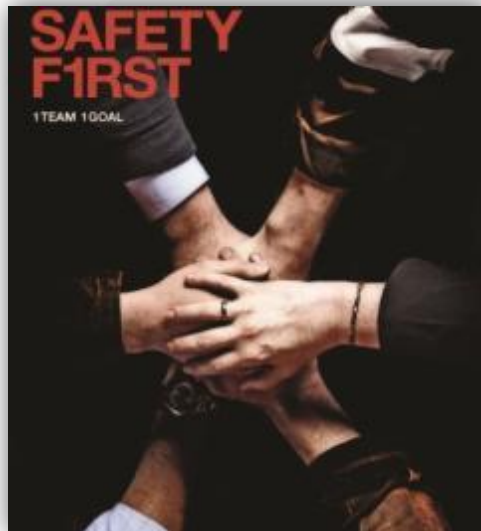




FORTH PORTS LIMITED
SAFETY RULES FOR VISITORS
PORT OF LEITH



PURPOSE

Forth Ports Limited (FPL) aims to ensure the highest levels of safety are achieved by all persons working within our premises including contractors and visitors.

The aim of this handbook is to set out the rules for visitors visiting any Forth Ports premises.

Every visitor must be able to demonstrate they have read and understood this handbook.

RESPONSIBILITIES

Each visitor shall:

- Not interfere with or misuse anything that has been provided in the interests of health and safety or welfare of any person
- Take care for the health and safety of themselves and all other persons
- Ensure that vehicles and other equipment used are safe and without risks to health, and they any vehicle or equipment is maintained in that condition
- Use systems of work that are safe and without risks to health
- Have been provided with by their employer or be in possession of information, instruction, training and support necessary to maintain the health and safety of all persons
- Be required to have photographic identification (***valid passport or valid driving licence***) to gain access to any of the ports within the Scottish Operation
- Shall be accompanied at all times
- Always remain with your host
- Always use pavements, crossing and pedestrian walkways

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All visitors will be informed of PPE requirements prior to their visit
- It is the responsibility of the visitor or their employer to supply relevant PPE
- Without the appropriate PPE you may be refused entry to the site

Minimum requirement for PPE zones:



Certified industrial safety helmets



Safety footwear certified for professional use with appropriate toecap protection, penetration resistance and slip resistance

Footwear with metallic components that may cause sparks is not permitted



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 Forth Ports Local Area Representative.

TRAFFIC MANAGEMENT

Due to the nature of the port there are high volumes of large vehicles moving around. These large vehicles can include HGV's, low loader HGV's with escort vehicles and Fork Lift Trucks. Some of these vehicles may be moving slower than the speed limit. Do not overtake these vehicles unless it is safe to do so.



The speed limit on most port roads is 20MPH, however some areas specify a lower limit which will be signposted

Random speed checks are carried out by FPL staff

Please ensure your vehicle is parked in a designated parking area.

NEAR WATER



If you are working over water or within 1 meter of the quayside edge you must wear a lifejacket



Check your area for the nearest life buoy

If a life buoy is missing report this immediately to your Local Area Representative



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

Remember the water level can rise or fall substantially at tidal berths or in entrance locks.

EMERGENCY INCIDENT

In the event of an emergency incident the Port emergency plan will be activated and all visitors will be instructed to evacuate the area by a safe route and assemble at a muster point.

All visitors must await instruction from their Local Area Representative before leaving the port.

FIRST AID



FPL first aiders are identifiable by their green safety helmets



Semi and automatic defibrillators are available within FPL

SUSPICIOUS ACTIVITY REPORTING

What do we ask of you?

Quite simply, to call the police whenever you see any activity or behaviour that you feel is suspicious, and which may be connected with acts or preparatory acts of criminality such as terrorism, organised crime, illegal immigration and smuggling.

