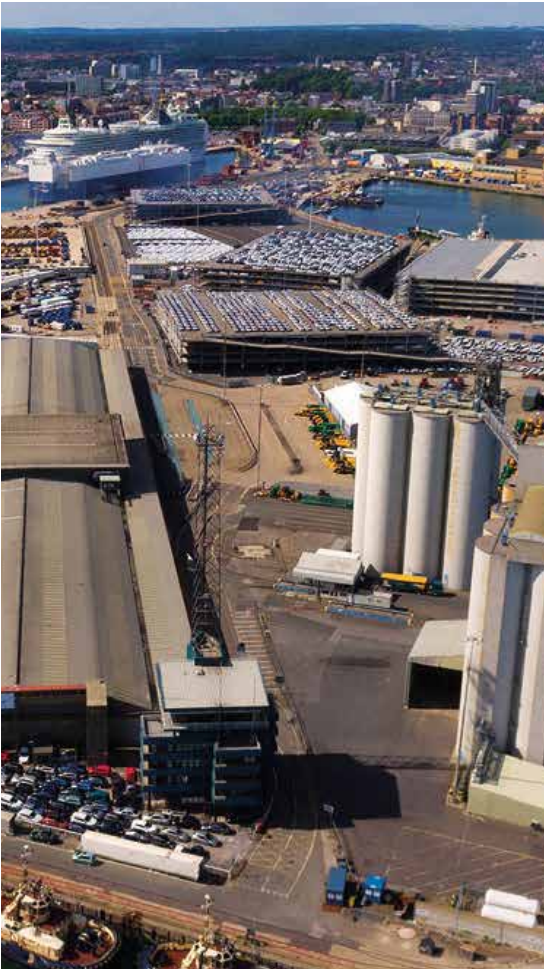




ABP Port Estate Safety Rules

Port of Southampton
(Including Eling Wharf and Marchwood)

ABP | KEEPING
BRITAIN TRADING



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ABP Port Rules

Welcome to the Port of Southampton.

Safety, security and safeguarding the environment are key values underpinning our activities.

These rules have been established to ensure everyone operating within the port estate follows consistent and clear rules. We can then ensure that everyone works safely; security is maintained; and all of us do not adversely impact the environment.

Entry on to the port estate means you must comply with these rules. If any person becomes aware of any breach of these rules, they should report the breach to the ABP Compliance team.

Where ABP becomes aware of any person or company failing to comply with these rules, we have the right to refuse access to the port and/or to remove such person/vehicle/vessel from the port.

Any continued or serious breach of these rules may result in future access to the port being denied.

ABP Port Rules

1. All persons will be required to provide proof of identity to ABP personnel or Port Security upon request.
2. All vehicles, vessels, persons and their possessions may be subject to inspection and searches at any time, including on entry to and exit from the port.
3. Illegal activity will not be tolerated and will be reported to the relevant authorities.
4. Pedestrians must stay within the confines of any marked pedestrian walkways whenever possible.
5. All persons must comply with all ABP signage throughout the port.
6. No unauthorised swimming, diving, fishing or water sports except in designated areas.
7. No dangerous substances or articles, explosives or weapons may be brought onto the port other than as expressly permitted by ABP.
8. ABP reserves the right to refuse access to any person or to remove any person whom ABP suspects to be under the influence of drugs or alcohol or whom ABP otherwise considers to be a risk to the safety of themselves or others within the port.
9. ABP reserves the right to refuse access to any person and/or remove any person who is unable to provide a legitimate reason for being at the port or whom ABP suspects does not have a legitimate reason to be on the port estate.
10. Any unattended bags or other articles on the port estate may be removed and/or destroyed by Port Security without any liability on the part of ABP.
11. Persons driving vehicles on any port roads must do so with care and comply with all port road signage and speed limits. Seat belts must be worn, and handheld mobile phones or devices must not be used while driving. All vehicles are required to be roadworthy, in a safe condition and properly maintained. Loads carried on or in vehicles must be adequately and safely secured.
12. Persons must always conduct their activities at the port in such a way as to minimise any nuisance or disturbance to ABP, any other person at the port, any other vessel or vehicle using the port and the owners and occupiers of other land within or adjacent to the port.
13. All vehicles/pedestrians should check for trains and take all necessary precautions at level crossings. Cyclists must dismount and push their bike across the crossing. When barriers are down or warning lights are flashing, no access is permitted across the crossing. Cyclists are to ensure their cycles are road worthy, fitted with reflectors and lights if used at night. Cyclists are to use the designated cycle paths where available. No scooters - either electric or push along - are allowed on the ABP estate.



