



**PASSENGER**



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# CONTINENTAL FERRY PORT

## SITE INDUCTION





# Port activities


- As landlord of the Commercial Port, the Port Authority must be informed of all works conducted on these premises
- The Authority is committed to the management of Health & Safety by maintaining a registered quality management system for the operation of the Port, compliant with the requirements of:

ISO 9001 (2008) & OHSAS 18001 (2007)





# Presentation contents

- Generic hazards associated with Port operations
- Security requirements before passes are issued
- Permit to Work 
- Contractors conduct
- Emergency instructions and general info



# Hazards





# Vehicle movements

These are examples of vehicle movements within the Port, which may affect your access or work:

- Trailers – dropping off and collecting or just being moved
- British and foreign drivers unaccustomed to the Port
- Border Agencies and VOSA activities, possibly causing tailbacks
- Shuttle buses operating both inside and outside the restricted area





# Maintenance activities

Contractors and Port staff may be engaged in works involving:

- Mobile platforms (slow moving or static)
- Mobile cranes (slow moving or static)
- Fixed lifting equipment
- Plant and hand tools



# Cars, vans and caravans

- **Be careful with this group.** They're on holiday and winding down. They are not paying attention to anything except getting on a boat or going home
- Passengers are likely to leave their vehicles when parked to view the sights, use the facilities, stick on headlight detectors – some 📞 even set up camp and make tea!
- Others believe that as they are not on a public highway that normal driving procedures do not apply, i.e. **DO NOT** use mobile phones when driving, **DO NOT** eat your lunch whilst driving, **DO NOT** drink and drive etc


Yes – you've got it – **THEY DO APPLY** – and to all of us.  
You, me and them!





# Pedestrians in traffic areas

The groups shown below represent a  
**HIGH RISK FACTOR**  
for traffic moving within the Port

  
**Lorry drivers**

**Port security personnel**

**Traffic marshals**

**Other contractors**

**Port operators**

**General public**

**Statutory bodies – police, customs, immigration**

**Port staff**

**Ships' crews**





# Driving in the Port

- The maximum speed limit is **20 MPH**
- Where possible use the service routes (see Permit to Work map)
- When driving within the restricted area use your vehicle's flashing hazard lights
- Use dipped headlights and hazard lights at night or when it's raining
- The walkways throughout the Port are marked the same as a zebra crossing, take care - not all have belisha beacons
- Be alert and ready for the unexpected and


**GIVE WAY!!!**





# Water

Working close to the quay edge should be treated as high risk when completing risk assessments.

- Some unprotected quay edges allow direct access to the sea 
- Tidal levels vary depending on your work location within the Port and can present heights in excess of 7m at low water
- When working in the Port's service ducting system be aware that some will flood when the tide is high



# Ships' Berthing Operations

When you are working on or near quay edges which are close to shipping movements you should be aware of the following:

- Mooring operations – involving heaving lines being thrown from the vessels onto public areas
- Port staff making fast or slipping ships' mooring lines
- Shipping movements – causing water disturbance
- Ships' crews – performing maintenance operations

Consult with the Duty Port Operations Manager who will provide details of all shipping movements etc





# Security



**Personal passes -**  
Contractors or Visitors

**Vehicle passes**



# Contractors Pass

- A contractors pass is issued only when the work duration is greater than one working day. It will bear photographic ID of the individual contractor and will also have an expiry date printed on it
- When the pass has expired it must be handed back to the Port, either for renewal or because it's the end of the contract



# Visitors Pass

A Day Pass is issued to contractors when work will be completed within a working day.



It must be handed back at the point of exit when leaving the Port.





