



HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES

FOR ALL FACILITY USERS

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Contents

Introduction	4
Definitions	4
Responsibilities.....	4
Compliance with the Relevant Statutory Provisions	4
Controlled Access	4
Designated Work/Storage Areas	4
Common User Areas.....	5
Risk Assessment & Safe Working Procedures	5
Management of Work Activities	5
Co-operation, Communication & Simultaneous Operations.....	5
Appointed Contractors	5
Training & Competence.....	5
Controlled Operations.....	6
Site Traffic/Transportation	8
Pedestrian Safety	8
Personal Protective Equipment (PPE)	9
Water Safety.....	9
Transport by Water	9
Plant & Equipment	9
Working at Height	9
Electricity.....	10
Fire & Explosives	10
Hazardous / Dangerous Substances	10
Gas Cylinders	10
Lighting	10
Drugs & Alcohol.....	10
Smoking.....	11
Behaviour	11
Welfare.....	11
Housekeeping.....	11
Signage & Safety Equipment	11
Young Persons	11
Winter Maintenance	11
Water Supply.....	11
Animals.....	12
First aid.....	12
Emergency Action Plans	12
Water Emergency.....	12
Accidents/Incidents.....	12
Reporting Hazards	12
Damage to PoCF Property & Equipment	12

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Environment.....	13
Wildlife & Conservation	13
Noise.....	13
Dust/Fumes	13
Waste Management	13
Discharges to the Firth	14
Spill Response.....	14
Insurance.....	14
Reservation of Right	15
Acknowledgement	15

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Introduction

The purpose of this document is to draw attention to the key areas for consideration when using or working on PoCF premises and outlines the minimum standards expected. Due to the multi user nature of PoCF premises, the primary objective of these Guidelines is to ensure that undertakings on PoCF premises by any Facility Users are managed, controlled and co-ordinated in conjunction with other Facility Users.

While on PoCF premises it necessary that all Facility Users adhere to these Guidelines in addition to complying with all relevant legislative requirements. Failure to comply may result a Facility User being asked to stop work and/or leave PoCF premises immediately.

For the purpose of this document, the following area's together are referred to as PoCF Premises:

- Invergordon Service Base (incl West Harbour),
- Port Office with adjacent yard
- Saltburn Pier

Definitions

Common User Area is an area/quay that is shared with others for the purpose of carrying out work.

Dangerous goods means any goods or cargoes, whether packaged or in bulk, which meet the criteria in the IMDG Code for classification as dangerous goods.

Facility User is 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 including businesses who occupy premises (whether land or buildings) provided by PoCF, whether as a tenant, licensee or otherwise will be referred to as a Facility User. For the avoidance of doubt, this includes Vessels, Mobile Offshore Units (MOUs) or any other structures alongside any PoCF premises.

Contacts

PoCF is contactable 24/7, by telephone or VHF or email.

Tel: 01349 852308

VHF: Channel 11

Email: shipping@cfpa.co.uk

In the event of an emergency contact 999 or 101 and then alert PoCF.

Responsibilities

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 that:

- they along with all their employees and those of any Sub-Users/Appointed Contractors/Third Parties comply with the requirements of these guidelines and all relevant legislation.
- the contents of this document are disseminated to all employees, Sub-Users/Appointed Contractors/Third Parties under their control.

As the landlord, PoCF shall assist Facility Users in any reasonably practicable way to facilitate and coordinate safe working practices.

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.

Controlled Access

A controlled access system is in operation at the Service Base and Saltburn Pier which restricts access only to those who have undergone the PoCF Site Induction and have been issued with an access pass. Refer to PoCF procedure OP311-05 Access Control, for further details.

Designated Work/Storage Areas

Prior to commencing any work including offloading any equipment or materials within PoCF premises, the designated area must firstly be agreed and approved by the PoCF Operations Supervisor. All designated areas must be adequately and

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



appropriately demarcated by use of fencing/barriers such as heras or crowd control barriers, in order to prevent unauthorised access. 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.

