



PORT SAFETY Handbook

Contractor • Visitors • Users
Health • Safety • Environmental

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The aim of this handbook is to set out the Peterhead Port Authority rules and expectations for all persons operating in or visiting our port.

This includes, but is not limited to:

- ✓ **Contractors**
- ✓ **Tenants (including contractors operating on their behalf)**
- ✓ **Port users**
- ✓ **Visitors & members of the public**

All persons using Peterhead Port facilities should be aware that certain areas of the port premises are open to the public, but whilst operations are taking place, it may be required to restrict access to this area for safety and security purposes.

Visitors are asked to familiarise themselves with this handbook and keep clear of working areas.

All Peterhead Port Contractors, Tenants (and their contractors) and users of Peterhead Port facilities, must give assurances that they have received this handbook and will undertake to read and understand its contents.

THE RULES AND EXPECTATIONS SET OUT IN THIS PORT SAFETY HANDBOOK HAVE BEEN ESTABLISHED FOR THE SAFETY, SECURITY AND WELL-BEING OF ALL PERSONS WORKING IN AND VISITING THE PORT. BY ENTERING THE PORT ESTATE, ALL SUCH PERSONS WILL BE DEEMED TO AGREE AND UNDERTAKE TO COMPLY WITH SUCH RULES AND EXPECTATIONS.



Purpose





Contractor Responsibilities

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**Safety
first**

All Contractors operating in the port shall:

- ✓ Operate in compliance with current and relevant health, safety, and environmental legislation.
- ✓ Ensure all work procedures and operations have been risk assessed and work methods established to the safest practical level prior to any activity.
- ✓ Ensure emergency procedures have been established in relation to their operations.
- ✓ If not wearing suitable buoyancy equipment, remain at least 1 metre from the edge at open quaysides.
- ✓ Comply with local rules, procedures and personal protective equipment requirements when entering Peterhead Port facilities.
- ✓ Not interfere or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ✓ Not interfere or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ✓ Be aware of their responsibility towards the local environment and report any signs of pollution to the Peterhead Port Authority.
- ✓ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ✓ Be trained and competent to undertake the task they are employed to do.
- ✓ Stop work if they have concerns regarding their safety or that of others and report to their Line Manager or the Peterhead Port Authority.
- ✓ Report all incidents to their Line Manager or the Peterhead Port Authority.
- ✓ Comply with any security arrangements put in place by the Peterhead Port Authority.

All Port Tenants operating in the port shall:

- ✓ Ensure their staff and contractors operating on their behalf, are aware of and comply with the contents of this handbook.
- ✓ Operate their business in compliance with current and relevant health, safety, and environmental legislation.
- ✓ Not interfere or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ✓ Not interfere or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ✓ Be aware of their responsibility towards the local environment and report any signs of pollution to the Peterhead Port Authority.
- ✓ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ✓ Ensure that their operations and activities are in accordance with their lease agreement.
- ✓ Report all incidents to their Line Manager or the Peterhead Port Authority.
- ✓ Comply with any security arrangements put in place by the Peterhead Port Authority.



Port Tenant Responsibilities





Port User Responsibilities

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All Port Users operating in the port shall:

- ✓ Ensure that they or any crew they may have, are aware of and comply with the contents of this handbook.
- ✓ Operate their business in compliance with current and relevant health, safety, and environmental legislation.
- ✓ Not interfere or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ✓ Not interfere or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ✓ Ensure emergency procedures have been established in relation to their operations.
- ✓ If not wearing suitable buoyancy equipment, remain at least 1 metre from the edge at open quaysides.
- ✓ Comply with local rules, procedures and personal protective equipment requirements when entering Peterhead Port Facilities.
- ✓ Be aware of their responsibility towards the local environment and report any signs of pollution to the Peterhead Port Authority.
- ✓ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ✓ Ensure that all persons under their employment are trained and competent in the use of any requested equipment provided by the Peterhead Port Authority to assist with their operations.
- ✓ Ensure that vessel access has been established to the safest practical level with a focus given to vessels used for accommodation purposes and access requirements during the darker hours.
- ✓ Report all incidents within the harbour jurisdiction to the Duty Harbour Master.
- ✓ Comply with any security arrangements put in place by the Peterhead Port Authority.

