WORKPLACE TRANSPORT POLICY

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1. INTRODUCTION

At Scrabster Harbour our team is committed to providing a high quality, reliable service offering to our clients.

Scrabster's strategic location, modern infrastructure and high quality, reliable services offer a competitive advantage across a range of sectors: cargo, cruise, ferries, fishing, oil and gas and marine renewables. The harbour offers extensive facilities, with 24/7, 365 days a year access to the port. Scrabster Harbour possesses a strong local supply chain and is one of the UK's top whitefish and shellfish landing ports.

The harbour is overseen by Scrabster Harbour Trust, established in 1841 and governed by its own legislation. The Trust seeks to serve the local community and all surpluses created are reinvested into the port.

All Harbour users and visitors should respect that Scrabster is a working harbour and that there are many hazards, continuous assessments should be made during any operations to minimise risk to your own safety and that of others and also to avoid damage to property.

'Workplace Transport' means any vehicle or piece of mobile equipment used in any work setting. It covers a very wide range of vehicles, from cars, vans, lorries and lift trucks, to less common vehicles and plant such as tug masters and cherry pickers.

Our priority is a safe harbour for everyone and safety is everyone's responsibility!

2. WORKPLACE TRANSPORT HAZARDS

Every year, there are accidents involving transport in the workplace, some of which result in people being killed.
People are knocked down, run over, or crushed against fixed parts by vehicles (eg HGVs, lift trucks and tractors), plant and trailers. People also fall from vehicles – whether getting on or off, working at height, or when loading or unloading.
There are employers operating within the port estate and when combined with the fact that the port estate is 'open' to the public, it is essential that all operators, employers and personnel are aware of the hazards and how to operate safely.
Any person conducting a business or undertaking must ensure, so far as is reasonably practicable, that workers and other people are not exposed to health and safety risks.

2.1. *PUBLIC/PEDESTRIANS*

The public and pedestrians should be aware that there are many plant and heavy machines using the port on a 24 hourly basis, the majority of Scrabster Harbour is easily accessible by the public and therefore undertaking operations can be very challenging when having to consider the possibility of persons unaware of the associated dangers walking into work areas.
Where possible, public/pedestrians should use safe walkways, adhere to signage and avoid areas of operations they have no association with. Be aware if you are not wearing visibility clothing you are more at risk, any pedestrians involved in any operations at the harbour should wear as a minimum, a high-vis vest at all times.

2.2. *MOVING VEHICLES/PLANT*

All vehicles operating within the port estate should be suitable, well maintained and safe for the purpose for which they are designed.

Vehicle/plant operators licenced or trained
All vehicle or plant operators must be licenced or trained and hold a valid certificate for the vehicle or plant they are operating.

Speed Limits
The speed limit on entering Scrabster Harbour (A9 trunk road) is 20 mph, we recommend a speed of 20mph should also be observed in all other areas unless stated otherwise.
The speed limit on any pier is 10 mph (note: the main traffic route to and from the ferry on the Queen Elizabeth Pier is 15 mph), 10 mph should still be observed on the ferry pier quaysides.

Mobile phones
Mobile phones must not be used while driving/operating vehicles or plant.

Seatbelts
Seatbelts must be always worn unless working near water and that a risk assessment has been carried out and identified that it would be safer not to do so.

Passengers
Passengers are not to be carried in any vehicle or plant that is not designed to do so.

Loads/Cranes
All loads being transported to/from or around the Harbour Estate must be fully secured and routes planned, any HIABs or crane lifting equipment must also be stowed correctly so not to damage structures or street lighting on route.

Poor vision or obstructed view during manoeuvres
Where a driver/plant operators view is poor or obstructed, a Banksman/Signaller must be used.

Ferry traffic
The marshalling area is designated for ferry traffic waiting to board, priority must be given to the ferry traffic once it has begun to move from that area.

Awareness of pedestrians
Be aware of pedestrians at all times and give way to them at crossing points, do not park on or obstruct designated walkways. Where possible, please use barriers to segregate vehicles or plant from pedestrians from ongoing operations.

2.3. *RO-RO/FERRY OPERATIONS*

Ro-Ro and Sto-Ro operations should be planned and executed in a way that minimises risks to those involved in the operation. Including direct employees, non-permanent employees (NPEs), ship's crew and anyone else that may be affected.

