



# **HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES**

**FOR ALL FACILITY USERS**

# HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



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# HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



## **Introduction**

The Port of Cromarty Firth (PoCF) owns and controls a significant area of land. For ease of reference, these include the Service Base (incl West Harbour), Shore Road Car Park, Port Office with adjacent yard, High Street site and railway sidings, Saltburn Pier, and Water Tower (Invergordon Ind Estate). Throughout this document these areas together are referred to as PoCF premises.

While some of these areas are freely accessible by members of the public, PoCF exercises ultimate control over all users of its land. This is reinforced under PoCF's byelaws, whereby no person is entitled to enter or remain on PoCF premises unless he has lawful business or has received permission to do so. Furthermore, as a reasonable landowner, PoCF is committed to ensuring that anything done on its premises is undertaken in a safe and professional manner.

The Port of Cromarty Firth (PoCF) is an extremely busy area with a variety of port operations ongoing. A large number of companies work within PoCF premises who are involved in a variety of different work activities. This can give rise to an assortment of potential hazards. PoCF aims to minimise the risks so that our premises remains a safe place for all. To this end, PoCF applies health and safety regulations and sets its own standards and procedures to apply specifically to the use of its land.

The purpose of this document is to draw attention to the key issues for consideration when using or working on PoCF premises. Whilst it is intended to assist in achieving a high standard of compliance with statutory responsibilities under health, safety and environmental legislation, it must not be interpreted as an exemption from such statutory duties. These conditions are the minimum standards expected of all those working on PoCF property and it is anticipated that these will be exceeded by each companies' own HSE management systems and safe working practices (where appropriate).

While on PoCF premises it necessary that all Facility Users adhere to the following Health, Safety and Environmental Guidelines in addition to complying with all relevant legislative requirements. PoCF shall assist Facility Users in any reasonably practicable way to facilitate and coordinate safe working practices, however failure to comply with these guidelines may result in you being asked to stop work and/or leave PoCF premises immediately and PoCF taking action to recover any costs incurred as a result of non-compliance.

## **Responsibility**

A Facility User for the purpose of this document means any organisation or person(s) who undertakes or intends to undertake works of any nature, whether for themselves or on behalf of a third party, within PoCF premises and includes businesses who occupy premises (whether land or buildings) provided by PoCF, whether as a tenant, licensee or otherwise. For the avoidance of doubt, this includes Vessels, Mobile Offshore Units (MOUs) or any other structures alongside any PoCF premises.

Facility Users are fully responsible for all operations and personnel under their control (whether employed directly or contracted) and are responsible for ensuring compliance with all relevant legislation. Facility Users who employ contractors/third parties have the direct responsibility for ensuring that any company working as a third party for them complies with all relevant legislation and deal appropriately with all health and safety matters. This guide is not intended to substitute any measures that Facility Users should take in selecting, appointing or managing a contractor.

Facility Users must ensure that the contents of this document are disseminated to all employees, contractors and visitors / third parties under their control and must ensure their compliance at all times when working on PoCF property.

## **Compliance with the Relevant Statutory Provisions**

Facility Users shall comply with all health, safety and environmental legislative requirements and Cromarty Firth Port Authority Byelaws with regard to work or services carried out on PoCF premises. This guide is not intended to replace mandatory standards or legislation or in any way alter the Facility Users responsibilities in this regard.

## **Access To and From Port Premises**

The Port of Cromarty Firth is a busy operational area with many hazards so, from a safety perspective, awareness is key. A controlled access system is in operation at the Service Base which restricts access only to those who have a *bona fide* reason to be in the facility. In order to gain entry, it is necessary for all persons working on the Service Base to undergo a PoCF induction which will then allow the issue of an access pass. The induction aims to give pass holders an insight into general health, safety and environmental aspects and requirements whilst operating on PoCF premises. It is the responsibility of Facility Users to conduct a further project area/building specific induction for all their employees, visitors and contractors.

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## Operational Work Areas

Working areas shall be agreed with the PoCF prior to commencing works and should be suitably fenced/marked off to delineate the work area in order to ensure the safety of those working in the designated area and to prevent access to unauthorised personnel. For the avoidance of doubt, this includes all quayside areas allocated to specific projects, vessels, MOU's or any other structure alongside Port premises.

Where a vessel or MOU is moored alongside the quay, the Master or Offshore Installation Manager (OIM) must ensure that a fence line such as crowd control barrier is erected to create a 'controlled' environment for all associated activities. Access must be limited to those involved in the project work scope. It is the responsibility of the vessel Master or OIM to control and ensure a safe working environment for all operations and personnel under their control at all times whilst alongside Port premises.

Facility Users are responsible for ensuring the health and safety of all personnel working under their control while working on PoCF premises and must ensure access to controlled area(s) is restricted to authorised personnel only. When working outwith controlled areas (e.g. transporting cargo) this must be suitably planned and risk assessed to ensure the safety of other personnel working in the premises.

Where hazardous activities such as radiography or pressure testing are being conducted – access to the area MUST be restricted to operational personnel only with barricades, fencing or manned security and the appropriate signage displayed.

Work areas must be kept clean and tidy at all times and on the completion of all operations the area must be left safe, clean, tidy and free from obstructions.

