

ASSOCIATED BRITISH PORTS, NEWPORT
DUSK EMERGENCE SURVEY – PORT OFFICE
RISK ASSESSMENT AND METHOD STATEMENT (RAMS)



Prepared for: **ABP Limited**

By: **Steve Owen**

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PREPARED BY:

Steve Owen:



APPROVED BY:

Eleanor Ryan:



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ASSOCIATED BRITISH PORTS, NEWPORT

RISK ASSESSMENT AND METHOD STATEMENT

DUSK EMERGENCE SURVEY – PORT OFFICE

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1.0 INTRODUCTION

ExCAL Limited has been commissioned by Associated British Ports (ABP) to undertake a Dusk Emergence Survey for Bats at Port Office, situated on the ABP Port of Newport Site.

This document forms the Risk Assessment and Method Statements (RAMS) required for carrying out the works.

2.0 METHOD STATEMENT

Prior to the commencement of any work, ExCAL employees will first sign in at the Port Office and collect any contractors badges and/or Permits to Work (where relevant) from a representative of ABP.

A single vehicle will require access to the area on site in which the working area is located. Only ExCAL employees that have undergone the ABP site induction, possess the relevant competencies and hold a contractor pass will be working on site.

The works will then be carried out, as outlined in this document.

Prior to leaving the site, all ExCAL employees will sign out at the Port Office.

2.1 Health and Safety Legislation

All works will be carried out in accordance with the appropriate Health and Safety Legislation published by the Health and Safety Executive. Relevant Legislation includes; but is by no means limited to the following (with amendments): -

- Health and Safety at Work Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Construction (Design and Management) Regulations 2015;
- Control of Substances Hazardous to Health Regulations 2002;
- Control of Asbestos Regulations 2012.

2.2 Site Induction

Upon arrival at the site, ExCAL personnel will report to the main port office building, to notify commencement and arrange for any relevant passes / permits to be obtained.

A communication strategy during the works will be agreed prior to commencement.

Contact Numbers:	Matthew Moore (ABP)	07783 927748
	ABP Newport	0870 609 6699
	Steve Owen (ExCAL)	07874 255214
	ExCAL South Wales	01269 831606

Nearest A&E:	Royal Gwent Hospital
	Cardiff Road
	Newport
	NP20 2UB

Tel: 01633 234234

First Aiders:	Megan Jones
	Steve Owen
	Martin Swift

ABP will outline any special conditions that may apply during the works.

3.0 WORK ELEMENTS

This section outlines the main tasks to be completed in the package of works. Method Statements and Risk Assessments will follow.

3.1 Dusk Emergence Survey for Bats

The purpose of the dusk emergence survey is to determine firstly whether bats are actively utilising the building being surveyed, and secondly, to classify any roost present within the buildings.

Any bats identified during the survey will be identified to species level with number counts being estimated, and behaviour monitored to identify how bats are utilising the survey building and site surroundings.

The surveys are non-intrusive in nature and consist of external visual inspections of the buildings. Equipment to be utilised to assist with the task include bat detectors (Echo Meter Touch Pro 2, Anabat Express & Heterodynes) and high powered torches which will assist with the illumination of the survey buildings.

The surveys will be undertaken by the lead ecologist (Steve Owen) who is supervising the works, whilst assistant ecologist(s) will also support the lead ecologist during the emergence surveys.

The location of the survey building is visible in Figure 1 below: -

Figure 1 – Survey Building Location (Port Office)



3.2 Potential Contamination

The working party will be informed of the risk of encountering contaminated materials prior to commencement of the works on site; however, as there will be no disturbance to the ground, the risk of being exposed to contamination is low.

Whilst on site, should the working party discover any materials which could be hazardous (*asbestos sheeting, dirty drums, leachable materials on the surface, etc.*), ABP will be informed and a plan to remove/make safe the material will be made, accompanied by a method statement/risk assessment.

- If suspicious materials are found on site, the working party is to be informed and the material is to be left undisturbed, and if required, the area is to be cordoned off;
- An ABP representative is to be informed immediately and a new plan to ensure the works can be continued is to be formed, followed by a new RAMS.

4.0 METHOD STATEMENTS

This section covers the methods which will be used to complete each of the work packages and what the protocol is regarding hazards on site.

Overall principles while completing any work on site include: -

- Adhering to ABP site rules at all times;
- No work is to be completed within 5m of open water;
- No plant/Machinery is to be left unattended whilst operational;
- The correct PPE must be worn at all times;
- Any risks/injuries or near misses are to be reported immediately to ABP.