Security

Security

- > The controlling company* must ensure that the security risk for berth/compound and any cargo stored there is maintained.
- > The controlling company must ensure that steps are taken to monitor entry and egress on to the berth/ compound they controlling/using. They must take reasonable measures to ensure security of people, cargo, plant, facilities and waste.
- > The controlling company must not allow any delivery or collection operations without prior knowledge of the activity.
- > Parking of vehicles and storage of cargo/stores must be at least 6 meters from the quay edge and outside of any hatched markings and quarter ramp landing areas.
- > No cargo delivery vehicle is to be unloaded within the port or on the quayside without a receiving/shipping company representative being present.
- > The controlling company is to ensure delivery vehicles are positioned in the correct area and the cargo is placed safely in its storage location. If outside of staffed hours, the transport company's driver is to be instructed via a delivery note to contact port security to open the compound. 07732 602420.

Drones

- > Drones are not permitted over the port or shipping lanes without prior consent from ABP, If you see a drone being used in your area(s) and were not aware of a planned flight, contact security immediately.
- > If a controlling company requires the use of a drone then contact ABP at sotonaircraftops@abports.co.uk for an application form.

Suspicious Packages/Objects

- > If you discover a package, parcel or item that is suspicious (out of place) DO NOT touch, move or open it. Move at least 15 meters away before using any communications devices, then contact port security. Do not let anyone else near the object unless they confirm it is their property, or security or police attend the scene.

Suspicious Persons/Vehicles

Report any suspicious persons and/or vehicles to port security immediately. Provide as much detail as possible, for example, times/dates, location, description, height, clothing worn. For vehicles, relevant information could include times/date, location, colour, number plate, model, direction of travel.

*Controlling company = Company that is responsible for the day to day operations of their staff, cargo, shipping or assets within the port estate and waters.



Quayside Hazards



Quayside Hazards

> Quayside culverts are identified by red painted hatched markings. The culverts cover service ducts and may fracture if overloaded (max 2.5 tons). These areas are on berths 31-35, 40 to 45 and 101-109.

> Any damage to the quayside culverts must be reported to ABP Assistant Operations Manager on 07718 600 895 as soon as is practical.

> Controlling companies must ensure relevant risk assessments and Safe Systems of Work are in place for all required activities.

>The quay sides are marked with:
Yellow walkways. Walk within these line when moving along quayside
White hazard Line. No person is to be quay side of the line without wearing a life jacket.

>Red hatched areas. Area to be kept clear of cargo, vehicles and waste receptacles

> Only those persons having a legitimate need to be on the quayside are permitted to access. All other persons e.g. public, should be excluded. Controlling companies are to challenge personnel not expected to be there.

> ABP reserves the right to invoke its Port Bylaws if deemed necessary.



Use of Plant and Equipment



Use of Plant and Equipment

Only personnel with current recognised vehicle operator training may drive high and heavy cargo. If it is found a driver is not trained, the controlling company will be required to stop that individual driving until trained.

All plant operated in compounds and quay side areas is to be done so in accordance with current legislation.

All operators must have been competency assessed on a three-year cycle. This is to ensure skill fade and to ensure drivers are aware of new equipment, any control changes or port changes.

All plant and machinery operated by the controlling company or its contractors must be maintained in accordance with the manufacturer's instructions.



Cargo Handling



Cargo Handling

- > All drivers of cargo/equipment must be in possession of a current UK/EU driver's licence.
- > All drivers must have received approved training to operate high and heavy cargo from the manufacturer or a recognised training provider e.g. ITTSAR. Car and van drivers must hold a valid road licence.
- > Training must be provided to drivers and should include health and safety requirements (such as IOSH CHIP or other similar training) as well as port rules.
- > Training must be on going, with drivers re-assessed periodically (three years). This requirement is applicable to company employees and agency workers.



Mobile Cranes

- Mobile cranes used on the port estate:
- > To apply for a Crane Gate Access Pass, the controlling company should email mobilecranessouthampton@abports.co.uk.
 - > If the controlling company wishes to use mobile cranes on the port estate they will need to gain approval from ABP.
 - > Complete the application form attaching a lift plan and supporting documentation.