## Pre-Arrangement as To Safe Working Procedures

PoCF require all Facility Users to have conducted risk assessments and method statements for all work being conducted within the Port facility. Facility Users should ensure that any adjacent activities ongoing in the vicinity of their work area which may affect their work, or others, are addressed within their risk assessments and method statements and are communicated as necessary to other Facility Users who may be affected.

All risk assessments must be site specific and should address at least the following issues, as appropriate:

- Risks to the public, other contractors, port staff, vessel crews and other Facility Users
- Risks to the building structure, property and the environment
- Hazardous substances risk, i.e. COSHH Assessments
- Fire or explosion risk
- Traffic/Pedestrian risk
- Risks of working on, over or near to water and quay edges
- Risks from activities being carried out in the vicinity by other contractors.

PoCF reserves the right to inspect all operational paperwork such as risk assessments, method statements, lift plans and equipment certification, and suspend any activities until satisfied that the correct procedures and documentation are in place. PoCF does not approve plans or assessments and the provision does not absolve the Facility User of any responsibility.

**Responsibility for managing works remains at all times with the Facility User.**

## Co-operation, Communication & Simultaneous Operations

It is imperative that PoCF are made aware of work being carried out on their premises which may have an impact on persons and adjacent land occupiers unconnected with the work so that any relevant operational issues can be addressed and any known risks are notified to other Facility Users as necessary. It is the responsibility of the Facility User to collaborate with any such neighbouring Facility Users along with notifying PoCF.

Please note that where a Facility User appoints a contractor to undertake works, it is their responsibility to ensure PoCF have been notified of the planned works and the details set out in order to ensure that all relevant permissions have been obtained from PoCF prior to any works being undertaken. Facility Users who intend to appoint contractor(s) to undertake work on their behalf on PoCF premises, will be responsible for ensuring that any appointed contractor(s) are suitably competent to undertake the work, and that the contractor is aware of the risks affecting the area of work and the emergency procedures. It is the responsibility of the Facility User to ensure their contractors are suitably managed whilst working on PoCF premises and to ensure all relevant risk assessments and safe systems of work are in place for the work being conducted.

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PoCF hosts a weekly Operations Meeting to discuss the operational issues and requirements of ongoing and future work activities being conducted on PoCF premises and a fortnightly Facility User HSE Meeting, to discuss any HSE matters. These meetings are open to all Facility Users working on PoCF premises and attendance is encouraged to ensure the effective communication and co-ordination of all operations and any HSE matters.

## **Training & Competence**

Facility Users must ensure that all personnel under their control, including employees and any contractors working on their behalf within PoCF premises are suitably trained and competent to carry out their work safely and must be fully briefed on safe working procedures. Evidence of such training and competence must be provided if requested by the PoCF.

Facility Users must induct their employees, visitors and sub-contractors to the specific working area and associated hazards.

## **Permit to work/Notification of Works**

The following operations are prohibited without having prior approval from PoCF and as appropriate, the relevant permit issued by PoCF:

- Diving
- Bunkering and Oily Substance Transfer
- Electrical Isolations (applicable to PoCF owned properties only)

Advance notification must be made to PoCF, using Notification of Operations form F430-14 (Appendix 1) prior to commencing the following work activities:

- Heavy/abnormal lifting operations - Lifting operations involving lifting equipment 150 tonnes and over, and for any lifts being undertaken in the radius of other Facility User, buildings or vessels. A Crane Licence is also required.
- Radiography
- Pressure testing
- Hot Works
- Confined Space Entry

All operations requiring permits or advance notifications must be suitably managed with exclusion zones, safety signs, cautionary notices, barriers and other control measures being adhered to. It is essential that regard is had to other Facility Users working on the premises during these high risk activities.

To apply for a Permit or Notification of Operations Form contact Port Radio. (See appendix 2)

## **Diving Operations**

Diving operations must be conducted in accordance with the HSE Diving Regulations 1997. A permit must be countersigned by PoCF for all diving operations and Port Radio must be informed of any diving work being undertaken at the start and completion of operations. It is essential that PoCF are aware of when divers enter and leave the water. Additional information may be requested by the Harbour Master.

## **Bunkering & Internal Fuel Transfers**

A permit system is in operation to control and regulate all bunkering operations within the port area, no bunkering is permitted without prior completion and approval of this permit. Document ID 321-03 Bunkering/Oily Substance Transfers within Port Limits applies. This includes bunkering of vessels by road tanker.

Internal Fuel Oil Transfers aboard vessels and MOUs are permitted in daylight hours subject to informing Port Radio. Document ID 321-04 Transfer of Fuel applies.

## **Lifting Operations**

Before conducting any lifts, a lift plan and risk assessment must be carried out and where heavy lifting or operations which may affect other Facility Users are planned, advance notification to PoCF must be made. A Crane Licence must also be arranged with the Service Base Facilities Office.

Facility Users must ensure that when planning, organising and conducting lifting operations that all personnel involved in the operation are suitably trained, competent and experienced.

All equipment and accessories must be appropriate for the task and suitably maintained, certified, marked and have test certificates available. Lift plans, risk assessments and relating documentation must be available on site at all times.

