



## Method Statement (MS)

Company/ Organisation	DSG
Address	Noss Marina

Project/Task	Movement of wheelchair users up and down the pontoon ramp at Noss Marina
Location	Noss Marina
Project/Task number	2/18

RA Number	
RA Date	1 Mar 18

MS number	2/18
MS date	1 Mar 18

<b>Project/task description</b>  Provide a brief description of task and its expected duration	To move a wheelchair user up and down the ramp to and from the pontoons at Noss Marina.
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<b>Known hazards</b>  List hazards identified in the risk assessment and those hazards associated with project/task's proximity to other activities	Loss of control of the wheelchair by the user or volunteer assistant due to the steep angle of the ramp particularly at low water springs. Loss of control could result in injury to the wheelchair user or other user of the ramp resulting in crush, concussion or broken limb.
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Responsible person(s)	Trustee Board, OOD, DSG Management Team: Steven Oakey; Steven Watkin; Bob Miller; Andrew Cushen; Anna Chrystie
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<p><b>Monitoring</b></p> <p>How will you monitor the project/tasks health &amp; safety and environmental performance? Are workers aware of the STFC SHE incident reporting process.</p>	<p>All sailing sessions are controlled by an Officer of the Day and a Pontoon Master. Additionally there is a shore team leader who ensures the wheelchair user is escorted on the ramp.</p>
<p><b>Operational Sequence</b></p> <p>How will the work be structured &amp; organised to be carried out in a safe manner? How controls detailed in the RA will be implemented. What PPE will be required.</p>	<p><b>Sequence:</b></p> <p><b>Down Ramp</b></p> <ul style="list-style-type: none"> <li>- Wheelchair users are held in a waiting area until the Pontoon Master indicates that they are ready to be received.</li> <li>- A block and tackle is made ready and fastened to a secure point at the top of the ramp (the secure point and block and tackle are inspected as a part of the daily use checks).</li> <li>- A volunteer takes the wheelchair user to the top of the ramp and positions the chair so that it can be reversed down the ramp.</li> <li>- The wheel chair is secured with two clips from the block and tackle to two hard points on the front of the wheelchair.</li> <li>- One volunteer is positioned behind the wheelchair to guide and if necessary check its decent.</li> <li>- A second volunteer operates the block and tackle to control the decent of the wheelchair and its occupant. The rope is controlled with the hand over hand method. The rope storage drum is not a winch and is not to be used as if it were one.</li> <li>- Other marina users are to be directed to wait until the wheelchair is clear of the ramp before proceeding onto it.</li> <li>- Volunteers are to ensure that those in wheelchairs do not place their hands on the ramp's sides and handrails in a way that could cause them to become trapped.</li> </ul> <p><b>Up Ramp</b></p> <ul style="list-style-type: none"> <li>- Pontoon Master sends wheelchair and two volunteers to the bottom of the ramp.</li> <li>- The wheelchair is positioned facing up the ramp.</li> <li>- The block and tackle is secured to hard points on the front of the wheelchair</li> <li>- One volunteer positions themselves behind the wheel chair to guide it up the ramp and if necessary check its movement.</li> <li>- The second volunteer operates the block and tackle and hauls the wheelchair and occupant steadily up the ramp. The storage drum is not a winch and is not to be used as if it were one. The hand over hand method is used for controlling the rope.</li> <li>- Other marina users are to be directed to wait until the wheelchair is clear of the ramp before proceeding onto it.</li> </ul>



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	<ul style="list-style-type: none"> <li>- Volunteers are to ensure that those in wheelchairs do not place their hands on the ramp's sides and handrails in a way that could cause them to become trapped.             <ul style="list-style-type: none"> <li>• During both the up and down transits the wheelchair user where able will operate their wheelchair to assist the volunteers.</li> <li>• Wheelchair users are not strapped into their chairs on the ramp or pontoon in case they fall into the water.</li> <li>• All Dart Sailability Group sailors and volunteers wear lifejackets or buoyancy aids where there is a risk of drowning (usually from the top of the ramp, on pontoons or on the water).</li> <li>• When possible movement of personnel in wheelchairs should be avoided when it is at its steepest gradient at Low Water Springs</li> </ul> </li> </ul>
<p><b>Permits/ Authorisations</b></p> <p>Are any special permits required, e.g. hot works, confined spaces, statement of services etc.?</p>	<p>No special permits required.</p>
<p><b>Labour</b></p> <p>List competency &amp; relevant qualifications of labour you are using.</p>	<p>Labour are all DSG volunteers. A manual low skill task. All personnel completing the task will have completed induction training of the task or will be under the direct supervision of a trained volunteer.</p>
<p><b>Plant/ Equipment</b></p> <p>Detail the equipment to be used explaining safe working practices, statutory checks and relevant</p>	<p>Block and tackle attached to ramp hard point. Both of these are checked before commencing movements on the ramp by the first operator.</p>
<p>operator training qualifications.</p>	<p>Need to have completed Dart Sailability Group induction training or be under the direct supervision of a trained volunteer.</p>
<p><b>Materials</b></p> <p>Identify materials to be used and potential safety issues such as manual handling &amp; storage and disposal.</p>	<p>Nil</p>



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<b>Deliveries</b> Identify routes and drop locations	Nil
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<b>Emergency arrangements</b> Identify first aid and fire or other emergency procedures, first aiders and location of first aid and fire equipment.	All management team are trained first aiders. Numerous other volunteers are qualified first aiders (25-50%) If a major injury occurs call 999 for an ambulance if necessary or drive to Torbay Hospital A&E use mobile phone or land line phone in Premier Marina Office.
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<b>Environmental issues</b> Detail controls of harmful emissions to air, water & land.	Not applicable
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<b>Name</b>	S J Watkin
<b>Date</b>	15 May 18
<b>Position</b>	Deputy Principal
<b>Signature</b>	<i>Original signed</i>