Personal Protective Equipment



Personal Protective Equipment

> All activities conducted on port land by a controlling company must have hazards assessed and, if a significant risk exists, then a written risk assessment is required.

> The risk assessment must consider ABP's 5-point PPE policy.

> Any risk assessments identifying deviation from the port's 5-point PPE requirement, or where risk is heightened by wearing specific PPE, may require alternative control measures to be put in place. ABP's compliance team must approve the alternative control measures before activities take place.

> If safety signage stipulates additional PPE is to be worn in any area, this instruction must be adhered to unless expressly confirmed by the ABP compliance team.

> All delivery drivers delivering loads to the berth or storage compound are required to wear suitable and appropriate PPE. This is the responsibility of the controlling company the delivery driver is delivering to or collecting from.

> Appropriate life jackets/floats are to be worn by any individual working within white line marked on the quay edge.

Email:
southamptonhealthandsafety@abports.co.uk



Driving on Port Roads and Quaysides

Driving on Port Roads and Quaysides

- > The main port roads have a maximum speed limit of 30mph. Drivers must drive to the prevailing conditions.
- > ABP reserves the right to ban vehicles and/or drivers if they have repeatedly been caught exceeding the speed limits or driving without due care and attention.
- > Public highway road rules apply to port roads including those applicable to speed restrictions, signage, seatbelts, no mobile phone use whilst moving and the use of roadworthy vehicles. Local port areas may have additional restrictions - adhere to the displayed signage.
- > Driving on the quayside is to be avoided. However, if required, roof and front beacons are to be switched on.
- > All quayside vehicle movements are to obey the maximum speed limit of 10mph.
- > Dipped headlights are always to be used when driving on the quayside both day or night.
- > Where practical, always drive down the quayside on the side furthest from the quay edge. Where two-way traffic is operating, adhere to driving on the left.
- > The controlling company should endeavour to avoid cargo traffic crossing main traffic flows.
- > During cruise operations, drivers are to remain vigilant for increased numbers of passengers and vehicles not familiar with the port.
- > If there is a road traffic collision on a port road, the driver or their controlling company must notify port security.
- > Staff are to be vigilant during cruise operations for members of the public/passengers entering operational areas. If this occurs, they must be escorted out of the area to a safe place.
- > The controlling company must have in place a transport management risk assessment for each specific operation.
- > Delivery and departure of abnormal loads by port roads must be notified to the operations department Sotonops@abport.co.uk using the abnormal load approval request.
- > Loads on trailers or mafis are to be secured as if they were to be transported on the highway, using appropriate straps, chains or ropes.
- > No HGV is to park on port roads or quaysides to take their tachometer breaks. They are to unload and leave the port.
- > When driving and manoeuvring tracked equipment on the quayside, mats and/or ropes are to be used to protect the quayside surface where practical.



Emergency Services



Emergency Services

- > Access for the emergency services to berths and compounds must always be kept clear.
- > If the emergency services are called the following actions must take place:
 - > The company representative must notify the following with details of incident and location and which service(s) have been called:
Assistant Operations Manager: 07718 600 895
Duty Port Security: 07732 602420
 - > The controlling company is to send a vehicle to meet the emergency services at the relevant Dock Gate and escort them to the incident location. For all marine and waterside incidents report to V TS on 02380608208
 - > There are defibrillators at each of the Dock Gates and other key port buildings that can be used if required.
 - > ABP reserves the right to investigate incidents on the port estate, depending on nature and severity.



Vehicle Parking on the Port Estate

Vehicle Parking

- > Private vehicles are to be parked in designated areas only and at owner's risk.
- > No delivery vehicles are to be parked covering the painted areas on the quay sides.
- > When visiting ABP offices or workshops reverse parking is mandatory. Private cars are parked on the port estate at the owner's own risk.
- > It is the responsibility of the controlling company to safely manage the movement, control, deliveries and dispatches of their cargo from ship to dock gates.
- > Vehicles loading or unloading cargo or stores must be in designated drop off areas, a minimum of 6 meters from the quay edge and outside painted hatched areas.
- > In the case of vehicle breakdowns, the vehicle is to be moved as soon as a practical.
- > No vehicles are to be parked within 2 meters of any railway lines.