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Facility Users who are responsible for lifting operations must ensure adequate control measures are in place to prevent anyone from standing under a suspended load or in a position where they could be struck by a load and must ensure exclusion zones are set up around the work site to prevent access to unauthorised personnel.

Lifting operations must not exceed the ground loading capacity of 7 tonnes per square metre, unless access to the heavy lift areas has been authorised by PoCF.

### **Hot Works**

A hot work permit is required for all hot works within PoCF premises, including vessels alongside. Facility Users conducting hot works must ensure all necessary precautions are taken to prevent a fire from starting, including the provision of suitable firefighting equipment and fire watch. Any hot work including welding should be suitably screened to protect passers-by from weld flash or other injury.

Before leaving PoCF premises Facility Users conducting hot work must ensure that all precautions necessary to prevent the outbreak of fire have been carried out and this includes (but is not limited to) continued fire watch for a minimum of thirty minutes following completion of works.

### **Site Traffic/Transportation**

There are vehicles and plant moving around the premises all the time. Facility Users must ensure that all vehicles being used on PoCF premises are suitably maintained, insured and fit for use on public roads. Drivers should always be mindful of pedestrians and must give way to them at marked crossing points. It is the responsibility of the Facility User to ensure that all vehicular/plant movement either within or outwith controlled areas is adequately planned and assessed to minimise risk to other Facility Users.

The Road Traffic Act is applicable within PoCF premises and all signs and markings must be obeyed accordingly. Please follow these basic traffic rules at all times:

- The speed limit is 10 M.P.H. and must be strictly adhered to.
- Mobile phones/devices must not be used when driving vehicles or plant
- Seatbelts (where fitted) must be worn at all times.
- All vehicles must keep to the left hand side of the roadways and no overtaking of moving traffic is permitted.
- Passengers are not to be carried in vehicles and plant which is not designed to do so.
- Be aware of pedestrians at all times.
- Give way to pedestrians at marked crossing points.
- A banksman must be used for guiding all HGV's carrying abnormal loads.
- Where the vision of a Fork Lift Truck operator is obstructed or restricted a banksman must be used.
- All loads being transported within the site must be secured. Plan all routes.
- Large plant, slow moving vehicles and wide or abnormal loads must be escorted on facility roads and planned in advance with PoCF staff.
- Vehicles or plant must never be left unattended or idling and keys must be removed when not in use

### **Pedestrian Safety**

Pedestrian safe walkways have been clearly marked "red" to provide safe access to and from main work areas. These must be used along with the designated crossing points at all times. High visibility clothing must be worn at all times unless suitable pedestrian safety measures such as crowd control barriers are in place which negate this need e.g. Cruise Liner passengers.

Due to the high volume of site traffic, pedestrians should be aware of vehicle movements at all times and must not enter into unauthorised areas.

Mobile phones should not be used whilst walking around the site as this distracts the user from the operations ongoing and vehicular traffic.

Walkways must be kept clear and unobstructed at all times. In the event that it is necessary to temporarily obstruct a walkway, consultation must firstly be made with PoCF. Facility Users are responsible for identifying and establishing a safe alternative route.

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Facility Users are responsible for ensuring safe access/egress to or from a work area or vessel gangway to an identified safe walkway.

## **Personal Protective Equipment (PPE)**

When working in operational areas, a hard hat, high visibility clothing and safety boots must also be worn along with any additional personal protective equipment required by the task risk assessment. Lifejackets must be worn when working within 2m of the quay edge or if working on or over water. Certain areas may require the use of safety glasses.

Facility Users must ensure that they provide their employees/contractors and visitors with suitable personal protective equipment for all operations and processes as required under the Health & Safety at Work etc. Act 1974. PPE should be CE marked or be in compliance with the relevant British Standard.

Facility Users must also provide adequate training, information, instruction and supervision to ensure that the equipment provided is donned correctly and looked after properly and maintained in good working order.

Any persons not wearing the relevant PPE whilst on Port premises will be asked to leave the premises and the matter reported to the employer responsible.

## **Storage/Laydown Areas**

Materials and equipment must not be offloaded onto laydown areas without first seeking permission from PoCF. If a Facility User wishes to store equipment on PoCF premises, a request must be made to the Operations Supervisor who will advise whether this is acceptable, provide an agreed location and specify any requirements for securing the equipment. Please note that, should it be possible to arrange appropriate storage facilities, a charge may be levied and all such equipment will be stored at the owner's risk.

The area designated for storage is the responsibility of the Facility User who must ensure suitable precautions are in place to prevent access to any unauthorised personnel.

Offloaded materials and equipment must not obstruct any roads, pavements, pedestrian walkways, crossings, emergency exits/access routes or safety equipment and must be stacked safely.

PoCF reserves the right to remove from site any items (e.g. plant, equipment, materials or temporary buildings) which have been offloaded without prior permission, or which are causing an obstruction.

## **Water Safety**

Life jackets must be worn when working or standing within 2 metres of the quay edge, or if you are working on or over the water. When working over side, a certified safety boat must be standing by.

