

SHETLAND

ISLANDS COUNCIL

PORTS & HARBOURS

EMPLOYEE, CONTRACTOR & USERS
HEALTH, SAFETY & ENVIRONMENTAL

HANDBOOK

Purpose

Shetland Islands Council Ports & Harbours aim to ensure that all persons working within our premises including contractors, users and visitors achieve the highest levels of health, safety and environmental compliance.

The aim of this handbook is to set out the rules for all persons working within our ports. This includes, but it not limited to:

- Shetland Islands Council Staff or Contractors,
- Tenants (including contractors working on their behalf)
- Pier users (Fishermen, Aquaculture Vessels, Cruise Ships, Agents and other visiting vessels.)

All persons using SIC facilities should be aware that a number of the port premises are open to the public, and while operations are taking place it may be required to restrict access to their work area.

Visitors are asked to familiarise themselves with this handbook and keep clear of working areas and follow any instructions given to them.

All Shetland Islands Council Employees, Contractors, Tenants (and their contractors) and users of SIC facilities, must be able to demonstrate that they have read and understood this handbook.

Responsibilities

Shetland Islands Council Employees and Contractors will:

- Not interfere or misuse anything that has been provided in the interests of health, safety and welfare of any person.
- Be aware of their responsibility towards the local environment and report any signs of pollution to the SIC Duty Pollution Officer.
- Be aware of their health and safety responsibilities and take reasonable care of themselves and others.
- Be trained and competent to undertake the task they are employed to do.
- Stop work if they have concerns regarding their safety or that of others and report to your Line Manager or SIC contact.
- Report all incidents to your Line Manager or SIC contact.
- Comply with all security arrangements as per terms and conditions and Security Policy.

Tenants and any Contractors working on their behalf will:

- Ensure their staff and contractors are aware of this manual and its contents.
- Not interfere or misuse anything that has been provided by the SIC in the interests of health, safety and welfare.
- Be aware of their Health and Safety responsibilities and ensure that their work does not impact or impinge on the health and safety of others working nearby.
- Take all appropriate measures to ensure that their work will not cause damage to the environment by way of a pollution incident.
- Report any pollution incident to the SIC Duty Pollution Officer.
- Report all incidents within SIC Ports and Harbours jurisdiction to the Duty Harbourmaster via the SIC Marine Report Form.
- Comply with any security arrangements put in place by the SIC Ports and Harbours.

Pier Users (Fishermen, Aquaculture Vessels, Cruise Ships, Agents and visiting vessels) will

- Ensure that they and their crews are aware of the this manual and its contents.
- Not interfere or misuse anything that has been provided by the SIC in the interests of health, safety and welfare.
- Be aware of their Health and Safety responsibilities and ensure that their work does not impact or impinge on the health and safety of others working nearby.
- Take all appropriate measures to ensure that their work will not cause damage to the environment by way of a pollution incident.
- Report any pollution incident to the SIC Duty Pollution Officer.
- Report all incidents within SIC Ports and Harbours jurisdiction to the Duty Harbourmaster via the SIC Marine Report Form.
- Comply with any security arrangements put in place by the SIC Ports and Harbours.

Visitors and Members of the Public should

- Be aware of this manual and its contents
- Be aware that SIC Harbours are, while open to the public, work areas and as such additional care should be taken.
- Comply with all Health, Safety and Environmental arrangements put in place and will not interfere or misuse anything provided in the interests of the health and safety of all persons accessing and using the harbour area.
- Comply with guidance given by persons at work and carrying out operations
- Comply with SIC Security Arrangements when in place
- Feel able to report any concerns or issues they see to the Duty Harbourmaster

Before Work Commences

Before any work can take place the following steps must have been followed:

- All Ports and Harbour users, SIC staff, tenants and contractors will have read this manual and will understand how it applies to them
- Each SIC employee or contract employee must have completed all relevant port inductions
- Contractor's responsible person must report to SIC contact
- Each contract employee must be signed in, e.g. when working within a building
- All applicable permits must be in place and signed by the relevant personnel (as determined by risk assessment, method statement (RAMS))
- All employees and contract employees must have the correct PPE available to them (as determined by RAMS and local port rules)

General Health & Safety Considerations

HOUSEKEEPING

All Pier user groups have a duty to ensure their work does not affect others working nearby or using the pier. Therefore, all have a duty to keep their work areas and material storage areas tidy.

