

Port Access Policy

Version 1

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Distribution of Controlled Copies

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Overview

The purpose of this policy is to ensure the safety and wellbeing of people within Aberdeen Harbour. It is the responsibility of the visit host to ensure that this policy is communicated to all prior to their arrival.

Definitions

A young person	is anyone under 18
A child	is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.
Port	a harbour having facilities for ships to moor, unload or discharge cargo/passengers.
Vessel Crew	anyone employed by the shipping company aged 15 + 9 months and over.

Port Access Pre-Notification

Access to the Harbour Estate is controlled, therefore prior notification of any visit is required to ensure that suitable arrangements are in place for entry, escorting or accompaniment to the visitor's location.

General Port Access Requirements For:

- Agents
- Apprentices
- Contractors/Vendors
- Crew Members
- Emergency Services
- Employees

- General Public
- Guests
- Meeting attendees
- Passengers
- Press
- Regulatory Bodies
- Ship Chandlers
- Stevedores
- Taxi Drivers
- VIP
- Work Experience
- Young Person/Child

Children are strictly prohibited from entering the port operational areas (appendix 1) unless:

- Part of a pre-planned organised event with minimum 14 days notification
- Work experience/vessel crew
- Passengers traveling on commercial vessels
- Special approval from Aberdeen Harbour Board

Where one of the above is applicable Regulation 19 of the Management of Health and Safety at Work Regulations 1999 requires that a suitable and sufficient Risk Assessment is carried out by the entity responsible for entry to the port operational areas.

Those accessing Aberdeen Harbour should be provided with appropriate safety information to ensure their own and other port users safety. This includes Aberdeen Harbour Boards Code of Safe Practice (Appendix 2). Access to operational areas shall be strictly controlled and only authorised persons allowed within the operational area. When managing port activities, particularly when more than one employer may be working in the same area the provisions of [Safety in Docks L148](#) published by the HSE shall be taken into consideration.

PPE

Those gaining access to operational areas are required to wear appropriate PPE. This includes:

- High Vis Clothing
- Hard Hat
- Safety Boots
- And if within the 1m clear zone/near water a buoyancy aid

It is the responsibility of the host to ensure those gaining access to port operational areas including young person's/children are issued with the appropriate PPE if entering an operational area.

Emergency Evacuation Procedure

It is the host responsibility to ensure that those attending their premises are fully conversant with local emergency evacuation procedures including the location of fire action notices, assembly points and first aid facilities.

Welfare

It is the host responsibility to ensure that those attending their premises are made aware of the location of washroom and catering facilities (where applicable).

Domestic Animals

Except for assistance dogs (guide dogs/hearing dogs) all domestic animals are prohibited from entering the port.

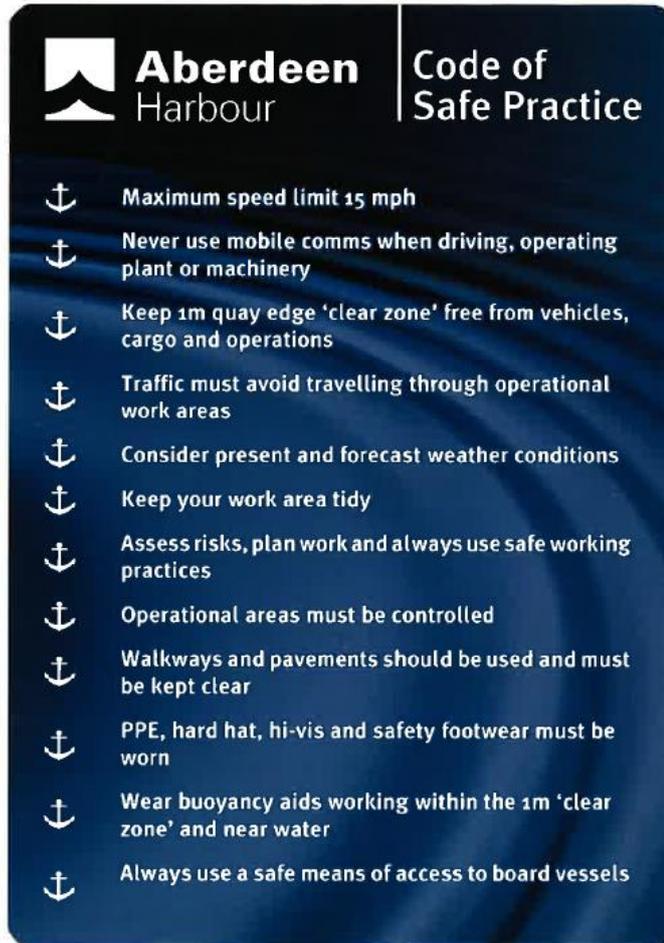
Headphones/Earphones

Headphones/Earphones shall not be worn by persons within the port.

Appendix 1 – Port Operational Areas



Appendix 2 – Code of Safe Practice

A dark blue sign with a white anchor icon and the text 'Aberdeen Harbour' in the top left corner. To the right of the logo, the text 'Code of Safe Practice' is written in white. Below the header, there is a list of 13 safety rules, each preceded by a white anchor icon.

Aberdeen Harbour | **Code of Safe Practice**

- Maximum speed limit 15 mph
- Never use mobile comms when driving, operating plant or machinery
- Keep 1m quay edge 'clear zone' free from vehicles, cargo and operations
- Traffic must avoid travelling through operational work areas
- Consider present and forecast weather conditions
- Keep your work area tidy
- Assess risks, plan work and always use safe working practices
- Operational areas must be controlled
- Walkways and pavements should be used and must be kept clear
- PPE, hard hat, hi-vis and safety footwear must be worn
- Wear buoyancy aids working within the 1m 'clear zone' and near water
- Always use a safe means of access to board vessels

Receipt Acknowledgement



ABERDEEN HARBOUR PORT ACCESS POLICY

Operational with immediate effect.

I acknowledge receipt of this copy – **Part 1**

Signature.....

Print Name.....

Organisation.....

Job Title.....

Date.....



I acknowledge receipt of this copy – **Part 2**

Signature.....

Print Name.....

Organisation.....

Job Title.....

Date.....

Please return part 2 completed to: s-crawford@aberdeen-harbour.co.uk