

CONTRACTORS HEALTH & SAFETY HANDBOOK



Safety



Excellence



Collaboration



Sustainability

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INTRODUCTION

The Port of Milford Haven has a core value of safety that requires the highest level of commitment to health and safety from our contractors as well as our employees.

We are committed to ensuring that work undertaken in and on our buildings, property and infrastructure at all sites across the Port is carried out to the highest possible standards of health and safety. We expect all contractors to play their part in helping us achieve this goal.

For the purpose of this document a contractor can be a single worker, a group of workers and where appropriate, sub-contractors and others acting for or on behalf of contractors (e.g. material suppliers) as an individual worker or working with others.

INTRODUCTION FROM THE CEO

“Let me start by saying that safety underpins everything we do here at the Port of Milford Haven and it is the way in which we discharge our most important of duties to our colleagues, our communities, and this beautiful place. I have a deep personal commitment to our safety; borne of the scars and memories of past incidents that I am determined never to repeat. It will come as no surprise therefore that I will be insistent and demanding on the subject of safety, and I will press for continual improvement in this regard. In doing so, I ask 3 things from you:

- Make safety a part of your day-to-day conversations and meetings – ‘Start with a Safety Moment’
- Apply our processes and procedures and use the expertise of our Health and Safety Team to ensure that we continually improve
- If in doubt, issue the ‘stop work order’

Start With A Safety Moment

This can be a safety moment from your personal life, your work life, or a story you have heard. This isn't about ticking a box or lip service. We must all commit to the discipline of engraining safety into everything we do, raising the profile of our safety culture in our organisation.

Use Our Processes, Procedures And Our Expertise.

The Port has a strong and evolving safety culture, underpinned by people, processes, policies and methodology and a risk managed basis for safety and security. It is vital that this applies across all of our activities. Safety and security risks can be diverse across our organisation and sites. A structured approach is essential, when you see our safety and security personnel in work, please remember that they are there for one reason; to make sure that we deliver excellent service in a managed risk environment. They are your colleagues, friends, allies, coaches, and your trainers.

If In Doubt, Issue The 'Stop The Work Order'

Despite the best of intentions and most thorough policy and committed individual, safety and security risk can become real, you may find yourself in a situation that may make you uncomfortable. Stop Work Authority provides us with a way of breaking a chain of events that may lead to death, injury, loss, or damage. Issuing a

stop work order is a personal duty that we all must feel obligated to issue, regardless of our position or seniority. There should be no fear or recrimination, sanction, or judgement. If in doubt, issue the 'stop work order'. This handbook should provide you with all the tools you need to ensure that you are working in a safe way with us. But I would like you to start off by thinking, do you have a safety moment you would like to share?

Definitions

In this booklet-

'Contractor' means any supplier of services (including building services) contracted to undertake work for us.

'Port of Milford Haven Responsible Person' means the person appointed by us to initiate and/or oversee a contractor's work.

'Authorised Person' means any person authorised by the 'Port of Milford Haven Responsible Person' to visit the site of work and inspect, survey, audit, monitor or otherwise act in our interests.

ABOUT THIS HANDBOOK

This booklet provides general information to contractors and their workers carrying out work for the Port of Milford Haven about the sensible approach to health and safety that we expect of them. You should make your workforce aware of the contents of this handbook and our approach to health and safety at work.

Where work by contractors is subject to The Construction, Design and Management, Regulations 2015 we expect all parties (ourselves as client, along with designers and contractors) to work together in collaboration as required by those regulations and ensure compliance with the specific requirements.

Everybody at work has a responsibility to protect their own health and safety and that of others. We want everyone to remain safe and healthy, regardless of whether they are an employee, a customer, a visitor or a contractor.

We expect you to help us to achieve this aim by working in a professional manner and observing all legal requirements. Please take a few minutes to read this handbook to make yourself aware of our site rules and emergency procedures. If you have any questions, or are unsure of anything contained in this handbook, please speak to your Port of Milford Haven Responsible Person.

We are committed to minimising the risk of accidents and injuries to people and accidental damage to premises, plant and equipment. We expect you to understand and comply with the legal requirements that apply to the work activity that you will be carrying out for us. We also expect you to understand your common law duties to your co-workers, to the Port of Milford Haven and our workforce and anyone else who could be affected by your work.

Training

Contractors should ensure that their workers are properly trained and qualified for the work they are to do. They should also be trained and given information about the specific hazards, risks and control measures that apply to the work being done for us. For workers with little or no understanding of spoken English, or who cannot read English, special arrangements will be required to ensure that they receive and understand this information. This can be achieved in a variety of ways, including the use of fellow workers as translators.

