

# **FORTH PORTS LIMITED**

## **Safety rules for visitors to Forth Ports premises**

### **Introduction**

Forth Ports Limited has duties in law to provide for the safety of persons other than our own employees, and to fulfil these duties will require the co-operation of visitors to their premises.

The following safety rules are presented for implementation by all visitors to premises controlled by Forth Ports Limited.

### **General Information**

Under the following pieces of legislation, Forth Ports Limited have a duty to provide information to visitors, on risks and safety measures associated with the activities undertaken in the Port: -

- a) **Sect. 3 - The Health & Safety at Work Etc, Act, 1974.**
- b) **Reg. 11 and 12 - The Management of Health and Safety at Work Regulations 1999.**

The Health and Safety at Work etc, Act, 1974 and associated Legislation, imposes a duty on Forth Ports Limited to ensure, so far as is reasonably practicable, that our premises are safe and without risks to health. In furtherance of this duty, Forth Ports Limited requires that visitors abide by the following conditions as they apply to the work to be carried out.

### **Visitors 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 that 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, crossings and pedestrian walkways

## **Accident reporting and investigation**

Any accident or incident involving a visitor, must be reported to a Forth employee as soon as practicable after the event.

The visitor shall ensure that they or their employer shall submit a Form F2508 direct to the Health and Safety Executive in compliance with RIDDOR requirements.

## **Personal Protective Equipment**

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

## **Transport safety**

- a) **Safe Movement:** When moving around the Port, extreme care must be taken to avoid danger from vehicles. Large numbers of vehicles such as lorries, fork lift trucks, container handlers, wheeled loaders, mobile cranes, etc are employed in dock operations and the nature of their work means they are not always encountered on defined roadways. The construction of such equipment also means that the visibility of the driver may be somewhat restricted. Drivers must always remain on designated roadways.
- b) **Speed Limits:** If a visitor's vehicle is brought into the port, it is obligatory that speed limits, and traffic signs are strictly complied with.
- The speed limit on all dock roads is 20 mph. Unless stated otherwise.**
- c) **Parking:** Vehicles should only be parked in designated parking Areas.
- d) **Taxis:** Taxis must use the designated drop off and pick up points.

## **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 outwith the danger area to confirm their numbers.

In the event of a visitor requiring medical assistance you should contact your host in the first instance. Forth Ports has a number of First Aiders at each of our locations who will be able to assist and assess the situation.

In the event of a fire regroup with your host at the fire assembly point. Your host will inform you upon arriving on site if there is a planned fire alarm test on the day of your visit. In the event of discovering a fire visitors should raise the alarm, contact 999 and then contact their host.

## **Smoking**

Visitors should be aware that smoking is allowed in designated areas only. In places where smoking is permitted, receptacles are to be provided for the safe disposal of cigarette ends and matches.

## **SAFETY IS EVERYONE'S RESPONSIBILITY**

**Please assist us in maintaining the Ports safety record by requesting assistance whenever you are in doubt.**