Visitors and Members of the Public shall:

- ✓ Be aware that although certain areas of the port are open to the public, Peterhead Port is a working industrial port and as such, caution and care should be taken to avoid industrial activities.
- ✓ Members of the public must not enter an area where commercial activity is underway.
- ✓ If not wearing suitable buoyancy equipment, remain 1 metre from the edge at open quaysides.
- ✓ Not interfere or misuse any lifesaving appliances that have been provided in the interests of the health, safety, and welfare of any person.
- ✓ Not interfere or misuse any fencing or barriers that have been provided in the interest of safety and security.
- ✓ Be aware of their responsibility towards the local environment and report any signs of pollution to the Peterhead Port Authority.
- ✓ Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- ✓ Comply with guidance and instruction given by Peterhead Port Authority or persons carrying out operations in the port.
- ✓ Comply with any security arrangements put in place by the Peterhead Port Authority.
- ✓ Report any concerns or issues they see to the Peterhead Port Authority.
- ✓ Comply with any security arrangements put in place by the Peterhead Port Authority.
- ✓ Not climb over or circumvent any barriers, walls or fences.



Visitor Responsibilities





General Considerations

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Housekeeping

All Pier user groups have a duty to ensure that their work does not affect others working nearby or the future safe use of the quayside. All users have a duty to keep their work areas and material storage areas tidy. Work areas should be managed appropriately to ensure that persons are not unnecessarily vulnerable to slips and trips.

On completion of works, users are responsible for clearing any resulting debris from their operations and ensuring the area is left in a tidy state.

Waste

All Pier user groups have a duty to ensure that resulting waste from their activities is disposed of in the appropriate receptacles and not left on the quayside or in the general waste bins provided. Special or hazardous waste must be disposed of in compliance with local authority requirements and all health, safety, and environmental legislation.

Working Near Water

All port users should take measures to ensure that they are safe when operating close to the edge of an open pier or accessing any vessel. Quayside ladders and buoyancy aids are provided throughout the port for means of rescue. It is recommended that lifejackets are always worn when operating near water.

When operating over open water, do not attach yourself to any access plant.

Do not work alone when operating near or over water.

When operating over open water, do not wear tool belts or any equipment that could hinder flotation.

Please report any missing or damaged quayside rescue equipment prior to operating on an open quayside.

Be aware that the waters of the port are tidal and that the water level can rise or fall substantially over a short period of time.

All Port Users must comply with the Port speed limits set at 15mph for open quaysides and 20mph for designated roadways.

Where possible, the reversing of vehicles should be minimised. Where the reversing of vehicles cannot be avoided, a banksman should be in place to assist with directing to reduce the risk of accidents.

All Port users must ensure that their vehicle remains segregated and clear of any marked pedestrian walkway.

All vehicles and operatives/drivers on the port estate must **be** compliant with all legal requirements regarding tax, MOT, and licenses.

All Port users must ensure that their vehicles do not obstruct designated traffic routes and normal port activity. All vehicles must be parked within marked parking bays where provided unless authorised by the Peterhead Port Authority.

Unmarked and open quaysides are strictly for harbour purposes only, unless authorised by the Harbour Master.

All loading and unloading operations, either from a vessel or a vehicle, should be carried out by trained and competent persons. There should be clear delineation of the work area to avoid interaction with members of the public or other pier users. Where a forklift is used, the operator should be trained and competent, and a banksman in place to assist.

Pedestrian Safety

Port users must not park or drive on safe walk ways. Safe walkways are safety corridors to segregate people from vehicles.

If you are conducting a port activity that requires traffic to cross a safe walkway you must have a traffic management and safe system of work in place to protect pedestrians.



Traffic Management





Safe Vessel Access



The requirements for safe access to and from a vessel is contained within ACOP Safety in Docks (L148) and SIP014 Safe Access and Egress.



SiP014
Guidance On Safe Access And Egress
Port Skills & Safety

portskillsandsafety.co.uk

For safe access to fishing vessels and small craft please refer to SiP021.



Guidance on Safe Access to Fishing Vessels
and Small Craft - PSS

portskillsandsafety.co.uk

All lifts carried out using a mobile crane within Peterhead Port estate require a risk assessment and lift plan to be submitted to LOLER@peterheadport.co.uk along with the Peterhead Port – Crane Notification Form. Traffic management planning shall be included in all lift plans to provide advanced warning of any impact on normal port operations.

All lifts must be planned and adhere to Peterhead Port Authority – Crane Management Plan and Peterhead Port Authority – Abnormal loads and heavy lift operations – inner harbour and Sir Albert Quay basin.