The designated area remains at all times the responsibility of the Facility User and will be subject to charges. Any items stored on PoCF premises will be at the owner's risk.

Common User Areas

Any work being undertaken in a common user area where it is not possible to erect physical barriers, must be adequately controlled by the Facility User and access restricted to 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.

Risk Assessment & Safe Working Procedures

All Facility Users must complete risk assessments and method statements for all work being conducted within PoCF premises. Facility Users should ensure that any adjacent activities ongoing in the vicinity of their work area are addressed within their risk assessments and method statements and are communicated as necessary to other Facility Users who may be affected.

PoCF reserves the right to inspect all operational documentation 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.

Management of Work Activities

All operations undertaken on PoCF premises must have a responsible person on the premises at all times who is in control of the operation. Responsibility for managing works remains at all times with the Facility User.

Co-operation, Communication & Simultaneous Operations

Facility Users have a duty to co-operate and co-ordinate with other parties working on PoCF premises, as such it is the responsibility of the Facility User to collaborate with any neighbouring Facility Users. Facility Users must also notify PoCF of work being carried out on their premises which may have an impact on any other Facility Users.

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 co-operation and co-ordination of all operations and any HSE matters.

Appointed Contractors

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.

Training & Competence

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

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Facility Users must ensure a specific working area induction including details of any associated hazards and safe working procedures is conducted with all their employees, visitors and contractors.

Controlled Operations

The management of all work on site must be controlled by the Facility User responsible for the work or work area. A Site Operations Declaration (F311-10) must be completed and lodged with the Facilities Office for all operations being conducted, at least two days prior to arrival on site / operations commencing. This includes the movement of any equipment / cargo from or to the site by sea or road. This will also be applicable to Facility Users who lease or own buildings within PoCF premises if there is a risk that the operation may have an impact on other Facility Users.

In addition, due to the multi user nature of the facility, there are various activities which require a PoCF issued permit, while other activities require the Facility User managing the work to issue their own permit but notify PoCF of the operation. Furthermore, some operations do not require to be managed under a permit system but require notification to be made to PoCF.

The table below details the requirements for each of these controlled operations.

Operation	Controls/Requirements	PoCF Document
POCF Issued Permit		
Diving	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.	<i>Diving Operations Permit (F430-01)</i>
Bunkering & Internal Fuel Transfers	Bunkering operations within the port limits must be undertaken in accordance with Document ID 321-03 Bunkering/Oily Substance Transfers within Port Limits. 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.	<i>Bunkering-Oily Substance Transfer Permit (F430-05)</i>
Electrical Isolations	The provision or modification of any mains power supply or isolations required to PoCF owned properties will only be undertaken by competent persons approved by PoCF and must have a permit in place. Facility Users may provide their own generated power. The use of temporary electrical supplies on site must be discussed with and approved by PoCF prior to set up/installation.	<i>Controlled Activity Permit (F430-03)</i>
Notification to PoCF in conjunction with Facility Users own Permit to Work System		
Hot Work (excluding operations within leased / owned fabrication buildings)	Facility Users must ensure they operate a hot work permit system for all hot works within PoCF premises, including vessels alongside and must make notification to PoCF that hot works are being conducted. 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 must ensure 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 hot works.	<i>Site Operations Declaration (F311-10)</i>
Radiography & Pressure Testing	All radiography and pressure testing work must be controlled by a permit to work system managed by the Facility User responsible for the work. Facility Users must notify PoCF of any radiography or pressure testing work. Where these activities are being conducted, access must be strictly restricted to authorised personnel only.	<i>Site Operations Declaration (F311-10)</i>

