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## 1 Document Control Information

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## 2 Purpose

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

## 3 Scope

This procedure refers to all access of port operational areas.

## 4 Roles and Responsibilities

Approved by:	Chief Executive
Content applies to:	All persons wishing to enter Aberdeen Harbour
Monitoring effectiveness:	Compliance Team & Operations Manager
Review:	Compliance Team & Operations Manager

## 5 Definitions

A young person	anyone under 18 years of age.
A child	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, load or unload cargo/passengers.
Vessel Crew	anyone employed by the shipping company aged 15 + 9 months and over.

## **Procedure for Port Access V1 (External Use)**

### **6 Detail**

#### **6.1 Visitor Pre-Notification**

All stakeholders are to notify security in advance of visitors to their respective vessels/leased areas or premises via Email (security@aberdeen-harbour.co.uk). If a visitor arrives and is not on the pre-notification list the visitor is required to contact the master/agent/tenant or the stakeholder and request that they confirm the authenticity of the visitor via email to security.

#### **6.2 Exemptions**

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 exemptions 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. The Risk Assessment must be communicated to the person visiting that has parental responsibility for the young person/child.

It is essential that a risk assessment is carried out prior to any quayside visits to ensure the safety and wellbeing of visitors/young person/child is addressed. This risk assessment shall pay attention to pedestrian segregation ensuring robust measures are carefully managed with regards movement of quayside traffic.

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### **6.3 Traffic Management**

Traffic management is necessary to prevent accidents and injury to people. Young person/child may have insufficient knowledge about safety and lack experience, therefore require supervision at all times. Where applicable visitors including young person's/children should be driven from the security point to the gangway to avoid quayside hazards.

### **6.4 Vehicles Arriving**

The following locations have manned barriers:

- Marischal Street (this gate closes from 22:00 – 05:00hrs each night.)
- Nord Centre
- Point Law
- Torry – South Esplanade East
- Central Roadway (Manned from 07:00 – 18:00hrs Monday – Saturday and access out with these times is via intercom located at entry point.)

The following locations have unmanned barriers and require entry via intercom system.

- Jamiesons
- Commerce Street

Issues with access/egress to the port should be reported to security on: 01224 597000.

### **6.5 Arriving on foot**

The responsible host shall ensure all those requesting access to port operational areas that are on foot shall use the pedestrian gates. All pedestrian gates have an intercom system that connects to Harbour Security. Personnel details must then be communicated to security for them to grant access (See 6.1). The host shall escort those gaining access to operational areas via the green safe walkways (Appendix 2).

## **Procedure for Port Access V1 (External Use)**

### **6.6 Driving within the Port**

The responsible host shall ensure that those gaining access to port operational areas shall follow the restricted speed limits.

Drivers must be aware of pedestrians within the operational areas who will be utilising the safe green walkways where applicable. Pedestrian crossings are clearly marked and parking of vehicles on crossings/walkways is prohibited.

### **6.7 Parking**

It is not the responsibility of Aberdeen Harbour Board to provide parking for those gaining access to port operational areas. Parking is extremely limited and prior notification of parking requirements should be arranged with the host.

The following information shall be communicated verbally or in writing:

Vehicles must only be parked in designated parking zones and drivers should remain in their vehicle until their host arrives with appropriate PPE and escorts them to their location. All vehicles attending a vessel shall park in the area designated by either the stevedore or the ship's crew. The stevedore/agent/ships master are responsible collectively for ensuring that a traffic management plan is in place for the vessels call.

### **6.8 Cycling within the Port**

Cycling within the port shall be robustly risk assessed. Cyclists shall wear hi visibility clothing, a safety helmet and have reflective lights on their bicycle as a minimum. The bicycle shall also be maintained and have fully functional front and rear brakes. Cyclists shall stay as near to the green pedestrian walkways as possible.

### **6.9 PPE**

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

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

## **Procedure for Port Access V1 (External Use)**

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. Where crew are joining/leaving a vessel a plan must be in place giving safe access/egress from and to the gangway from/to the nearest green safe walkway.

### **6.10 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). A location plan of the communal toilets is available at appendix 3.

### **6.11 Emergency Services**

As per Aberdeen Harbour Emergency Plan/ Grampian Local Resilience Plan.

The 999 system should be used for Emergency calls requiring:

- Scottish Fire and Rescue
- Police Scotland
- Scottish Ambulance Service
- Coastguard

In the event of any of the above Emergency Services being called to attend within the Harbour area ensure that the Harbour Board is informed by telephoning the number below and ask to be put through to 'VTS'. Once connected advise VTS the nature of the incident, location and confirm that the emergency services have been called to attend.

**Aberdeen Harbour Board:** 01224 597000 (24-hour line)

#### **Port Security numbers:**

Marischal Street 01224 597137

Point Law 01224 597009

Torry Quay 01224 597008

## Procedure for Port Access V1 (External Use)

### 6.12 Domestic Animals

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

### 6.13 Headphones/Earphones

Headphones/Earphones shall not be worn within the harbour.

## 7 History of Changes & Scheduled Reviews

Date	Reason for Review	Details of Any Changes
20-08-2019.	Issue.	N/A

END OF PROCEDURE, APPENDICES TO FOLLOW.

# Procedure for Port Access V1 (External Use)

## Appendix 1 – Port Operational Areas



**Procedure for Port Access V1 (External Use)**

**Appendix 2 – Safe Green Walkways**







**Procedure for Port Access V1 (External Use)**

**Receipt Acknowledgement**

**ABERDEEN HARBOUR PORT ACCESS PROCEDURE**

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](mailto:s-crawford@aberdeen-harbour.co.uk)