We may require contractors to make themselves or their workers available for any training which we consider is necessary to ensure that they can safely carry out their work.

Sign In Procedure

For everyone's safety, we need to know who is at work on our site at any given time. We therefore require all contractors and their workers working at our site to sign-in each day using the Port of Milford Haven area specific sign in procedure as specified in the contractor induction or specific site/area induction. They must also sign out when they leave and adhere to the sign out procedure for the relevant area or site.

Risk Assessments and Method Statements

We will have explained any particular hazards and risks at our site and in connection with the work prior to work commencing. We will have told you about any asbestos containing materials (ACMs) present and our asbestos management plan. You must take these into account when working for us and in your own risk assessments and method statements.

If we have required written risk assessments and method statements for the work at the tender stage or in advance of work starting, we expect them to be followed to the letter. If we have asked that your risk assessments or method statements be reviewed and revised, we expect that to have been done before work begins and

that arrangements are made to ensure they are followed in practice.

We expect you to instruct your workers about any specific hazards and risks involved in the course of their work and to instruct them about any additional hazards and risks that may be present when working on our premises or on our behalf.

Awareness of Health and Safety Systems – Advice to Workers

Suitable and specific written risk assessments and method statements for the work must be supplied prior to the work starting, we expect them to be followed to the letter. Risk assessments will inform workers about the hazards and risks present in the workplace. Along with the method statement, they demonstrate how the risks can be controlled by a methodical approach. They will help you and your workers complete the job without injury or ill-health.

If you and your workers can answer **YES** to the following questions you are working along the right lines!

- Have you completed or been given details of the risk assessments and method statements for this work?
- Do you understand the task and the hazards involved in the job?
- Have all the people who may be affected been identified?
- Are you happy that all the measures to prevent workers being injured or exposed to health risks have been taken?
- Do you know what to do and whom to contact if the job goes wrong?

If you have answered NO to any of the above, then think again and make improvements to the risk assessments and the method statement.

If in the course of the work you find that your risk assessments or method statements do not match what you are doing stop work immediately, or as soon as it is safe to do so and advise your contract administrator.

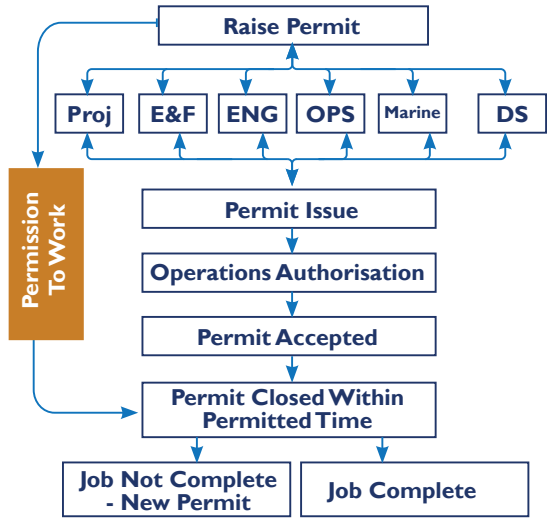
Permits To Work

The Port will require you to work under a formal Permit To Work system. The purpose of the Permit To Work (PTW) is to ensure that adequate controls for these hazards are in place before the work begins and to act as a means of communication, identifying safe systems of work. The specific requirements and work activities will be specified in your permit with a relevant permit raised, e.g. confined space. If additional works or tasks are required to fulfil the job that has not

been caught on the permit. You are instructed to use your "STOP WORK AUTHORITY" and report to your company's Port of Milford Haven Responsible Person to agree additional safe systems to work and revise the permit to work.

If during the course of your work on our premises you find that you need to undertake any additional activities, outside of your PTW, you must refer to your Port of Milford Haven Responsible Person so the PTW can be revised and confirm suitable procedures are in place.

FLOW & CONTROL



Permit Issuer

PoMH Responsible person organising the work

Operations Supervisor

Competent to confirm the permitted work being issued will not compromise the safe operation of the area and considers all other tasks within the operation do not compromise the safe operation of the permitted task.

Work Supervisor

Accepting the permit and the controls of the permit. Responsible for the safe delivery of the permitted task.

Hazardous Substances

If your work involves the use of substances hazardous to health you are expected to ensure that risks to your workers and ours are properly controlled. Appropriate controls should be in place when they are in use. When not in use they must be stored appropriately and securely. In compliance with HSE legislation such as Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Flammable and Highly Flammable Substances

If your work involves the use of flammable or highly flammable substances you are expected to ensure that risks to our property and premises, your workers and ours are properly controlled. Appropriate controls should be in place when they are in use and when not in use they must be in secure fire resistant storage in line with HSE legislation.