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Operation	Controls/Requirements	PoCF Document
Confined Space Entry	<p>Permit to Work systems controlled by the Facility User managing the work must be implemented. Nobody should enter a confined space without a permit to work. Facility Users must notify PoCF of any confined space work using.</p> <p>Any persons entering a confined space must be suitably fit, trained, and competent to carry out the work. Rescue arrangements must be in place prior to any person entering a confined spaces.</p>	<i>Site Operations Declaration (F311-10)</i>
Excavations	<p>PoCF must be consulted prior to any works commencing which involves the breaking or penetration of ground. A permit to work system controlled by the Facility User managing the work must be implemented. 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 to prevent falls into open excavations and suitable measures taken to prevent collapse of the excavation.</p>	<i>Site Operations Declaration (F311-10)</i>
Notification to PoCF Only		
Lifting	<p>Advance notification to PoCF is required for all 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.</p> <p>A Crane Licence or Forklift Licence must also be arranged with the Service Base Facilities Office and displayed at all times, otherwise entry to PoCF premises will be denied and the Crane or FLT will be removed from the premises.</p> <p>Lift plans, risk assessments, equipment certification and relating documentation must be available on site at all times.</p> <p>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.</p> <p>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.</p> <p>Cranes must not be left unattended with the jib extended.</p>	<i>Site Operations Declaration (F311-10) & Crane or FLT Licence</i>
Abnormal Loads	<p>Advance notification must be made to PoCF prior to the movement of any abnormal loads or any traffic movement which may impact on other road users. PoCF traffic rules must be adhered to.</p>	<i>Site Operations Declaration (F311-10)</i>
Dangerous Goods	<p>Facility Users wishing to bring dangerous goods into PoCF premises must notify PoCF 24 hours in advance of entering the premises. Dependent on the condition of the dangerous goods, POCF may prevent entry, order the removal of or regulate the movement of such dangerous goods. Vessels carrying certain quantities of specified dangerous goods must display the appropriate flag or light to warn others.</p>	<i>Site Operations Declaration (F311-10)</i>
Blasting & Spray Painting (excluding operations within leased / owned buildings)	<p>Advance notification must be made to PoCF prior to any blasting or spray painting operations taking place.</p> <p>Facility Users must ensure any dust, debris or fume emissions (i.e. painting and shot blasting), are suitably contained, encapsulated and controlled to avoid potential discharge into the environment, harm to personnel or damage to property. Careful consideration must be given to ensure the least environmentally invasive method is used, i.e. applying paint by power rolling.</p>	<i>Site Operations Declaration (F311-10)</i>

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Operation	Controls/Requirements	PoCF Document
Request / Permission to Operate		
Unmanned Aerial Systems (Drone) Flights	<p>Permission must be sought in advance of any Unmanned Aerial Systems (UAS) flights which are intended to be undertaken on/over PoCF facilities or vessels berthed alongside.</p> <p>Drone/UAV operators must complete a <i>Unmanned Aerial Systems Flight Request</i> and submit to PoCF, along with the following documentation:</p> <ul style="list-style-type: none"> • Operators Civil Aviation Authority (CAA) registration certificate or written confirmation thereof • Public Liability Insurance certificate or written confirmation thereof • Written confirmation that the operator has permission from the owner of the vessel, structure and/or facility being flown over/filmed • Risk assessment and safe operating procedure 	<i>Unmanned Aerial Systems Flight Request (F311-04)</i>

PoCF reserves the right to stop any operation if it conflicts with another.

All operations requiring permits or advance notifications must be suitably managed with exclusion zones, restricted access, safety signs, cautionary notices, barriers and other control measures being adhered to. It is essential to ensure full co-operation and co-ordination with other Facility Users working on the premises during these high risk activities.

To apply for a PoCF Permit or Notification of Operations Form contact Port Radio.

Site Traffic/Transportation

Facility Users must ensure that all vehicles being used on PoCF premises are suitably maintained, insured and fit for use on public roads. It is the responsibility of the Facility User to ensure that all vehicular/plant movement is adequately planned and assessed to minimise risk to other Facility Users. The following traffic rules must be adhered to at all times:

- The speed limit is 10 M.P.H. and must be strictly adhered to.
- All signs and markings must be obeyed accordingly
- 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 must 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.
- 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.
- All vehicles must be parked within the Facility Users designated area.