4.1 Dusk Emergence Survey

To complete the Dusk Emergence survey safely, the following method will be used: -

1. The suitably qualified Ecologist is to become inducted on site prior to works commencement and each day when arriving at site will sign in and/or report to an ABP representative to discuss any hazards which may be occurring within the proposed working area at the time of the survey. A dynamic Risk Assessment will be completed on site before starting work;
2. Wearing 5 point PPE (Hard Hat, Gloves, Safety Glasses, Steel Toe-capped Boots, High Visibility Clothing), the ecologist will attend the exterior of the survey building in order that the survey can begin;
3. The survey will commence 30 minutes before sunset, and continue until 2 hours after sunset – the total length of the survey is therefore approximately 2.5 hours;
4. The surveyor(s) will monitor the survey building and any potential access/egress points for emerging bats. Foraging and commuting bats in the vicinity of the survey building will also be recorded;
5. The surveyors will remain vigilant when working across the site, owing to the site being located on an active port. Subsequently, there is the potential for traffic / heavy plant to be present within the areas which require surveying. Surveyors will ensure that areas are safe to access prior to commencing with the survey, and will ensure that eye contact is made with any drivers in the vicinity of the working area, prior to moving to any new location;
6. The survey will be undertaken from the building exterior, and subsequently there will be no confined space entry;
7. If there are any areas which look unstable or unsafe during the pre-commencement checks, the area is to be left immediately and an ABP representative informed;
8. Upon completion of the surveys, the surveyors will sign out at the Port Office and return any permits / passes to work, following which the ABP site contact will be informed of the team's departure from the site.

4.2 General Safety Procedures to be Employed

- Sign in and out of worksite/area;
- Designate group lunch/bag storage area, First Aid kit to be held at this location and obviously marked;
- If work is spread out across worksite, ensure communication between workers;
- Workers emergency contact details and basic medical information is held at main office;
- Supervisor and all workers to be made aware of emergency site access;
- At least 1 mobile phone (ideally 2 of different networks) to be with the group and check for signal;
- If an incident occurs, stop all work and bring group together;
- Supervisor to check weather conditions – for woodland tasks, if there is high wind and/or heavy rain operations should be cancelled;
- In warm/ sunny weather, ensure that sun block and at least 2 litres of water per worker is available;
- When cold and/or wet injuries and mistakes are more likely to happen – supervisor to be aware of this;
- Hygiene – all to be aware of the hazards from dog mess, Lyme and Weils disease (see HSE leaflets);
- Make written record any medium injuries;
- Perform continuous Risk Assessment of site and weather conditions while working;
- If additional hazards are identified, ensure that Risk Assessment is amended;
- When calling Emergency services, give clear information of location, access, no. of casualties, and nature of injury.

4.3 First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means the provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the

minimum.

An Appointed Person may be provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of First Aid kits.

The following first aiders will be present during the works: -

First Aiders: **Megan Jones**
Steve Owen
Martin Swift

4.4 Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where possible. Staff and contractors will not lift materials, tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual-lifted where this is not possible.

It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on-site on a day-to-day basis.

4.5 Personal Protective Equipment (PPE)

PPE is provided as the last form of protection against a hazard. ExCAL typically employ a 5-point PPE policy on working sites as standard, whereby the following minimum PPE is expected: -

- Safety Helmet;
- Safety Glasses;
- Steel toe-capped Safety Footwear;
- High-visibility Clothing;
- Gloves.

The above PPE will be worn as standard for the duration of the works and staff will use the appropriate PPE for the task as identified in the risk assessment.

Further PPE may be required for specialist equipment which will be detailed in the risk assessment if required.

4.6 Preparation and Induction

Staff & and contractors will be inducted prior to undertaking the task, in order to understand the hazards present on site and those associated with the tasks that are to take place. Staff will also be advised of other site activities that could impact their work. A risk assessment will be carried out for all tasks, which will be discussed with members of staff. Staff will follow site rules and safety procedures at all times.

4.7 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, and defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery-operated where possible.

The only electrical equipment to be utilised during the surveys consists of a battery-operated leaf-blower which will be utilised during the invertebrate survey to retrieve invertebrates for identification.

Subcontractors will not be allowed to bring on to the site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose.

Any portable electrical equipment taken on to the site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities, and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

4.8 Welfare

The principal contractor is responsible for providing adequate washing, toilet, drying, and refreshment facilities

for staff and subcontractors.

Staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

5.0 RISK ASSESSMENT

The purposes of a Risk Assessment are outlined below: -

- Identify potential sources of harm or injury, including hygiene and long term health problems;
- Identify who is at risk;
- To quantify the likelihood and severity of harm, should it occur and using this information to determine the risk;
- Identify the means to reduce the likelihood of harm occurring, the severity of harm should it occur, or both;
- A staff member should be identified who is responsible for ensuring that the controls are implemented properly, though every worker has a responsibility for this;
- A means to review the Risk Assessment, though in practicality, Risk Assessments should be under constant review to ensure they are complete, relevant and that the controls can be practically implemented.

5.1 Types of Risk Assessment

There are two types of risk assessment and they will usually be combined to create a risk assessment for any practical task.

Site Risk Assessments: These cover hazards inherent in the specific work site. These normally include natural hazards, but will also include hazards posed by manmade structures such as buildings. Some hazards may be permanent (a steep slope for example) and others may be reasonably anticipated to occur (such as falling trees in inclement weather).

Operations Risk Assessment: These cover hazards inherent in the work being carried out. Often, more than one of these risk assessments will be required to cover all of the tasks planned over a working day. Some operations, such as the use of tools have been covered under a single risk assessment, so that they can be combined with whichever practical task is being undertaken.

As an example, to carry out tree felling within a specific site, the following Risk Assessments may be required: -

- Site Risk Assessment;
- Chainsaw use Risk Assessment;
- Hand Tools Use Risk Assessment;
- Working Near Roads Risk Assessment.

In some cases there will be an overlap between the Risk Assessments. For example, the Working near Roads RA is a generic Risk Assessment.

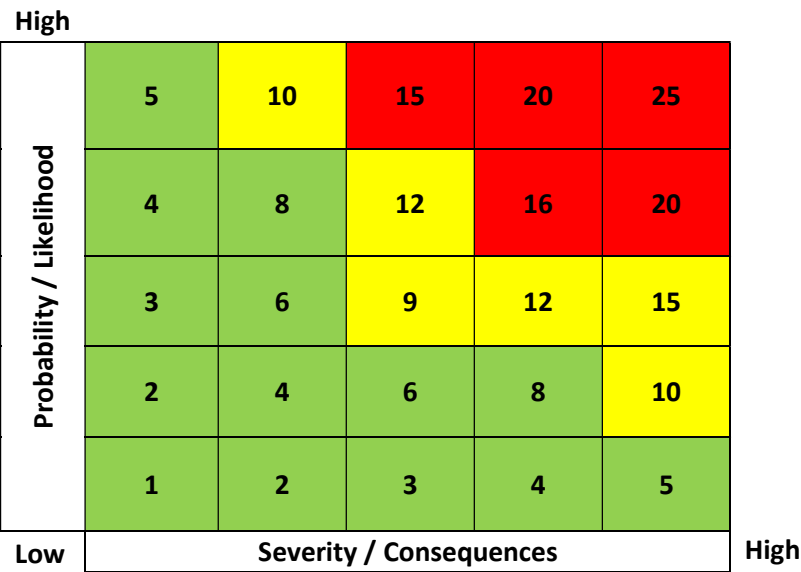
5.2 Quantifying Likelihood and Severity of Risks

This is not a precise process, but with thought and familiarity with the task, it is straightforward to assign a broad classification to both likelihood and severity. In all cases, consider what the reasonably expected outcome would be rather than a worst case scenario. For example, it is clearly possible to suffer a broken bone or head injury when tripping over, but in the vast majority of cases it is more reasonable to expect a cut, bruise or sprain. Also consider that all members of the work party will have a reasonable level of physical fitness. For those with lower levels of fitness (e.g. back problems) assign tasks according to the identified hazards.

For the purposes of this risk assessment, a 5x5 matrix will be used as visible in Figure 1 overleaf. The task will be assessed on the basis of risk and severity and the total will indicate the magnitude of risk. After applying mitigation methods, the risk is reassessed and the new risk level is shown.

A full Risk Assessment is available in Appendix A.

