

WEYMOUTH HARBOUR

Guidelines And Regulations For Contractors

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1. Working at Height

Weymouth Harbour requires contractors to obtain a specific working at height permit. Falls from height are the greatest single cause of accidental death in the work place. Most of the accidents could have been prevented by the provision and proper use of the correct equipment and control measures. If there is the possibility of any person falling a distance liable to cause personal injury from the edge of any working place or access route, guard rails or other suitable barriers must be provided. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

2. Manual Handling

The main hazards from manual handling are heavy loads, poor posture when lifting, slips, trips, and falls and sharp edges. In order to minimise the risk of injury Weymouth Harbour requires all contractors to take suitable and sufficient precautions. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

3. Lifting Operations

Weymouth Harbour requires contractors to obtain a specific permit from the harbour for all lifting operations.

All lifting operations must be subject to a lift plan and a safe system of work developed by a competent person. The system of work should be communicated to all those who are involved in the operation in any way. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour for a lifting operations permit to be issued..

All contractors must obtain permission to use cranes/ lifting equipment at Weymouth Harbour.

4. Buried Services

Weymouth Harbour requires contractors to obtain permission before carrying out any digging, trench or excavation works.

5. Control of Substances Hazardous To Health

The UK's control of substances hazardous to health regulations require employers to protect people who may be exposed to health risks arising from hazardous substances in the work place. The contractor must provide Weymouth Harbour with COSHH assessments for any hazardous substances which will be used at Weymouth Harbour. This information must be provided before the substances are brought on to Weymouth Harbours property.

6. Noise

All contractors are expected to assess the personal noise exposure of employees and record the results of the assessments, provide suitable hearing protection where it is not possible to reduce noise levels below the noise action levels, inform employees of the noise levels they are being exposed to and what they must do to protect their hearing and designate, where practicable, ear protection zones.

Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

7. Vibration

The vibration from hand-held tools such as pneumatic breakers can affect the fingers and hands. Where the use of such tools is unavoidable contractors are expected to assess the risk of harm and decide on the precautions to be taken. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

8. Personal Protective Equipment

Contractors are expected to provide employees with appropriate personal protective equipment where risks have not been properly controlled by other means in order to allow them to carry out work activities at Weymouth Harbour safely. This includes ensuring that life jackets are worn when work is being undertaken near water. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

9. Electricity

All mains electrical work requires permission from the harbour before any work commences. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

10. Portable Electrical Equipment

110 Volt powered tools supplied through an isolating centre tapped to earth should be used on site whenever reasonably practicable. Where 110 Volt cannot be used then consideration should be given to cordless equipment before mains voltage tools. Where use of mains voltage is unavoidable then the use of a residual current device (RCD) or an earth leakage breaker (ELCB) protection device is essential. Plugs and sockets should be of industrial type and suitable for outdoor use. Hand held portable electrical equipment should be double insulated. The contractor should ensure that a system of regularly planned maintenance inspections and tests by a competent person should be in place on site and suitable records should be kept of these checks.

Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the authorisation process.

11. Hot Works

Hot works are under the control of a specific permit system, issued by Weymouth Harbour. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

12. Fire

Contractors are expected to take appropriate precautions to reduce the risk of the possibility of outbreaks of fire at Weymouth Harbour. Fire precautions include good housekeeping, carrying out hot works under specific permit only, ensuring all unattended plant and machinery is turned off and waste materials are regularly removed from work areas. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

Contractors will cooperate with Weymouth Harbour for the performance of any evacuation drills. Contractors will be informed in advance of any planned drills when reporting in at the harbour.

Should a fire alarm activate whilst at the harbour, contractors will leave via the nearest fire exit and report to the nearest muster point. Information relating to fire evacuation at Weymouth Harbour will be provided.

In the event of a fire starting the following emergency numbers should be used:

Fire Service – 999

Weymouth Harbour – 01305 838423

13. General Public

Contractors are reminded that work activities may be undertaken in areas occupied by members of the public travelling through the harbour. Therefore, it is imperative that the control measures agreed with Weymouth Harbour are adhered to at all times. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

14. Smoking

The Weymouth Harbour, in compliance with the Restriction on Smoking (Workplaces) Regulations 2007, has the following policy.

Weymouth Harbour recognises that it has a duty to ensure, as far as is reasonably practicable, that employees and users of our services have the right to work and visit our premises without being exposed to tobacco smoke. This policy applies to all employees, business partners and contractors.

The Weymouth Harbour has prohibited smoking in:

All of its workplaces at all times.

Any vehicle owned or leased by Weymouth Harbour.

15. Diving Operations

Weymouth Harbour does not permit any diving operations in any of the harbour authorities' waters, without a dive permit controlled by a separate permit system.

16. Machinery, Tools and Equipment

All machinery, tools and equipment will be suitably inspected and maintained as per the manufacturer's instructions and evidence of inspection should be easily available for verification at all times. Machinery, tools and equipment will only be used by appropriately trained persons. Weymouth Harbour will carry out periodic audits to verify the training records of contractors. Contractors will cooperate fully with any queries from Weymouth Harbour. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

Weymouth Harbour reserves the right to prohibit, confiscate or dispose of machinery, tools or equipment which it deems to be unsafe or dangerous. Any costs incurred by Weymouth Harbour will be charged back to the contractor.

17. Alcohol and Drug Abuse

Persons under the influence of alcohol and drugs can be a danger not only to themselves but others. Contractors will ensure that they have a suitable and sufficient policy in place to deal with anyone found to be under the influence of alcohol or drugs.

18. Lone Working

Contractors will avoid lone working where ever practicable. Where lone working is unavoidable contractors will ensure that appropriate control measures are put in place to safeguard employees working at Weymouth Harbour. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

Anyone working alone on the Weymouth Harbour should 'Call-in' to Weymouth Harbour, to log their work activity prior to start and following completion.

19. Radios and Personal Music Players

The use of radios or any other musical device by contractors is strictly prohibited without authorisation from Weymouth Harbour.

20. First Aid Arrangements

Due to the remote unmanned nature of some locations on the Weymouth Harbour estate, it is necessary for contractors to provide their employees with suitable and sufficient competent First Aiders and First Aid equipment on location at all times. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Weymouth Harbour as part of the contractor authorisation process.

In the event of a first aid emergency the following numbers should be used:

Ambulance Service: 999

Weymouth Harbour: 01305 838423

21. RESTRICTED HARBOUR ACCESS

This section applies to contractors carrying out routine or non-routine work which requires access within Weymouth Harbour restricted operational zones.

Any contractor needing access to restricted areas, will agree with the harbour office access times, and sign out any keys from the harbour office and return any keys to the harbour office immediately after work is complete.

Contractors who are issued with keys for access to restricted areas are responsible for the security of those keys.

22. MONITORING PERFORMANCE

Weymouth Harbour expects all contractors to monitor their health and safety performance whilst conducting work activities at the harbours.

In addition, Weymouth Harbour reserves the right to audit contractor's health and safety performance and review the health and safety documentation provided by the contractor in order to ensure that it is current and continues to reflect the work activities undertaken by the company.

Weymouth Harbour reserve the right to withdraw a company's 'authorised contractor' status in the event of breaches of health and safety legislation, subsequent enforcement action taken by the Health and Safety Inspectorate or unauthorised deviations from an agreed risk assessment and/or method statement.