



Port of Workington

Health, Safety & Environmental Policy

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INTRODUCTION

Cumbria County Council own and operate the Port of Workington and has statutory powers and duties as the Harbour Authority under the Workington Harbour Act 1974 and as the Competent Harbour Authority under the Workington (Pilotage) Harbour Revision Order 1988.

This Health, Safety & Environmental Policy should be read in conjunction with Cumbria County Council's Policy Statement.

The Port of Workington is located at the mouth of the River Derwent on the south side of the entrance to the Solway Firth. The Port of Workington is the largest port in Cumbria and one of the main hubs in the North West of England.

The Port consists of an enclosed commercial dock (the Prince of Wales Dock) and a tidal leisure harbour.

The Prince of Wales Dock at the Port of Workington is a modern enclosed dock with seven berths owned and operated by the Port. The dimensions of the dock are 299.3 metres long, 98.7 metres breadth at the west end and 76.2 metres at the east end. The quay frontage totals 772.7 metres and has a total water area of 2.6 hectares. The dock can accommodate vessels of up to 12,000 dwt, 137.2 metres length overall and 20.4 metres beam. The maximum depth of water in the Prince of Wales Dock is approximately 10.2 metres on spring tides and 7.2 metres on neap tides. The dock gate cill level is 1.16 metres below chart datum.

The tidal leisure harbour provides an anchorage for leisure craft and a number of small inshore fishing vessels. There is a quay frontage of 853 metres and the maximum depth of water in the tidal harbour is approximately 4.1 metres on neap tides and 7.2 metres on spring tides.

The Port has comprehensive internal rail sidings connected to the main Network Rail system, with all Berths rail connected.

The Port of Workington handles around 350,000 tonnes of cargo a year and has approximately 300 ship movements annually. The main cargoes handled at the port are liquid and dry bulk, forest products, general cargo and offshore wind farms. These consist primarily of used oils, chemicals, forest products (Wood Pulp & Round Wood), aggregates, gypsum, animal feeds, fertiliser, and re-cycled products. The Port also acts as the operating & maintenance base for the Offshore Windfarms in the area.

Pilotage is compulsory for all vessels 50 metres or over in length, for all passenger vessels and vessels carrying dangerous cargo.

Towage is compulsory for all vessels 100 metres in length and over. All other vessels over 92 metres LOA may be required to take a tug at the Harbour Master's discretion. The Port of Workington also reserves the right to appoint a tug or tugs to attend any vessel if, with due regard to the prevailing circumstances, the Harbour Master deems it necessary.

PORT OF WORKINGTON

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Health and Safety at Work Act 1974, imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of this organisation, so far as is reasonably practicable, to ensure that responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of the business and that all practicable steps are taken to safeguard the health, safety and welfare of all employees, visitors, contractors and general public on the premises or operations under our control.

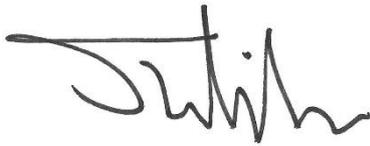
It is the intention of the business, so far as is reasonably practicable, to ensure that:

- The provisions and maintenance of plant and systems of work are safe and free from risks to health.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they are safe and without risk to health.
- The provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees.
- With regard to our premises or operations on which we are working, the maintenance of all plant, machinery and equipment, so they are safe not only to employees, visitors and contractors, but to any person who may be affected.
- The working environment is safe and without risks to health and that adequate provisions is made with regard to the facilities and arrangements for their welfare at work including access and egress.
- The Health and Safety Policy is reviewed and updated, as and when necessary, following liaison with the Port Health and Safety Officer. Communications of any such changes will be made to all employees
- All responsibilities for health and safety of persons at work are clearly defined and understood.
- The promotion of joint consultations and employee involvement in health and safety at work takes place.
- The identification of any hazards, together with the necessary precautions, is brought to the attention of persons at work.
- That all incidents and causes of occupational ill health are recorded, investigated and acted upon.

- That all performance standards set out by the Port and through legislation are regularly monitored to identify any deficiencies so improvements can be made.

It shall be the duty of every employee at work to take reasonable steps for their safety and other people who may be affected by their acts or omissions at work, and to co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the Health and Safety at Work Act 1974.

This Statement of Intent also sits alongside Cumbria County Council's Statement of Intent as owners and operators of the Port of Workington.

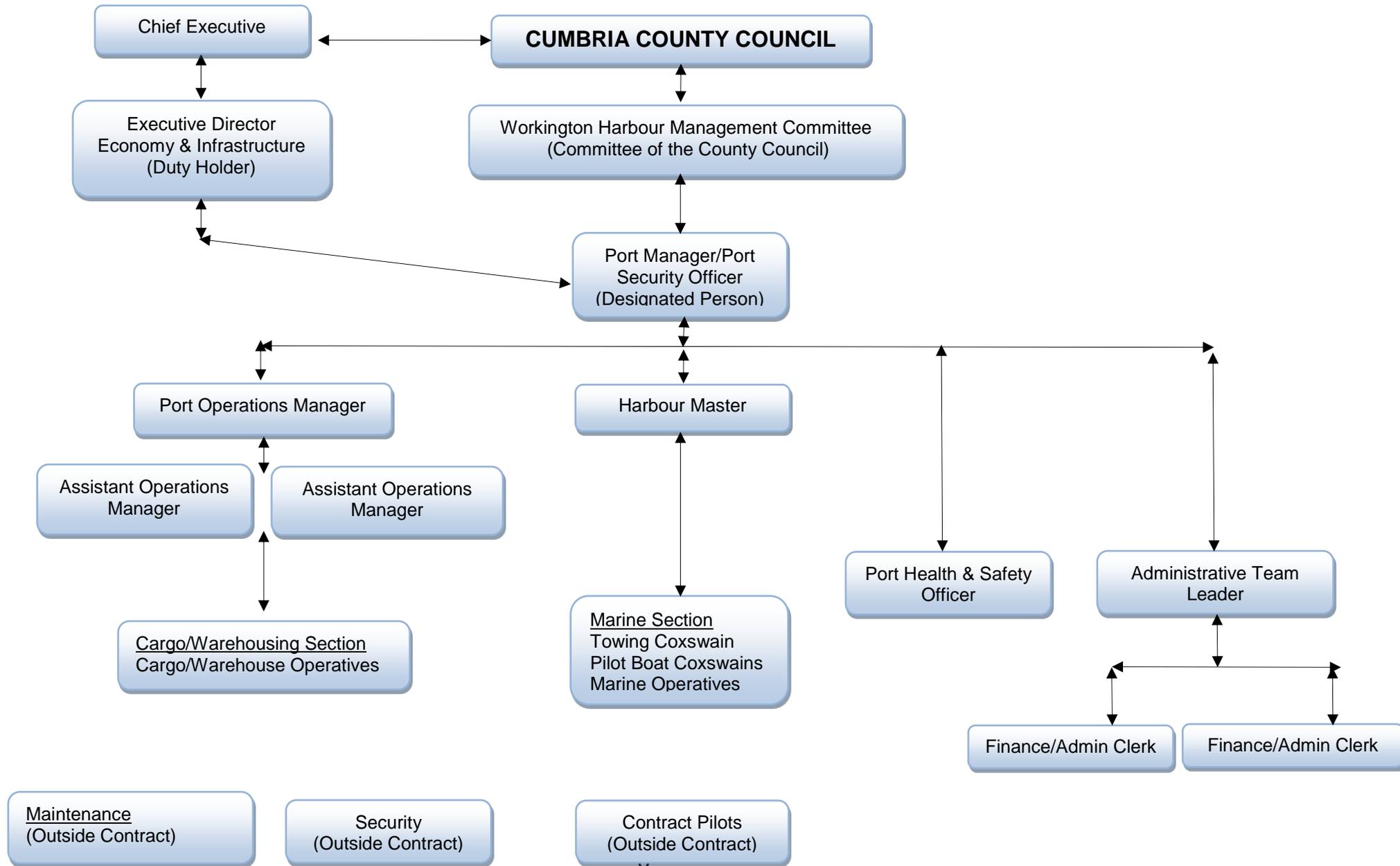


Jeremy Lihou
Port Manager

1st August 2019

ORGANISATION

Port of Workington Staffing and Reporting Lines 2019



Port of Workington Responsibility Structure

Cumbria County Council is the Owner, Statutory Harbour Authority and Competent Harbour Authority for the Port of Workington.

