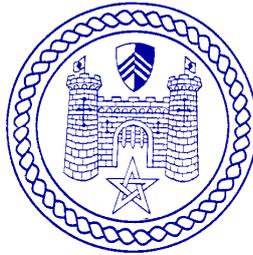


**SWANSEA BAY
PORT HEALTH AUTHORITY**



**AWDURDOD IECHYD PORTHLADD
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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

1.0

INTRODUCTION

General

Employers have a duty under sections 2 and 3 of the Health and Safety at Work Act (1974) and the Management of the Health & Safety at Work Regulations 1999, to ensure, so far as is reasonably practicable, the safety of all their employees and any other persons accessing ships or docks estates on their behalf.

The Port Health Authority (PHA) has a responsibility to ensure that adequate and appropriate control measures are in place to prevent or reduce the risks to which employees are exposed during normal work activities on ships and docks estates.

This policy applies to all staff employed by PHA and any students or other visitors accessing ships, berths and any businesses situated within the docks estates. All work activities will be assessed and steps will be taken to prevent or reduce any identified risks. Assessments will be updated at regular intervals and/or after any significant incident or accident.

1.1 Consultation

Introduced following risk assessment and consultation during September / October 1995 between all members of staff operating from the port health office at Kings Dock, Swansea, this policy has been revised by the Director of Port Health Services as necessary in light of changing circumstances and / or legislation. It takes into account the City & County of Swansea 'Lone Working Policy' adopted in 2016.

1.2 Employers

1.2.1 Members of this Authority hereby recognise their corporate responsibility towards individual members of staff and will continue to provide all relevant information, instruction, training, supervision and equipment to enable staff to comply with requirements of the following Codes of Practice.

1.2.2 The port health office accommodation is a low risk workplace so far as hazards are concerned. However, in performance of their duties in and around the dockside areas and onboard vessels, staff routinely work within potentially hazardous situations. For this reason, it is considered worthwhile to provide emergency first aid training for all employees working within the Port Health Section and for each member of staff to be a duly qualified "appointed person".

1.2.3 A copy of this policy statement, including updated versions and the attached Codes of Practice, will be issued to all individual members of staff. For reference a copy is also held in the offices of the Authority and further copies will be issued to any:

- i) new member of staff together with the contract of employment
- ii) visitors accompanying professional staff while carrying out their duties

1.3 EMPLOYEES

1.3.1 The duties placed on 'employed persons' are contained in Sections 7, 8 and 20 of the Health and Safety at Work Act. Section 7 places a duty on every employee while at work, to:

- a) Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work, and

- b) Cooperate as necessary to enable the performance of, or compliance with, statutory duties or requirements imposed on the Authority (as employer) or any other person.
- c) Serious and deliberate violation of the Authority's Health & Safety Policy will be viewed as gross misconduct under its Disciplinary Policy

1.3.2 Other safety codes

Employees shall comply with:

- i) all Dock Regulations or other safety codes of practice issued by dock / terminal operators, or harbour authorities while that employee is on or within premises/vessels operated by that other body; and
- ii) Any requirement of the 'International Ship and Port Security Code' (the ISPS Code) protecting the travelling public and travel industry against maritime terrorism.

1.3.3 Duty not to misuse

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provision.

1.4 Remember

Employees are responsible for their own safety, and by their actions or omissions, must not endanger any fellow employee, other worker, or member of the general public. Employees must help to maintain a high standard of safety within the Authority by observing the following cautionary Safety Codes of Practice and information contained within the appendices:

- 2.0 Safety Code (Working procedures outside the office)
- 3.0 Safety Code (Administrative and clerical routine)
- 4.0 Safety Code (In case of fire)
- 5.0 Safety Code (First aid and accident reporting)

Appendices:

- (A) Hints on First Aid
- (B) Fire Fighting
- (C) Rules for Lifting
- (D) Further H & S references
- (E) Risk Assessment - Working with VDU's
- (F) Smoke-Free Policy
- (G) Risk assessment for port health duties
- (H) Lone Working Procedures

A risk assessment of working on-board vessels and on quayside areas is attached in Appendix G for reference.

2.1 PEDESTRIAN ACCESS TO AND FROM BERTHS

- All persons should report their arrival and departure where entrances are appropriately manned.
- Where safe walkways are provided they are to be used.
- Where such walkways are not provided utmost caution should be exercised at all times.
- During hours of darkness and in poor visibility torches are to be carried and used.
- Any special hazards encountered should be reported to the Director of Port Health Services.
- Safety helmets and reflective waistcoats should be worn together with appropriate shoes and life jackets & goggles where required.
- Safety glasses should be worn in accordance with Dock Regulations at relevant berths

2.2 VEHICLE ACCESS TO AND FROM BERTHS

During induction, all new employees will be taken through a familiarisation programme to ensure that they are able to negotiate all regular work sites safely. They will also receive all necessary information relating to individual site rules (including site induction where necessary). This familiarisation will include the correct use of lights, speed limits, emergency procedures etc.

- All persons should report their arrival and departure where entrances are appropriately manned.
- Advisory speed limits are to be observed at all times.
- Where provided, specified parking areas are to be used.
- Where such parking areas are not provided, utmost caution should be exercised (especially when parking in close proximity to vessels, water and working areas). Specific parking instructions should be rigidly observed.
- During periods of poor visibility extreme caution should be exercised.

2.3 ACCESS TO AND FROM VESSELS – THE BOARDING POLICY

(a) Vessels alongside

- 2.3.1** You are reminded that the Merchant Shipping (Means of Access) Regulations place a responsibility not only upon masters to provide safe means of access, but on you to use safe means of access only. Where it appears that conditions exist which would render boarding unsafe then the vessel is not to be boarded.
- 2.3.2** Such conditions which render boarding potentially hazardous shall be reported to the Master or person in charge and to the Director of Port Health Services.
- 2.3.3** Gangways are to be used at all times except in those cases where it is not practicable for a gangway to be provided. Gangways should be seen to be well secured and in good repair, fitted with guard ropes/rails which are secure, adequately lit during periods of darkness and fitted with a safety net, where appropriate.
- 2.3.4** Where it is necessary to use wharf ladders these should be seen to be in good repair and properly secured. Extreme caution should be exercised at all times when using them.

- 2.3.5** Safety helmets and/or glasses must be worn in such designated areas.
- 2.3.6** Reflective waistcoats or jackets should be worn at all times whilst working dockside or while onboard vessels. A life jacket must be worn where required by the port / terminal operator or Master of a vessel.
- (b) Vessels at Sea**
- 2.3.7** A life jacket must be worn and extreme caution observed at all times.
- 2.3.8** Only a secured accommodation ladder or suitable alternative is to be used.
- 2.3.9** Any advice given by the vessel skipper must be observed, especially at the time of (dis)embarkation, or at the time of working with trawl gear when collecting shellfish samples.
- 2.3.10** Due regard must be taken of any advice available concerning prevailing and forecast weather conditions before leaving harbour.

