

## Safety Management Statement – Fixed Assets

### 1 Introduction

This statement outlines how the Conservators will manage the safe use of its fixed assets by employees and members of the public. It is one of six documents<sup>1</sup> which collectively describe how the Safety Policy is to be implemented across the Conservancy's range of activities and responsibilities. Other assets such as mobile plant and equipment, boats and tools are within the scope of the Employees Safety Management Statement.

The River Manager's responsibilities are set down by the Conservators<sup>2</sup>. The River Foreman is responsible to the River Manager for the day-to-day implementation of the Conservancy's safety management arrangements.

### 2 Duties and Powers

The Conservators duties to its employees are set down in the Health and Safety at Work Act, especially section 2.

### 3 Management arrangements

#### a) General

These arrangements are intended to demonstrate how the Conservators consider the potential risks from degradation or failure of its fixed assets, the arrangements by which it monitors its assets' condition, and how it prioritises expenditure on repairs or other remedial measures.

An asset report and expenditure plan is submitted annually to the Conservators for their approval.

#### b) Registers

The River Manager retains records relating to fixed assets which contain

- Inventory
- Frequency and scope of inspections
- Results of inspections
- Repairs/renovations carried out and planned

#### c) Inspections

Inspections are carried out by Conservancy staff or, where the required competences are not available within the Conservancy, by external organisations. The frequency of

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<sup>1</sup> Employees, Public, Assets, Third parties, Contractors, Contracting

<sup>2</sup> Responsibilities for Health and Safety 8<sup>th</sup> July 2010

inspections is determined by the asset's potential for risk and its condition.

Inspection types can include:

- *River length inspections*. Carried out by Conservancy staff on a scheduled or opportune basis
- *Specialist inspections*, such as structural or mechanical/electrical surveys
- *Ad hoc inspections* in response to a specific reports or concerns.
- *Joint inspections* of adjacent assets (e.g. Environment Agency, City Council) on a scheduled or opportune basis.

#### **d) Risk assessments**

Risks are established by:

- The ways in which the asset could fail;
- Consequences of failure (i.e. for staff, users of the navigation, neighbours, environment, waterway businesses, riparian owners, etc.);
- The condition of the asset (likelihood of failure)

#### **e) Emergency arrangements**

Appropriate arrangements will be put in place for areas of work requiring specific arrangements to deal with hazardous events and /or legislation. These include:

- Flood control<sup>3</sup>
- Fire assessments
- Emergency evacuations

Emergency plans are prepared in consultation with the appropriate emergency services and other relevant agencies such as local authorities and the Environment Agency.

#### **f) Monitoring and review**

This document and the Safety Policy it supports will be reviewed at least annually by the Conservators. All the arrangements made under this document will be monitored and kept under review by the River Manager and the Conservancy's safety committee and reported at least annually to the Conservators.

Work activities and the use and condition of the Conservancy's assets will be subjected to active monitoring by line management and the Conservators. Records of the observations and actions planned and executed will be kept (section 3b).

## **4 Asset Types**

### **a) Civil Structures**

Civil structures owned and maintained by the Conservancy include:

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<sup>3</sup> Arrangements in place for sluice gates on callout at Bishop's Mill (City Council) and Baits Bite and Jesus Sluices (EA Memorandum of Understanding for main river maintenance works)

- Channel banks (protection and erosion in-fill)
- Slipways (repairs and rebuilding)
- Brickwork and masonry (repairs )
- Footpaths (repairs)

Repair and maintenance work is largely carried out by Conservancy staff. For more substantial works where work is contracted out and as required by legislation<sup>4</sup>, the Conservancy employs a Construction Co-ordinator reporting to the River Manager<sup>5</sup>.

The Conservancy own embankments and retaining walls at the towpath between Chesterton and Clayhithe Bridge and the frontage at Clayhithe, and the lock structures at Baits Bite and Jesus Green.

There have been no known instances of embankment leakage. The river banks are inspected annually by the Environment Agency and identified risks are communicated to the Conservancy.

#### **b) Locks**

The lock islands together with the lock gates and associated machinery at Baits Bite and Jesus locks are Conservancy responsibilities. The general condition and functionality of the gates is monitored continually by Conservancy staff and reported back to the River Manager. Combined with any reports of operational problems experienced by the public, the River Manager will consider the need for remedial measures and take appropriate action.

Lock gates typically have a life of 20 to 30 years. See section 4c regarding mechanical and electrical equipment.

The footbridge at Baits Bite is also a Conservancy responsibility and is subject to periodic inspection by competent surveyors.

#### **c) Mechanical & Electrical Equipment**

The Conservancy does not have the necessary competences to carry out in-depth inspections or remedial or replacement work on mechanical, electrical or hydraulic equipment. A competent contractor is retained to carry out this work, both scheduled and un-scheduled (breakdowns and other operational problems).

*[Note: All equipment used in lifting operations, including tackle, will be subject to regular inspection and testing by a competent person in liaison with the River Foreman – See Safety Management Statement - Employees.]*

#### **d) Property**

The Conservancy has tenanted properties at Baits Bite, Jesus Green and Clayhithe. These properties have been surveyed for asbestos and are subject to regular surveys by the Conservators retained estates surveyors. Electrical and gas inspections as required by the legislation are carried out by competent contractors.

<sup>4</sup> Construction (Design and Management) Regulations

<sup>5</sup> Safety Management Statement - Contractors

**e) Towpaths**

Routine inspections monitor the condition of towpaths. Where remedial measures are required these are prioritised according to risk and business objectives. Where special events or operations are planned, for example access by heavy plant, the towpath and associated edges may be subject to special assessment by appropriate specialists of their load bearing capability.

**f) Punt Operators' pontoons.**

The Conservancy leases space for pontoons to the operator who retains responsibility for the maintenance and repair of those structures.

**5 Record keeping**

A list of items<sup>6</sup> required to be kept for health and safety management reasons and insurances will be maintained by the River Manager. This will be common to all safety management areas. The schedule of items will be included in the Conservators' annual reviews.

**Authorised by:**

**Date:**

**Chairman**

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<sup>6</sup> Cam Conservancy Management Manual