In areas where ships are loaded and unloaded, vehicles should avoid manoeuvring close to unprotected quay edges. Operational vehicles, plant, cargo and operations must be kept 2 m away from the quay edge.

When working on or near quay edges which are close to shipping movements, Facility Users should be aware of the following activities which may be in progress:

- Mooring operations - involving heaving lines being thrown from vessels onto quayside areas and mooring lines being made fast or slipped.
- Shipping movements - causing water disturbance.
- Ships' crews performing maintenance operations.
- Vehicles and plant manoeuvring on piers in support of the mooring operation or for maintenance purposes.
- Cargo operations, including crane and fork lift truck operations, at the cargo and cruise terminals.
- Bunkering, where access may be restricted by hoses and equipment.

Access to vessels/craft in the Port must always be via a specified safe access i.e. gangway/accommodation ladder/ fixed access towers.

When boarding any vessels/craft the Master or person having control of that vessel must brief passengers on relevant safety precautions which must be followed at all times whilst on board.

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## **Transport by Water**

All vessels that are used to carry people from one part of the Port to another should be certified fit for purpose. Vessels should be of a sound and suitable construction, suitably licenced, and properly equipped for their intended use. Vessels should be under the charge of a competent person who should hold a Boat Masters' Licence issued by the Maritime and Coastguard Agency or equivalent.

## **Plant & Safety Equipment**

Facility Users are responsible for supplying all safety equipment, devices, notices and barriers as required to safely manage operations within their own area.

All plant and equipment used within PoCF premises must be maintained in a safe and serviceable condition and must be appropriately certified and tested where necessary. Maintenance records, test certificates and related documentation must be held and be made available to PoCF on request.

A Forklift Licence must be obtained from PoCF before a forklift can be operated on PoCF premises.

Facility Users must ensure only trained, competent and authorised personnel be permitted to operate plant and equipment on PoCF premises.

Facility Users may not borrow or use any tools, machinery, plant, equipment, materials or other items belonging to PoCF or any other Facility Users, without the express permission of the owner.

The Facility User must provide emergency contact details for the duration of their visit to the Port.

## **Working at Height**

When working at height, Facility Users must ensure the risks from work at height are assessed, including the risk of working on or near fragile surfaces, and appropriate work equipment is selected and used to prevent falls and dropped objects. Any equipment used for work at height must be properly inspected and maintained by the Facility User.

## **Electricity**

The use of temporary electrical supplies on site must be discussed with and approved by PoCF prior to set up/installation. The provision or modification of any mains power supply will only be undertaken by competent persons approved by PoCF. Facility Users may provide their own generated power.

Only 110v transformers and portable electrical tools rated 110v should be used. Facility Users must ensure that all portable electrical equipment is in a safe and serviceable condition, be PAT Tested, and be fit for the purpose for which it is to be used. In addition, all fixed appliances and electrical installations must be periodically inspected, inclusive of electrical supplies within temporary structures/buildings. All persons operating power tools must be adequately trained and competent to do so.

Any damage to cables or electrical equipment supplied by PoCF should be made safe, if possible, and reported immediately to the Facilities Supervisor. Electrical repair or maintenance work may only be carried out by trained and qualified electricians.

## **Potable Water**

The supply of water from any water hydrant on PoCF premises must be agreed with PoCF Operations Supervisor or Facilities Supervisor.

## **Fire & Explosives**

Facility Users are responsible for conducting fire risk assessments of their buildings/work area, inclusive of any temporary buildings/work areas/portacabins.

All Facility Users must establish suitable fire action plans detailing the measures to be taken in the event of a fire which must be proportionate and appropriate to the work area and are responsible for providing suitable fire protection including firefighting equipment/means of alarm, emergency lighting and signage. Facility Users have the responsibility to ensure that their employees/contractors/visitors can all be evacuated from their premises to a place of safety, and should have their own Fire Wardens in place to facilitate this. Facility Users must ensure fire action plans are be communicated to all relevant personnel and where applicable other Facility Users.

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Fire exits, routes and extinguishing equipment must never be obstructed or blocked and PoCF must be informed immediately if any firefighting equipment belonging to PoCF has been used or inadvertently released.

Explosives and explosive devices must not be brought onto site without prior notice and agreement with the PoCF.

All Facility Users should be aware of the threat of arson, and for this reason ensure that all skips and storage facilities do not present a risk or opportunity for this to occur which includes ensuring that there are no combustible materials stored in the vicinity of the perimeter fence. Waste bins, skips, generators, compressed gas cylinders, and other combustible materials should not be stored adjacent to buildings or any area that could present a fire safety risk to either buildings or personnel.

Bonfires and burning of rubbish within the Port facility is strictly prohibited.

## **Hazardous Substances**

PoCF must be notified in writing in advance of any Dangerous Goods/Hazardous Materials being brought onto site. Safety data sheets along with quantities and the location of all hazardous substances stored or used on the base must be issued to PoCF. Facility Users must conduct an assessment of the substances being used detailing the precautions to be taken during use, storage and disposal and are responsible for ensure the safe handling of hazardous substances on PoCF premises. All fixed and temporary containers storing any hazardous substances must be identified and appropriately labelled.