The Workington Harbour Management Committee (WHMC) was established by the County Council as a Committee of the Council to carry out the Council's functions in respect of the Port of Workington and is responsible for providing a clear framework for the accountability, decision making and management of the Port. The WHMC's terms of reference include carrying out the Council's functions in respect of the Port of Workington under the Harbours Act 1964 and the Workington Harbour Act 1974 (as amended).

The "Duty Holder" in the case of the Port of Workington is the Acting Executive Director for Economy & Infrastructure, who is directly accountable for marine safety in the Port of Workington and is responsible for ensuring the proper discharge of its duties and powers as a statutory harbour authority and competent harbour authority.

The following need protecting against harm:-

- Employees working on the Port
- Employees of contractors on the Port
- Tenants of the Port
- Visitors to the Port
- Neighbours of the Port
- General Public
- Customer employees.

PORT MANAGER RESPONSIBILITIES

The Port Manager is responsible to the Workington Harbour Management Committee for the effective safe management and operation of the Port. In that role the Port Manager has the authority to take immediate action to preserve life and/or prevent damage to the environment. In matters that relate to the safety and pollution activities of marine operations, the Port Manager has direct access to the "Duty Holder" who is the Acting Executive Director – Economy and Infrastructure Cumbria County Council.

The principal activities of the Port Manager in respect of marine operations are:

- The day to day management of the Port, ensuring implementation of the Marine Safety Management System for Marine Operations and the Enforcement and Prosecution Policies.
- To ensure that dues are collected.
- To liaise with the Harbour Master in managing the allocation of berths to vessels.

- To undertake the function of the "designated person" by ensuring that there is an effective audit and review process.
- To present to the Workington Harbour Management Committee the findings of the audit and review process.
- To assist the Workington Harbour Management Committee in presenting their submissions to the "Duty Holder" in respect of the findings of the audit and review process, and hence provide assurance that the Marine Safety Management System is working effectively.

TO OBTAIN KNOWLEDGE

The Port Manager needs to know the general principals of the laws which relate to health and safety, both within and outside the premises, and who to turn to for expert advice.

To ensure there is a competent person on the site to advise on health and safety matters.

LEGAL REQUIREMENT

The Port must take all necessary measures to ensure compliance by the Harbour Authority of all legal requirements and duties. In particular to take into account the Marine Coastguard Agency's requirements in relation to the Port Marine Safety Code and regulations governing all UK Ports and Harbours. In addition, the Approved Codes of Practice and guidance notes published by the Health and Safety Commission and the Health and Safety Executive respectively, together with information provided by the organisation's Port Health & Safety Officer.

TO PREPARE PLANS

To ensure the setting of satisfactory targets and plans against which performance can be measured so as to confirm compliance with the Approved Codes of Practice, Port Marine Safety Code and CCC Annual Action Plan. Also to ensure improvements are made as necessary. Regardless of satisfactory past performance, future targets should be set to obtain improvements year by year.

TO ENSURE HEALTH AND SAFETY INSTRUCTION AND TRAINING

The Port Manager, in conjunction with the Port Health & Safety Officer, are responsible for the identification of all instruction and training needs of the Port's employees so that they can work safely and protect the safety of those who work with and for them.

TO PROVIDE HEALTH AND SAFETY INFORMATION

The Port Manager, in conjunction with the Port Health & Safety Officer, will ensure the dissemination of comprehensible and relevant health and safety information to all persons working on or using the Port. Facilities will be provided whereby the relevant health and safety information can be acquired or read.

TO COMMUNICATE WITH EMPLOYEES

It is necessary, in order to obtain the enthusiastic co-operation of all employees, that they should be fully informed on safety matters through direct line of management, safety representatives, the Safety Committee, by general circulars and notices and through training and team briefing.

TO PROVIDE SYSTEMS FOR RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

The Port Manager will ensure that health and safety management systems are in place for the identification of hazards so that preventative and protective measures to prevent or control exposure to those hazards are in place.

Risk Assessments and Safe Systems of Work will be undertaken and implemented by managers or supervisors of those workplaces, activities and tasks where there is a risk of occupational health.

Where appropriate, all persons at work will be trained and supervised in the implementation of documented safe systems of work and other precautionary measures arising from risk assessments.

TO ESTABLISH MONITORING AND HAZARD REPORTING SYSTEMS

The Port Manager will ensure that there are effective systems in place to monitor workplace activities and will include the following: -

- Accidents; Investigations
- Inspections
- Observations
- Surveys and audits.

The above activities need to be analysed on a regular basis in order to identify areas of weakness so that these can be dealt with.

A formal procedure for persons to report any hazards or shortcomings will be maintained.

TO ENSURE ACCIDENT AND ILL HEALTH REPORTING, RECORDING AND INVESTIGATION

The Port Manager will ensure there are effective systems in place for the reporting and recording of accidents and ill health involving persons at work, visitors and contractor's employees in accordance with current legal requirements.

Accidents and cases of ill health must be investigated with a view to identifying the underlying causes, both direct and indirect so remedial measures can be implemented.

TO PROVIDE WELFARE FACILITIES

Welfare amenity provisions must include the following: -

- Sanitation
- Hand washing and showering facilities
- Clothing storage
- Drinking water and facilities for taking hot and cold meals that are properly maintained.

TO ENSURE FIRST AID ARRANGEMENTS

First aid arrangements will include a sufficient number of trained first aiders and a suitable number of first aid boxes in all buildings as shown on the on-site emergency plan.

TO PROVIDE A MAINTENANCE SYSTEM FOR THE WORKPLACE, EQUIPMENT, DEVICES, BUILDINGS, PLANT/MACHINERY AND TRAFFIC ROUTES

The Port manager will ensure there is a satisfactory and effective system for maintaining the workplace equipment, safety systems and safety devices in an efficient state, in efficient working order and in good repair, including the frequent examination, testing and maintenance of any plant/equipment and any safety systems and safety devices to such plant/equipment.

TO PROVIDE FIT AND PROPER MACHINERY AND EQUIPMENT

The Port Manager will ensure that the Port is provided with fit and proper plant/equipment for all operations and activities, and that there is an efficient system in place for the procurement of plant and equipment from reputable suppliers/manufacturers.

TO PROVIDE AN EFFECTIVE EMERGENCY PROCEDURE

The Port Manager will ensure that there is a formally established procedure in place for the eventuality of a major emergency occurring. This will include an on-site emergency plan that will mobilise all the necessary emergency services and provide persons on the site with details of how to travel to a place of relative safety. The on-site emergency plan will include the appointment of competent persons to oversee the implementation of evacuation procedures that are incorporated into the plan.

The Oil Spill Contingency Plan will include the appointment of competent persons to manage and control a major oil spill within the harbour limits.

TO ESTABLISH ARRANGEMENTS FOR USING COMPETENT CONTRACTORS

If using contractors on site there must be a thorough reliable vetting process for both large and small contracting firms, together with systems for regulating and monitoring the activities of contractors whilst working on the site.

TO ENSURE CONTROL OF HAZARDOUS SUBSTANCES

The Port Manager will ensure that controls are in place so that:

- a) Substances classified as hazardous to health are identified, assessed and controlled in such a way so as to prevent risk of injury or ill health to persons at work during use, handling, storage or transport at work.
- b) Flammable and explosive substances are identified and controlled in such a way as to prevent the risk of fire and explosion during their use, handling and storage or transport at work.
- c) Sufficient information relating to the hazards and precautions necessary in the use, handling, storage and transport of hazardous substances is provided to persons at work who may be exposed to such substances.

TO PROVIDE ARRANGEMENTS FOR FIRE PREVENTION AND PROTECTION PROCEDURES AND EQUIPMENT

The Port Manager will ensure that:-

- a) Arrangements are in place for fire prevention and protection measures and that they are adequate and maintained.
- b) Fire drills will be undertaken on a regular basis.
- c) Fire risk assessments will be undertaken where appropriate.

The Cumbria County Council fire advisor is to be contacted for advice and assistance for fire prevention, protection, procedures and equipment.