Quayside and Ships' Waste



Quayside and Ships' **Waste**

> It is the controlling company's responsibility to remove any litter and rubbish in berths and compounds in accordance with waste legislation.

> Waste must not be left on the berth/quay edge or in compounds. Any unused consumables, dunnage, pallets must be returned to the vessel, or disposed in the correct manner by the controlling company/ship's agent.

> If waste is not correctly disposed, ABP reserves the right to charge for its removal including suitable management and administration fees.

> Staff and contractors are to use the appropriate waste bins provided.



Control of Contractors, Ships' Crew and Diving Operations

Control of Contractors, Ships' Crew and Diving Operations

> Crew moving to and from a vessel must be vigilant of plant and vehicles operating on the berth. PPE (high visibility vest, head and feet protection) is to be worn. When leaving ship to go to the city, high visibility vests are to be worn whilst moving off the quayside.

> Contractors who operate the terminal cranes must wear appropriate PPE during operations.

> Visitors to a controlling company must be registered at the controlling company reception. Visitors must be issued with a visual pass and escorted whilst on the port estate.

> Contractors working in the port for the controlling company must have been thoroughly vetted for positive safety standards. Contractors carrying out works on the ABP estate and facilities must seek ABP permission via the operations team prior to any work commencing at Sotonops@abports.co.uk.

> Parking of vehicles and storage of cargo/stores must be at least 6 meters from the quay edge and outside of any hatched markings or quarter ramp landing areas.

> Companies undertaking layby or other operations on port berths are to ensure they adhere to port standards and rules as well as adhere to health and safety regulations.

> ABP reserves the right to STOP activities if it considers works are being conducted unsafely. Only after remedial works to improve safety have been instigated by the contractor will work be allowed to recommence.

> Where external mobile cranes are to be used on the port, an ABP Crane permit is to be submitted and approved before the crane is brought onto the port.

> No fishing is permitted from ABP operational quays.

Diving Activities in the Port

> A controlling company wishing to undertake diving activities or place a swimmer in the water is to contact VTS for approval via SouthamptonVTS@abports.co.uk.

> The company will need to complete the diving request form and supply a risk assessment and Dive Plan covering the work in the port.

> Diving operations are to display appropriate water marker buoys and flags. Do consult Notice to Mariners 2021No.14. This can be found on Southamptonvts.co.uk.



Dangerous Goods



Dangerous Goods

> Any dangerous goods entering or moving through the port must be approved by the Harbour Master.

> Agent or cargo handling companies are to contact ABP to gain written permission to bring dangerous goods into the port or its harbours jurisdiction

> Email sotondg@abports.co.uk for approval of dangerous goods to enter, or transit through, the port. Copies of dangerous goods notes are to be attached to the approval request.

> Road going cargo – ADR Regulations (Agreement concerning the International Carriage of Dangerous Goods by Road) apply to those items classified as Dangerous Goods (DG).

> ABP is to be informed of DG being transited or brought on to the port for shipment either by rail or sea. To notify ABP, email sotondg@abports.co.uk stating the product, quantity, DG classification and attach copy of the DG note.

Bunkering Activities



Bunkering Activities



- > Bunkering activities to resupply ships with fuel, LNG and other fluids are normal operations within the port environment.
- > Connecting ships together in order to refuel or replenish water can pose hazards to all those involved.
- > Prior to any bunkering activities taking place within the port a Bulk Liquid Transfer Request (Part A) is to be completed and submitted to VTS at least 12 hours before transfer occurs. Forms can be obtained by contacting SouthamptonVTS@abports.co.uk.
- > In accordance with ABP published tariff, charges will be levied on all bunkering activities, within the port areas.
- > Once bunkering operation is approved, Part B of the Bulk Liquid Transfer Request is to be completed and VTS to be informed on 02380 608208 that all is safe to proceed.
- > Upon completion of bunkering VTS should be notified including confirmation that no issues have occurred.
- > If there is a spill into the water, to atmosphere or on land, VTS is to be informed immediately on 02380 608208. Ship's crews are to take action to prevent the spread of the spill providing it is safe to do so.



Environment

Environment



> If there is any spillage of hazardous substances into the water or on to the ground it must be reported to VTS in first instance on 02380 608219.

> For land side spills, contact VTS or the ABP Assistant Operations Manager 07718600895.