Personal Protective Equipment

Personal Protective Equipment (PPE) must be used but does not replace your company's safe systems of work and must be adhered to at all times. When your risk assessment indicates a need for your workers to use PPE you must provide it to them free of charge and ensure that it is worn whenever it is necessary.

Safety Signs

You must provide suitable warning signs and barriers. They are a good way of warning people about the risks from your work, but they don't remove the hazard. You must remember that there are many different people who work at and visit our site, including members of the public. Many of these will not be aware of the hazards and risks created by your presence; signs are a good way of warning them to be careful. However, remember that the use of signs does not remove your primary duty of providing active safety management.

Plant, Tools and Equipment

Our contractors are expected to provide sufficient plant, equipment, power tools and hand tools for the job.

Plant, equipment, and tools must be:

- Suitable for the purposes of the work and used only for the purpose for which they were designed.
- In safe condition, adequately maintained and regularly inspected (including a visual inspection prior to use).
- Properly guarded with all guards fitted and correctly adjusted before use.
- Used only by trained, experienced and competent operators.
- Switched off immediately after use.
- Removed to a safe place and/or left in a safe condition before being left unattended. In occupied premises they should be isolated from their power source and protected from tampering.
- In occupied premises plant such as table saws, planers, welding equipment etc. should be used only in designated and appropriate areas with adequate means of preventing unauthorised access. Wherever possible tools should incorporate dust collection systems. Sufficient local exhaust ventilation systems should be used where required.
- You must only operate or use plant and equipment that you have been specifically trained for. If you hold any relevant operative training certificates and tickets, have them available whilst on site, as they may be checked at any time. Please note that short briefings by a hire company will not normally be accepted as relevant training.
- Do not use or allow your workers to use any plant or equipment unless properly trained to do so.

Welding

The health hazards from welding stainless and special steels have long been recognised as a hazard to health and to require suitable precautions to protect welders and others from exposure to the fume.

In early 2019 the fumes created by mild steel welding was classified as a potential human carcinogen. There is no safe level of exposure.

As a result, you are required to provide good local exhaust ventilation wherever welding, including the welding of mild steel, is taking place. Because there is no safe level of exposure to welding fume, local exhaust ventilation must be provided for every welding job at the point of creation of the fume. Where this is not reasonably practicable full and suitable personal protective equipment must be provided.

Arc welding operations should be adequately screened to prevent the transmission of harmful levels of visible, UV or IR light from the welding arc.

Vehicle Movements

The movement of delivery vehicles and mobile plant and equipment brought onto our premises must be controlled. Reversing movements must be under the control of a banksman to ensure the safety of personnel and equipment. We may require you to provide and use protected traffic routes.

Welfare

Your Port of Milford Haven Responsible Person will explain any on-site welfare facilities that are available for your use. If you use our staff rest area, you must wear clean overalls or clothes. Please be polite and considerate to others.

Please respect our facilities. Do not use wash hand basins and sinks for cleaning tools or for discarding unwanted materials such as paints and oils. Leave our sanitary facilities in the same condition you found them.

Site offices and other temporary buildings should be so constructed and in such location as to protect occupants from exposure to site hazards. Construction should be of a non-combustible material or, where the use of wooden huts is unavoidable, lined with a fireproof material. Where cabin floors are above ground level the space below should be enclosed to exclude vermin and prevent the accumulation of rubbish. On open sites cabins should be well spaced and the intervening spaces not used for storage.

These welfare facilities including, lavatories, washing, changing and messing, should be suitable and sufficient for the site needs.

Smoking, Alcohol and Drugs

We expect you and your workers to observe the law and not permit smoking in the workplace. You must observe all no smoking signs. Please be considerate to others and only smoke in designated open air smoking areas.

You and your workers should not report for work if under the influence of alcohol, illegal drugs or medications.

We do not allow our workforce to drink alcohol on the premises and those who attempt to work whilst under the influence of alcohol or illegal drugs are always subject to disciplinary procedures. We apply similar rules to other people working on our premises. Should any of your workers be seen drinking alcohol or suspected of working under the influence of alcohol or illegal drugs they will be required to leave the site. They will not be allowed back on or on any other workplace under our control.

Music and Mobile Phones

Unless you have specific permission, the use of radios and other music producing devices is forbidden when working on our premises. They can be an unwelcome nuisance and a distraction to other workers.

Mobile phones should be used considerately. Please don't have loud conversations in occupied corridors or next to working offices. Certain

areas within the Port of Milford Haven's operation will restrict the use of mobile phones and be specified within the area's induction, this must be adhered to at all times.