TO ENSURE ALL MARINE OPERATIONS MEET MCA REQUIREMENTS

The Port Manager will ensure that all procedures, systems and requirements of the Port Marine Safety Code are carried out and comply with all statutory obligations including the position of Harbour Master with suitable qualifications to oversee all operations and to instruct and advise the Port Manager of all marine operations.

TO PROVIDE SECURITY AND ANTI TERRORISM MEANS

As the Port Security Officer, the Port Manager will be responsible for the maintenance and implementation of all security measures (including assessments and incident reporting) that are required under the International Ship and port Facility Security Code (ISPS) and Health and Safety Legislation. This will ensure a high level

of safety for all employees, contractors, visitors and general public from terrorism threats, assault and vandalism.

TO ACT AS COMPETENT PERSON

The Port Manager will act as the Port's competent person for Health and Safety in the absence of the Port Health & Safety Officer and will be responsible for ensuring all legal requirements are being implemented and adhered

TO REVIEW AND DEVELOP SAFETY POLICY

The Port Manager will ensure that periodic reviews of the Port's Health and Safety Policy are conducted, or when there are changes to legislation, personnel, working practices, new technology, after an incident or the appointment of a Senior Manager.

HARBOUR MASTER RESPONSIBILITIES

The Harbour Master must ensure Port marine activities comply with all legal requirements and aims to meet the national requirements of the Port Marine Safety Code and to heed the guidance in the Guide to Good Practice on Port Marine Operations.

With the advice and support of the Port Health & Safety Officer the Harbour Master must ensure the Port's Marine Safety Policy, responsibilities, procedures and assessments are followed in line with the Port's Marine Safety Management System.

The Harbour Master is responsible to the Port Manager for the safety of navigation in the Port and its approaches and is required to exercise the Port's powers with respect to the safety of marine operations. The Harbour Master has the power to give, amend or revoke a "special direction".

The principal activities of the Harbour Master in respect of marine operations are:

- To ensure the safety of navigation in the Port and its approaches through the effective regulation and management of navigation.
- To enforce the General Byelaws.
- To monitor all legislation applicable to marine operations in the Port and to ensure that where legislative and/or regulatory changes are made that full compliance with those changes will be achieved.
- To manage the pilotage service.
- To manage the safe and pollution free operation of the craft operated by the Port.
- To develop, implement and exercise emergency plans. The emergency plans must be developed and be capable of providing a suitable response to emergency situation including an accident, serious injury or pollution.
- To manage waste disposal services.

- To ensure that the provision and level of aids to navigation accords with the findings of a risk assessment.
- To ensure that the aids to navigation provided are maintained to meet the availability criteria specified by the General Lighthouse Authority.
- To manage other applicable conservancy functions ensuring that procedures adopted and identified through risk assessment are properly and effectively implemented.
- To ensure that a risk assessment is conducted in the event of a wreck, prior to any harbour works being undertaken, and in the event of a change in use of the Port.

PORT OPERATIONS MANAGER RESPONSIBILITIES

The Port Operations Manager is responsible to the Port Manager for the day to day management of all Port cargo/freight operations and maintenance functions including all elements of health and safety relating to these functions. With the advice and support of the Port Health & Safety Officer the Port Operations Manager must ensure all safety legislation is being followed and that all statutory requirements applicable to the Port are being followed and maintained.

The Port Operations Manager must work with the Port Health & Safety Officer to ensure Port operations comply with Health & Safety legislation, Port Policies, procedures, safe systems of work and risk assessments, to minimise the risk of personal injury, health hazards, fire and property damage.

Also, to ensure health and safety inductions for all staff, contractors and visitors entering the Port are carried out and where necessary ensure visitor passes are issued when required.

The role of the Port Operations Manager is to: -

- Check that safety legislation is being followed and that all statutory requirements applicable to the Port are being maintained; investigate with the Port Health & Safety Officer and safety representatives all accidents, near misses, unsafe practices or reported incidents that have led to or may result in injury, harm or ill health.
- With the advice and support of the Port Health & Safety Officer supply and communicate information to all employees that is necessary for them to work safely and prevent injury, harm or ill health during cargo and maintenance operations.
- Advise and be involved on the procurement of new plant and equipment, the suitability of safety equipment and the safety precautions for new machines.
- Manage and support the maintenance functions on the Port.
- Co-operate, co-ordinate and liaise with Port Health & Safety Officer and employee safety representatives on daily matters; promote, encourage and

maintain a positive health and safety culture through the operations and maintenance sections; monitor and control all contractors working on the Port.

- With the advice and support of the Port Health & Safety Officer ensure Port maintenance operations comply with Health & Safety legislation, Port Policies, procedures, safe systems of work and risk assessments, to minimise the risk of personal injury, health hazards, fire and property damage during maintenance activities.
- Ensure all maintenance documentation including inspections, checklists, manufacturer/supplier's data etc are checked, completed and filed.
- Know about safety legislation in general and the regulations applicable to activities undertaken by the Port; the technology of the business with reference to the hazards of its plant and equipment, the materials and substances it uses and the potential risks involved for employees, customers, visitors and the general public.
- Establish procedures for the eventuality of a major emergency occurring. This will include an On-Site Emergency Plan that will mobilise all the necessary emergency services and provide persons on the site with details of how to travel to a place of relative safety.

ASSISTANT OPERATIONS MANAGERS RESPONSIBILITIES

The Assistant Operations Manager(s) is responsible to the Port Operations Manager for the day to day management of all Port cargo/freight operations and maintenance functions including all elements of health and safety relating to these functions. With the advice and support of the Port Health & Safety Officer the Assistant Port Operations Manager(s) must assist the Port Operations Manager to ensure all safety legislation is being followed and that all statutory requirements applicable to the Port are being followed and maintained.

Assistant Operations Managers are responsible for:

- Initiating, implementing and communicating method statements for all lifting operations.
- Supervising all lifting operations to ensure safe systems of work and risk assessments are being followed correctly.
- Inspecting lifting equipment and accessories for defects to ensure they are fit for purpose.
- Completing all appropriate documentation appertaining to lifting equipment and accessories.
- Ensuring statutory inspections for all lifting equipment and accessories are carried out by the insurance inspector.
- Supervising contractors involved in lifting operations and ensure all appropriate documentation is communicated.
- Ensuring thorough examination reports are collated, scrutinised and any defects remedied.

- Administrating and inspecting pre-start checks for all plant and machinery and reporting any defects to the Port Operations Manager.

The Assistant Operations Manager(s) with the advice and support of the Port Health & Safety Officer should assist the Port Operations Manager in ensuring Port operations comply with Health & Safety legislation, Port Policies, procedures, safe systems of work and risk assessments, to minimise the risk of personal injury, health hazards, fire and property damage. They should also assist in conducting health and safety inductions for all staff, contractors and visitors entering the Port and where necessary, provide visitor passes.

PORT HEALTH & SAFETY OFFICER RESPONSIBILITIES

The Port Health & Safety Officer should advise on, promote and co-ordinate all aspects of safety on the Port. Report all relevant matters to a member of senior management with whom they should have direct access.

The role of the Port Health & Safety Officer is to: -

- Support line management who carry the direct and ultimate responsibility for all aspects of safety at work.
- Conduct health and safety inductions for all contractors and visitors entering the Port and where necessary, provide visitor passes; establish, implement and maintain policies and standards, safe systems of work, risk assessments, procedures to minimise the risk of personal injury, health hazards, and fire and property damage.
- Arrange regular monitoring through audits, observations and inspections must be carried out as appropriate with the management and employee's safety representatives and to act on any deficiencies identified.
- Advise on the suitability of safety equipment and the safety precautions for new machines; set and monitor long and short-term safety objectives, action plans and strategies to prevent or minimise injury, harm or ill health; measure performance standards of all Port activities against agreed Policy, Procedures and Legal requirements.
- Check that safety legislation is being followed and that all statutory requirements applicable to the Port are being maintained; investigate with senior management and safety representatives all accidents, near misses, unsafe practices or reported incidents that have led to or may result in injury, harm or ill health. Reports will be completed with conclusions and recommendations on action to be taken.
- Identify training needs to ensure a safe working environment within the Port; identifying appropriate personnel for specific training, taking into account aptitudes, attitudes, experience and intelligence; perform or arrange training programmes that have been identified to ensure employees are competent and qualified to undertake activities carefully and safely.

