



**PORT OF  
DOVER**

# Work Request and Permits - Risk Assessment & Method Statement (RAMS) Guidance

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## Contents

1. Introduction .....	2
2. General Rules .....	2
3. Risk Assessment Requirements.....	2
4. Method Statement Procedures.....	4
5. Fire Stopping.....	6
6. Asbestos .....	6

## **1. Introduction**

The purpose of this document is to provide clarity for third parties wishing to undertake construction activities at any location within the boundary of the Port of Dover (PoD). The scope of construction activities are those activities defined as construction within the CDM regulations 2015 (such as new build, demolition, refurbishment, extensions, conversions, repair, and maintenance tasks).

This document explains what a risk assessment and method statement should contain when applying for a Work Request and permits. For queries regarding this document contact [access.use@portofdoover.com](mailto:access.use@portofdoover.com).

## **2. General Rules**

All risk assessments and method statements should be job, task, and location specific and include extensive detail for a safe method of work for all activities to be carried out. Your method statement should be worded to include the output of the findings of the risk assessment to ensure the work is undertaken in a safe manner. They should both be detailed enough such that the person/s at the Port of Dover who will review the RAMS can ascertain exactly what work is being undertaken in its entirety. A failure to provide this information will result in applications being rejected and an additional charge being levied upon the resubmission of the application for review.

Whilst working at the Port, contractors are responsible for ensuring there is always a copy of the risk assessment and method statement at their place of work.

## **3. Risk Assessment Requirements**

You are legally required to identify all reasonably foreseeable hazards applicable to a task, to assess the risks associated with that task and record the findings to ensure, so far as reasonably practicable, the health, safety, and welfare at work of all employees, the public and third parties.

If a risk assessment is to be effective it is essential that input is gained from someone who is familiar with the work to be carried out. It is therefore important to involve the persons undertaking the work in the risk assessment activities.

To enable persons within the Port to fully understand your assessment of the work activities you will be undertaking, the Port will need to see the level of risk clearly identified for each hazard within the risk assessment. This must have been calculated using the likelihood and severity scores after control measures have been applied.

This level of detail is required to demonstrate to PoD that the likelihood and severity of hazards from each task have been carefully considered and assessed, so we can clearly see the residual risk ratings after the control measures have been put in place. A typical format that conforms to this approach is below:

Activity/process	Hazard*	Consequences	People at risk (tick)			Risk rating			Control measures	Residual risk rating		
			E	C	P	L	S	R		L	S	R
*												

**Appendix 1 – Example Risk Assessment Template**

E = Employees

C = Contractors or Suppliers

P = Members of the Public or Visitors

L = grade given to the likelihood of the hazard occurring

S = grade given to the severity of the hazard

R = multiply the grade given to the likelihood x the grade given to the severity\*\*

	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>Likelihood</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
			<b>Severity</b>			

Green = low risk

Yellow = medium risk

Red = high risk

\*Only one hazard per row must be shown so it is clear which consequences and control measures relate to each hazard.

\*\*For example, if a hazard has a likelihood grade of 4 and a severity grade of 3, the risk rating will be 12. 12 equates to a medium risk on the matrix and may require additional controls to reduce the risk down to an acceptable level.

The above example is one of several formats that will be acceptable, which clearly demonstrates the likelihood and severity of hazard which has been used to calculate the level of risk.

In order to adequately mitigate the risk of incidents and accidents occurring once the risk has been calculated, controls may be applied to reduce the risk down to an acceptable level (so far as reasonably practicable), a recognised order of controls must be adopted. One such methodology can be remembered with the acronym “ERICPD”; to Eradicate, Reduce, Isolate, Control, Protect and Discipline each hazard. Once applied and controls factored in, you must reassess the level of risk in the form of a residual risk.

When writing a risk assessment and method statement you will need to demonstrate that you have considered the following (this list is not exhaustive):

- Working at height
- Risk to the public and members of staff as well as your own employees
- Injury caused by the use of tools
- Bringing materials to and from site
- Access and egress to the work area
- Storage of tools and materials
- Plant movements
- Risk to PoD infrastructure and operations, either directly or indirectly
- Any hazards associated with works such as: Asbestos exposure, hot working, working on life safety systems, the need to isolate fire systems if dust, heat, or fumes are created, crane lifts, working on pressurised systems, risk of striking services, working in confined spaces, working on mechanical and electrical services.
- COVID-19
- Traffic and/or pedestrian management

If you have considered a hazard and deemed it not a risk (for example where you have accepted there is no risk of dust being created) then you should document this as it demonstrates that you have considered all potential hazards thoroughly. All control measures, no matter how trivial, must be documented. This demonstrates the control measures have been carefully considered and not assumed or taken for granted. This creates a robust document which could be used as evidence in the event of an incident.

