

Site Induction Procedures & Protocols

Inch Cape Offshore Wind Farm



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Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
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Revision Record Sheet

Revision	Date of Issue	Description of Change
A	20/02/2025	For Review

Record of HOLDS

HOLD no.	Section	Description of HOLD
1	2.4	Site map
2	Appendix 1	Site Induction Brief
3	Appendix 2	Site Induction Form

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------



Table of Contents

1. GENERAL.....3

1.1 Purpose 3

1.2 Scope of Work..... 3

1.3 References 3

1.4 Definitions and Abbreviations..... 3

2. INDUCTION5

2.1 General..... 5

2.2 Site Rules..... 5

2.3 Site Management Team 6

2.4 Site Set-up 6

3. HSEQ.....7

3.1 Emergency Response Plan 7

4.2 Personal Protective Equipment (PPE) 7

APPENDIX 1 SITE INDUCTION PRESENTATION.....9

APPENDIX 2 SITE INDUCTION FORM10

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

1. General

1.1 Purpose

The purpose of this Site Induction Procedure & Protocols is to provide an overview of the inductions and necessary steps required to access the CDM marshalling site, located at the Port of Leith.

This document will be used in conjunction with a site induction brief.

This document is a “live document” to be supplemented and/or revised as necessary.

1.2 Scope of Work

Forth Ports has been awarded the contract for “Principal Contractor” for the onshore marshalling of foundations for the Inchcape Offshore Wind Farm. This includes the management of the load-in, handling, transport, storage, and load-out to quayside as well as associated services and administration tasks for the foundation marshalling scope of the Inch Cape Offshore wind farm project.

The project has an estimated start date of the 1st of June 2025 and end date of 30th September 2026.

1.3 References

1.3.1 Forth Ports References

Table 1: Forth Ports References

Ref.	Document Number	Title
1.1	FP167-23-OPS-002	Marshalling Procedure (RAMS)
1.2	FP167-23-HSEQ-002	HSEQ Policy

1.3.2 Employer References

Table 2: Employer References

Ref.	Document Number	Title
2.1	IC02-750-CO-CON-SCN-INC-SCH-001	Schedule N001 - Employers General Quality Requirements
2.2	IC02-750-CO-CON-SCN-INC-SCH-002	Schedule N002 - Contractor's Project Quality Plan
2.3	IC02-750-CO-CON-SCN-INC-SCH-003	Schedule N003 - Contractor's HSEQ Policy

1.4 Definitions and Abbreviations

1.4.1 Definitions

Table 3: Definitions

Description	Definition
Employer	Inch Cape Offshore Wind Limited
Contractor	Forth Ports Limited
Subcontractor	Any entities who provide a service or supply or materials or equipment for execution of the works,
Project	Inch Cape Offshore Wind Farm

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

1.4.2 Abbreviations

Table 4: Abbreviations

Abbreviation	Description
HSEQ	Health, Safety, Environment and Quality
ICOL	Inch Cape Offshore Limited
PPE	Personal Protective Equipment
RAMS	Risk Assessment and Method Statement

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

2. Induction

2.1 General

All Forth Ports, Employer and subcontractor personnel are required to have completed the online safety induction prior to entering the marshalling site. This is required in line with Forth Ports policy and governing construction legal requirements as part of the Construction, Design & Management (CDM) regulations 2015.

All visitors to the site must inform the HSEQ Manager via email with a minimum of 48 hours' notice of their intention to visit the site. The email must contain at least the following information –

Name, Company, Contact Details, Reason for Visit, Proposed Date and Time of Visit. Acceptance by site of the visit will be via email confirmation.

Upon arrival to the site, all visitors must report to the main office where the Project Manager and/or HSEQ Manager will be responsible for you during your visit. As a visitor to site, you will be escorted at all times either on foot or via minibus. All visitors must comply with the site PPE rules and ensure they bring their own PPE whilst visiting site.

All site visitors must adhere to the site rules.

2.2 Site Rules

The following marshalling site rules must be followed at all times:

- All personnel must receive a site induction prior to commencing work on site. **No induction, no work.**
- Tool Box talks and shift hand overs must be conducted at the start and end of all shifts. **Safety is priority.**
- All site personnel must sign in and out of site - by use of the approved system.
- All vehicles MUST be reversed park in the site office car park.
- Appropriate Personal Protective Equipment (PPE) is to be always worn by all persons on site.
- Traffic management rules are in place and must be followed. Pedestrians to utilise walkways.
- No drugs or alcohol to be brought on or consumed on site. Forth Ports reserve the right to undertake random testing of personnel in line with Forth Ports standing operating procedures. Anyone found under the influence will be disciplined and removed from site immediately.
- Site must be always kept tidy. Rubbish bins are provided and to be used.
- The use of mobile phones is not permitted on this site, except within the site offices and canteen or prior permission from the site Project Manager.
- This is a no smoking site. Designated smoking areas are to be used.
- Do not interfere with and/or remove any signage, fencing, habitats/dust screens without permission.
- Do not interfere with existing utilities (gas, water or electric) services which may become exposed during construction. Report to site management in the first instance of exposed utilities lines.
- Do not access or interfere with scaffolding or access equipment unless suitably trained.
- Only qualified persons are permitted to use the plant and equipment on the site. Plant operators are to be approved by project team management prior to use of equipment on site.

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

- No work activities will be permitted to commence until a suitable risk assessment and method statement has been submitted to (and agreed with) the principal contractor.
- Restricted areas and barriers must be respected. No access without approval from site management.
- Permits to Work must be in place and valid for duration of the works.
- All personnel must fully understand emergency procedures and routes.