2.4 ON BOARD VESSELS

2.4.1 General

All persons should report their presence upon boarding and leaving vessels to the Master or other responsible officers. While examining any space on board a vessel you should ensure that you are accompanied at all times by a responsible crew member.

2.4.2 Open Deck Areas

Utmost vigilance shall be exercised in respect of common hazards (e.g. un-protected hatchways, hatchboards and other like items stowed in a dangerous manner; moving cargo operations; oil spillage on deck etc.). If deemed appropriate, such hazards should be reported to the Master or other responsible officer at the time of boarding. When walking on deck, always keep to the non-working side of the vessel.

2.4.3 Access to Holds and Other Spaces

A responsible crew member should accompany any person when engaged in the examination of cargo holds and other spaces, e.g. accommodation, storerooms etc. All persons should satisfy themselves that access ladders to cargo holds and other crew spaces are in good repair, safe to use and that such holds and spaces are adequately lit and properly ventilated.

2.4.4 Examination of Cargo

Detailed examination of foodstuffs should only be carried out in an area specifically intended for this purpose. Extreme caution should be exercised in the handling of foodstuffs where this necessitates the opening of cans; the use of knives; or the handling of cartons and in all instances where the precise nature of their ingredients are not known. Examination of cargo either on board, on the quayside or in a vehicle should be of a superficial nature only. The opening and closing of trailer doors should be left to the trailer driver and you should stand clear of trailer doors when they are being opened.

2.5 EXPOSURE TO HEALTH HAZARDS

2.5.1 Infectious Disease

Advantage should be taken of prophylactic measures available in respect of all communicable diseases likely to be encountered. Caution is to be exercised in the handling of infected or suspected persons and bedding. Regard should be taken of any relevant advice received from the Port Medical Officer.

2.5.2 Verminous Conditions

All persons are to take all necessary steps to protect themselves and their clothing from infestation.

2.5.3 Fumigants, Pesticides and Rodenticides

When rodenticides are being used in any premises or vessel, the operator shall inform the person "in charge" of the premises or vessel that poison is being used and, when necessary, shall display notices (any precautions must be observed). Care must be exercised when handling all rodenticides.

When it is necessary for an employee of this Authority to attend a fumigation carried out by a pest control company, it must be borne in mind that the 'operator in charge' is responsible for the fumigation and his instructions concerning safety should be strictly adhered to. The MAFF Code of Practice and any relevant legislation should be followed in each case. Employees of this Authority should leave the premises or vessel before the fumigation commences and should not re-enter until the 'operator in charge' has certified that the spaces are gas free.

2.5.4 Handling of Rats and Mice

Extreme care must be observed by all employees when handling rats or mice (whether dead or alive). Protective gloves must be worn, and all cuts and lesions should be covered.

2.5.5 Cargo Infested with Rodents

Protective gloves shall be worn and due care shall be observed by employees when examining premises or vessels known to be rodent infested.

2.6 WORKING ALONE

2.6.1 It is recognised that the routine work of Port Health Officers necessarily involves a degree of working alone; (eg: travelling to and from vessels etc; "out of hours" (weekend and Bank holiday) rota duty; collection of shellfish samples; etc.) No officer is expected to undertake any duty while working alone which differs from those normally carried out and which are subject to routine training and instruction.

2.6.2 Officers working alone shall ensure possible contact by carrying a mobile telephone.

2.6.3 When entering dock premises on "out of hours" duty, the officer shall, as appropriate, check in and out at security points or with harbour masters, agents etc.

2.6.4 When collecting shellfish samples by means of a fishing vessel, the officer shall ensure that the vessel is logged in and out with the harbour master or coastguard as appropriate.

2.6.5 Collection of shellfish samples from the shore will, so far as is practicable, be undertaken by at least two officers. If this is not practicable, then the sampling officer shall carry a mobile telephone and check in with the office at the start and end of the time spent sampling.

2.6.6 Safe working arrangements whilst officers are alone are further outlined in Appendix H

Whilst it is obvious that personal risk will be greater to those members of staff engaged in outside activities, offices often present hazards peculiar to their own environs which nevertheless are no less dangerous. In order to obviate these dangers within the offices belonging to this Authority, all staff are required to observe the following codes:-

- 3.1** Read the Safety Policy of this Authority and carry out its requirements in accordance with the Health and Safety at Work Act and all other relevant statutory requirements.
- 3.2** Ensure that floors are kept free of any obstructions, litter, debris or any substance which is likely to cause persons to slip
- 3.3** Keep floors clean and tidy and arrange for any accidental spillage of substance onto the floor to be cleansed as soon as possible after the spillage.
- 3.4** Report to the Director of Port Health Services any flooring defects which might present a hazard, i.e. loose floor tiles, frayed or worn carpeting, etc.
- 3.5** Ensure that under no circumstances, privately owned, unauthorised, fires or other heating systems are used within the confines of the building.
- 3.6** Ensure that all filing cabinets, doors and cupboards are kept closed when not in use and that not more than one filing cabinet drawer is open at any one time.
- 3.7** Ensure that only properly constructed step ladders are used in order to reach high shelving. Under no circumstances are chairs, boxes etc., to be used for this purpose.
- 3.8** Ensure that all machinery and allied equipment is operated and used in accordance with official/manufacturers' instructions: The following must also be observed:-
 - (a) all faulty electric plugs, unsafe wiring, switches, lights etc., are to be reported immediately.
 - (b) always switch off electricity and remove plug before cleaning or servicing electrically operated machinery.
 - (c) remove all electrical plugs on machinery from plug sockets at the end of the day or when the machines are not in use for lengthy periods of time.
 - (d) do not leave leads of electrical appliances in such a position as to create unnecessary hazards or dangers.
- 3.9** Never attempt to lift any heavy object which may cause you to injure yourself, where practicable use a trolley and where necessary ask for assistance.
- 3.10** Always ensure that bottles of chemicals or cleaning agents are clearly marked and kept in a safe and secure place. Never use cleaning fluids for equipment in confined spaces - ensure there is adequate ventilation.
- 3.11** Ensure that any protective machinery guards are in the correct position and secured before their use. Any malfunction of electrical equipment is to be reported to the Director and no attempt to affect repair must be embarked on by unqualified staff.

- 4.4.1 IN A ROOM** -
- Place yourself between the fire and the door.
 - Do not allow flames or smoke to cut off your escape.
 - If possible, safely, close any windows to reduce the air flow.
 - NEVER close the door of a burning room whilst anyone is inside.
 - If the fire is too large, to fight safely evacuate the room / space and close the door.
 - Call the fire brigade.

4.4.2 IN THE OPEN - Fight the fire from upwind or cross wind position if possible
DO NOT allow the fire to get between you and your escape route.

4.4.3 EVACUATION - If a building or vessel is evacuated because of fire
DO NOT RETURN until it is absolutely safe to do so.
Many deaths have occurred because people have returned to burning premises prematurely in order to collect personal goods or other valuable items.