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.

Pedestrians should be aware of vehicle movements at all times and must not enter into unauthorised areas. Use of mobile phones should be avoided whilst walking around the site.

Walkways must be keep 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.

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

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Personal Protective Equipment (PPE)

High visibility clothing (must be BS EN 20471 Class 2 or 3 and be CE marked) must be worn at all times unless otherwise agreed with PoCF and suitable pedestrian safety measures such as crowd control barriers are in place.

Deviation from pedestrian walkways requires a hard hat, and safety boots to be worn along with high visibility clothing. Lifejackets must be worn when working within 2m of the quay edge or if working on or over water. Additional PPE may be required as determined by the risk assessment undertaken by the Facility User in control of the work area, e.g. safety glasses or gloves.

Facility Users must ensure that they provide their employees/contractors and visitors with suitable personal protective equipment to allow work to be carried out safely.

Entry will not be permitted unless the correct PPE is worn. Any persons not wearing the relevant PPE whilst on PoCF premises may be asked to leave the premises and the matter reported to the employer responsible.

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, consideration should be given to the provision of a safety boat including its availability and proximity to the work being conducted.

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 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.

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 licence issued by the Maritime and Coastguard Agency or equivalent.

Plant & Equipment

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 and operated in accordance with the manufactures instructions by trained, competent and authorised persons only . Maintenance records, test certificates and related documentation must be held and be made available to PoCF on request.

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.

Working at Height

All work at height must be assessed, including the risk of working on or near fragile surfaces, and appropriate work equipment 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. Rescue plans must be in place appropriate to the operations being conducted.

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Electricity

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 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.

Fire & Explosives

Facility Users are responsible for conducting fire risk assessments of their buildings/work area, inclusive of any temporary buildings/work areas/portacabins and for the provision suitable firefighting equipment/means of alarm, emergency lighting and signage as necessary.

Explosives and explosive devices must not be brought onto site without prior notice and agreement with the PoCF. Bonfires and burning of rubbish within the Port facility is strictly prohibited.

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.

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

Hazardous / Dangerous Substances

Facility Users must conduct the appropriate COSHH or DSEAR assessment for any hazardous or dangerous substances used or stored on PoCF premises which must be accompanied by the safety data sheet. The quantities and the location of all hazardous substances stored or used on the site must be maintained by the Facility User.

All hazardous substances must be stored in leak proof containers within a suitably bunded area away from the quayside edge or drains 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.

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 PoCF.

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.

Gas Cylinders

Quantities of gas cylinders 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. A regulator must be fitted to maintain the outlet pressure and flash back arrestors should be used.

Lighting

Site wide lighting has been installed by PoCF, however, Facility User's must 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.

Drugs & Alcohol

Alcohol and illegal drugs are not permitted or tolerated within PoCF premises at any time. Facility Users must operate a Drugs & Alcohol policy that prohibits all persons under their control from being under the influence of alcohol or illegal drugs. This must also include any drugs which are prescribed or purchased at a chemist where those substances may adversely affect concentration or the ability to work safely.

Facility Users should conduct regular drug and alcohol screening of their employees and contractors. Any positive tests may result in the person being removed from PoCF premises and notification made to PoCF. Anyone suspected or found to be under the influence of illegal drugs or alcohol will be removed immediately and reported to their employer. The Facility User

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



responsible, will be requested to ensure additional Drugs and Alcohol Testing is conducted with their employees/contractors and suitable action taken.

The police will be informed of any persons caught in possession of drugs or other illegal substances.

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. Facility Users are responsible for designating smoking areas within their designated project areas.

Behaviour

PoCF do not tolerate any form of violence or aggression towards PoCF staff member 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 are responsible for ensuring work areas are 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

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.

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.