All hazardous materials such as fuels, oils, paints and chemicals must be stored in leak proof containers within a suitably bunded area away from the quayside edge and away from combustible materials. Storage facilities must be secure and kept locked when unattended and must have the necessary warning signage displayed to highlight hazardous substances are stored inside. Safety Data Sheets for all products must be available at site.

Facility Users should try to take only the minimum quantities required for the work activity onto the premises and must remove from site all surplus fuels, oils and hazardous materials on completion of works or before. It is strictly prohibited to dispose of any hazardous materials into drains or watercourses. Any spills or leaks must be immediately contained and cleaned, and reported to the PoCF.

If there is a requirement to use gas cylinders within the Service Base, quantities should be kept to a minimum and empty cylinders must be disposed of regularly. Cylinders must be stored safely (i.e. upright, secured, segregated by type and cordoned off) and should be stored in a suitable storage area away from combustibles and within the designated work/leased area.

Drip trays must be used during refuelling of plant and equipment, and double skinned bowsers to transport the fuel. Refuelling of mobile plant may require a Bunkering and Oily Substance Transfer Permit, to arrange contact Port Radio. Washing out of concrete mixers or other hazardous substances is not permitted on the premises.

## **Excavations**

If any form of excavation is required on PoCF premises, PoCF must be consulted prior to any works commencing. All necessary steps must be taken to ensure that no damage occurs to underground services and that other Facility Users are not adversely affected. Cable detectors and avoidance measures must be utilised to locate and mark services and suitable barriers must be used to prevent falls into open trenches.

## **Confined Spaces**

The risks must be assessed and control measures implemented for all work in confined spaces. Personnel involved must be suitably fit, trained, and competent to carry out the work, and rescue arrangements should be in place prior to personnel entering confined spaces.

Permit to Work systems controlled by the Facility User managing the work must be implemented and nobody should enter a confined space without a permit to work. PoCF to be informed of such operations using Notification of Operations Form.

## **Lighting**

It is the responsibility of Facility Users to ensure there is adequate local lighting to allow for work to be conducted safely, and where additional lighting is required this must be supplied by the Facility User who requires it. Facility Users are responsible for ensuring fire risk assessments are conducted for any temporary lighting appliances used.

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## **Drugs & Alcohol**

Alcohol and non-prescription drugs are not permitted or tolerated within the Port facility at any time. Personnel are prohibited from bringing onto our premises any non-prescription drugs, alcohol, or other intoxicating substance. Anyone suspected or found to be under the influence of drugs or alcohol will be removed immediately and reported to their employer. The police will be informed of any persons caught in possession of drugs or other illegal substances.

Facility Users should have a suitable Drugs & Alcohol policy and should conduct regular drug and alcohol screening of their employees and contractors. Any positive tests must result in the person being removed from PoCF premises and notification made to PoCF. In the event that PoCF has reason to suspect any personnel working on the premises may be under the influence of drugs or alcohol, the Facility User responsible will be requested to ensure additional Drugs and Alcohol Testing is conducted with their employees/contractors and suitable action taken.

## **Smoking**

Smoking is only permitted in designated smoking areas. It is against the law to smoke in any building. Cigarette ends must be disposed of in the appropriate bins.

## **Behaviour**

PoCF do not tolerate any form of violence or aggression towards any of its staff or other Facility Users and will report any such acts to the police. Facility Users have the responsibility to ensure all employees/contractors behave responsibly and respectfully when on PoCF premises.

## **Welfare**

Any welfare facilities provided by PoCF must be used in the appropriate manner and any acts of vandalism, graffiti, and misuse will not be tolerated.

Facility Users must provide extra facilities and servicing where requirements demand unless prior arrangement/agreement has been made with PoCF.

## **Housekeeping**

Facility Users must ensure all work areas are kept as tidy as possible to prevent hazards such as fires, slips, trips and falls and also to discourage vermin.

## **Signage**

All signs and barriers displayed on PoCF premises must be complied with and must not be obstructed in any way, i.e. by vehicles, plant or equipment.

Facility Users are responsible for erecting all additional safety signs required to warn employees and other Facility Users of any hazards associated with any specific project area. Temporary signs must be removed on completion of the work.

Signs are not permitted on the perimeter fence, unless agreed with PoCF.

## **Young Persons**

Persons under the age of 16 are not permitted on PoCF facilities unless in exceptional circumstances and entry will only be granted after consultation with PoCF and provided arrangements are in place to ensure they are escorted at all times.

Facility Users employing anyone under the age of 18 must conduct a young person's risk assessment and ensure all necessary control measures have been taken.

## **First aid**

Facility Users are responsible for making the appropriate arrangements for the provision of first aiders, facilities and first aid supplies proportionate to the nature of work being undertaken on the premises. As a minimum there must be:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements (this person(s) should be easily identifiable)
- information for all employees giving details of first aid arrangements

Defibrillators are located at the Service Base main gate and in the Port Office.

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## **Emergency Action**

All Facility Users must have emergency plans in place prior to commencement of work which should be relevant to the work area and proportionate to the level of risk, inclusive of emergency contact details, copies of which must be made available to PoCF along with notification as to the location of assembly points. Facility Users must ensure Personal Emergency Evacuation Plans are developed for any employees/contractors or visitors using the premises with identified additional needs, which PoCF must be notified of.