IF IN DOUBT - STAY OUT

5.1 INTRODUCTION

5.1.1 In the event of a person being injured at work, it is vital to ensure that the necessary medical treatment is obtained without delay.

5.1.2 When all necessary medical aid has been obtained, details of an accident must be reported to the Director of Port Health Services in order that:-

- (a) the cause may be identified and recurrences prevented where possible.
- (b) the facts are available for the Department of Health and Social Security so that claims for Industrial Injury Benefit are available to the Health and Safety Executive on the attached notification form.

5.2 ACCIDENT REPORTING

5.2.1 The Director of Port Health Services has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1985, to report:

- (a) Any fatal or major injuries to employees or other people in an accident connected with the business of this Authority
- (b) Any dangerous occurrence listed by regulation and
- (c) Any other injury to an employee resulting in his/her absence from work for more than 3 days (inc. non-working days)

5.2.2. Therefore, whenever an accident occurs it must be immediately reported to the Director of Port Health Services. This applies whether any injury is sustained or not. The following procedure is to be followed:-

- (1) Accident which causes injury
 - (a) Obtain all necessary treatment
 - (b) Enter details of accident and injuries in the "Accident Book". This entry may be made by the injured person or by any other person in possession of the facts.
- (2) All accidents whether causing injury or not. On completion of the foregoing action:-
 - (a) Obtain details of witnesses (if any)
 - (b) Get a brief written statement from each witness
 - (c) Complete an accident report form, which is to be forwarded to the Director.

REMEMBER: It is emphasised that all accidents are to be reported. An accident which is a 'near miss' today, if occurring tomorrow might result in death.

5.3 FIRST AID

5.3.1 In the event of an accident causing injury, if possible, the services of the nearest available appointed first aider should be requested.

5.3.2 A first aid kit is situated in the store cupboard in the officer's room.

5.3.3 The Tawe Medical Centre, situated at the Tawe Bridge is the closest GP practice to Kings Dock - Tel. no. 650400. Alternatively it will be necessary to use of the following telephone nos:

West Wales Ambulance Service (Emergency)	999
West Wales Ambulance Service (Non-emergency)	01267 222 555
Singleton Hospital Casualty Unit	205666
Morrison Hospital Casualty Unit	702222

Remember that Singleton Casualty Unit is for minor incidents only, eg those requiring stitches.

Where x-rays or broken limbs or worse are involved then Morriston Hospital Unit is to be used.

5.3.4 If the accident occurs in an area where no first aider is immediately available and it appears that the injury sustained is of a serious nature, then hospital treatment must be obtained as soon as possible

An ambulance must be summoned if:-

- (a) the injured person is unconscious;
- (b) the injured person cannot be moved without the possibility of aggravating the existing injury;
- (c) specialised treatment is required at the scene of the accident and no other qualified first aider is available, or
- (d) no other form of transport is available to move the injured person to hospital.

N.B. If the casualty is conscious, and the injury not aggravated by movement, then the patient may be moved to hospital by Authority or private transport, if available.

5.3.5 Staff have been trained in first aid by the West Wales Ambulance and such training will be continuous throughout service with the Authority. A series of useful hints on First Aid is attached (See Appendix A). It is emphasised that these hints are merely a guide to assist in the event of an emergency occurring and no qualified assistance is immediately available.

It does not in any way remove the need to obtain qualified medical treatment as soon as possible.

1.0 The hints set out below are to assist you in cases where persons are injured and no medical or trained first aid assistance is immediately available. It is emphasised that first aid is not intended as a substitute for specialised medical attention.

2.0 GENERAL

- (a) if the casualty has stopped breathing for whatever reason artificial resuscitation must commence at once **BEFORE** any other treatment is given, and is to continue until the casualty can breathe unaided or you are told to stop by a doctor, or qualified paramedic.
- (b) if the casualty is breathing, any bleeding should be stopped. Always treat the worst bleeding first.
- (c) after stopping bleeding other any injuries should be treated as necessary. If any fracture is suspected do not move the injured limb - movement may aggravate the injury - obtain first aid or medical assistance.
- (d) speak calmly and reassuringly to the casualty. Avoid panic - not matter how severe the injury.
- (e) if the casualty is breathing and there is no severe bleeding confine your first aid to keeping him / her warm and re-assured until qualified help is available.

3.0 MOUTH TO MOUTH RESUSCITATION (KISS OF LIFE)

If a casualty stops breathing - seconds count. It is essential that the lungs be supplied with air and the best way of achieving this, if there are no mechanical resuscitators immediately available, is by mouth to mouth resuscitation. The following sequence should be followed:-

- (a) make sure the airway is clear. Place your hand behind the nape of the casualty's neck and with the other hand press the top of his/her head backwards.
- (b) check for mouth obstruction. If anything is present - remove it. Remove any dentures.
- (c) Hold the head in position and take a deep breath.
- (d) Hold the casualty's nostrils together and seal your lips around his/her mouth (you may place a handkerchief or other suitable permeable barrier over the mouth if you wish).
- (e) Give four sharp breaths into the casualty to saturate the blood with oxygen, then at your normal breathing rate, blow into the lungs. The chest should inflate.
- (f) remove your mouth after each breath and watch the casualty's chest - it should fall as the air is expired.
- (g) continue the treatment until the casualty starts breathing naturally or until a doctor tells you to stop.

4.0 SEVERE BLEEDING

Any severe bleeding must be stopped as quickly as possible. If you have a first aid kit available, place a pad of cotton wool on the wound and bandage it firmly in place.

If the bleeding continues, place a second pad of cotton wool on top of the first and again bandage firmly.

Do not remove a dressing once it has been applied. If the bleeding still continues apply direct pressure over the top of the dressing for up to 15 minutes. If no first aid kit is available, grasp the sides of the wound and squeeze them together firmly until the bleeding stops. The use of tourniquets or rubber bandages is not recommended.

5.0 FRACTURES

If you suspect that a casualty has suffered a fracture, do not attempt to move him/her unless it is essential to save his/her life, i.e. moving from a gas filled room or a dangerous building.

If you cannot obtain medical or first aid assistance and the casualty has a fracture of the arm or leg, secure the injured limb to the body or the sound leg before removing him/her to hospital.

If you suspect a fracture to the spine or neck - do not move the casualty unless he/she is in a position where death is certain if not moved.

Obtain the services of a doctor, paramedic or first aider as quickly as possible.

6.0 BURNS OR SCALDS

If serious burns/scalds are sustained call for a doctor or ambulance. If possible cool the affected area by immersing it in cold water or placing under gently running cold water. Continue until the pain has gone - for at least ten minutes.

Do not burst any blisters or remove clothing which is stuck to the burn.

If the burn is caused by a chemical - remove all contaminated clothing and flush the burn with plenty of cold water.