Car Parking and Traffic Rules

You must only park in designated car parks and marked bays as agreed in site inductions. Vehicles illegally parked are liable to be ticketed or clamped.

All road traffic signs, particularly one-way restrictions, speed signs and pedestrian crossings, must be observed.

First Aid

If you or your workers have an accident that can't be treated with your own first aid kit, report to a Port of Milford Haven first aid point as per the Port of Milford Haven contractor induction. We have a team of first aid qualified personnel who will be able to give assistance more quickly than the emergency services. We will call the nearest first aider or appointed person or summon the emergency services for you.

Always report accidents to your contract administrator and make sure that they record it within the Assurance Framework system. It is important to us that we learn about any accident so that we can make sure that no-one else is injured in the same way.

Contractors working remote from Port of Milford Haven First Aiders must ensure they have provisions for first aid cover. This will be dependent on the risks involved and location.

Always record any accidents you have at work, no matter how trivial they may appear at the time.

Hygiene

- You must maintain high standards of personal hygiene at all times when at work.
- You must protect all open wounds with a suitable dressing, whilst at work.
- You must not consume food or drinks in a place where it may become contaminated.

- You are expected to use and treat the toilets, washing and welfare facilities with care and respect, keeping them clean and tidy so that the risk of contamination and cross-infection are minimised.

Fire

We will provide you with details of our fire procedures and emergency plan, as part of the contractor induction. Make sure that you and your workers are aware of our arrangements and the assembly points used in case of a fire. Always make sure that you know which exits are nearest to where you are working and the assembly point. If you are uncertain ask.

If you discover a fire, remember to stay CALM.

Close the door - make work area safe before leaving.

Alert - alarm - smash the nearest break glass unit.

Leave the building by the nearest exit.

Meet at the assembly point.

Don't put yourself at risk. Do not tackle the fire unless you have been trained and are not alone. Do not stop to collect personal belongings. Do not use lifts. Help others to escape if necessary.

If, when you get to the assembly point, any of your colleagues are missing tell your supervisor or any Fire Marshal immediately. Never go back into the building unless you are told that it is safe to do so.

If you are creating dusts or non-hazardous fumes, make sure that you have located and covered all local smoke detectors first. Additional measures must be identified within your RAMS and safety arrangements agreed with the Port of Milford Haven, prior to works commencing.

Keep corridors, stairs and fire exits clear at all times. Remember - you will be breaking the law if you block emergency exits in any way.

Asbestos

We have surveyed our premises for the presence of asbestos and asbestos containing materials. We maintain an asbestos register and you will have been or will be told if it is known to be near the place where you will be working. When in good condition asbestos does not pose a threat to health and safety. However, if disturbed, the asbestos can release harmful fibres.

If in the course of your work you discover or suspect that a material might contain asbestos stop work immediately, tell other workers, and tell your supervisor and or your contract administrator.

If a supervisor or manager is not immediately available, make sure the work area is cleared and if possible make sure that the asbestos cannot be disturbed. Don't panic people, but make sure they leave the area.

Once our contract administrator is aware of the situation, they will decide what action is necessary. The material may already have been tested and found to be asbestos free but if not they will arrange for the suspect material to be tested for asbestos content.

Under no circumstances should you or any of your colleagues disturb the materials until it is confirmed as containing asbestos or that it is asbestos free.

Reporting of Accidents and Dangerous Occurrences

In the case of serious accidents (e.g. resulting in serious injury or hospital treatment) or serious dangerous occurrences (e.g. scaffold collapse), the contractor must immediately inform their Port of Milford Haven Responsible Person. We may require you to undertake a formal investigation or we may carry out the investigation ourselves. We expect your co-operation.

You must provide your Port of Milford Haven Responsible Person with copies of any statutory notification to the enforcing authorities using the official form (or a copy of a confirmation report received from the enforcing authorities) regarding

any accident, dangerous occurrence or work related ill-health that occurs on our site.

Although the primary responsibility, for compliance with the reporting regulations rests with the contractor, details of any accidents or dangerous occurrences involving contractor's employees on our premises or land should be recorded in our Assurance Framework (AF) system, by contacting your Port of Milford Haven Responsible Person, who will arrange for access to the system or enter the information on your contract company's behalf.

Insurance

You or your employer are expected to have the appropriate levels of Public Liability Indemnity cover and where necessary Employer's Liability Insurance. You may be asked to produce policy documents to prove that your policies are current, in line with the Port of Milford Haven's "Contractor Safety Questionnaire".