It is the responsibility of all Facility Users to appoint a designated person with the duty of accounting for all their respective personnel present at any time within the Port facilities.

In the event of an emergency situation the emergency services must be contacted immediately. PoCF must be informed of the situation immediately once the emergency services have been contacted. The PoCF 24 hour contact number is 01349 852308. Facility Users must inform PoCF prior to undertaking fire drills/sounding alarms and in the event of a false alarm.

## **Water Emergency**

In the event of a requirement for a rescue from water, life buoys and ladders are situated at regular intervals along the quayside/quay wall.

If the event that any life buoys are used or there is a man overboard incident, Port Radio must be informed immediately.

## **Reporting Accidents/Incidents**

All accidents/incidents which occur on PoCF premises, including those where injury is sustained which results in the injured person being a) taken or sent home b) sent to hospital c) taken or referred to his/her own doctor, fires, near misses, property damage or losses (whether or not reportable under RIDDOR 2013) must be investigated by the responsible Facility User in line with the users own procedures for reporting of accidents and incidents, and also notify and provide a copy of the accident / incident report to PoCF.

It is the responsibility of all Facility Users to ensure any accidents, diseases and dangerous occurrences on PoCF premises which are reportable under RIDDOR, are reported to the HSE/Enforcing Authority accordingly.

PoCF reserves the right to conduct an independent investigation into any accidents, diseases or dangerous occurrences.

In the event of an Improvement, Prohibition or other Statutory Notice being served on a Facility User in respect of work or services being conducted on PoCF premises, the Facility User shall comply with the terms of the Notice, and immediately provide a copy to PoCF along with the measures which have been taken to prevent recurrence.

## **Observing Hazardous Situations**

Facility Users must take steps to minimise the risk of an accident/incident happening. Any hazards identified which are under the control of other Facility Users should be reported to those responsible and to PoCF. Facility Users are encouraged to make use of PoCF Observation Cards (available from the Facilities Office) and/or their own hazard observation cards.

Unsafe working practices carried out by a Facility User, which are either reported to or noted by PoCF will result in that activity being stopped. The Facility User will not be permitted to re-start the activity until the unsafe practices have been addressed and additional control measures have been put in place. In extreme situations, the Facility User may be asked to leave the site.

## **PoCF Property & Equipment**

In addition to adhering to the requirements of this guide, Facility Users occupying/leasing property or land from PoCF are responsible for ensuring that premises provided are suitable for their purposes to enable their staff to carry out their work safely and must also consider members of the public or others working in the vicinity who may be affected by any activities being undertaken.

Facility Users must ensure that they inform PoCF's Facilities Supervisor immediately if they become aware of any defects with their accommodation which PoCF is responsible for repairing. Where defects are the responsibility of the tenant/occupier, immediate action should be taken to undertake appropriate repairs.

Where any equipment is provided by PoCF, the Facility User is responsible for its safe use, and therefore must ensure that staff are properly informed and trained to use the equipment. Action to limit damage must be taken and in the event of damage to

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equipment caused by a third party, ensure that their details are passed to PoCF to enable recovery of repair costs. Failure to obtain relevant third party details may result in a claim for the repair costs against you as the hirer of the equipment.

Subject to the provisions of the lease, consent from PoCF must be obtained prior to making any structural/long term alterations to leased premises. Failure to do so may result in an actionable breach of the lease. Please contact PoCF's Finance Manager in the first instance.

If damage to PoCF property, infrastructure or equipment occurs or is discovered it should be reported immediately to PoCF. Any faults with PoCF systems, structures, equipment or facilities must be reported immediately to PoCF so that the fault can be repaired as soon as practicably possible.

## Environment

### Wildlife & Conservation

The Cromarty Firth has international ecological importance. A Site of Special Scientific Interest, Special Protection Area, Ramsar site, and Special Area of Conservation are all located within the boundaries of the Firth. Ecological awareness is extremely important while working on site, as many different types of species live around the Firth; from wintering and breeding birds, to otters, seals and dolphins.

Where a Facility User's work or services is likely to impact on the environment, the effect of the proposed activities shall be considered in respect to the site and its locality such that adverse effects may be identified, evaluated and mitigating action taken accordingly. In this respect particular attention should be given to activities causing noise at night and pollution of the Firth.

### Noise

All measures must be taken to contain and suitably reduce noise levels, and where necessary, Facility Users must establish hearing protection zones and alert any adjacent Facility Users in the event that the noise may impact upon them.

As the Service Base is in close proximity to a number of residential properties, every effort must be made to reduce disturbance and nuisance with consideration given to the World Health Organisation night noise guidelines for Europe. Operations causing noise must be limited to the hours of 07:00 – 23:00 Monday to Saturday and 10:00 – 19:00 Sunday. The use of any PA system is prohibited between 19:00 and 07:00 (except in emergencies).

Items of plant and equipment should be silenced where possible and white noise reversing alarms should be fitted to mobile plant to minimise disruption to nearby residents.