7.0 EYE INJURIES

(a) Something in the eye

If you cannot remove the object easily with moistened cotton wool, or if the eye continues to hurt after removal, cover it with a pad and bandage and get medical attention.

(b) Injury from a blow

Cover the eye with a pad and bandage and get medical attention.

(c) Chemical in the eye

Flush the eye with cold water for at least 15 minutes. Keep the eye open. (Get the casualty to put his/her eye under a cold tap and blink the eye). Obtain medical assistance as soon as possible.

NOTE DO NOT apply any eye ointment.

8.0 ELECTRIC SHOCK

Switch off the current at source.

If this is not possible do not touch the casualty.

Use a piece of dry rope or wood, rubber, cloth or the Casualty's own clothing (if dry).

Do not touch the skin or any wet clothing before the current is switched off, or the casualty removed from the source. If breathing has stopped - give mouth to mouth resuscitation. Get medical assistance as soon as possible

9.0 GASSING

Remove the casualty into the fresh air. If breathing has stopped give mouth to mouth resuscitation. Obtain medical assistance as soon as possible.

To put out a fire it is necessary to remove one of the three elements of combustion - Fuel, Air, Heat.

Fires are separated into three main classes:-

- (a) Solid fuel fires;
- (b) Flammable liquid, oils, fats etc.
- (c) Fire involving live electrical equipment.

There are a number of different extinguishing agents (water, foam, powder, gas etc.) some of these have restrictions on use against certain classes of fire.

1.0 HOSE REEL

Hose reels are connected to the water mains and are intended for use on solid fuel fires. They must not be used on electrical fires or flammable liquid fires. (Water will conduct electricity and will make burning liquids spread - intensifying the fire).

2.0 WATER/GAS AND SODA ACID EXTINGUISHER

For use on solid fuel fires only. **DO NOT** use on electrical fires or burning liquids.

Direct the jet of water at the base of the fire.

There are many types of extinguishers, each with its own method of operation. Be sure that you know how to operate all extinguishers in your work area.

3.0 FOAM

Foam may be used on burning liquids or small solid fires.

IT MUST NOT BE USED ON ELECTRICAL FIRES as it contains water.

The jet of foam should not be directed into the burning liquid but should be allowed to fall gently to cover the whole surface. If the burning liquid is in a container, direct the jet against the far side of the container. This breaks the jet and allows the foam to cover the surface.

4.0 DRY POWDER

May be used on any fire and is the most likely to extinguish burning gas jets. Most dry powder extinguishers operate on a trigger. **REMEMBER** to release the safety locking pin. Direct the powder jet at the heart of the fire.

5.0 CARBON DIOXIDE (CO₂)

Should be used on electrical fires and may be used on small liquid or solid fires. Most CO₂ extinguishers operate on a trigger system and are fitted with a horn with an insulated handle. Hold by the insulated handle and direct the gas into the fire.

CAUTION: When a Carbon Dioxide extinguisher is used, all exposed parts except the insulated handle will freeze. If you are holding the horn you may suffer severe injuries. When using Carbon Dioxide, the fire may re-start when the gas stops. You must be ready to put more gas into the fire if this occurs

6.0 VAPORISING LIQUID (BCF/CBM)

May be used on electrical fires or burning liquids. Direct the liquid at the heart of the fire.
CAUTION: Vaporising liquids give off harmful fumes when exposed to heat. They must not be used in confined spaces. Ventilate any area well after using a vaporising liquid extinguisher.

7.0 FIRE BUCKET (SAND)

These are of limited use, but may be used to smother small solid or liquid fires.

8.0 FIRE BLANKET

May be used on small solid fuel or small flammable liquid fires. Take out of container, open fully and cover the fire.

NOTE: If the blanket is used to put out a person on fire, it should be removed as soon as the fire is out to allow the heat to escape.

APPENDIX (C):

Rules for lifting

- (a) size up the job - obstructions, greasy or slippery floors, sharp edges, nails etc. If the load is too heavy - GET HELP.
- (b) stand firmly - close to the load, feet about 12" apart one foot in front of the other in the direction you intend to move.
- (c) bend the knees - keep your back straight and chin well in.
- (d) get a good grip - use the whole of the fingers and hand, not just finger tips. Keep the load close to the body - grip diagonally.
- (e) lift with the legs - by straightening the legs. Use the impetus of the lift to move off in the required direction.
- (f) do not turn at the waist - if you are negotiating a bend, or need to turn round, step around without moving your torso.
- (g) lower the load - keep your back straight and bend your legs. Put one corner down first to avoid trapping your fingers. Slide the load into place.

APPENDIX (D):

Working with VDUs - RISK ASSESSMENT

1.0 BACKGROUND

1.1 Each member of staff has a VDU station.

1.2 The work-stations were ergonomically designed (in house) when the office premises were first occupied in July 1991. They include features which were recognised at that time as providing a safe and comfortable working environment.

2.0 CURRENT WORKING PRACTICE

2.1 All clerical VDU work functions comprise:

- (a) Routine input - shipping records; petty cash etc
- (b) Production of Quarterly, Annual and Adhoc reports resulting from (a)
- (c) Receiving / sending e-mail correspondence

2.3 The daily clerical user time upon the VDUs is interspersed with other administrative functions.

1 PURPOSE: This policy is the statutory enforcement of this Authority's no-smoking policy adopted in 1992 (minute 29/92 refers). It has been introduced to protect all employees, service users, and visitors to offices of the Authority from exposure to second-hand smoke and to assist compliance with smoke-free provisions of the Health Act 2006 and the related regulations for Wales which came into force on 1st April 2007. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other diseases. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

2 POLICY: The port health office will be maintained as a smoke-free environment as all employees, service users and visitors have the right to work in a smoke-free environment. There will be no exceptions and this policy will apply to all employees, service users and visitors. Smoking will be permitted in the front of the car park area adjacent to the offices **away from the gas cylinder**.

3 IMPLEMENTATION: Overall responsibility for implementation of the policy and its review rests with the Director of Port Health Services. All staff are obliged to adhere to the policy and to facilitate its implementation. The Director will ensure that all staff, service users and visitors are aware of the policy and of their role in its implementation. New staff will be made aware of the policy in their recruitment and induction. Appropriate 'No Smoking' signs will be clearly displayed at or near the office entrance.

4 NON COMPLIANCE: A member of staff not complying with this policy will be subject to the Authority's Disciplinary Procedure and any service user / visitor who does not comply will be advised about this policy and asked to leave the premises if he/she persists.