Hazard Reporting

If you have concerns about health or safety hazards in the workplace you should raise them with your manager or supervisor as well as your Port of Milford Haven Responsible Person so that they do not go unnoticed and remedial action can be taken.

We encourage your participation in reporting hazards, so that defects or hazards can be quickly identified and remedied before they can cause injury or ill-health to you or your colleagues.

Every unsafe act, injury, incident or near miss must be reported via our Assurance Framework (AF) system, as previously explained in the Reporting of Accidents and Dangerous Occurrences section. This will allow a review of the entry to determine if further action is required, including reporting to legal authorities and allowing for an appropriate investigation. The reporting of AF's is extremely important to allow us to assess our procedures, confirm they are suitable and sufficient, provide the correct training, support and instigate improvement where required.

Environmental Issues, Noise and Nature Conservation

The vast majority of the Milford Haven Waterway is included within a range of environmentally protected sites, including Special Areas of Conservation and Sites of Special Scientific Interest. Much of the Port's estates and operational areas lie either within or adjacent to these protected areas. Contractors must take all reasonably practicable precautions to protect the environment from harm, damage or disturbance during the course of their work.

This includes assessing, monitoring and controlling nuisance noise levels, odours, and emissions likely to cause complaint or harm to local flora and fauna and persons near or on the site.

Precautions must be taken to assess all waste streams and dispose of waste in the correct manner.

Suitable precautions must be taken to prevent harmful exposure to noise, radiation, dust, fumes or other hazardous substances. Where necessary, operations likely to generate significant levels of harmful dust or fume, or are otherwise likely to pollute the air, should be screened or sealed off and adequately ventilated. Only suitable, clean, serviceable and fireproof tarpaulins, dust sheets or similar should be used. Where polythene sheeting is used it must be of appropriate thickness and undamaged. Ventilation systems must not discharge polluted air into occupied areas or areas where pollution may cause a statutory nuisance to others.

The mitigation and management of fuel spills should be clear in the safe systems of work and procedures, and suitably risk assessed prior to works commencing. Spill kits, bunding and additional equipment should be available to mitigate and minimise any spill to protect the environment.

Adequate precautions must be taken to prevent harmful substances and materials including building materials entering the drains, sewers or waste pipes. On no account should sinks, drains etc. be used for disposal of waste building materials or chemicals (including solvents).

The contractor must comply with the requirements of noise legislation. Work likely to involve excessive noise, at or above 80 dB A, should not begin without the prior consent of a contract administrator or person in control of the premises.

Contractors should always presume that bats might be present in existing buildings and make all necessary enquiries to establish whether this is so or not. Bats are a protected species under Wildlife and Countryside Acts. If bats or evidence of bats is discovered during the work, work should be stopped, and the contract administrator informed immediately. Similar requirements apply to other protected species of flora and fauna.

Work on or near water, especially when stagnant, carries with it the risk of a variety of water borne diseases including Wile's Disease (from rats' urine), Leptospirosis, Legionellosis and E-Coli. The contractor should take account of these possibilities when planning safe systems of work on or near water including tanks or storage vessels.

Services

Only qualified competent, and where necessary licensed tradesmen will be permitted to work on mains services or service installations.

Work on gas pipes, fittings and joints must be carried out by Gas Safe™ registered tradesmen and inspected and tested before and immediately after commissioning. Similarly, only registered electrical contractors should be allowed to carry out work on electrical systems.

Contractors must not use our gas, electricity, water or other services without the prior consent of the contract administrator or the person in control of the premises. When use of services is authorised this will be for specific, agreed uses and restricted to defined supply points and agreed times.

Temporary cable runs, pipe work etc. should be of suitable construction, adequate strength and capacity and safely placed out of reach, or buried, or adequately protected against mechanical or environmental damage.

Other services incidental to the work should not be modified, interrupted or otherwise disturbed without the prior approval of the contract administrator.

No excavation, ground breaking, drilling or other similar work likely to endanger buried services may be started without the approval of the contract administrator. Every reasonable effort must be taken to identify the presence of buried services before work commences.

Where buried services are known, suspected or discovered, the exact location of the services must be established using a combination of details from site plans (normally insufficient on their own), location devices and trial pits. All identified or suspected buried services should be marked on the ground prior to digging. Where buried services are present or suspected, safe hand digging techniques shall be used and machine digging avoided. All known and discovered services should be presumed to be live until confirmed otherwise. On discovery of previously unknown buried services further exposure should be deferred until the contract administrator has been advised and appropriate instruction given. Exposed services must be adequately supported and appropriately protected from mechanical or environmental damage. Exposed services, particularly gas mains, should be reinstated only with such materials and in such ways as are suitable for their long-term protection. Site plans should be amended to show the location of any discovered services and any deviations of service runs from existing plans.