With regards to MOUs every endeavour should be made to the reduction of noise emissions from the following sources:

- Main engine and generator exhaust noise.
- Movement of mooring chain and associated equipment around working areas.
- Venting of compressed air systems.

In considering engine and exhaust noise, thought should be given at the project planning stages to the use of noise reducing deck generators, baffles or cowls, in order to suppress/deflect noise away from residential areas.

### Dust/Fumes

Facility Users must ensure that any work being undertaken which has the potential to cause dust, debris or fume emissions (i.e. painting and shot blasting), has all the necessary measures in place to contain, encapsulate and control any potential discharge into the environment, and nuisance or damage to personnel and property. Measures must be taken to reduce dust/fumes as far as possible and control measures implemented to reduce personal exposure to dust by use of suitable respiratory equipment. Careful consideration must be given to methods of applying such substances to ensure the least environmentally invasive method is used, i.e. applying paint by power rolling.

A detailed program of the cleaning, preparation and coating scope showing the application, methods and materials used must be in place and should include a full analysis of any material being removed, blasting cleaning agent and replacement coating. Any concerns can be clarified with the Scottish Environmental Protection Agency (SEPA) or Marine Scotland who will be able to advise on current European Legislation. These results must be made available prior to the commencement of activities to ensure that any concerns can be addressed to prevent any unnecessary delays. Any changes to the original program must be notified and agreed with PoCF and the regulators (if applicable) prior to commencement.

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If an inadvertent discharge of dust/fume occurs, work must be stopped immediately and the site made secure. The incident must be immediately reported to PoCF.

The use of organotin compounds (found in antifouling paints) and removal of these products by mechanical means is prohibited.

### Waste Management

It is the legal responsibility of any waste producer to ensure their waste is transferred, stored and disposed of appropriately. Any waste left on PoCF premises, including within a waste receptacle, will be treated as fly tipping unless a contractual arrangement exists between the waste producer and PoCF for its disposal. Any fly tipping found will be investigated and may lead to prosecution.

Vessels arriving in the Port must advise PoCF of the volume and nature of the waste material. Facility Users shall therefore arrange for the disposal of (or as arranged by special agreement with PoCF) all waste generated by their operations. This shall include the uplifting and removal from site in suitable skips or containers and onward transportation to a registered waste disposal centre as required. Provision of skips can be arranged through your local agent.

All waste must be disposed of via a licensed waste operator, copies of licences must be available to PoCF for inspection upon request. Special waste must be disposed of accordingly as per SEPA guidelines and not disposed of in general waste skips.

No waste of any description should be dumped into the Cromarty Firth or on the quayside.

Waste receptacles must be an appropriate standard for the intended waste type to prevent any escape of waste material to the air, ground or water. As a minimum, food waste must be contained within an enclosed skip / bin so as to discourage vermin, and other waste types must be contained within a netted skip to prevent items becoming windblown. This includes any skips being transported from MOU/vessels to the quayside. In addition, waste receptacles need to be adequately secured to ensure that they do not move in high winds.

PoCF encourages reducing, reusing and recycling waste wherever possible. To enable this, waste should be segregated appropriately into waste streams according to the required disposal or recycling criteria which will be determined by the nature of the material.

### Discharges to the Firth

While any Vessels/MOUs are alongside, discharge of cooling water should be routed to low level outfalls and any other discharges must adhere to the International Convention for the Prevention of Pollution from Ships (MARPOL) guidance.

On no account will discharge of trade waste, shot blast or debris material etc. be allowed to enter the Firth. Such materials must be retained in holding tanks/containers for subsequent disposal at a licensed waste facility.

Although usually an exempt activity, Marine Scotland and PoCF must be consulted regarding any works requiring the removal of marine growth.

### Completion of the Works

Facility Users are responsible for ensuring that they make good the site and dispose of all waste appropriately on completion of works, leaving the site clear and safe.

PoCF staff may inspect the site post-completion to ensure compliance. In the event that PoCF needs to take any remedial action to make the site clear or safe or arrange for appropriate disposal of waste left on PoCF's premises, the Facility User responsible will be required to reimburse PoCF for any such costs incurred.

### Accidental Release of Hazardous Substances

Due to the environmental sensitivity of the Cromarty Firth, it is imperative that no hazardous substances are discharged into the Firth or into any drains on PoCF premises. Any accidental release of hazardous substances in the Port Facility must be contained and reported to Port Radio on 01349 852308 immediately, so that effective clean up measures can be implemented and the appropriate response implemented by the Port of Cromarty Firth Duty Manager.

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Anyone causing pollution of any kind will be held liable and consequently will be charged for the clean-up operation, remedial work and equipment used.

## **Insurance**

Facility Users must have all necessary insurances in place in respect of the work being conducted, including but not limited to adequate public liability insurance, employers liability insurance and vehicle insurance and where relevant, building/contents insurance, copies of which may be requested by PoCF.

## **Reservation of Right**

PoCF Reserves the right, without notice, to:

- Suspend any operation it considers may be liable to cause injury, or damage to property, and contamination to the environment.
- Suspend any work which is being conducted without the necessary permissions, permits and authorisations being in place from PoCF.
- Restrict or evict any person suspected of being incapable through drugs or alcohol abuse.
- Refuse access to any person who consistently contravenes PoCF rules
- Instruct the removal from the site, of any person not complying with PPE requirements.