1.0 A copy Health and Safety Policy Statement is retained for reference on office file H3/2 together with relevant HSE advisory leaflets including:

- | | | |
|-----|-------------------------------|-------------|
| (a) | Reporting procedures (RIDDOR) | HSE 24 |
| (b) | Working alone in safety | IND(G)73(L) |
| (c) | Working with VDUs | IND(G)36(L) |

2.0 Relevant documents included in the office library include:

- (1) Health and Safety Commission approved Codes of Practice:
 - (a) Workplace Health, Safety and Welfare
 - (b) Management of Health and Safety at work
- (2) Guidance on Regulations
 - (a) Personal protective equipment at work
 - (b) Manual handling
 - (c) Display screen equipment work

MCA [Code of Safe Working Practices](#) for Merchant Seamen Consolidated Edition, 2009; London: TSO

[A quick guide to health and safety in ports](#); INDG446 HSE Books

APHA port health Handbook 2014

British Ports Federation Boarding and Landing Code of Practice

INTRODUCTION

Swansea Bay Port Health Authority is responsible for the following areas of work:-

1. Human and animal infectious disease control on vessels
2. Imported Feed and Food Control
3. Control of Sanitary conditions and food hygiene on all vessels
4. Control of water supplies on board vessels, and water supply to vessels from quayside mains and hydrants
5. Rodent, pest and vector control on board vessels and within the dock & harbour estates
6. The inspection of vessels for the issue of Ship Sanitation Control (Exemption) Certificates
7. Civil contingency – actions as a Category 1 responder
8. Control of environmental pollution emanating from quayside and onboard activities
9. Control of garbage disposal from vessels – including the landing of International Catering Waste
10. Health education
11. Shellfish sampling, monitoring and regulation of gatherers

Port Health activities are carried out in potentially hazardous environments and it is important that officers and visitors to port installations & vessels are trained to carry out those activities safely and with minimum risks to themselves and others.

Comprising 3 sections, this part of the Health & Safety Policy deals with safe practices onboard vessels and at quayside areas.

SECTION A

This section contains specific Risk Assessments relating to port health activities. It identifies potential hazards, assesses the risks involved and devises safe working arrangements to ensure mitigation of those risks.

SECTION B

This section contains information about Personal Protective Equipment (PPE)

SECTION C

This section contains information issued by the Associated British Ports on Health and Safety related issues. All staff undertaking duties around ABP premises must have regard and adhere to these requirements.

SECTION D

This section contains information issued by TaTa, Briton Ferry Shipping Services and other terminal / quayside operators on Health and Safety-related issues identified by them.

All staff undertaking duties around their premises must have regard and adhere to these requirements.

General

PHOs are expected to comply with general health & safety-related legislation and rules.

- Driving in accordance with the Highway Code
- Adherence to safe boarding of vessels protocol as laid down in the Merchant Shipping (Means of Access) Regulations
- Adherence to the ISPS Code and to sign into the visitor's log at the head of the vessel gangway. PHOs should never wander around a vessel without making his / her presence known to the Captain or officer in charge.

ISPS

The International Ship and Port Facility Security Code amended the Safety of Life at Sea Convention (SOLAS) in the aftermath of 9/11. It prescribes Governments, shipping companies, shipboard personnel and port facility personnel to '*detect security threats and take preventive measures against security incidents affecting ships and port facilities*'.

SECTION A - HEALTH AND SAFETY RISK ASSESSMENT & MITIGATION

An Introduction to Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require every employer to carry out risk assessments to identify all work-place hazards, assess the risks and take steps to eliminate or reduce the risks of accidents and injuries.

The procedure to be followed is:-

IDENTIFY THE HAZARD: Consider what could go wrong as a result of the hazard

IS IT PRACTICAL TO REMOVE THE HAZARD?: If not, then:

IDENTIFY WHO MAY BE AT RISK: How likely is it that an accident may result from the hazard?
Would it be serious?

CONSIDER THE CONTROL MEASURES: What, if anything, has been done to reduce the likelihood of injury? What else should be done e.g. provide guards, arrange for training of staff and restrict the number of staff using the equipment.

RECORD THE RISK ASSESSMENT: If more than 5 people are employed, then a record of the risk assessment must be kept.

REVIEW THE ASSESSMENT: A fresh assessment must be made if new:

- Tasks are created, or
- Staff are employed; or
- Equipment is brought into use.

Abbreviations and Nomenclature

AHO	Animal Health Officer
ABP	Associated British Ports
DPHS	Director of Port Health Services
FLT	Fork Lift Truck
HPA	Health Protection Agency
MCA	Maritime & Coastguard Agency
PHO	Port Health Officer
PPE	Personal Protective Equipment
SBPHA	Swansea Bay Port Health Authority
SSOW	Safe system of work
ST&F	Slips, trips and falls
TSO	Trading Standards Officer

RISK ASSESSMENT FOR PORT HEALTH DUTIES

HAZARD DESCRIPTION	LOCATION	RISK FACTORS	RISK RATING	CONTROL MEASURES Recommended
Driving at the Docks	On dockside and roadways	Driving too fast	Medium	<ul style="list-style-type: none"> - All officers to have received site induction by ABP, or TATA. - Drivers to remain vigilant at all times and observe onsite speed limit - Director to check driver's paperwork (insurances & licences) - Officers must ensure their vehicle is in good repair, with valid MOT Certificate - Officers to observe all vehicle restrictions on site
		Collision / impact with vehicle or plant	Medium	
Pedestrian officers being struck by vehicles and plant	On dockside and roadways	Lack of safety railings along quayside Dockside not lit at night in some areas	Low	<ul style="list-style-type: none"> - Officer to park vehicle in designated areas where provided or identified on the site plans (at Appendix 1.) Where this is not possible, officers must assess situation and ensure that their vehicle is appropriately parked to avoid loading/unloading operations and to minimise the walking distance to the vessel, operational area or store. - Parking near quayside during poor weather (high winds, reduced visibility) and at night is to be avoided. - Officer must wear high visibility clothing at all times as well as safety shoes, and safety helmet. See section below regarding the wearing of life vests in certain circumstances.
Dusty environments (inhalation)	Cargo hold / loading area / dockside	Contact with bulk cargoes e.g. fertilizers, coal, cement and grain etc.	Medium	<ul style="list-style-type: none"> - Visits to vessels carrying dusty cargoes to be evaluated by the officer having consideration to guidance provided by the agent / ship master or terminal / quayside operator. - If the dust hazard is due to loading or unloading taking place at time of visit then postpone boarding until safe to do so; or observe the wind direction and if possible, approach the vessel from upwind direction.
Respiratory & Eye Irritation		Airborne dust may arise from the holds of ships, and from loading and unloading cargo.	Medium	
Industrial dermatitis			Low	