2.3 Site Management Team

The following provides an overview of the project organisation to execute the project:

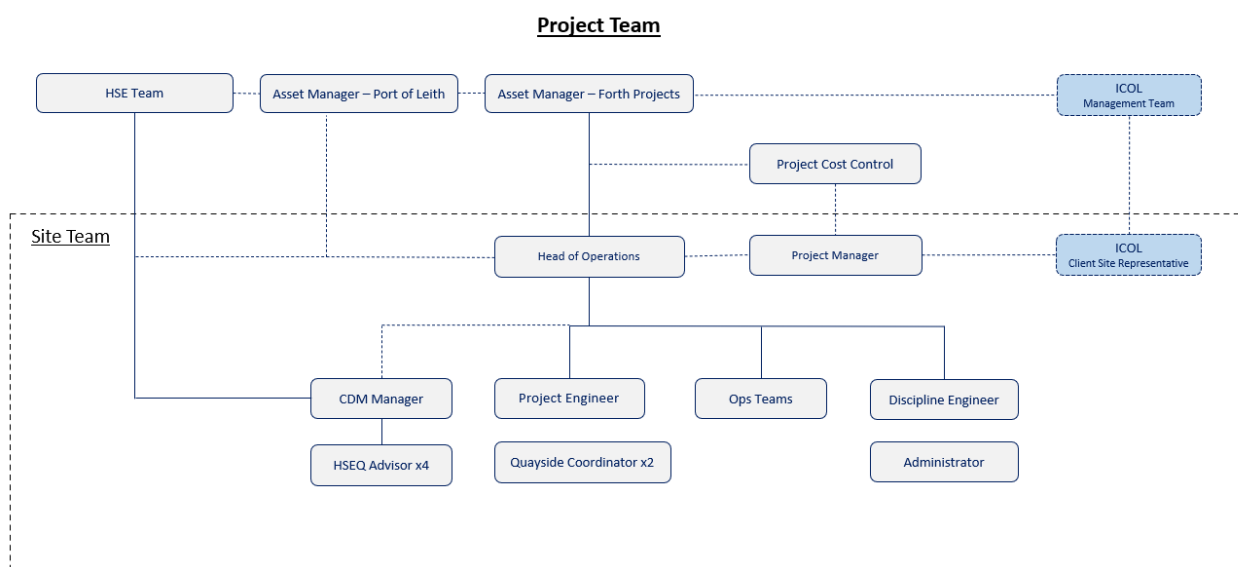


Figure 1: Project Organisation

2.4 Site Set-up

The following section provides an overview of the marshalling site arrangement. This includes the following:

- Access routes.
- Delivery routes.
- Restricted areas.
- Storage areas.
- Welfare facilities
- Location of alarms, fire extinguishers, first aid and site exit routes.

The site map can be seen below:

[HOLD]

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

3. HSEQ

3.1 Emergency Response Plan

Employer representatives, visitors and subcontractors will be provided with a Port of Leith Emergency Contact Card at the Port Induction.

In the event of emergency call 999.

This site has first aid boxes located in the site office.

The nearest A&E Hospital to Port of Leith is:

- Royal Infirmary Hospital, 51 Little France Cres, Edinburgh, EH16 4SA

Emergency contacts are as follows:

- | | |
|-----------------------------------|--------------|
| • Forth & Tay Navigation Service: | 01324 498584 |
| • Harbour Master's Office: | 01315 558901 |
| • Main Port Office: | 01315 558752 |
| • Bath Road Security Gate: | 0131 551930 |



The site emergency route from the storage area to port exit can be seen below:

[HOLD]

4.2 Personal Protective Equipment (PPE)

Forth Ports operate a five (5) point PPE protection system across our port sites. The minimum mandatory operational PPE is:

- Hard Hat
- Gloves
- Eye Protection
- Safety Boots
- High Visibility Vest



Access to the marshalling site and quaysides will not be permitted without the correct PPE.

Personnel are responsible for ensuring they have the correct PPE. PPE will not be issued or available on site.

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
-----------------------------	---------------------------------	-------------------------	------------------------------

4.3 Accident Reporting

Any accident or incident on the marshalling site must be reported to Forth Ports Nominated person as soon as practicable after the event.

The accident book is stored in the site office and managed by the HSEQ/CDM Manager. Sub-contractors who possess their own accident book must also enter all accidents into the site accident book.

Forth Ports are responsible for submitting direct to the Health and Safety Executive in compliance with RIDDOR requirements. Forth Ports nominated contact will liaise with the relevant individuals to ensure that appropriate accident data is collated and investigation procedures affected.

Forth Ports require to be provided with any incident investigation prepared as part of an activity undertaken on behalf of Forth Ports Limited. Forth Ports reserve the right to investigate any incident involving a contractor undertaking an activity on behalf of Forth Ports.

4.4 Fire Safety

Most fires can be prevented with simple precautions and following the site rules at all times.

If a fire does occur the following procedure is to be followed:

- Raise the alarm.
- Locate an escape route. It is vital these routes are always kept clear.
- Make your way calmly to the designated meeting point and stay there.
- Fire marshals will take register.



Do not attempt to tackle a fire on your own, unless blocking your emergency exit.

Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
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Appendix 1

Site Induction Presentation

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Site Inductions & Protocols	IC02-750-CD-FPL-003-FOR-PRO-001	Employer Revision No: B	Inch Cape Offshore Wind Farm
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Appendix 2

Site Induction Form

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