Manage net mending areas appropriately when in use to ensure that persons walking around the pier do not trip or fall over nets or wires when they are ashore. When work is complete, it is the crew's responsibility to clear any debris left behind and leave the area tidy.

WASTE

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WORKING NEAR WATER

All Pier Users should take measures to ensure they are safe when working close to the edge of the pier or accessing vessels. Rescue ladders are provided on the piers, however life jackets should be worn at all times when working near water.

Check your area for the nearest marine safety equipment.

If a lifebuoy is missing, report this immediately to your line manager or SIC contact.

Do not work near water with tools or equipment clipped to waist belts or holders.

Be aware that all ports and harbours are tidal and that the water level can rise or fall substantially.



TRAFFIC MANAGEMENT

Due to the nature of SIC Ports and Harbours there can be high volumes of traffic moving around, which can include HGVs, low loaders with escort vehicles, mobile cranes, forklifts and other vehicles. All Port Users must abide by the port roads, piers and quays limits of 15mph (20ph at Scalloway) and should be aware that random speed checks may be carried out by SIC staff.

Where possible, reversing should be minimised and where it cannot be avoided a banksman should be in place to assist with directing and reducing the risk of accidents.

All vehicles are to park in designated parking bays, and not impede the flow of traffic or access to the piers.

Loading areas at the Scalloway Fish Market must be kept clear, and all persons working in the area must abide by the Fish Markets rules and wear the required PPE.

LOADING AND UNLOADING

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



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PERSONAL PROTECTIVE EQUIPMENT (PPE)

As a minimum Shetland Islands Council staff and any contractor, working on its behalf will be required to wear the following PPE:

- Certified Industrial Safety Helmets to be worn in designated hardhat areas, during lifting operations or where an overhead risk exists.
- Suitable safety footwear in line with activities to be undertaken and operations encountered in work area.
- Certified Hi-visibility clothing.



The only exceptions to the above minimum PPE requirements are:

- PPE free zones i.e. offices, welfare areas, car parks and vehicles.
- Persons who move directly between a vehicle and a vessel gangway.
- Where RAMS identify the risks are higher when wearing the above PPE. This must be approved by your line manager or SIC contact.



In addition to the above mandatory PPE requirements, RAMS will determine task specific PPE requirements. This must be worn at all times, even when work is within a PPE free zone.



Tenants and other pier users should follow their own company PPE guidance. It is advised that this should meet the minimum standard for SIC staff and contractors as detailed above. Fishermen should ensure they have PPE as detailed in their vessel risk assessments.

FIRE

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

In the event of a fire at the pier on a vessel or within the harbour limits raise the alarm by calling 999 and requesting the fire brigade, providing as much detail as possible. Then notify the harbour staff via the 24 hour contact number 01806 244280.

INCIDENT REPORTING

Any person involved in a marine Incident, Accident or Near-Miss in a SIC Harbour Area or its approach- es or at any SIC port / pier facility shall report the occurrence to Sullom Voe VTS and the Harbour Master or their Deputy within 24hrs.

As soon as practicable thereafter they shall provide the Harbour Master or their Deputy with full details in writing on Marine Reporting Form

MRF SMSF-P-1001 available on the following link:-

[http://www.shetland.gov.uk/ports/informationleaflets/Documents/SMSF-P-1001\(MRF\)MarineReportForm.pdf](http://www.shetland.gov.uk/ports/informationleaflets/Documents/SMSF-P-1001(MRF)MarineReportForm.pdf)

Lifting Operations & Heavy Plant

All lifts carried out within SIC Ports and Harbours require a risk assessment and lift plan to be submitted for approval prior to the operation. It should be noted that other than at a few designated lifting pads, the maximum ground loading at SIC ports and harbours is 5 tonnes.