HAZARD DESCRIPTION	LOCATION	RISK FACTORS	RISK RATING	CONTROL MEASURES Recommended
Infection from birds and rodents e.g. Leptospirosis Psittacosis Zoonoses	On dockside and onboard ships	Inspection of warehouses / ships which have infestations of rodents or pigeons and other birds	Low	<ul style="list-style-type: none"> - Wear appropriate respiratory protection and non-absorbent gloves as defined in Section B - If likely to be exposed to unknown birds check with HPA re current risks. - Cover open cuts / wounds. - Ensure high levels of personal hygiene. - Consider the use of disposable overalls should the level of infestation be sufficient
Infection from other Animals	On board ship	Bites	Low	- Require masters to secure all animals on board in another part of the vessel.
		Open wounds	Low	<ul style="list-style-type: none"> - Cover all cuts and abrasions with sterile dressings before boarding vessel. - Wear appropriate PPE.
		Rabies Infection	Low	<ul style="list-style-type: none"> - Any vessel suspected of carrying a rabid animal will, be dealt with by the appropriate AH / TSO who will follow their own safety controls - PHO should not board a vessel suspected of carrying such animals - If an animal is discovered onboard during inspection, the PHO must ensure that it is properly secured and notify AH officer immediately after leaving the vessel).
Infection from insect bites etc	On board ship	Infestation by pests passed on to officer via clothes	Medium	- Where there is prior knowledge of infestation potential, officers should wear disposable overalls
		Bites from arachnids and insects such as mosquitoes	Low	
Confined spaces	Onboard vessel	Officer overcome during inspection of confined space	Medium	<ul style="list-style-type: none"> - If any doubt whether or not a space is a “confined space”, do not enter area. - Officer to assess (in association with the master / terminal operator etc) whether toxic gas, fume or vapour could arise from cargo stowed in a hold, or from current activities (painting, disinfection) - Ensure that all visits to such areas are accompanied by a responsible crew member. - ABP/TATA/ will provide awareness training for confined spaces working

HAZARD DESCRIPTION	LOCATION	RISK FACTORS	RISK RATING	CONTROL MEASURES Recommended
<p>Falling into the dock (Boarding the vessel) continued</p>				<ul style="list-style-type: none"> • The means of access should be sited clear of the cargo working area and so placed that no suspended load passes over it. Where this is not practicable, access should be supervised at all times. <ul style="list-style-type: none"> - Only one individual should board at any one time. - Only essential items should be taken onboard. - Ensure that both hands are free to hold on to the rope or railing (equipment rucksack to be worn using both straps). <p>Under no circumstances should a man-basket be used to gain access to a vessel other than in an emergency situation in which case: prior sight of the crane operators training, valid LOLER certificates for the crane, basket and all other accessories, as well as confirmation that persons on board are competent and able to receive the basket MUST be obtained.</p> <ul style="list-style-type: none"> - Automatic life jackets / vests are available for use by all PHO's and must be worn in situations where risk of submersion is present. - Life jackets to be worn in areas designated by signage. - Do not board the vessel if in doubt of access route safety (e.g. due to adverse weather conditions , structure of access equipment) - Only experienced (or suitably trained officers may board ships unaccompanied & only after having carried out a risk assessment of the gangway; experience = 6 months working on Port Health duties) <ul style="list-style-type: none"> - A lifebuoy with sufficient line should be provided, where: <ul style="list-style-type: none"> - work is being carried out over-side or - in an exposed position where there is a reasonably foreseeable risk of falling or being washed overboard or - where work is being carried out in or from a ship's boat. <p>In addition and as appropriate a lifejacket or buoyancy aid should be provided.</p> <ul style="list-style-type: none"> - Where necessary, personnel should be provided with thermal protective clothing to reduce the risks of cold shock.

HAZARD DESCRIPTION	LOCATION	RISK FACTORS	RISK RATING	CONTROL MEASURES Recommended
Slips, Trips & Falls	Falling into ships hold	Working near open hatchway	High	<ul style="list-style-type: none"> - PHO must remain vigilant at all times, and be suitably equipped with high vis, suitable shoes/ boots etc - Ensure that anyone accompanying officer follows same precautions - Always walk on the opposite side of the vessel to where unloading activities are taking place - Do not approach any hatchway at which work has ceased unless it is adequately fenced or covered (advice should be sought from accompanying crew member). - Never walk on a hatchway unless beams and covers are properly secured. - Never enter the ship's hold unless accompanied by a crew member
	Tripping over cleats, eyebolts, mooring ropes, and anchoring points	Unsuitable shoes Distraction Items on deck (oil & grease)	Low	Appropriate shoes to be worn and PHO to be vigilant at all times
Falling objects from vessels and cranes	Quayside and on board vessels		Medium	<ul style="list-style-type: none"> - PHO to keep to designated areas on vessel and quayside - PHO to remain vigilant at all times, never to walk beneath any suspended load and to always walk on the non operational side of vessel whilst on board - PHO to wear hard hat, high vis and other appropriate PPE as required in particular circumstance

HAZARD DESCRIPTION	LOCATION	RISK FACTORS	RISK RATING	CONTROL MEASURES Recommended
Risk of Aggression and Violence		<p>The SBPHA district receives shipping from around the world.</p> <p>Officers, in any enforcement role, are vulnerable to assault and harassment and need to understand and evaluate fully the risks involved.</p>	Low	<ul style="list-style-type: none"> - All officers must adhere to the lone working instructions. - Officers must carry mobile communication i.e. a mobile phone before inspecting a vessel:- - Officers should consider joint visits with HMRC, the Department of Transport, Shipping Agent, port personnel, or MCA where aggression is anticipated. - SBPHA is not prepared to tolerate verbal or physical abuse of its employees. Where physical or verbal abuse has occurred, the employee should report the incident to the Director. - Officer must ensure that their personal contact details are kept up to date and officers must notify the Director of any relevant changes to those details. - Officers must ensure that numbers for shipping agents, docks contacts, and other supporting port health staff are registered in their mobile phones address book.
Lone Working	<p>Anywhere within port areas</p> <p>Shoreline</p>	<p>At night, very few people are around within the port areas and any person who is injured or incapacitated may not be found until the next day</p> <p>Hand-gathering of shellfish samples</p>	<p>Low</p> <p>HIGH</p>	<ul style="list-style-type: none"> - There is a high level of risk involved with respect to solitary inspection of vessel and females may feel particularly vulnerable to verbal or physical assault whilst carrying out such inspections, if they are alone. - All visits to vessels should be carried out in daytime whenever possible. - All inspections commencing after dark or expected to last into the hours of darkness, must be accompanied by another officer. - If aggression or harassment is anticipated, contact the office by telephone before the visit providing an estimate of time going on board vessel and an estimated time of disembarkation. <ul style="list-style-type: none"> - It may therefore sometimes be necessary that officers inspect ships in pairs. This is to be decided on a case by case basis by the Duty PHO. - Officers to carry mobile phones and check in with the office staff at the start and end of the time spent sampling - Officers shall carry out the sampling duties in pairs due to the distance of the shellfish bed from the shoreline and because of the nature of the ground, or prevailing weather and tidal conditions. <p>NO LONE WORKING IN THIS REPECT IS PERMITTED</p>

SECTION B: Personal Protective Equipment (PPE)

Personal protective equipment is defined as any device or appliance designed to be worn or held by an individual for protection against one or more safety and health hazards in the execution of the user's activities.

