canoeing • Immersion of domestic animals • Livestock watering
Medium	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. • Sailing and rowing • Fish Farming
Low	Waters that are inaccessible or not used or are used only for angling, or other non-contact activities • Angling • Irrigation • Pleasure cruising • General amenity

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 the table below.

Guidance level or situation	Health risks	Action required
Cyanobacterial scum formation in bathing areas	• Potential for acute poisoning • Potential for long-term illness with some cyanobacterial species • Short-term adverse	• Immediate action to control contact with scums • Possible prohibition of swimming and other water-contact activities • Public health follows up investigation • Inform public and relevant authorities

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	health outcomes e.g. skin irritations, gastrointestinal illness	
20,000 cells cyanobacteria/mI or 10 µg chlorophyll a/l with dominance of cyanobacteria	• Short-term adverse health outcomes e.g. skin irritations, gastrointestinal illness	• Watch for scums or conditions conducive to scums • Discourage bathing and further investigate hazard. • Post on-site risk advisory signs • Inform relevant authorities

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.

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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 finds 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 residents, visitors or patrons know what the position is.

What about eating fish from affected waters?

Now 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.

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 Commercial Boat Service 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 depend on the alertness and personal commitment of all. CBS 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.

CBS is committed to the following objectives:

Eliminating preventable injury and minimizing risk to the health, safety and welfare of employees, subcontractors, customers and the 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.

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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 CBS 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.

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

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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/

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:

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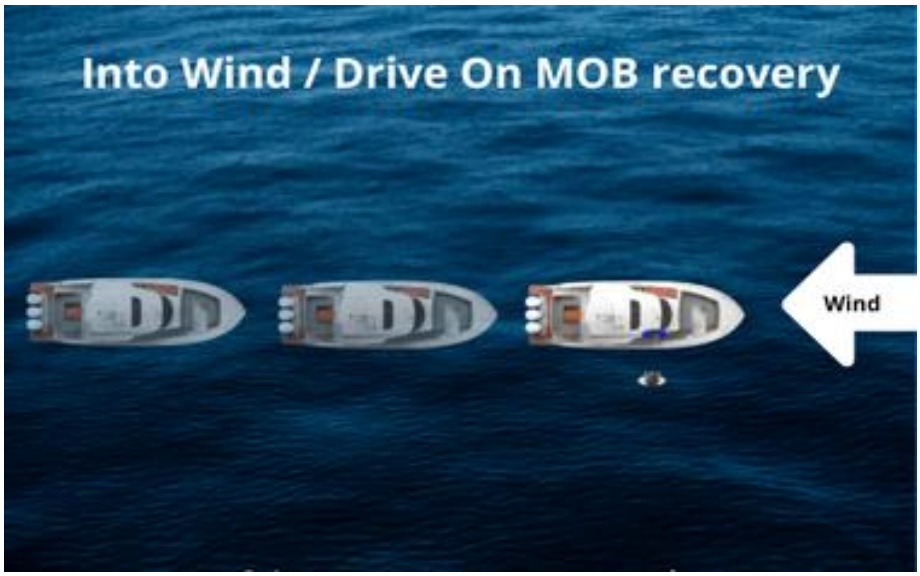
- start the engine

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 tide.

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

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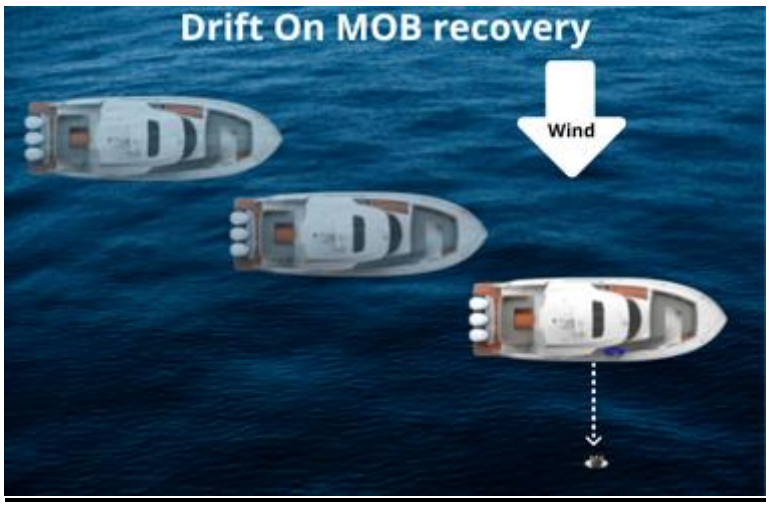

Man Overboard: The Upwind Approach.

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.

Whatever your situation conserves 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.

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Recovery

Getting the person aboard can be difficult. If you have a boarding ladder and the person in the water can help themselves, use it if it is safe to do so. If they are unconscious or exhausted, The "Jason's Cradle" and "Jacks Cradle" are both rescue systems for retrieving a person who has fallen overboard, with the Jason's Cradle being a horizontal scoop and the Jacks Cradle being a horizontal sling. Both are used on commercial and military vessels to rescue a man overboard. 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.

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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 see listing in Safety and Operations manual a towrope 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!

Always keep a good look out 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 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, ensure all crew members are wearing lifejackets and that they are all properly secured.

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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.

ENVIRONMENTAL POLICY

CBS 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 can contribute 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 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 Commercial Boat Services environmental policy will be the overall responsibility of line managers and Directors.

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Breakdown Procedure

Our skippers and crew are competent in engine management and fault finding. Should the vessel lose power whilst on the water the skipper will firstly assess whether it is safe to deploy the anchor, if not the vessel will be manoeuvred using the aux engine or paddles onboard to a safe location where it can be deployed.

Once set they will then work through the fault-finding process and identify issue if this can be remedied on board once dealt with the vessel will carry on as planned.

If unable to remedy the issue, a call will be made to the port ops to advise them of their position, the skipper will then summon the assistance of either our other vessel or another marine company to tow us to the nearest port/harbour or marina.

In the unlikely event we breakdown in a live TSS or high-risk area a call will go out on channel 16 to the coastguard who will advise on next steps.

ENVIRONMENTAL GUIDANCE NOTES

To meet its legal obligations and objectives for continual improvement, CBS. 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

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Refuelling should take place in the site compound or other designated refuelling areas not on the water! There is no smoking allowed at any point whilst refuelling takes place. Fire Extinguishers to be stationed close by whilst refuelling takes place.

Any fuel that leaks whilst on the boat shall be contained by the spill kit kept on board, spill kit needs to be kept on hand whilst refuelling takes place within the compound.

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.

If any fuel does enter the watercourse the source of leak should be isolated immediately, pill kit deployed and if significant amount The environment agency pollution team should be contacted as soon as possible.

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 and 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.

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.

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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 and 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.

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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 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:

Stop the task and make the site safe by securing vessels, equipment etc.

Consult the site manager or ring a CBS Director to explain the change in conditions encountered.

In consultation with these parties agree whether a minor modification to the statement to reflect the new job instruction will suffice.

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.

If the consultation deems that a major change is required, then work on this task should be stopped until management at the client and CBS have defined and agreed a new process.

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.

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.

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Once everything has been agreed and provided work may re-commence.

OPERATIVES MUST NOT CHANGE WORK INSTRUCTIONS UNLESS THEY HAVE AGREEMENT FROM CBS AND / OR CLIENT MANAGEMENT

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