Contractors carrying out lifting operations in any of SIC's ports and harbours are required to notify their SIC contact prior to the operation taking place, regardless of whom they carrying out a lift for.

A generic lifting plan for lifts of 5 tonnes or less, submitted to staff at Scalloway, will be acceptable. Lifts of over 5 tonnes, and at unmanned ports, require the lifting plan to be submitted to the Port Engineer 3 days in advance of the operation.

Traffic management planning is the responsibility of the lift contractor, and any alternations to the port or harbour traffic management should be notified in any paperwork presented to SIC contact at least 24 hours in advance.

Fishermen using the crane at SIC Ports & Harbours to land boxes from their boats should abide by the Loading Crane Procedure and ensure that they have attended the prescribed training course at the NAFC.

All contractors, regardless of who they are working for, operating heavy plant (including forklift trucks, JCBs, and loaders) on SIC premises are responsible for ensuring the operators of such equipment are fully trained, licenced and competent in these roles and that all equipment is fully certified, registered and fit for purpose



Pollution Prevention and Reporting

All persons working within and using SIC Ports and Harbours should take all available means to avoid a marine pollution incident.

Static plant should, if possible, be placed on a “plant nappy” (Absorbent mat) sizeable enough to ensure that any drips or spills from refuelling are captured and not permitted to enter drains, watercourses, or the marine environment.



Fuel, chemicals and similar materials should be stored in a bunded area sufficient enough to hold 110% of its content.

Plant and machinery should have suitable spill kits to hand to ensure that any spillage can be caught and dealt with as soon as possible. Mobile fuel bowsers utilised for fuel fishing vessels and similar should be maintained as per road traffic regulations. When being stored they should be placed on a “plant nappy” to catch any spillage during refuelling.”



Drip trays are not a suitable alternative as they fill with water and can overflow, spilling a mix of oily water.

All pollution incidents, however minor, should be reported immediately

24 hour contact number: 01806 244280

Emergency Incident

In the event of an emergency incident, the port emergency plan will be activated and all employees, contractor employees, tenants and others will be instructed to evacuate the area by a safe route and assemble at the closest safe muster point.

Employees and contractor employees must await instruction from line manager or SIC contact before leaving the port.

If you are involved in or witness an accident or incident, or are involved in or witness a pollution incident, please inform the Harbour Authority as soon as possible.

24 hour contact number: 01806 244282

First Aid and Automated External Defibrilator Points

A number of first aiders are in place at various port locations, these are:

- Sella Ness Port Administration Building during office hours
- Sella Ness duty tug & pilot vessel crews
- Scalloway Harbour Office (during office hours)



AED (Automated External Defibrillators) are in place at the following locations:

Ports and Harbours Administration Building, Sella Ness (other locations to be added at future date)

Suspicious Activity and Security

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

In the event of witnessing any suspicious activity



Do not take direct action

Do not confront the person

Do not reveal your suspicions

Do record as many details as possible – what you saw, where you saw it. Why was it suspicious? Be Specific

Do notify us as soon as possible

24 hour contact number 01806 244280

IN THE RARE EVENT OF
a firearms or weapons attack

RUN HIDE TELL



RUN to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE. It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL the police by calling 999.



**SEEN SOMETHING
SUSPICIOUS?**

DON'T IGNORE IT. REPORT IT.

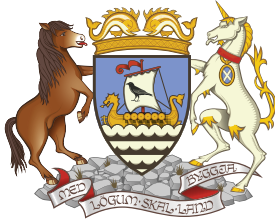
Call the police on 101 or report online: gov.uk/report-border-crime

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



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