The SBPHA shall ensure that suitable PPE is provided to all employees who may be exposed to a risk to their Health and Safety while at work except where such a risk has been adequately controlled by other means which are equally or more effective.

Officers and students will be provided with information, instruction and training in the use of the PPE to enable employees to know:

- 1) the risk or risks which the PPE will avoid or limit
- 2) the purpose for which and the manner in which the PPE is to be used.

The hard hat and high visibility clothing must be worn all the times when the officer/student is within the docks boundaries. This is a requirement of ABP and other port operators and where not compliant, you will be denied access to the Dock area. Other protective equipment should only be worn when there is a specific hazard.

Maintenance PPE should be maintained (including replacement or cleaning as appropriate) in an efficient state / working order and in good repair. In addition it should be stored in a suitable manner. Gas cylinders on self-inflating life jackets to be checked annually

Suitability of use for each officer PPE should be suitable for each officer, including fitting the wearer correctly, after adjustments within the range for which it is designed.

Reporting any loss or defect Every employee shall report any loss or defect to the DPHS.

Section C - Health and Safety information from ABP.

The ABP Health & Safety Guidance / Induction information and Port Emergency Plan can be found at File ref A1/1 and at <O:\PPES\PPS\EH\Port Health\S.WALES H&S INDUCTION V.4>

All staff are required to read this guidance on first appointment to work within the ABP Docks.

Section D - Health and safety information from other sites

Port Talbot Steel Works

Vehicle & personal passes, following an induction training course, are required for entry to the steel works site. Every officer will be required to attend such training held at the TaTa Works, Port Talbot.

TaTa require that officers visiting vessels at the South Jetty sign in to the visitors log book at the Team Leader's Office and obtain permission to proceed by car to the Jetty.

The steel work site has a 20mph speed limit throughout. Contravention of that limit can lead to an accumulation of points and a driving ban within the site.

Neath Cargo Terminal, Briton Ferry

Speed limits are enforced throughout the terminal area. A partial one-way system is in place approaching the quayside area and a parking zone is designated away from the operational area. An entry barrier to the western boundary of the terminal is usually closed at times outside normal working hours when entry to the terminal can usually be gained via the eastern boundary gate adjacent to the office accommodation.

High vis and other PPE are required whilst on quayside and vessels.

Lafarge Cement Plant, Iron Works Wharf, Briton Ferry

High vis and other PPE are required whilst on quayside, visiting the office and vessels. Parking facilities, situated at the site entrance (after the weighbridge), are to be used.

Neath Abbey

High Vis and other PPE are required whilst on quayside, visiting the office and vessels. Parking facilities, situated at the site entrance (adjacent the offices), are to be used.

Monkstone Marina

There are no requirements by the marina operators but it is advisable to wear PPE on visits.

Swansea Dry Dock

Speed limits are enforced throughout the dock road network leading to the dry dock area. Parking is away from the operational area and situated alongside the roadway at the dry dock entrance. All visitors to the dry dock must sign in with security at reception. High vis and other PPE are required whilst on quayside and vessels.

Morrissey Cement Terminal, 6 Quay Kings Dock

Speed limits are enforced throughout the dock road network leading to the quayside area at the cement Terminal at 6 Quay. Parking is away from the operational area and situated alongside the roadway entrance at the terminal entrance. All visitors to the terminal should advise personnel at the terminal offices. High vis and other PPE are required whilst on quayside and vessels.

Tarmac Cement Terminal, Kings Dock

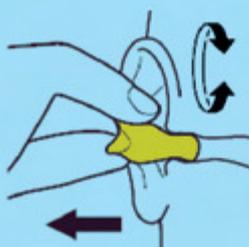
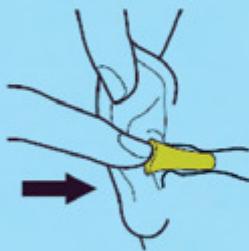
Speed limits are enforced throughout the dock road network leading to the quayside area at the Tarmac Cement Terminal. Parking is away from the operational area and situated alongside the roadway entrance at the terminal entrance. All visitors to the terminal must sign in at the terminal offices. High vis and other PPE are required whilst on quayside and vessels.



HEARING

DISPOSABLE EARPLUGS

GENERAL FITTING INSTRUCTIONS:



- Earplugs offer excellent protection against noise, but only if they are fitted correctly and properly.
- Make sure that your hands are clean before fitting any earplugs.
- Hold the earplug between the thumb and index finger. Roll and compress the whole earplug, use your other hand to reach over your head and pull up and back on your outer ear. This straightens the ear canal and makes way for a tight and snug fit.
- Insert the earplug into the ear canal and hold for 20 to 30 seconds. This enables the earplug to expand and fill your ear canal.
- **Test the fit of your earplugs -** In a noisy environment, and with your earplugs inserted, cup both your hands over your ears and release. You should not notice any significant difference in the noise level. If the noise level appears to reduce when your hands are cupped over your ears, your earplugs are probably not correctly and properly fitted. Remove and refit your earplugs.
- Always remove your earplugs slowly. Twist them to break the seal. Removing your earplugs too quickly could damage your eardrum.
- **ALWAYS READ THE MANUFACTURER'S INSTRUCTIONS AND GET GUIDANCE ON HOW TO WEAR EARPLUGS CORRECTLY**
- **DO NOT RE-USE DISPOSABLE EARPLUGS**
- **DO NOT SHARE YOUR EARPLUGS**

PROTECT IT OR LOSE IT



HEARING

EARMUFFS

GENERAL FITTING INSTRUCTIONS:



- Earmuffs offer excellent protection against noise but only if the cups are fitted and adjusted correctly and properly.
- Your ears must be completely enclosed within the ear cups.
- Adjust the cups up or down to ensure that the head band fits securely on the crown of your head. The best performance is obtained when the cup cushions make a tight seal against your head.
- **Test the fit of your earmuffs -**
In a noisy environment, place the palms of your hands on both cups, push the cup cushions towards your head and then release the cups. You should not notice any significant difference in the noise level. If the noise level appears to reduce when you press the cups, your earmuffs are probably not correctly fitted.
- Check the cup cushions regularly for wear and tear. Clean them regularly with a damp hygienic cloth or wipe. If the cup cushions become hard, damaged or deteriorate they must be replaced immediately.
- **ALWAYS READ THE MANUFACTURER'S INSTRUCTIONS AND GET GUIDANCE ON HOW TO WEAR EARMUFFS CORRECTLY**
- **DO NOT SHARE YOUR EARMUFFS**

PROTECT IT OR LOSE IT

Appendix H

Lone Working Procedures

LONE WORKING - Safe working arrangements for employees working outside normal office hours.

The purpose of this procedure is to provide information relating to the safety of employees on duty, out of normal office hours or while alone during the normal working day. Employees are required to follow this procedure. It should be noted that the service risk assessment has identified this activity as a medium risk.