# Obtaining a pass

You must undertake the following:

- Attend the Port Site Induction session and be registered



- Get permission to proceed from the authorised person
- On attendance at the Port you must produce one valid form of identification with photographic ID **BEFORE** a pass will be issued





# Vehicle passes

- **Quay Pass** – If you need to bring a vehicle into the restricted area of the Port to assist with works and the duration of the works is for an extended period, then you will be issued with a Quay Pass. This pass will remain valid for the duration of the project

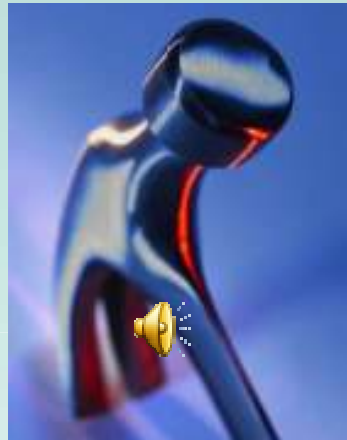


- **Temporary Dock Pass** – If your works are of a short duration then entry of a vehicle will be controlled by the issue of a Temporary Dock Pass. This pass will allow only single access and must be returned when the vehicle leaves the Port. This means that you will have to get another one if you wish to return on the same project





# Permit to Work



Contractors **must** obtain a Permit to Work before starting operations and hand it in at the end of each working day.

This enables the Port to monitor those contractors on or off site.





# Before starting work

- Supply all information requested by the Port relating to the works, especially Health & Safety documentation
- Obtain from the Port's authorised person, permission to proceed with the works
- The contractor's on-site personnel, including sub-contractors, should be conversant with the agreed method for completing the task and will therefore adopt a safe system of work based upon the findings of a specific risk assessment for the task
- ALL equipment supplied by the contractor must be compliant with H&S regulations including COSHH, LOLER, Electricity at Work (PAT tested), PPE etc
- Operatives using specialist equipment must be fully trained and hold current certification
- Contractors should check the asbestos register via their Port authorising officer





# Remember

- Your work area must be kept clean and tidy at all times
- Take care when working at height and always use the correct access equipment
- Some of the buildings on the site have asbestos containing materials within the structure. Always check with your supervisor or Port authorising officer before commencing work
- Plan and organise what you do
- Only trained and competent staff who know the specific risks of their trade should be engaged in works on the site
- High viz clothing should be worn **at all times** when working at the Port
- Do not attempt to carry or move anything too big or too heavy





# Conduct



All contractors must comply with the following when working within the areas under the control of the Port Authority:





- Prior to commencing work contact either an authorising officer, a nominated Port contact person or the Duty Port Operations Manager
- Persons caught in possession or under the influence of drugs or alcohol will be removed from site
- Contractors are expected to conform with the requirements of the Construction (Design & Management) Regulations 2007, as well as all other relevant regulations applicable to the work being undertaken
- Contractors entering and working within the restricted area are subject to the International Ship & Port Facilities Security Code (ISPS), which may result in searching of persons and / or vehicles
- In the event of an accident or near miss the Port authorising officer or Duty Port Operations Manager should be informed as soon as possible





# EMERGENCY & USEFUL INFO





# Emergencies

- **FIRE** - If you hear the fire alarm leave the building by the nearest exit and go to the appropriate Muster Point. This is indicated on the map supplied with the Permit to Work and is also defined on the Fire Action notices displayed within the building
- **FIRE** - If you accidentally start a fire dial 023 9285 5900 to raise the alarm. Attack the fire with the appliances provided, only if confident to do so 📞
- **Other Incidents** - In the event of an incident a member of Port staff will issue directions for you to follow. You must obey these instructions for your own safety. If there is more than one operative in your group then please stay together in order that you can be accounted for
- **Please note** - Where possible please make your work area safe before relocating so that you do not create a hazard for others





# Information

**General** – Inside the Permit to Work documentation issued when you enter the Port, you will find the following information:

- First Aid procedures for contact and assistance
- Useful telephone contact numbers
- A Port map showing Muster Points
- A Port map showing key landmarks

## Welfare

- Toilet and washing facilities are available for use by contractors at various locations around the Port
- Mess facilities are available in the Ferry Routier building, which is located in the Upper Freight Area (inside the restricted area)





The Port Authority would like to thank you for giving this Site Induction presentation your full attention. If you would like to view the presentation again please ask.

You are now required to sign a document stating that you have read and understood this Site Induction. Your name will be entered onto the Port's 📢 Induction Registration List, which is valid for a period of 12 months.

**Please Note:** After the 12 months has expired you will be required to repeat this process.

If you have any questions arising from the slides please contact a member of staff.





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**END**