You will also agree to suspend any activity that contravenes the terms of approval and statutory regulations when instructed to do so by Port of Cromarty Firth and will not resume that activity until remedial action has been undertaken and approved by Port of Cromarty Firth / the appropriate statutory authority.

These guidelines as described are to be read in conjunction with our standard terms and conditions.

## **Acknowledgement**

By signing this document (ID311-01 Issue 01, rev 01), you confirm that you have read and agree to be bound by the terms and conditions of the same (including the subsequent appendices annexed hereto).

Name \_\_\_\_\_ Position \_\_\_\_\_

Company/Vessel/MOU \_\_\_\_\_

Signed (as Authorised Signatory) \_\_\_\_\_ Date \_\_\_\_\_

Appendix 1



**NOTIFICATION OF OPERATIONS** For official use only – Ref No: \_\_\_\_\_

Notifications are required for the following operations:

- Lifting operations involving lifting equipment 150 tonnes and over, and for any lifts being undertaken in the radius of other Facility Users, buildings or vessels
- Radiography
- Pressure Testing
- Hot Work
- Confined Space Entry

Vessel/MOU		Project	
Facility User		Responsible Person	
Position		Contact Number	

Type of Operation (please tick)	Date(s)	Time (from –to)
<input type="checkbox"/> Lifting Operations		
<input type="checkbox"/> Radiography		
<input type="checkbox"/> Pressure Testing		
<input type="checkbox"/> Hot Work		
<input type="checkbox"/> Confined Space Entry		

Exact Location of Operation

Confirm the following measures have been taken:	
Risk assessment & method statement completed	Y / N
Lift Plan completed for lifting operations	Y / N
Exclusion zone and signage around operation will be implemented	Y / N
All task personnel are suitably trained and competent	Y / N

Additional Comments

I accept responsibility for ensuring that the control measures & precautions listed above are applied during the course of this work and confirm that a full risk assessment of the work involved has been carried out.

Responsible person to acknowledge responsibility for the operation and for ensuring that all necessary control measures will be taken.	
Signature of Responsible Person:	Date:

Email completed form to: [shipping@cfpa.co.uk](mailto:shipping@cfpa.co.uk)

Port Radio Tel: 01349 852308

**Appendix 2**

**Contact Directory**

**PoCF Directory**

PoCF Port Radio / 24 hours	Tel: 01349 852308	Email: <a href="mailto:Shipping@cfpa.co.uk">Shipping@cfpa.co.uk</a>
	Fax: 01349 854172	
Chief Executive Officer (Bob Buskie)	Mob: 07799773382	Email: <a href="mailto:bbuskie@cfpa.co.uk">bbuskie@cfpa.co.uk</a>
General Manager (Calum Slater)	Mob: 07747805567	Email: <a href="mailto:calum@cfpa.co.uk">calum@cfpa.co.uk</a>
Marine Supervisor (Graham Grant)	Mob: 07818552749	Email: <a href="mailto:GrahamG@cfpa.co.uk">GrahamG@cfpa.co.uk</a>
Operations Supervisor (James Macfarlane)	Mob: 07818552733	Email: <a href="mailto:JamesMacfarlane@cfpa.co.uk">JamesMacfarlane@cfpa.co.uk</a>
Facilities Supervisor (Hamish Hardie)	Mob: 07764357409	Email: <a href="mailto:Hamish@cfpa.co.uk">Hamish@cfpa.co.uk</a>
Marine Co-ordinator (Dale Stephen)	Mob: 07570359113	Email: <a href="mailto:dales@cfpa.co.uk">dales@cfpa.co.uk</a>
Health & Safety Advisor (John Smith)	Mob: 07824996365	Email: <a href="mailto:johns@cfpa.co.uk">johns@cfpa.co.uk</a>
Health & Safety Advisor (Victoria Munro)	Mob: 07585802811	Email: <a href="mailto:victoriamunro@cfpa.co.uk">victoriamunro@cfpa.co.uk</a>
Environmental Advisor (James Cusiter)	Mob: 07833445726	Email: <a href="mailto:Jamesc@cfpa.co.uk">Jamesc@cfpa.co.uk</a>

**Emergency Services**

Police Scotland Emergency	999
Police Scotland non-Emergency	101
Fire & Rescue Services Emergency	999
Scotland Fire and Rescue Service (North HQ)	Tel: 01224 636666
Ambulance Service Emergency	999
Scottish Ambulance Service	Tel: 01463 667799
Maritime and Coastguard Agency	999
Regional Headquarters MCA Aberdeen	Tel: 01224 592334

**Ancillary Services**

NHS 24 (out of hours)	111
Invergordon Medical Centre	Tel: 01349 852893
Invergordon County Hospital (A&E)	Tel: 01349 852496
Dingwall Ross Memorial Hospital (A&E)	Tel: 01349 863313
Health & Safety Executive	Tel: 01463 723260
UK Border Agency	Tel: 01224 722890
Scottish Environment Protection Agency (SEPA)	Tel: 01349 862021
24 hrs Emergency Line	Tel: 0800 807060