> The controlling company is to have adequate spill protection equipment to cover the risk associated to their operation.

> Waste reception facilities are supplied across the port estate for waste. All HGV and delivery drivers are to remove their own personal waste or place it in the bins provided around the port. Those drivers found to be littering bottles of human waste etc will be told to remove waste. ABP reserves the right to ban the driver if found to be appropriate.

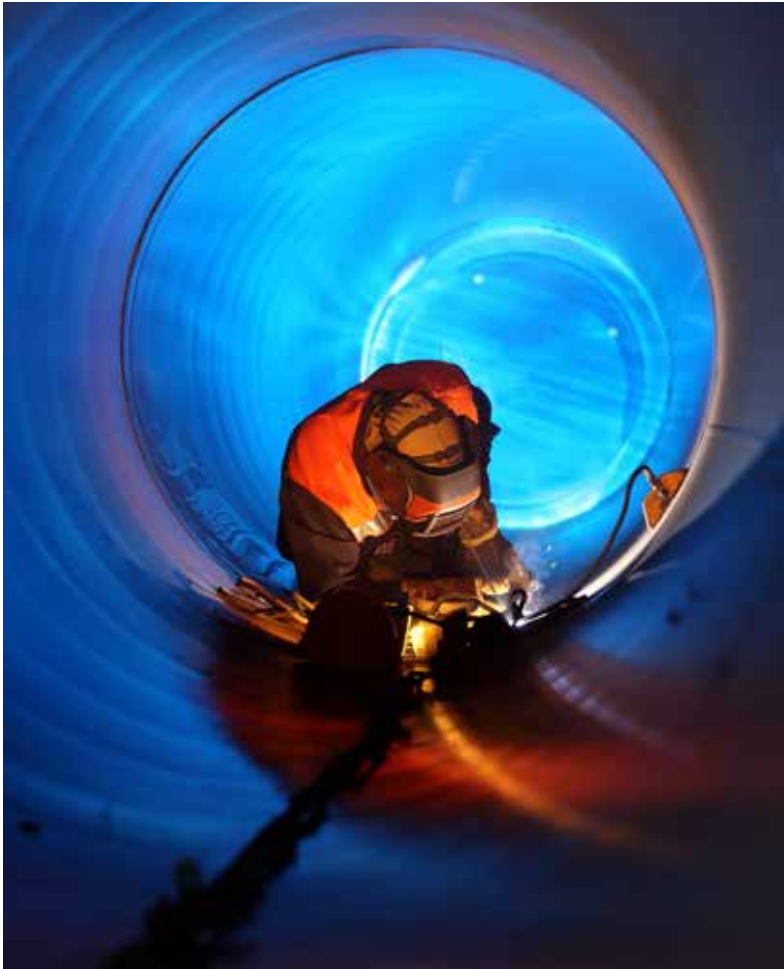
> The ABP Port Waste Management Plan can be accessed here: [Port Waste - Southampton VTS - ABP Southampton](#)

> Standpipes must be authorised for use by the ABP Commercial team in advance: SouthamptonFreshWaterandGangways@abports.co.uk

Hot Works

Definition

'Hot Works' is defined as the use of open fires, flames and work involving the application of heat by means of tools and equipment. This includes the unintentional application of heat, for example using power tools, hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable materials or flammable vapours.'(Source: HSE Information Sheet 'Hot Work at Docks' Sheet No.6)



Hot Works

Vessels

Care must be taken when carrying out hot work on a ship that that is/was carrying dry bulk cargo due to the potential presence of residues of previous cargoes.

When a ship carrying, or last carried, a cargo other than oil it should be treated as a tanker unless:

It has never carried a cargo of oil or
All its cargo holds and tanks, including slop tanks, pump room, pipelines, valves and other void spaces have been emptied of oil and oil residues, cleaned and are certified as gas free.
There should be no deficiency of oxygen which could be attributed to the leakage of inert gas.

Further tests should be carried out during the period of hot work to ensure that there has been no generation or leakage of hydrocarbon gas.

On the Quayside

There is the potential for significant fire and explosion to occur across the port estate. When it is necessary for hot work to be carried out, permission is required from the ABP Maintenance Manager. Contact ABP Maintenance Team on 07970 245 675



Permission to Work

Authority will be given by means of a Permission to Work form. Blank permission forms can be obtained from VTS Southampton VTS@abports.co.uk or from the Port Operations Office. Forms must be correctly completed and submitted for approval by the Harbour Master or his nominated representative.