Definition of Lone Working - 'Any paid member of staff who carries out their work in a location away from the office base and in isolation from colleagues, or who is travelling between work locations on business, or who is working alone in the office. This may be on a regular or occasional basis'.

Before the visit:

Prepare well before your visit:

- Check you have the correct meeting details and ensure information of the meeting is written down in your diary and advise any other member of staff in the office where you are going e.g. name of vessel, position in port etc.
- Go through the dynamic risk assessment checklist in appendix 1
- If you have not been to the vessel/site before familiarise yourself with access and car parking arrangements
- Familiarise yourself with the Authority's lone working risk assessment and check the emergency plan of action is workable e.g. relevant contact person is available
- Agree with colleagues who your contact 'buddy' will be and ensure that they have all the necessary details of your meeting; your contact telephone number and a pre-agreed time check when meeting is due to end.
- Ensure that you and your contact 'buddy' are aware of the agreed emergency response plan and inform your manager so that they are aware who is working out of hours and contact buddy arrangements.

Take reasonable precautions such as:

- Checking directions for the destination
- Ensuring your car has enough fuel for the journey; is road worthy and has break down cover
- When parking avoid where possible poorly lit or deserted areas
- Do not travel if there is a high risk of road accident e.g. storm/flood conditions, severe ice and snow on roads
- Taking care when entering or leaving empty buildings, especially at night
- Ensuring that items such as laptops or mobile phones are carried discreetly
- Adhere to H & S instruction pertinent at individual vessels and quayside installations (inc. wearing PPE) and report your attendance immediately on boarding vessels
- Make sure your mobile phone batteries are working and fully charged

If you are required to carry a significant amount equipment/paperwork ensure you minimise the risk of manual handling injury.

On arrival:

- Undertake a dynamic assessment by assessing the environment at site. If you arrive first, wait until other drivers arrive on site and enter the building together. A dynamic risk assessment is meant to be carried out to evaluate real time risk, the 'here and now'. It is not, however, meant to be carried out as an alternative to carrying out a prior risk assessment. Both are required to be considered.
- Park your car safely in accordance with quayside safety requirements and position the vehicle so you are facing the exit route and eliminate the need to reverse.
- There should be adequate lighting within the car park and access route to the quayside, however look where you are walking to avoid unnecessary slips, trips and falls on route.
- Continually assess the environment on approach to the area and at main entrance - be self-aware
- Do not leave your car or enter the quayside space or vessel if you have concerns for your safety.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstance.
- Familiarise yourself with the emergency fire exits nearest to the meeting room of the building/vessel.
- If in the unlikely event you do feel threatened, it is acceptable to leave the meeting/site. If this should happen inform the office/Director as soon as possible.

After the Meeting:

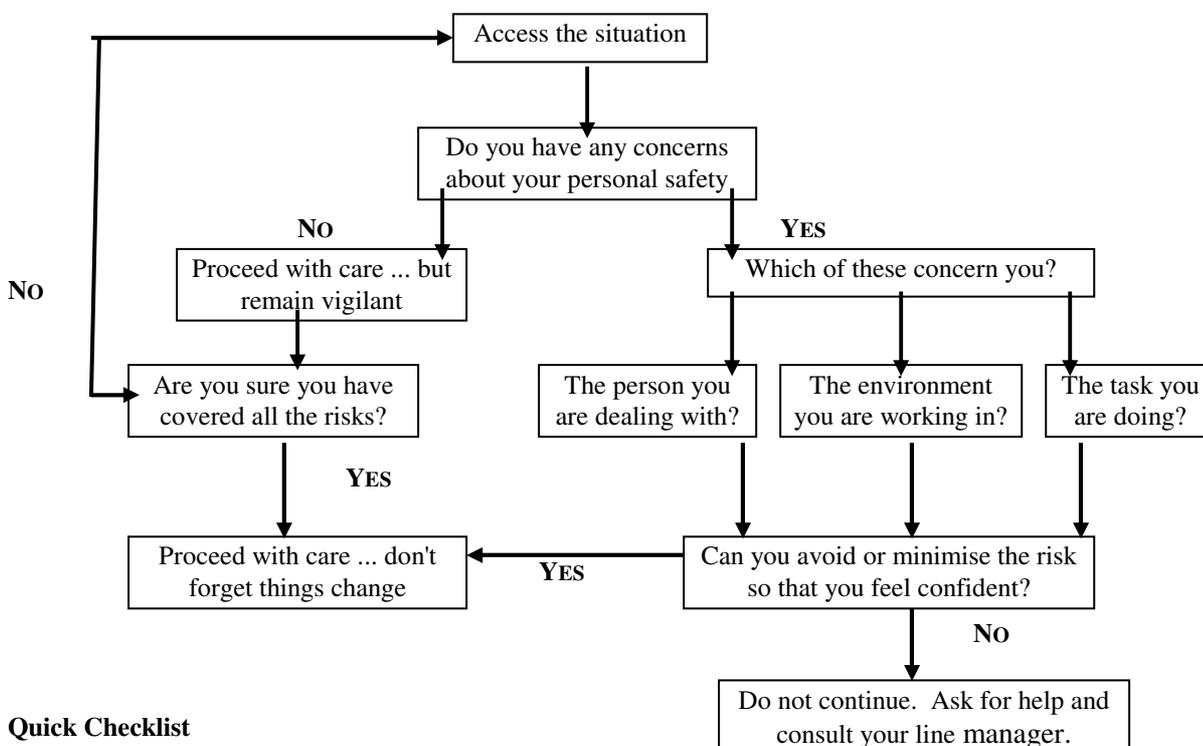
- If possible, leave the meeting, building/vessel with other attendees.
- Continually assess the environment on approach to your car - be self-aware
- Telephone home or office, as applicable, prior to leaving the site to advise you are leaving the premises and give estimated time of arrival.

Other:

- Inform your manager if you have any cause for concern about your safety and others when visiting the quayside/vessel e.g. poor external lighting; pot holes; poor mobile telephone connection.
- Report to your manager any accidents/incidents or near misses you may have experienced before, during or after the meeting as soon as possible.
- Inform your manager if there was any type of failure in lone working arrangements.
- Raise lone working issues with the line manager.

VIOLENCE AND AGGRESSION AT WORK
Dynamic Risk Assessment

Learning to assess risk is something we can all do. A quick dynamic risk assessment, like the one show below, can help you decide how safe a situation is and what action you should rake to avoid danger.



Quick Checklist

- Do I need to really make this visit/meeting and do I have to make it alone? Could I ask this client to come to the office/centre?
- Have I left all the relevant information in my electronic diary, in my diary and with a buddy? (if using a buddy system)
- Have I done my personal safety checks? (Dynamic risk assessment)
- Do I have a mobile phone that I can take, with emergency numbers programmed in? Is it charged and topped up?
- Do I feel confident to go?

Unless you can answer **YES** to all the above questions and you are happy that you have other measures to keep you safe then you should not go. Work with your team or line manager to solve the problems **BEFORE** you go.