- Supply and communicate information to all employees that is necessary for them to work safely and prevent injury, harm or ill health; liaise with and receive advice and information from relevant health and safety bodies i.e. Health and Safety Executive, Institute of Occupational Health and Safety.
- Co-operate, co-ordinate and liaise with employee safety representatives on daily matters and through the Port's Health and Safety Committee; promote, encourage and maintain a positive health and safety culture through all sections and departments on the Port; monitor and control all contractors working on the Port and establish procedures for vetting the competence of such contractor.
- Work closely with other managers and employees.
- Know about safety legislation in general and the regulations applicable to activities undertaken by the Port; the technology of the business with reference to the hazards of its plant and equipment, the materials and substances it uses and the potential risks involved for employees, customers, visitors and the general public.
- Be aware of safety management techniques including the use of inspections, audits spot checks, surveys and the design and application of equipment and protective clothing; the specific hazards to be guarded against, both inside and outside the work place, and methods of minimising risks.

The Port Health & Safety Officer is responsible to the Harbour Master for ensuring that marine section staff engaged in activities, and tasks that relate to marine operations, conduct those activities in accordance with the requirements and procedures of the marine safety management system.

The principal activities of the Port Health & Safety Officer in respect of marine operations are:

- To provide guidance to marine section staff with respect to the controls that are implemented when engaged in activities and tasks that relate to marine operations.
- To ensure that tasks and activities that relate to marine operations have been subject to risk assessment and that any new tasks or activities are similarly subject to risk assessment prior to being undertaken.
- Where applicable, to train marine section staff in the correct application of the controls, as identified in the relevant risk assessment.
- To monitor the effective implementation of all identified controls.

MANAGER'S RESPONSIBILITIES

Managers are primarily responsible for demonstrating commitment and leadership on matters relating to health and safety in areas under their control.

The role of the Manager is to: -

- Be responsible for co-ordinating the implementation of the Statement of Health and Safety Policy in areas under their control; monitoring and reviewing the effectiveness of this Statement of Health and Safety Policy in terms of its application to their particular operation and activities of their area of control and ensuring the development and implementation of Health and Safety information, instruction and training for their employees.
- Promote health and safety awareness within their respective areas of control, keeping themselves informed of incidents, accidents and ill health arising within their department.
- Implement systems to monitor and ensure the provision and maintenance of safe working equipment, working conditions and systems of work in their respective areas of control as well as procedures for the provision and maintenance of personal protective equipment for employees within their area of control.
- Monitor the provisions and maintenance of welfare facilities, including first aid and fire protection procedures within their areas of control; monitor health and safety performance of all activities i.e. cargo handling, maintenance, marine operations, inspections, investigations, reporting procedures, accidents against agreed policy/procedures and legal requirements.
- Co-operation with employee safety representatives and participate in the work of the joint safety committees with a view to maximising their usefulness is essential, as is co-ordination of health and safety training activities and the provision of information to persons at work.
- Assist in the development and review of policy, safe systems of work and risk assessments for all tasks that are applicable to their department; carry out regular audits and plant inspections as appropriate, with the Port Operations Manager, Harbour Master and the Port Health & Safety Officer and assess the likely effectiveness of any proposed action by supervisors to prevent the recurrence of danger.
- Assist in setting and monitoring annual safety objectives against time scales along with keeping up to date with new developments and in particular, being fully aware of regulations, codes of practice and advice issued by authorities in order to advise on their implications to the Port.

EMPLOYEES

Employees are reminded of their general duties under the Health & Safety at Work Act 1974, Section 7 & Section 8 and their inductions to the workplace.

All persons at work must take reasonable care for their own health and safety and that of other persons at work, together with members of the public who may be affected by their acts or omissions.

All employees must co-operate with management so far as is necessary for them to comply with current health and safety legislation and not intentionally or recklessly interfere with or move anything provided for the purpose of health and safety at work.

In particular, every person at work must:

- Use any plant, machinery, equipment, dangerous substances, safety devices and personal protective equipment provided to him in accordance with any training or instructions in the use of this equipment.
- Carry out any work i.e. electrical, mechanical, and welding in accordance with any professional training and applicable standards.
- Perform any other activity i.e. manual handling, slinging, and banks man, in accordance with any training or instructions.

Every employee must inform his immediate line manager:

- Of any work situation which represents a serious and immediate danger to health and safety.
- Of any matter which represents a shortcoming in the Port's preventative and protective controls for health and safety.
- Adhere to site specific rules i.e. wear appropriate personal protective equipment, 10 mph speed limits.
- Adhere to Method Statements, Risk Assessments and daily order worksheets.
- Of any defects to plant, machinery, equipment, tools, structures or personal protective equipment.

ARRANGEMENTS

1. Applicable Legislation

The Port will adhere to all Health and Safety Legislation applicable to their undertaking. In particular to take into account the Marine Coastguard Agency's requirements in relation to the Port Marine Safety Code and regulations governing all UK Ports and Harbours. In addition, the Approved Codes of Practice and guidance notes published by the Health and Safety Commission and the Health and Safety Executive respectively, together with information provided by the Port Health and Safety Officer.

2. Risk Assessments and Safe Systems of Work

Health and Safety Risk Assessments, Safe Systems of Work and Permit to work forms are as shown and all completed documents for Port Operations are available electronically on the shared drive or from the following buildings:

- Cargo Operations Manual located in Port Health & Safety Officer's office.
- Marine Operations Manual located in the Port Health & Safety Officer's office and the Harbour Master's office.
- Maintenance Operations Manual located in Workshop and the office.
- Visitors/General Public Documents located in the Harbour Office

Risk assessments are traditionally qualitative using a 6 x 6 matrix or a high/medium/low score.

3. Cargo Handling

To ensure that the loading, unloading, stocking and storage of cargo is carried out in an efficient, safe and controlled manner in accordance with the L148 Safety in Docks: Approved Code of Practice and Safety in Ports Guidance and all other Health and Safety Statutory provisions.

This procedure applies to the planning and performance of all operations concerned with cargo handling. It is the responsibility of the Port Operations Manager assisted by the Assistant Operations Manager(s).

Planning of Cargo Handling Operations

Upon receiving notification of a cargo shipment, the Port Operations Manager and Assistant Operations Manager(s) plan the activities necessary to carry out the cargo handling operations as follows:

- From the details of the nature of the cargo they assess and record the plant, equipment and material requirements (craneage, machinery, block size, type of grab, beams, clamps, timbering, lashings, etc.).
- They assess the type and number of the labour resources that will be required.
- From their knowledge of the other cargoes planned and expected, and the size and configuration of the vessels involved, they decide on the stocking layout for the quayside.
- They review the operations that will be needed to determine if they will be adequately covered by the Port's generic Safe Systems of Work, or whether it is necessary to carry out a special risk assessment.
- If a special risk assessment is required, this will be carried out in accordance with the approved Health & Safety Procedures.
- In the unusual event of a novel problem due to the nature of a cargo and/or the configuration of a vessel (or if the customer has imposed handling requirements of a particular nature), they liaise with the other members of the management group in developing and, if necessary, trialling the methods proposed, to verify their acceptability prior to their use in the operations. They document the methods developed, the trials carried out and their results, for future reference.
- They review the scheduling of the loading/unloading operations to decide on the order in which these should be carried out in the interests of safety and efficiency.

Issue of Instructions

Before issuing instructions, the Port Operations Manager and the Assistant Operations Manager(s) review the plan for the weeks/day's activities at the daily management meeting to ensure they are co-ordinated with marine and maintenance operations. They then issue instructions to the cargo handling section.

Control of Work Activities

The cargo handling activities are carried out by the Port's skilled and experienced operatives who have been trained in the safe systems of work and are supervised by the Port Operations Manager and the Assistant Operations Manager(s).

The Port Operations Manager and/or the Assistant Operations Manager(s) will carry out an inspection of the cargo and the ship prior to commencement of operations to determine its condition and to identify any problems. If any discrepancy is found the details of it are recorded together with photographs (if judged appropriate) and reported to the customer or his agent for a decision on next steps.

The Port Operations Manager and/or the Assistant Operations Manager(s) record in the Day Book the activities in progress and logs all significant matters concerning the progress and completion of the work.

The Weighman/Tallyman records details of the quantities of cargo received and handled using the current recording systems in place.