All documents can be found on the Peterhead Port Authority website under important information.

All lifting operations shall be conducted in compliance with the current ‘Lifting Operations and Lifting Equipment’ Regulations and the ‘Provision and Use of Work Equipment’ Regulations.

Enclosed Space Entry

Any vessel who has crew or contractors entering an enclosed space must inform VTS by either VHF or Telephone. VTS will not grant approval for entry but are required to know in-case of emergency so they can assist with emergency response.



Lifting Operations & Heavy Plant





Personal Protective Equipment (PPE)

As a minimum, contractors working on behalf of Peterhead Port Authority or operating within its facilities will be required to wear the following certified PPE:

- ✓ Safety Head Protection in hard hat specified areas or in line with activities to be undertaken
- ✓ Suitable safety footwear in Line with activities to be undertaken
- ✓ Hi-visibility clothing
- ✓ Life vests when operating near or over water

Contractors are responsible for determining if further PPE requirements are needed in relation to their operations



All persons operating within the Peterhead Port Estate should take all practicable means to avoid a marine pollution incident.

All vessels must comply with the Port Waste Management Plan.

All plant and equipment utilised on the port estate, must have control measures in place to contain any fuel drips or spills and prevent any pollution from entering drains, watercourses, or the marine environment.

All Fuel, chemicals and similar materials should be stored in a bunded area capable of holding 110% of its content.

Mobile plant and machinery shall be accompanied with suitable spill kits to ensure that any spillage can be caught and dealt with as soon as possible.

All pollution incidents, however minor, **must** be reported immediately on the following 24-hour contact number: 01779 483600.



Pollution Prevention & Reporting





Emergency Arrangements

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In the event of an emergency incident, the Port Emergency Plan will be activated and all employees, contractors, tenants, and others will be instructed to evacuate the relevant area by a safe route and assemble at the closest safe muster point.

Fire

In the event of a fire follow the fire procedures for the building you are visiting, sounding the alarm if it has not already sounded and leaving by the nearest safe exit and congregating at the building's muster point reporting to the facility Fire Warden.

In the event of a fire on a vessel or within the harbour limits, raise the alarm by calling 999 and requesting the fire brigade, providing as much detail as possible. Then notify the Harbour Control Tower on contact number 01779 483600. Confirming that the emergency services have been notified.

Employees and contractors involved in a fire incident, must await instruction from line manager or the Peterhead Port Authority Incident Commander before leaving the port.

If you are involved in or witness on accident or incident, or are involved in or witness a pollution incident, please inform the Peterhead Port Authority as soon as possible using the 24-hour contact number: 01779 483600.

Public access AEDs are in place at the following locations:

- ✓ West Pier Lifeboat Station 24-hour access.
- ✓ Mitchell Quay 24-hour access.

Work Facility AEDs are in place at the following locations and are restricted to facility working hours:

- ✓ Greenhill Fish Market
- ✓ Peterhead Port Authority Workshop, Baltic Place
- ✓ Peterhead Port Authority Leisure Marina
- ✓ Harbour Office, West Pier.

Incident Reporting

Any person involved or witnessing an incident, accident or near-miss on the Peterhead Port estate, or its approach, are encouraged to report their findings to Peterhead Port Authority info@peterheadport.co.uk.

Suspicious Activity and Security

If you see any activity or behavior that you feel is suspicious and may relate to preparatory actions or acts of criminality such as terrorism, organised crime, illegal immigration, or smuggling, we request that you report it to the police.

In the event of witnessing any suspicious activity:

- ✗ **DO NOT** take direct action
- ✗ **DO NOT** confront the person
- ✗ **DO NOT** reveal your suspicions
- ✓ **DO** record as many details as possible - what you saw, where you saw it. Why was it suspicious? Be Specific.
- ✓ **DO** notify us as soon as possible. 24-hour contact number 01779 483600

In the rare event of a Firearms or Weapons Attack

- ✓ **RUN** to a place of safety. This is a far better option than to surrender or negotiate. If there is nowhere to go, then...
- ✓ **HIDE**. It is better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...
- ✓ **TELL** the police by calling 999.



Automated External Defibrillator (AED) Points





**DON'T
IGNORE
IT.
REPORT
IT.**

**Call the police on 101
or report online:
gov.uk/report-border-crime**

Project Kraken is a joint law enforcement operation tackling maritime border crime in the UK.


Border Force

 **NCA**
National Crime Agency