Damage to services should be immediately reported to the contract administrator and the appropriate supply authority. Where necessary, the immediate vicinity should be evacuated and site personnel posted to prevent further danger.

If a gas leak is suspected all naked flames and other potential sources of ignition should be extinguished and/or removed to a place of safety. The emergency services should be alerted as necessary. Your company's Port of Milford Haven Responsible Person must be informed as soon as possible.

Working Near or With Electricity

All work in close proximity to or on electrical systems should be carried out in line with the Port's electrical safety rules and permit procedures.

Entry into electrical plant areas should be by prior permission only.

Access can only be granted to electrical plant rooms, enclosures, substations, etc. by the Port's appointed electrical personnel or persons holding the delegated powers of the Port's Responsible Person (Electrical) or Senior Authorised Person (SAP).

Excavations and Openings

Before excavation work commences the presence and location of buried services must be established and appropriate digging techniques used (see also section on "Services").

Excavations and openings must be protected at the edges by suitable fencing, guardrails or barriers or must be securely covered. No worker must be allowed to enter or work in an unprotected excavation.

Where the excavation is at occupied premises contractors must ensure that safe access for the building users is maintained.

Barriers and Warning Signs

Appropriate barriers should be used where the nature of operations or hazardous site conditions are likely to expose others to significant risk, e.g. members of the public. Barriers must be of suitable construction, appropriately sited and of adequate strength. Where necessary adequate lighting for barriers and warning signs should be provided and maintained. Barriers moved to allow access to the work in hand should be replaced as soon as is practicable.

Roof Work

Where roof work is involved contractors should only use workers who have been trained and have the knowledge, experience and resources to

safely undertake the work. Precautions must be taken to prevent workers falling through fragile roofs or from the open edges of a roof.

In normal circumstances roof work will require the use of edge protection at edges where there is a risk of a fall from height. The best protection is offered by using suitable barriers, or guardrails with toe-boards, or a suitable working platform.

Where we know that a roof structure is fragile we adopt suitable controls. You must not ignore these controls. You will need to provide suitable boards and working platforms to prevent your workers falling through the roof. You must also be alert for any parts of the roof where we are unaware of fragile materials. If you identify any, take the appropriate precautions and inform the contract administrator.

On pitched roofs suitable roof ladders or crawling boards should be used where the pitch is 30 degrees or more. Roof ladders or crawling boards may also be necessary on a roof with a pitch of less than 30 degrees, where the roof is uneven or the surface is likely to be slippery.

General Safety Near the Water

Beware of unprotected dock quayside edges – you must wear lifejackets if you are within 1 meter of the edge.

- Beware of deep and cold water.
- Beware of moving vehicles and heavy plant on quaysides.
- Beware of mooring lines, wires and other obstructions.
- Ensure you are working a sufficient distance from the water's edge.
- Where communication devices are necessary, they must be waterproof, suitable to the area of operation and tested before work commences.
- Be aware of trip hazards at the water's edge and remove where possible.
- Understand the local emergency plans.
- Wear waterproof clothing suitable for location / weather conditions and work being undertaken

Security

Security is all of our responsibility. In order for us to operate safely we need to operate securely.

We are all members of the security team and can positively contribute to a secure working environment by staying vigilant and communicating effectively to prevent a breach of security if we identify the need to do so.

Report anything you consider to be suspicious or out of place to your Supervisor/ Manager, or Security staff.

This includes matters that have caused you concern or that deviate from the 'norm' in terms of site security.

All reports will be followed up and treated in confidence and with tact.

Do not 'turn a blind eye'! You are empowered to challenge poor security practices, e.g. a person in a building or area they are not authorised to enter, etc.

Remember safety is the utmost priority, do not put yourself in a potentially dangerous environment or situation.

Across the Port we have increased security operations and areas, requiring increased permission before gaining access.

Once issued with a security pass, ensure it is visible at all times. You will receive clear instruction before entering any restricted area.

Where employees and contractors operate in an unsecured environment, the Port will assess the risk level and take action to mitigate those risks as far as reasonably practicable.

Work at Height - Access Equipment, Scaffolds, Ladders Etc

Suitable means of safe access and egress must be provided at all times when required. All work at height must comply with the Work at Height requirements. Equipment must be inspected and sufficient for use. The Port reserves the right to request proof of certification and operator competence.

Scaffolding and work platforms must allow adequate working space, be properly constructed and inspected as appropriate and records kept of inspections. A clearance certificate should be obtained from the scaffold erector prior to the scaffolding being taken into use. Particular attention must be given to the means of preventing falls of personnel, tools or materials. Work platforms must be fitted with appropriate toe-boards and guardrails. Temporary openings to allow access, such as hoist gates or the removal of sections of guardrails shall be closed off as soon as practicable.