Upon completion of a loading or discharging operation, the agreement of the vessel's master is obtained as verification that the cargo operation has been completed to their satisfaction.

In the case of cargoes which require specified securing (such as general cargo), a Cargo Securing Certificate signed by the vessel's master is obtained from him.

Stocking and Storage

Cargoes are either stocked on the open quay or stored in warehouses in accordance with the customer's agreed requirements. The Port Operations Manager and/or the Assistant Operations Manager(s) keep their condition under daily review. Any deterioration or loss is notified in writing to the customer or their agents.

Records

Cargo Tallying Records are filed and preserved as records.

4. Maintenance of Port Facilities

The maintenance of the Port's plant/equipment and infrastructure will be the responsibility of the Port Operations Manager and/or Assistant Operations Manager(s) and their team, who will undertake maintenance work both in the workshops and on the Port Estate. The requirements and responsibilities of the maintenance section are detailed in the Port's Maintenance Policy and Procedures which can be located in both the Port Operations Manager's office and the Workshop Office.

Machinery and Equipment Maintenance

The Port Authority will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The organisation will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The organisation will seek to inform and train personnel to implement this policy. The implementation of the policy needs the co-operation of all management and staff.

The person responsible for implementing this policy is the Port Manager.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with maintenance staff and their representatives:

- Carry out an assessment of how the machinery should be isolated for specific maintenance work.
- Carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely.
- Carry out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result.
- Carry out an assessment of how the maintenance of the machine affects its environment.
- Carry out an assessment of all hazards that arise when guards have been removed.
- Take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety.
- Provide any personal protective equipment that might be necessary to carry out the work safely.
- Ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken.

Safe Plant and Equipment

The Port Operations Manager and/or the Assistant Operations Manager(s) will be responsible for identifying all equipment and plant needing maintenance and for ensuring effective maintenance procedures are drawn up.

The Port Operations Manager and/or the Assistant Operations Manager(s) will check that new plant and equipment meets health and safety standards prior to purchase.

5. Marine Section

To ensure that marine operations are carried out in a planned, controlled and consistent manner in the interests of safety and efficiency. This procedure applies to the arrival and sailing of vessels, pilotage, towing, dock gate operations and hydrographic surveying and dredging.

Marine Procedures including the Arrival and Sailing of Vessels

Vessel Movement Sheet

The planned vessel movements for the following day (and on Fridays for the weekend also) are compiled on a Vessel Movements Sheet by the Harbour Master or his deputy, from the postings on the movements board in the administration office. The sheet also records the name of the duty pilot for the period covered, the 24 hours contact number for the Port and the navigation allowance to facilitate checks on the vessels' draught. Copies of the movement sheet are distributed to:

- Dock Gates
- Duty Pilot
- Ship's Agents
- H M Customs & Excise
- Security Gate House
- Port Managers/Security Officers/Duty Manager
- Port Users

Tide Note

For each tide, arrivals and sailings are logged by the dock gateman on the tide note. The tide note is then presented to the administration team who transfers the data to the official Pier Head Record, which is maintained electronically.

Marine Manning

For each tide the Harbour Master or his deputy informs the Port Operations Manager and/or Assistant Operations Manager(s) of any manning resources needed to supplement the basic complement of the Marine Section. This decision is based on the vessel size and the skills required.

Arrivals and Berthing

At the start of each tide the dock gateman ascertains from the Vessel Movement Sheet and e-mailed notification updates of expected vessel arrivals/sailings.

Using the Port's VHF equipment, the dock gateman gives waiting vessels berthing instructions and any Pilotage arrangements. Where necessary the dock gateman finds out particulars of the vessels, such as maximum draught and any other relevant information.

Vessels may be brought into the dock under the control of a Pilot and/or Tug according to their size at the Harbour Master's discretion.

The Marine Section deploys on each side of the dock entrance and the North Jetty (or as required) to attend to mooring ropes and to fendering needs in order to avoid damage to the vessel and piers.

Posting of Notices

The Marine Section staff are responsible for putting the Port of Workington Shipping Safety and Waste Management Regulations onboard each vessel.

Berth 4 Tanker Special Conditions

For tankers using Berth 4, in addition to the Port of Workington Shipping Safety and Waste Management Regulations, the berth operator Cumbrian Storage will be responsible for putting their loading/unloading bulk liquid procedures on the vessel, which will include:

- Safe Systems of Work requirements.
- Code of Practice for vessels loading, discharging or transferring bulk liquids, chemicals or gases anywhere within the Port of Workington.
- Berth 4 Emergency Procedure Plan.

Pilotage

Pilotage is required for the arrival and sailing of any vessel having an overall length of fifty metres or more, or at the Harbour Master's discretion.

The duty pilot will be available at the port two and a half hours before and until two hours after high water, and acts on the information given in his copy of the Vessel Movements Sheet and the expected time of arrival of the vessel advised by the ship's agent.

The pilot is taken by the pilot boat to the pilot station, where he transfers to the vessel and takes charge for the entry into the Port approaches and the harbour dock, passing his instructions to the tug (when appropriate) and the dock gateman by radio telephone.

The pilot makes out the pilotage note, inserts the tariff charges and obtains the counter signature of the vessel's master. He retains the pilotage note until after the sailing, when he completes it and hands it in to the administration office. Pilotage notes are filed in the ship's files.

In the event of any incident occurring during the time when a vessel is under the pilot's control, he makes out a Marine Incident Report and passes this to the Harbour Master for filing and/or action.

The Port Operations Manager and/or the Assistant Operations Manager(s), prior to the commencement of any handling operations, must inspect vessels arriving at the Port for discharge or loading with the Port's craneage and labour. Any defects regarding the condition of the vessel's holds etc are noted and brought to Master's attention and may require a letter of protest.

Towage

The Harbour Master, in the light of the vessel size and the prevailing conditions, makes the decision regarding the need for towing.

When alerted by his copy of the Vessel Movements Sheet, the tug master prepares the "Derwent" for the tow by putting aboard the necessary crew, ropes and gear and at the notified time proceeds to the vessel to be towed. Upon arrival at the vessel the tug master acts on instructions from the Pilot whether to button on or push as required, so as to manoeuvre the vessel into or out of the harbour and its approaches.

At the completion of each trip the coxswain completes the Pilot/Tug "Derwent" Deck and Engine Log sheet and returns the form to the administration office, any defects are recorded on the defect form and reported to the port engineer for action.

Dock Gate Operation

For each tide the marine section is responsible for checking, maintaining and initiating emergency procedures relating to the dock gate hydraulic system and ensuring the dock gate building, tide gauges and operating equipment are maintained correctly. The section is also responsible for completing tide notes which detail all arrivals and sailings, tidal information, wind directional speed and tide heights.

For each tidal cycle the section is responsible for completing the Tide Note and Marine Section Report and logging all necessary data and reports regarding the operation of the Dock Gates.

Sailing

The procedures for the sailing of a vessel are the same as for arrival. The sequence is merely reversed.

Hydro Graphic Surveying and Dredging

At a frequency decided by the Harbour Master, on the basis of prevailing conditions, a survey is carried out of the bar, approach channel, turning basin and enclosed dock. The vessel "Derwent", using the Hydrographic Surveying System, carries out the survey. This data and the corresponding soundings are plotted to produce profiles of the depth of water in these operational areas.

The survey information is used to identify any build-up of silt above cill level. Any build up readings prompt a Notice to Mariners to be issued by the Harbour Master. Significant build up may require a dredging campaign to be called so as to maintain the depths to dock gate cill level. This level of dredging is essential.

Records

Records of the marine operations are maintained and preserved as follows:

- Vessel Movement Sheet are kept by the administration office for seven years, and then scrapped.
- Data from the tide notes is transferred to the Pier Head Record by the administration office as a quality record.
- Pilotage notes are filed in the appropriate ship's file and kept as a quality record.
- Marine Incident Reports are filed by the Harbour Master, together with records of any action arising.
- The "Derwent" Log sheet is kept in the administration office along with any defect forms. Defects are reported to the port engineer for action.

The Harbour Master has responsibility for all marine operations including the sailing and berthing of vessels, MCA requirements, pilotage, dredging, survey work, dock gate operations, third party vessels, movements within the Port limits, aids to navigation, International Shipping and Port Facilities Scheme Code requirements, and advising and instructing the Port Manager on all marine activities. Details of all of the above requirements and more are shown in the Port's Marine Safety Management System in compliance with the Port Marine Safety Code which can be found located in the Harbour Master's office, Port Health & Safety Officer's office or the Port Manager's office.