Hazards associated with Ro-Ro and Sto-Ro operations (including on the quay, shore ramp and/or linkspan) include but are not limited to:

- being struck by moving vehicles and plant
- being struck by lashings that may spring back when being applied, tightened, released or loosened.
- being crushed against a fixed object such as a ship's structure or between moving vehicles (e.g. between cargo transport units)
- trapping and crushing from the lowering and lifting of cargo such as between trestles and trailers or 'Mafi' units and the deck.
- slips, trips or falls while working on surfaces which may be:
    - uneven (e.g. due to deck lashing points, frames or deck gratings)
    - unstable or slippery (e.g. due to the presence of substances such as cargo residue, spilt oil and loose lashing gear)
- falls from height:
    - when working or passing near to unprotected edges such as lift shafts, voids, deck openings and ships internal access ladders.
    - due to a failure to provide and maintain a safe means of access/egress to/from and on board the ship.

2.4. LIFTING OPERATIONS & CARGO STORAGE

All lifting and cargo operations should be discussed with the Harbour Master or their deputy before being undertaken.

All lifting operations in ports are subject to specific legislation including:

- The Lifting Operations & Lifting Equipment Regulations (LOLER),
- The Provision & Use of Work Equipment Regulations (PUWER),
- The Merchant Shipping and Fishing Vessel (Lifting Operations & Lifting Equipment) Regulations (MSLOLER), and The Merchant Shipping & Fishing Vessels (Provision and Use of Work Equipment) Regulations (MSPUWER).

Storage of any cargo/stores/fishing gear etc. should be arranged through contacting the harbour office unless contained within your own premises.

2.5. FISHING VESSEL OPERATIONS/LANDINGS AND THE GENERAL FISH MARKET AREA

Many areas which are easily accessible by the public around Scrabster Harbour are used by fishing vessels for landing fish and shellfish including the fish market quay itself, these areas should be avoided during such operations as they are often a hive of activity and there will likely be plant machinery such as forklift trucks operating and loading to heavy goods vehicles.

During market sale times the fish market area itself is also a very busy area, again with forklift trucks operating and loading to heavy goods vehicles as well as a varied workforce undertaking many different activities, this area should not be approached by the public, and entry to the fish market sale floor is for authorised personnel only.

2.6. CRUISE SHIP OPERATIONS

Cruise ships making port calls will inevitably bring a large increase in activity including buses, taxis, hire cars and many foot passengers.

Within the general area of the ship and its quayside, there will normally be marshalls, tour guides and security staff assisting in directing the passengers from the ship to their tour buses and local walks, out with this area the passengers, who will not be familiar with the harbour area, work activities and roads will be most at risk as they will often be taking in the sights and scenery and not taking into account the dangers associated within the harbour area.

Scrabster Harbour Trust will endeavour to mitigate as much risk to the foot passengers and crew as possible, but great care and extra measures must be taken by all harbour users in order to mitigate the risks posed by themselves and their own activities.

Measures taken by Scrabster Harbour Trust which all harbour users should comply with include the following:

- Marshalls and security officers, both contracted and harbour staff.
- Barriers, signage, fencing and cones, both permanent and temporary.
- Dedicated safe walkways and crossing points.
- Temporary arrangements for transport to and from the vessel such as parking and access routes for taxis, hire cars and large numbers of buses.
- Restricted access areas, both permanent and temporary.
- Designated pontoon for ships tender use during the port call.

2.7. PARKING

- Whenever possible, vehicles should be parked in designated parking areas only.
- Parking at Scrabster Harbour is very limited, especially for longer vehicles, and where people arrive early for the ferry, especially a full night prior to sailing, arrangements should be made to stay elsewhere other than in the harbour area as the harbour operates 24 hrs a day and you may cause an obstruction to operations.
- Any vehicles thought to be abandoned anywhere in the harbour may be removed at cost to the owner.

The main parking areas are:

- Marina carpark (Max vehicle length - 5 meters)
- Long stay car park on the North side of the ferry traffic marshalling area (Pay on exit tokens available from Northlink Ferries ticket office – Max vehicle length 5 meters)
- Short stay car park on the South side of the ferry traffic marshalling area (Max 24 hours stay, max vehicle length - 5 meters unless otherwise arranged with the Port Supervisor or other harbour representative at the harbour office)
- Seafood Park car park (Max vehicle length - 5 meters) Normally in use by vessel crew members and Business Centre users.
- All other parking areas are designated for business use and should not be used unless arranged with the Port Supervisor or other harbour representative at the harbour office.
- No vehicle should be left on any quayside unless arranged with the Port Supervisor or other harbour representative at the harbour office.

3. Map showing public car parking areas **(Not suitable for vehicles over 5 meters)**