## **4. Method Statement Procedures**

The following information must be included within method statements submitted for review:

- Location of works – to be as specific as possible and using PoD terminology.
- The full names of everyone attending site to undertake works, including names and contact numbers for Site Supervisors and Managers.
- Duration of work and working hours.
- Public safety measures, for example how public and staff will be excluded from the work area.
- Access and delivery routes. This should include alternative escape plans/contingency plans if the work affects an escape route.
- How waste will be removed from the site. This must include specific details to hazardous waste where applicable.

Task specific information such as:

- Types of tools to be used.
- Temporary structures,
- Noise/vibration,
- Lifting plan including ground bearing pressure when lifting,
- Traffic/Pedestrian management plan,
- New cable installation drawing.
- Where equipment will be stored.
- Any substances and materials to be used. The COSHH data sheets and assessments will need to be attached to the Work Request. Storage requirements will need to be described.
- Personal protective equipment to be used.
- Testing and quality checks to be carried out.
- What first aid equipment will be on site and who will be the nominated first aider.
- Emergency procedures/contingency plans you will have to include:  
Port Police emergency number - 01304 216084 or 112 (from an internal phone)  
Terminal Control - 01304 240427  
Nearest A&E e.g. William Harvey Hospital, Kennington Road, Ashford, TN24 0LZ.  
Tel: 01233 633331  
Note – a map may be useful.

A detailed scope description and methodology of the work that will take place and the sequence in which it will happen, including any tasks which were identified as control measures in the risk assessment. In addition, you must include any liaison with PoD stakeholders, for example:

- Collecting passes from Port Reception or meeting a PoD representative for a site induction,
- Task specific requirements e.g. notifying Terminal Control with regards traffic management/lane closure, electrical or fire alarm isolation etc.

Relevant competence and training must be included such as:

- GSSAT
- Site specific induction
- CSCS cards
- Task specific training requirements (e.g. IPAF/PASMA etc.)

You must list all of the permits (control documents, if applicable) required:

- Confined space working
- Hot works
- Digging
- Electrical Systems
- Fire alarm systems
- Asbestos

If identified, these will need to be applied for in the Work Request using the appropriate section of the application form. Please note, each permit process or change control will have a separate guide that details specific information that is applicable to that process.

## 5. Fire Stopping

It is a requirement that whoever is undertaking the work will provide third party certification, that they use products that are suitable, the product performs and provides the required fire protection; the company carrying out the works are competent to install. Whether they are BRE/LPCB or another approved body with third party certification such as UKAS. Upon completion of the works, PoD will need to see the report and labelling/tags as a fire safety manual.

## 6. Asbestos

As most of the PoD's building portfolio was constructed pre-2000. Management Surveys are largely carried out on a visual only basis, so asbestos may be present but hidden from sight. A Refurbishment & Demolition (R&D) or Targeted Refurbishment survey should be considered to determine the presence of asbestos in the work area. If this course of action is not taken, the Principal Contractor must fully assess the risk of the accidental release of and potential exposure to asbestos (fibres), for their own operatives and others nearby.

The most likely types of work that may lead to asbestos disturbance are:

- Maintenance works, installation of cabling, pipework, minor refurbishment, major refurbishment, demolition, & switching ventilation systems. Asbestos should be presumed present when work involves accessing ducts or service tunnels, due to the age of the system and general inaccessibility.

The Principal Contractor is responsible for assessing the risk associated with the work once the asbestos survey reports/AR have been reviewed. Please consider the following points for inclusion with the RAMS even if a Refurbishment/R&D Survey has been carried out:

- Stop work immediately on discovery of suspected asbestos
- Secure the area where the work was being carried out
- Isolate any persons that may have been exposed to the release of asbestos fibres
- Inform relevant individuals and or parties of an asbestos related incident
- Arrange for any persons that have been isolated to be decontaminated in accordance with emergency procedures

Reference to operatives being trained in Asbestos Awareness does not make them able to deal with and manage asbestos if discovered or suspected.

Should asbestos need to be removed, depending on the type and amount of asbestos, removal works must only be carried out by either a CAT B qualified or Licenced asbestos removal contractor.

The following HSE link provides information on how to safely carry out non-licenced works involving asbestos - <https://www.hse.gov.uk/asbestos/essentials/index.htm>