6. First Aid

The Harbour Authority's obligations under the Health and Safety (First Aid) Regulations 1981 will be met as follows:

- Workshops premises and work locations will be equipped with appropriately stocked First Aid boxes.
- Nominated members of staff will be appropriately trained in first aid, including action in the event of electrical shock and drowning. Names of first aiders will be displayed in all Port buildings.
- Instructions to be taken in emergencies will be posted in the work place.
- Regular stock check inspections of first aid boxes.
- The location of first aid boxes can be shown on the Ports' on-site emergency plan.

7. Staff Selection and Training

Definition of Requirements

Each employee position is made the subject of a job description that includes a definition of the minimum levels of knowledge, training, skills and experience required of the incumbent.

Procedure

Advertisements and notices for recruitment contain appropriate indications of the requirements for applicants. The Port Manager, and/or other manager(s) delegated by them, screen applications received and invitations to an interview are issued to those applicants who satisfy the essential job requirements.

Selection

Invited applicants are interviewed by the Port Manager and/or other nominated managers, to verify their suitability and, where necessary, to establish an order of preference based on assessed levels of competence in the required areas. Where appropriate, these assessments may include relevant practical tests.

Records are produced of all interviews and assessments and for successful applicants. These are placed in their personnel files as baseline records for subsequent assessments of performance and training needs.

Provision of Training

Upon initial appointment, the manager of the functional area to which the employee is assigned gives each employee induction training. Induction training addresses:

- The organisation, its roles and responsibilities as these affect their position.
- General administrative provisions and procedures.
- Health and Safety Policy and their responsibilities to themselves and others.
- General health and safety procedures in operation.
- Emergency procedures.
- Safe systems of work for the activities connected with their job.

Subsequent assessments and reviews of performance and training needs are used by the respective managers to identify further professional, vocational and other training which will enhance the employee's performance and assist in achievable personal and employment development.

Appropriate health and safety training will be provided for all employees in the following circumstances:

- On recruitment (induction training);
- On transfer of job;

- On change of responsibilities e.g. promotion;
- On the introduction of new work equipment or a change respecting equipment already in use;
- On the introduction of new technology;
- On the introduction of a new system of work or a change respecting an existing system of work;
- In the correct and safe use of a hazardous substance;
- In correct manual handling techniques;
- In the correct use of personal protective equipment;
- With respect to any other health and safety-related issue considered necessary by the organisation.

Subject to County Council policies and requirements the Port Manager sanctions the provision of this further training. The results of such training are assessed at future employee performance reviews.

Each manager carries out refresher training of his staff in the subject areas of health and safety and quality, by suitable formal and informal means. Training provided and the results achieved are reviewed by the management group at management reviews.

Performance Assessment and Training Review

The performance of each employee is subject to ongoing appraisals, and at least annually, to a formal review with the employee of performance achieved and training needs.

Records

All formal training given, whether internally or externally provided, is recorded in the employees' personal training records.

This procedure applies to all full and part time employees engaged in the work of the Port to ensure that the staff and operatives employed at the port are appropriately trained, skilled and experienced to perform adequately in the jobs to which they are assigned.

8. Provision of Health and Safety Information

The organisation recognises its duties under the Health and Safety at Work Act 1974 and regulations made here under, to provide comprehensible and relevant information to employees on the hazards that may arise during their work and the precautions necessary.

Information should include:

- Health and Safety Committee Minutes
- Safe Systems of Work/Risk Assessments

- Results of monitoring/inspections/audits
- Accident investigations
- Changes in legislation
- Site rules
- New equipment/plant/technology used on the Port
- On-site Emergency Plan including fire procedures to be followed in the event of a fire
- Training
- Means of communication
- Bulletins and news sheets
- Notice boards, propaganda and films
- Team briefing
- Written material
- Signs and labels.

9. Accident Investigation and Reporting procedures including Recording and Analysis

The Port Management will keep records and report incidents of accidents in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). It will also keep records of personal sickness absence.

All incidents or injuries, however slight, shall be reported to the Port Health & Safety Officer or any available manager.

Non-Reportable Incidents:

- a) Minor - no lost time from work or if lost time from work is 7 days or less. As soon as practicable after the incident:
 - Enter details in the Accident Book (B1 S10)
 - Inform the Port Health & Safety Officer.

- b) Near Misses - any near miss which could have resulted in a dangerous or major injury shall be reported to the Port Health & Safety Officer and logged on the incident database.

Reportable Incidents

- a) Incidents resulting in lost time from work exceeding 7 days (not including the day of the accident). As soon as practicable:
 - Enter details into Accident Book (B1 S10)
 - Inform the H.S.E. within 15 days (on-line/telephone)

- Complete the F2508 Form and forward to the County Council's Health and Safety Corporate Unit
 - Undertake an incident investigation.
- b) Incidents resulting in major injury or death as defined in Schedule 1 of RIDDOR, or where there is a dangerous occurrence as defined in Schedule 2 as a result of work activities:
- Inform H.S.E. by quickest practicable means (usually telephone) and send a report within 10 days.
 - Enter details into Accident Book (B1 510)
 - Complete the F2508 Form and forward to the County Council's Corporate Health and Safety Unit.
 - Undertake an accident investigation.
- c) Where death results within one year of a notified work accident, the person's employer must notify the relevant enforcing authority.
- d) Where the injured person is a member of the public, and where the injured person is either killed or the injury warrants the person being taken to hospital, the injury is reportable by the occupier of the premises to the relevant enforcing authority.
- e) Reporting dangerous occurrences and diseases:
- Complete the F2508 Form and forward to the County Council's Corporate Health and Safety Unit.
 - Reporting of diseases will require confirmation by a registered medical practitioner and that the disease was a result of a workplace activity.
 - Undertake an incident investigation.

Investigations

- a) All accidents, whether lost time results or not, shall be investigated without delay by the Port Health & Safety Officer. Witness statements should be taken as soon as possible after the incident.
- b) Appropriate remedial control measures shall be put in place as soon as is possible to ensure that, so far as is reasonably practicable, no similar incident can occur.
- c) Once the investigation has been conducted and a report written up the conclusions and recommendations shall be discussed at the Port's Health and Safety Committee Meeting. Recommendations may highlight either changes or reviews of the Port's Policies and Procedures.

- d) Where civil claims are made against the Port, the County Council's Claims Officer must be informed and all reports, photographs, statements, accident book entries shall be forwarded to that person, and if requested to the County Council's Insurance Company.

Records

Copies of all incident investigating records and reports shall be retained in the Port Health & Safety Officer's office.

10. Consultation with Employees on Matters Relating to Health and Safety at Work

The organisation recognises its duties to consult with both trade union-elected safety representatives and/or non-trade union representatives in regard to Health and Safety matters relating to work under:

- The Health and Safety at Work etc Act 1974
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (Consultation with Employees) Regulations 1996.

with a view to the making and maintenance of arrangements which will enable the organisation and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures.

Safety Committee

The organisation hereby undertakes to assist the process of consultation by the operation of a formally-constituted safety committee comprising employer, employee representatives and site tenants.

The Safety Committee has the following functions:

- To consider the circumstances of individual accidents and cases of reportable diseases, accident statistics and trends in accident experience.
- To examine reports arising from safety audits and other forms of safety monitoring.
- To consider reports and information from enforcement agencies.
- To assist in the development of safety rules and systems.
- To conduct periodic inspections of the workplace.
- To monitor the effectiveness of health and safety training, communications and publicity.
- To provide a link with enforcement agencies.

The Port's Safety Committee sets an agenda for each meeting, these meetings are held on a quarterly basis. A full set of minutes for each meeting are agreed and circulated to all members of the committee.

11. Documents and Records

The Port must ensure that the production, compilation and preservation of Port documents and records satisfy the applicable statutory, quality and commercial requirements. This procedure applies to:

- Records of ship movements into and out of the port
- Records of cargo movements into and out of the dock
- Other records pertaining to statutory and regulatory requirements
- The routine administration of incoming and outgoing mail.