If you suspect it, report it

Remember if you see suspicious activity:

Do not take direct action

Do not confront the person

Do not reveal your suspicions

Do record details as possible - what you saw, where you saw it. Why was it suspicious? Be specific

Do notify us as soon as possible

24HR SECURITY GATEHOUSES

Leith

Leith.BathRoadSecurity@forthports.co.uk
0131 555 1930

Dundee, Methil & Kirkcaldy

Dundee.WestGateSecurity@forthports.co.uk
01382 878143

Rosyth & Burntisland

Rosyth.PortEntranceSecurity@forthports.co.uk
01383 421809

Grangemouth

Grangemouth.CentralDockRoadSecurity@forthports.co.uk
01324 668436/466



**IN THE RARE EVENT OF
a firearms or weapons attack**

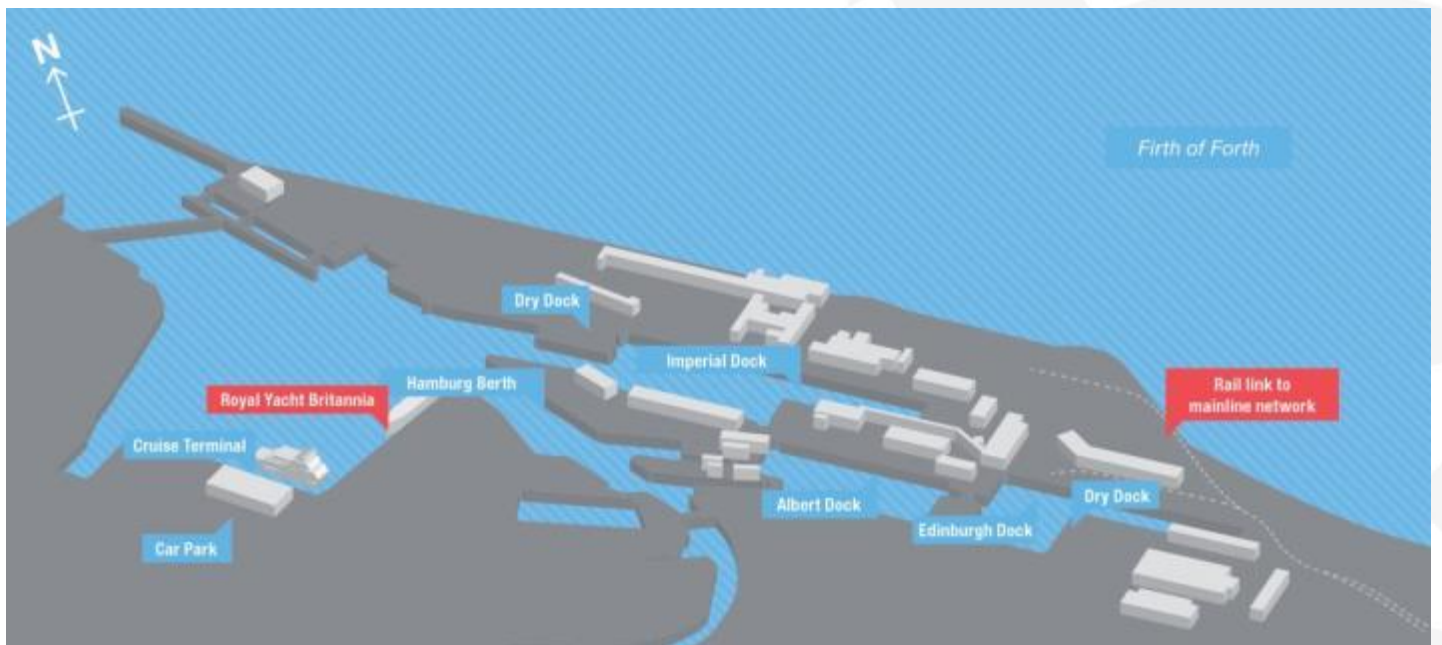
RUN HIDE TELL



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.



REMEMBER
See something, say something