Suitable precautions must be taken to prevent unauthorised use of access equipment. Ladders must be securely stored or other suitable measures taken to deny access to height.

Access ladders should be in sound condition, free from defects, correctly positioned and appropriately secured to prevent slipping.

Ladders are not to be used as a work platform unless the work is going to take less than 30 minutes and the user will be able to maintain 3 points of contact throughout the work.

Stepladders may be used as a work platform where the work is of short duration. However, a site-specific risk assessment must be carried out beforehand to determine the suitability of stepladders as a working platform.

Housekeeping

Finally, keep your work areas clean and tidy at all times. Ensure that you do not cause trip hazards or leave harmful or flammable materials lying around. Also make sure that your equipment cannot be tampered with whilst it is in a public area. Ensuring your area of work does not compromise the safety of our guests, employees and other valued stakeholders.



GORSEWOOD DRIVE INCLUDING VTS, PAJ & FORESHORE STORES



Fire Assembly Point Location

Top Car Park near Dynefor House



AED Location

Ground Floor Reception near Main Entrance, Onboard all POMH Pilot Launch Vessels



First Aid Kit Location

Main reception, ground floor kitchen, VTS, Foreshore Stores, Onboard all POMH Vessels



Speed Limit

Access Control

Building is under swipe access. A POMH access pass is required to access the building. Vessel Traffic Services (VTS), Jetty and Foreshore Stores are restricted areas that require specific authorisation to allow access.

Local Area Activities

Moving vehicles and machinery, working near water and deliveries.

PPE Requirements

Jetty Lower Pontoon

Lifejacket, flat sensible closed toe shoes

Foreshore Stores Workshop

Safety footwear minimum, additional requirements determined by task risk assessments

MILFORD MARINA & DOCKS



Fire Assembly Point Location

Victoria Bridge Car Park



AED Location

Marina Office, Pier Head Office



First Aid Kit Location

Marina Office, Pier Head Office

If you or someone else requires First Aid please contact:

Tel 01646 696312

VHF Channel 14



Speed Limit

Access Control

Swipe access is in place at the following locations: Marina Office, Marina Boatyard, Marina Pontoons and Marina Berth Holder Amenities

Local Area Activities

Moving vehicles including HGV's, moving plant and machinery including boat hoist, working near water when accessing pontoons and dolphins.

PPE Requirements

HiVis clothing, safety footwear and lifejackets when accessing pontoons and dolphins

MILFORD MARINA & DOCKS SAFETY INFORMATION AND GUIDANCE

Beware of

- Unprotected dock quayside edges - you must wear lifejackets if you are within 1 metre of the edge
- Deep and cold water
- Moving vehicles and heavy plant on quaysides
- Moving vessels within the dock basin
- Mooring lines, wires and other obstructions
- Tidal range - call Pier Head on VHF Ch. 14 to confirm the water level range and adjust mooring lines accordingly

Always

- Use a gangway or ship's ladder to embark and safely disembark vessels
- Keep away from operational areas unless working in them
- Keep within designated walkways and traffic lanes
- Keep to below the speed limit of 10mph on the quayside
- Remain behind barriers where they are provided
- Take on board advice from Port staff and obey their instructions
- Report all incidents or anti-social behaviour to the Marina Office
- Report all spillages, on the quayside or in the water, to the Marina Office immediately
- Wear appropriate Personal Protective and Safety Equipment

Don't

- Swimming, jumping and diving is not permitted from Port property
- Fishing is not permitted within the Docks and Marina
- Embark or disembark when under the influence of alcohol or drugs
- Climb on structures or enter vacant buildings and land
- Discharge bilge pumps while berthed at the Docks and Marina
- Fuel vessels by bowser or IBC tank within the Docks or Lock

Emergency Equipment

- Life belts are located every 50m on quay walls for emergency use only
- Quayside ladders are located every 50m and are for emergency use only
- First Aid boxes and defibrillators are located at the Marina Office and at Pier Head
- A long reach rescue pole is located at Pier Head
- Fire extinguishers and manual fire alarms are located along J Wall and K Wall

Contact details: +44(0) 1646 696312 | +44(0) 7970 029466 VHF Ch.14
In the event of an emergency, dial 999!

PEMBROKE DOCK FERRY TERMINAL



Fire Assembly Point Location

Security Gatehouse

AED Location

Security Gatehouse

First Aid Kit Location

Security Gatehouse

Speed Limit



Access Control

POMH Access pass required for entry, PDFT is a Restricted Area and is staffed by security at all times and entrants are subject to search.