Signage & Safety Equipment

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.

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

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.

Winter Maintenance

Common user areas such as roads, footpaths and open quaysides will be subject to snow clearing and treatment with road salt. Facility Users are responsible for all areas which they have been assigned or leased.

Water Supply

PoCF will assess and manage legionella risk in communal and PoCF operated areas but tenants have responsibility for their own risk assessments and testing as required.

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



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

Animals

Without express permission from PoCF, access to animals is restricted.

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 and the number of people employed.

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

Emergency Action Plans

All Facility Users must have emergency plans in place prior to commencement of work which should include action in the event of a fire, and be relevant to the work area and proportionate to the level of risk. Copies of emergency plans must be made available to PoCF including the location of assembly points and 24 hour emergency contact details for the Facility User. 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.

Facility Users have the responsibility to ensure that their employees/contractors/visitors can all be evacuated from their work area to a place of safety and must have procedures in place to account for all respective personnel at any time.

In the event of a fire or emergency situation, the emergency services must be contacted immediately. PoCF must be informed of the situation immediately once the emergency services have been contacted. 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 man overboard, life buoys and safety ladders are situated at regular intervals along the quayside/quay wall.

In the event that any life buoys have been deployed or there is a man overboard incident, Port Radio must be informed immediately.

Accidents/Incidents

All accidents/incidents which occur on PoCF premises, including fires, near misses, property damage or losses (whether or not reportable under RIDDOR 2013) must be investigated by the responsible Facility User. The Facility User will be required to share fully any accident investigation reports with PoCF.

It is the responsibility of all Facility Users to ensure any accidents, diseases and dangerous occurrences which occur 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.

Reporting Hazards

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.

Damage to PoCF Property & Equipment

Facility Users occupying/leasing PoCF premises are responsible for ensuring that the premises provided are suitable for their purposes so that any work can be carried out safely.

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



Facility Users must ensure that PoCF's Facilities Supervisor is notified immediately of any damage or defects to PoCF property, infrastructure or equipment, so that action can be taken to make safe and repair. Where maintenance is the responsibility of the Facility User, 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 employees are properly informed and trained to use the equipment. Costs for any damage will be recovered accordingly.

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

Environment

Wildlife & Conservation

The Cromarty Firth has international ecological importance. 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.

Fishing is not permitted from within the Invergordon Service Base or Saltburn Pier.

Noise

All measures must be taken to contain and suitably reduce noise levels. Every effort must be made to reduce disturbance and nuisance to neighbouring Facility Users and local residents 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).

Noise from plant and equipment should be minimised by silencers or other engineering controls. 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 conducting any repair or maintenance work on MOU's must ensure 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.

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.

Waste Management

The Facility User producing the waste is responsible for its disposal. Any waste left on PoCF premises, including PoCF waste receptacles, will be treated as fly tipping unless a contractual arrangement exists between the Facility User and PoCF for its disposal. No waste of any description should be dumped into the Cromarty Firth.

Vessels arriving in the Port must advise PoCF of the volume and nature of the waste material. Provision of skips can be arranged through local agents.

All waste must be disposed of via a licensed waste operator. Special waste must be disposed as per SEPA guidelines.

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



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.

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

Spill Response

Due to the environmental sensitivity of the Cromarty Firth, it is imperative that no environmentally hazardous substances are discharged into the Firth or into any drains on PoCF premises. Any spills/leaks must be contained and reported to Port Radio on 01349 852308 immediately, so that effective clean up measures can be implemented.

Spill kits must be readily available when undertaking any activities that presents the risk of spillage or leakage of a harmful substance.

Any party responsible for 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.

HEALTH, SAFETY & ENVIRONMENTAL GUIDELINES FOR ALL FACILITY USERS



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.

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 02) you confirm that you have read and agree to be bound by the terms and conditions of the same.

Name _____ Position _____

Company/Vessel/MOU _____

Signed (as Authorised Signatory) _____ Date _____