Figure 1 – 5x5 Risk Assessment Matrix



APPENDIX A
Risk Assessment

ACTIVITY: Working Near Roads

WHAT IS COVERED? Working on Roadsides, Road Verges, Sites where Roads will Need to be Frequently Crossed during the Work

WHO IS RESPONSIBLE FOR CONTROLS: Work supervisor and all work party members

What is the Hazard	Who would be injured	Nature and method of injuries	Frequency of hazard	Severity of hazard	Assessed risk	Control	Risk after control
Motor Traffic	Work party	Collision with traffic	4	5	20	For high speed roads, high traffic roads or on corners with limited visibility consider whether the task is suitable; All work party to wear Hi-Vis - must be long-sleeved on roads > 30mph; All members of work party are to be made aware of roads and follow pedestrian road safety advice (Stop, Look, Listen); Consider placing Men at Work traffic signs on road edge (200 yards from work sites) if required; Consider visibility along road from worksite; Plan work to avoid peak traffic times and avoid dark working where possible; Plan work to minimise need to cross road; Plan work to minimise time needed to work along road side;	10

ACTIVITY: Working Near Water

WHAT IS COVERED? Any Activity where Work Party will be within 5m of a Water Body, at any time during the Activity.

WHO IS RESPONSIBLE FOR CONTROLS: Work Supervisor and all Work Party members

What is the Hazard	Who would be injured?	Nature and method of injuries	Frequency of hazard?	Severity of hazard?	ASSESSED RISK	Controls	Risk After Control
Cold or deep still or slow flowing water	Work party	Drowning and hypothermia from immersion in water	3	5	15	Where possible, plan to undertake work near water outside of coldest months; Check for and ensure stability of banks before working; Avoid working on slippery or steep slopes above water; No member of work party to work near water alone – minimum of two; No non swimmers to work near water; Only work during daylight; If soaked, ensure volunteer can leave worksite to return home as soon as possible; Workers are to remain >5m from the water's edge at all times.	10
Fast flowing water	Work party	Drowning and hypothermia from immersion; Impact with rocks, branches, banks due to being swept by current;	3	5	15	Where possible, plan to undertake work near water outside of coldest months; Check for and ensure stability of banks before working; Avoid working on slippery or steep slopes above water; No member of work party to work near water alone – minimum of two; No non swimmers to work near water; Only work during daylight; If soaked, ensure volunteer can leave worksite to return home as soon as possible; Workers are to remain >5m from the water's edge at all times.	10

ACTIVITY: Completing Ecology Surveys**WHAT IS COVERED?** Travelling around Site and Interacting with the Environment**WHO IS RESPONSIBLE FOR CONTROLS:** Work Supervisor, Surveyor

What is the Hazard	Who would be injured?	Nature and method of injuries	Frequency of hazard?	Severity of hazard?	ASSESSED RISK	Controls	Risk after Control
Slips, trips and falls as a result of uneven terrain, vegetation, demolition rubble and poor visibility	Work party	Falling and subsequent injury	4	3	12	Surveyors are to wear the correct PPE, including ankle supporting boots and gloves to reduce the risk of injury from a fall. Surveyors will be provided with torches and adequate lighting options to ensure good visibility.	9
Falling branches / trees	Work Party	Falling objects causing injury to surveyors	3	4	12	Surveyors are to stay away from trees or branches which appear to be in poor condition, are suffering from rot, or appear to be at angles at risk of falling. Survey work is not to be undertaken during extreme weather conditions (particularly with respect to wind) which would increase the likelihood of trees tipping / sections of tree breaking and falling. Suitable PPE in the form of hard hats will provide additional protection.	8
Falling debris from derelict structures	Work Party	Falling debris causing injury to surveyors	2	4	8	Surveyors will not be entering buildings during the survey. Suitable PPE in the form of hard hats will provide additional protection. The survey will not be undertaken during treacherous weather conditions, reducing the likelihood of falling debris. Staff will keep their distance from the building edges during the survey.	4
Poor availability of communications, lack of emergency procedure awareness	Work Party	Staff become isolated or stranded during emergency procedure	2	4	8	Surveyors are to be inducted prior to the survey. Emergency procedures are to be explained and understood clearly prior to survey work. Staff will remain within visual contact of one another during the survey to reduce the risk of isolation	4
Inclement Weather	Work Party	Hypothermia / Hyperthermia, injury from falling debris in high winds	2	4	8	Surveyors will check weather forecasts prior to the survey being undertaken. The survey will not be undertaken in extreme weather conditions, but will instead be rescheduled to a day with more suitable conditions for surveying.	3
Insect bites and stings	Work Party	Some insect bites and stings may become infected or cause a severe allergic reaction	4	2	8	All staff will be aware of insects and be equipped with the appropriate insect repellent and/or barrier clothing.	4
Contact with Asbestos	Work party	Serious injury or death if surveyors inhale asbestos fibres	3	5	15	All surveyors to wear the appropriate PPE and must wear a respiratory face mask where any excavation works are anticipated.	10