Procedure

It is the responsibility of the Port Manager and Harbour Master to ensure the identification of all statutory and regulatory requirements for documentation and record keeping as they apply to the operations of the Port, and to provide for their production, compilation and preservation. He delegates the duties involved to the functional managers to whose responsibilities they pertain and to the administration office, the responsibility for maintaining a list and reference copies of the governing documents.

The Administration department under the supervision of management identifies and logs all incoming and outgoing mail including faxes and emails.

The originals of all documents are passed to the responsible management recipient or originator. The administration office retains a copy in the mail register file.

Compilation, Storage and Preservation of Records

Each manager is responsible for the production and compilation of the documentation and records pertaining to their areas of functional responsibility. Those documents and records relating to live jobs are kept in working and reference files by the respective managers. Managers are required to ensure that such files are kept in good order and are neatly stored in appropriately indexed filing drawers or cabinets so as to ensure their preservation and availability.

The respective managers pass files that are no longer in active use to the administration office for boxing and placing in the archive store.

Archiving

The Administration staff are responsible for the organisation and maintenance of the archive store. Upon receiving documents for archiving they assemble them into appropriate boxed groups bearing an identification number recorded in the archive log. The archive log contains details of the documents stored in each box so that

records may be readily accessed and retrieved. Archive boxes are kept in the archive store which is normally kept locked, the key being held by the administration office.

Computer based documents and records

Specified data contained in computer files is backed up on the server and also via the cloud. Data which is on the Cumbria County Council network is backed up at the Carlisle office.

Computer-resident documentation and records that are required to be kept for archive purposes are printed out and preserved as hard copy as described above.

12. Emergency Procedures

In the event of serious major incident, the Port's On-site Emergency Plan will be implemented which ensures pre-planned procedures involving the emergency services, evacuation, alerting, muster points, firefighting equipment, incident control centre and emergency responsibilities are carried out.

The Port's On-site Emergency Plan should be tested annually to ensure the correct procedures are undertaken and to identify any deficiencies that may exist.

The On-site Emergency Plan can be located within the Harbour Office.

To control a major oil spill within the harbour limits the Oil Spill Contingency Plan is tested annually along with 6 monthly notification and mobilisation exercises and inspections of equipment.

Fire Procedures

The Port's Fire Safety Policy, Fire Safety Plan and Fire Risk Assessment cover all the requirements in the event of fire. The safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. This should be the first action taken on discovery of any fire, however small. All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person.

The Port does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which fire fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants (on evacuation) should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire service officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken

as an indication that it is safe to re-enter the building. Employees should report any concerns regarding fire procedures, so the organisation can investigate and take remedial action if necessary.

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with employees and their representatives, ensure any persons on the premises with hearing difficulties are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building. Appointed persons will be responsible for specific procedures in the event of fire, including:

- The person responsible for summoning the Fire Service.
- Fire wardens, responsible person and competent person.
- Those responsible for carrying out roll calls or supervising evacuation assembly points.
- Fire incident controllers responsible for liaising with the Fire Service on arrival.
- Security personnel.

The Port will regularly stage fire evacuation drills, inspect the means of escape, and test and inspect fire-fighting equipment and fire warning systems. They will also inspect the means of escape, test and inspect fire-fighting equipment and fire warning systems and provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

Safe System of Work

- Activate the nearest and/or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, switchboard operator, fire warden, etc.
- If fire procedures involve informing a continuously staffed location on site, do so, provided this action is taken from a place of safety after operating the fire alarm system.
- Do not rely on automatic fire warning systems. Summon the Fire Service without delay by the usual method as automatic methods of transmission can fail.
- Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
- Evacuate the building as soon as the evacuate signal is given. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude meetings or telephone calls or to collect belongings.
- Switch off any equipment which, if left unattended, may itself constitute a fire hazard.

- As you make your escape, close doors, particularly those designated as fire resisting doors.
- Report to the pre-determined assembly points. Do not re-enter the building until the Fire Service officer in charge declares it is safe to do so.
- Fire wardens- Check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points.
- Fire incident controller- Liaise with the Fire Service on attendance and arrange such assistance from the organisation as the Fire Service may require.

Summary Statement

In the event of fire, the three most important actions are, in chronological order, to:

- Raise the alarm
- Summon the Fire Service
- Evacuate the building. Attempts to extinguish the fire should only be made if it is safe to do so.

Fire extinguishers can be located in all Port buildings, cranes and certain plant. The correct extinguisher for a particular fire must be used.

Water - Class A (Red)	-	Involving solids (wood, paper, plastics) must not be used on liquid fires or in vicinity of live electrical equipment.
Foam - Class B (Cream)	-	Involving burning liquids and solids which melt and turn to liquid as they burn.
Powder - (dry) (Blue)	-	Rapid knock down of large flammable liquid spills. Powder can also be used on electrical equipment.
Carbon Dioxide (Black)	-	Small Class B Fires in early stages

Escape Routes

All escape routes should be clear of any obstructions or blockages with clear visible signage and should take a person to a place of relative safety. Exits should also be clear of any obstructions or blockages and clearly marked using the appropriate signage.

Instruction, Training and Information on Fire Procedures

This will be given frequently at such intervals as will ensure that as a general rule all employed persons are instructed at least once in each period of twelve months.

Instruction and training should provide the following:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- Raising the alarm, including the location of alarm call points and telephone.
- The correct method for calling the Fire Service.
- The location and use of firefighting equipment.
- Knowledge of escape routes.
- Appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm.
- Stopping machines and processes and isolating power supplies where appropriate.
- How to evacuate the building.

In addition to the above, certain categories of staff should be instructed and trained in any matter's peculiar to their particular responsibilities at the time of the fire:-

- Fire marshals
- Operations/Maintenance staff
- Harbour Master
- Port Manager
- Port Health & Safety Officer
- Administration

Log Books

Log Books will be kept to show the training and instruction that has been given. Details will include:

- Date of the instruction
- Duration
- Name of person giving the instruction
- Name of person receiving the instruction
- Nature of the instruction, training or drill.

Fire Drill Notices

Fire drill notices are shown in the Port's on-site emergency plan and displayed in all Port buildings.

13. Control of Substances Hazardous to Health

General Compliance

Employers must ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. To comply with this requirement, it is necessary to keep on file up-to-date

and relevant information about any substances that are used, handled or produced or stored on the employer's premises, together with any substances transported or delivered. The information required should cover the following points:

- substance identification
- substance hazards
- substance risk assessment
- risk reduction methods.

It is the policy of the Port that no hazardous substance shall be used until an assessment has been undertaken and suitable control measures implemented. "Used" is defined as substances being poured, mixed, pumped, topped up or otherwise handled in a non-packaged form or produced.

Assessment Procedure

Managers must make an inventory of all hazardous substances

Having identified all the substances you should ask the following questions of each substance.

- Is the substance used for the same purpose as any other of the substance(s) on the list and if YES - can you reduce the number of substances used?
- When was the substance last used? If it is only used occasionally, is it really needed? If not eliminate.
- Can the substance be substituted by a non-hazardous or less hazardous product? If yes eliminate and replace with non-hazardous product.

Having now identified all substances in use e.g. poured, mixed, pumped or otherwise handled in a non-packaged form or product, you should complete an assessment form for each identified substance, paying particular attention to the section relating to material usage. The completed assessment form and the supplier's hazard data sheet, if available, should then be forwarded to the user where the content of such sheets should be explained.

Once control measures have been implemented it is necessary to ensure that the control measures are kept in working order and good repair. For example, if the control measure is an engineering control, such as local exhaust ventilation, then these should be examined and tested under a planned maintenance scheme.

It is a legal responsibility to ensure that control measures are being used properly and arrangements to monitor their use and effectiveness must be implemented. All employees are required by law to use any control measures and safe systems of work which have been introduced to reduce the risk of exposure to hazardous substances and also to inform or report to their management any defects in the control measures.

Where the requirement for monitoring of exposure of employees to hazardous substances has been identified, further information should be sought from your occupational health professional.

In certain cases, health surveillance may be required if there is a reasonable likelihood that disease or ill-effect will occur due to an exposure of a hazardous substance. Advice should be sought from your occupational health professional.

Wherever a hazardous substance has been identified then all employees who use the substance, or are likely to be affected by an accidental spillage, must be informed of:

- The risks to health created by exposure
- The precautions to be taken to prevent an exposure
- Emergency procedures in the event of an accidental spillage.