The information to be included on a permission to carry out hot work comprises:

- Location and nature of hot work
- Proposed time and duration of the work
- The limits of time for which the permit is valid
- The precautions that will be taken before, during and after the hot work
- The name of the person in direct control

The controlling company is to be aware that if working conditions change, the permit could be withdrawn, the situation reviewed and, if appropriate, a new permit issued with the conditions amended as necessary.

Drug and Alcohol Testing



Drug and Alcohol Testing

> The misuse of alcohol, drugs and other substances can place the health and safety of workers and others at risk.

> The use and possession of alcohol and drugs on the port is strictly prohibited. ABP reserves the right to carry out testing (in accordance with the Company's Policy) on any individual who is suspected of breaching this policy.

> If there is a suspicion individuals are under the influence of drugs or alcohol, they are to be removed from the workplace to a safe place (office, canteen) and a test arranged.

> They must not drink or consume food until after the test. If their test is positive for the presence of drugs or alcohol the individual is to be sent home, They are not to use motorised vehicles or cycles. Alternative transport is to be used.





Multi-Deck Vehicle Storage



Multi-Deck Vehicle Storage

> When operating within the Multi-deck facilities, the following requirements are to be adhered to:

> Weight limit of vehicles operated or parked above ground level is max 2.5 tons. If there is any doubt, contact ABP Assistant Operations Manager on 07718 600 865 for advice.

> The speed limit within multi-decks is 5 mph.

> There are road-ways in place within multi decks. Drivers are to follow routes and be aware of other users.

> Pedestrians are to keep to designated walkways and stairs when moving throughout the buildings.

> Stored vehicle engines are not to be left running in the Multi-deck.

> Any impacts to the building are to be reported immediately to ABP Assistant Operations Manager on 07718 600 865.



Incident Prevention

Incident Prevention

> ABP actively encourages staff and third parties working on the port estate to be vigilant for hazards. To assist in reporting these hazards before they result in injury or damage.

> ABP has a near miss reporting system, called SPOT-IT. All parties are asked to inform their staff of this system and encourage its use.

> Where hazards can be resolved immediately e.g. small length of wood on floor, this can be picked up by the individual and placed in available waste facilities.

> Spot-its can be reported online via www.spot-it.co.uk or call 0845 0344570.

> All parties on the port have a responsibility to work safely looking out for themselves as well as others.



CONTRACT

AGREEMENT made this _____ day of _____ 20____
 between _____
 (First Party)
 and _____
 (Second Party);

AND BETWEEN

as OWNER

and the CONTRACTOR

WITNESSETH:

WHEREAS it is the intent of the Owner to make improvements at _____
 hereinafter referred to as the Project.

NOW THEREFORE in consideration of the mutual covenants hereinafter set forth, OWNER and CONTRACTOR
 follow:

Article 1 - Work

It is hereby mutually agreed that for and in consideration of the payments as provided for
 by the OWNER, CONTRACTOR shall faithfully furnish all necessary labor, equipment
 perform all necessary work to complete the Project in strict accordance with this Contract
 Documents.

Article 2 - Contract Documents

CONTRACTOR agrees that the Contract Documents consist of the following: the
 Supplementary Provisions, Specifications, Drawings, all issued addenda, Notice
 Proposal and associated attachments, Performance Bond, Payment Bond, and all
 certificates, documents incorporated by reference, documents incorporated by
 change orders issued subsequent to the date of this agreement. All documents
 complementary to one another and together establish the complete terms, as
 CONTRACTOR. All said Contract Documents are incorporated by reference
 rewritten herein or attached thereto.

Contracts

Any conflicts with terms already
 agreed in any prevailing contracts
 take precedence over the rules as
 set out in this document.

Reference Documents

ABP Website - <https://www.abports.co.uk>

Port users information and Navigation guidelines -2021

Notices to Mariners - VTS website
www.southamptonvts.co.uk

Mobile crane use application form
Diving permission form
Mobile Crane application form
Drone application form

H&S Policy
Security Policy
Environment Policy

Spot -It website <http://www.spot-it.co.uk/>

Oil Spill Plan

Solfire





ABP Port Estate Safety Rules

Port of Southampton
(Including Eling Wharf and Marchwood)

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