Visitors must be booked in using the visitor system.

ID passes and car passes must always be visible.

Local Area Activities

Moving vehicles including HGVs, moving plant, working near water when accessing pontoons and dolphins.

PPE Requirements

Hi Vis clothing, safety footwear and lifejackets when accessing pontoons and dolphins

Fire and First Aid Alarm Call Points

Are located in the following areas:

Call point no: 2
Outside the workshop

Call point no: 3
On the police building (yard side)

Call point no: 4
Custom House - at the entrance to the steps leading down to the freight mess room

Call point no: 5
Inside the car hall

Call point no: 6
On the north cabin (Supervisors office)

Call point no: 8
Bottom of deck three (on the white container next to the ramp man's hut)

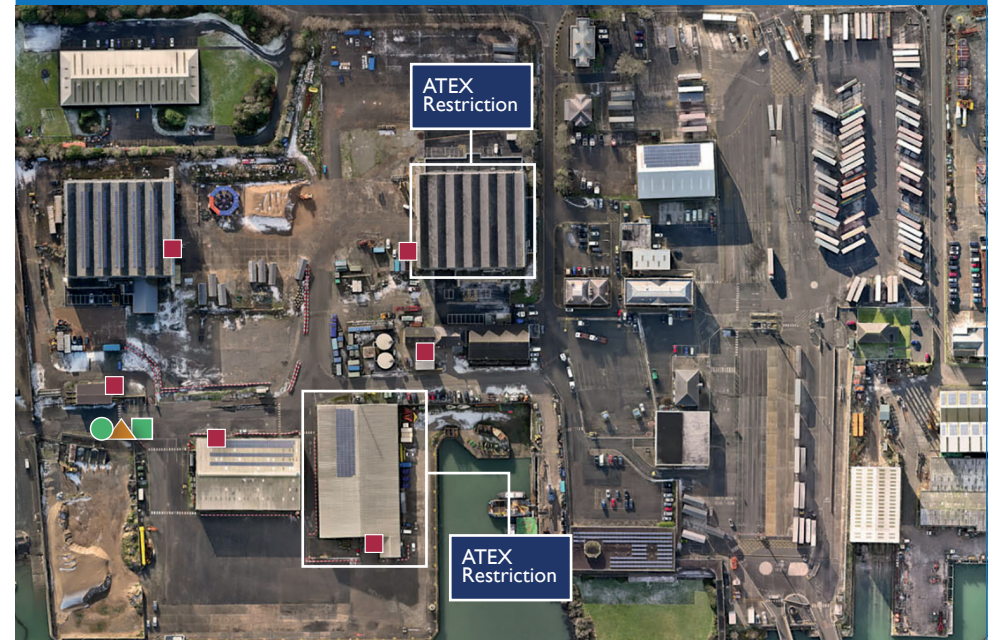
Call point no: 9
Bottom of the workboat pontoons (in between the green electrical shed and lower gate to access the dolphins)

Call point no: 10
On the bus shelter on dolphin G

When activated, these send an alarm to the Security Gatehouse who will provide First Aid response.



PEMBROKE PORT GATE 1



Fire Assembly Point Location

Security Gatehouse

AED Location

Security Gatehouse

First Aid Kit Location

Security Gatehouse

Speed Limit



Access Control

No swipe access required. Attend Security Gatehouse for authorisation to access. Upon entering/ exiting the office building you are required to sign in/out.

Local Area Activities

Moving vehicles and machinery, working near water, handling and storage of animal feed (DSEAR Restrictions), fuel bunkering and heavy lifting.

PPE Requirements

Hi Vis clothing, safety footwear, safety helmet and lifejacket (within 2m of Quay edge)

Fire and First Aid Alarm Call Points

Are located in the following areas:

Entrance to PPGI Office.

Entrance to Eastern Hangar.

Entrance to Western Hangar (Animal feed).

Red brick building opposite Williams Shipping Office.

Cold Store Entrance Cargo Shed Entrance.

When activated, these send an alarm to the Security Gatehouse who will provide First Aid response.



STOP WORK AUTHORITY



YOU HAVE THE AUTHORITY TO STOP UNSAFE WORK

YOU HAVE THE SUPPORT OF THE SENIOR MANAGEMENT TEAM TO STOP UNSAFE WORK

You are expected and authorised to **STOP** any work that can potentially cause harm to a person, damage equipment or does not comply with our policies and procedures.



NOTES



Safety

Our port must be safe, clean and secure both afloat and ashore. That's why safety will always come first in everything we do.