In addition, where there is a specific control measure in place, then employees should receive adequate training to enable them to comply with the control measures. Details of all such information and training must be recorded on individual personnel files.

First Aid Personnel should always have access to the first aid information relevant to any identified substance.

Assessment Review

All assessments should be reviewed at least every two years and immediately if it is suspected that the existing assessment may no longer be valid. The following should also be carried out on an annual basis, or as and when required:

- An inventory of all substances hazardous to health kept on site shall be maintained, with appropriate hazard information.
- Competent persons shall be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- All operations that involve, or may involve, exposure to substances hazardous to health shall be assessed and appropriate control measures shall be taken where elimination or substitution of the hazardous substance is not possible.
- Engineering controls¹ shall be properly maintained and monitored to ensure their continued effectiveness. Planned preventive maintenance and annual performance monitoring will achieve this.

¹ *Engineering controls are those physical measures (such as mechanical ventilation) which are installed to reduce risks. Other controls are typically of a procedural nature.*

- All employees, and others, who may work in the affected areas, shall be informed of the purpose and safe operation of all engineering controls.
- Personal protective equipment (PPE) shall be used only as a last resort or as a backup measure during testing or modification of other controls.
- The type and use of PPE shall be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types shall be minimised to prevent mistakes with servicing or replacement.
- Each assessment shall be reviewed annually and all operations using hazardous substances shall be reassessed every three years.
- Health surveillance of employees, where indicated to be necessary by the assessment, shall be carried out by qualified professionals.
- Employee health records shall be kept of all exposures to substances hazardous to health for a minimum of 40 years.
- All employees shall be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they shall be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE shall be properly assessed and no new substances shall be introduced into the workplace without prior assessment.

Procedures for dealing with health and safety issues

Where an employee raises a point related to the use of substances hazardous to health, the Port management shall:

- Ensure that the hazard associated with the substance has been correctly identified.
- Ensure that the assessment of the use of the substance is correct and up to date.
- Ensure that the controls in place are adequate.
- Correct any observed deficiencies in the control of the hazards.
- Inform the employee, and their representative, where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, shall be informed immediately. Possible health effects shall be responded to in conjunction with the Cumbria County Council occupational health physician and the employee's own general practitioner, as may be appropriate.

14. Hazardous Waste

Hazardous waste is waste that contains hazardous properties that may render it harmful to human health or the environment.

It is part of the Port's policy on sound environmental management to ensure that it manages any hazardous waste it produces in a responsible and legally compliant manner. Site managers will ensure any site producing 200kg of waste is registered with the Environment Agency.

It will (subject to emergency procedures):

- Register its sites with the Environment Agency on an annual basis. Site Managers will ensure this is adhered to.
- Follow the consignment note procedure – this will ensure that hazardous waste is controlled at every stage from production to final disposal and that it is disposed of at a suitably licensed site.
- Ensure that hazardous wastes are not mixed with other hazardous waste and that non-hazardous and hazardous wastes are not mixed on site.
- Ensure that all site records and returns are completed where applicable.
- Take care to ensure its employees segregate and dispose of waste in the correct receptacles.

15. Welfare Facilities

The Harbour Authority will provide the following amenities to comply with the Workplace 1992 Regulations:

- Suitable ventilation in all buildings
- Suitable and sufficient lighting
- Suitable heating
- Sufficient amount of wash basins, toilets (lockable) or urinals
- Showers and lockers for storage of clean and working clothes
- Wholesome drinking water
- Appliances for hot food
- Soap, towels, hand creams.

16. Environmental

The Harbour Authority is committed to minimising and preventing environmental impacts from its work activities which could result in pollution to air, water and land. The Port will ensure environmental risk assessments are conducted to identify any potential polluting activities so as to implement preventative and protective controls.

Hazards may include the following:

- Substance spillages i.e. oil, diesel entering controlled waters
- Airborne containments i.e. dusty cargoes into atmosphere
- Substances leaching onto land
- Noise from machinery/equipment

- Machinery emissions into the atmosphere
- Potential hazardous substances catching fire and entering the atmosphere
- Unsuitable storage of waste.

Controls may include the following: -

- Secure storage of all hazardous substances
- Mechanical and procedural controls for dusty cargoes
- Noise/asbestos surveys
- Minimising the use of running plant/machinery where possible
- Maintenance of plant/equipment
- Port's oil spill response emergency kit/procedures
- Port's on-site emergency plan for major incidents
- Suitable storage for waste including domestic and hazardous
- Use of licensed waste contractors for collection, transport and disposal
- The Port is also committed to reusing and recycling materials and energy where possible and protecting any wildlife that could be affected by its activities.

17. Measuring Health and Safety Performance

The organisation will monitor their health and safety performance to find out the degree to which they are being successful.

Monitoring will provide the opportunity and information to enable:

- The assessment of the effectiveness and appropriateness of health and safety objectives and arrangements, including control measures.
- The making of recommendations for review of current management system.

The Port will undertake two forms of monitoring:

1. Pro-active (active) monitoring, before the event involves identification through regular planned observations of workplace conditions, systems and the action of people to ensure standards are being implemented and management controls are working.
2. Reactive monitoring, after the event, involves learning from mistakes whether they result in injury, illness, property damage or near miss.

Health and Safety Inspection Surveys and Audits

The Port Management will plan and carry out regular inspections and audits of health and safety performance.

Inspections

Inspections will involve the examination of the workplace or items of equipment in order to identify hazards and determine if they are effectively controlled.

Four different types of inspections to be undertaken are:

- General workplace inspections - Port estate, including working berths, warehouses, workshops, offices.
- Statutory inspections - (thorough examinations) of equipment by Port Insurance Inspector e.g. cranes, local exhaust ventilation.
- Planned preventative maintenance inspections of plant/machinery/equipment.
- Pre-use checks of plant/machinery/equipment i.e. forklift trucks.

Surveys

Surveys will be undertaken of the workplace, systems and people to determine facts about their health and safety status. This may involve outside specialists for a certain number of critical aspects including noise surveys of plant and machinery and asbestos surveys of all buildings.

Audits

Audits will be conducted to examine the organisations systems to determine the extent to which there is compliance with agreed standards. Audits may include:

- the evaluation of compliance with health and safety procedures
- evaluation of compliance with health and safety statutory requirements
- evaluation of compliance with physical safeguards
- evaluation of compliance with fire prevention/control standards.

All findings from inspections, surveys, audits and observations must be scrutinised by Port management, and any actions that may be required acted on within a recommended time scale. All documentation i.e. inspection/audit reports must be filed in the Harbour Office for future reference.

18. Body Protection – Personal Protective Equipment

In line with Cumbria County Council's Policy, the Port will in consultation with workers, contractors and their representatives:

- Ensure that PPE requirements are identified when carrying out risk assessments.
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE as a last resort.
- Carry out an assessment to identify suitable PPE.

- Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately.
- Ensure that PPE is available to all staff that needs to use it.
- Provide adequate accommodation for correct storage of PPE.
- Provide adequate maintenance, cleaning and repair of PPE.
- Inform staff of the risks that their work involves and why PPE is required.
- Train staff in the safe use and maintenance of PPE.
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Managers must ensure that:

- PPE requirements are considered when risks are assessed.
- Suitable PPE is provided and is always easily available to all employees that need to use it.
- PPE is properly stored, maintained, cleaned, repaired and replaced when necessary.
- Adequate information and training is provided to all employees who need to use, maintain or select PPE.
- Any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action taken.
- Employees use the PPE provided properly.
- The use and maintenance of PPE is regularly monitored and reviewed.
- Special arrangements are made, where necessary, for individuals with health conditions that could affect the use of PPE.

Duties of Employees

Employees must ensure that they:

- Use all PPE provided properly whenever it is required.
- Attend training sessions and comply with the training, instruction and information provided.
- Check the condition of their PPE, each time before they use it.
- Store, clean and maintain their PPE correctly.
- Report any losses, defects or other problems with PPE to their manager or another responsible person immediately.
- Report to management (in confidence) any personal conditions that may affect their ability to use PPE correctly.

Information and Training

The organization provides sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers

using PPE. This includes temporary staff, persons gaining work experience with the organization and contractors, as well as those in direct employment. Managers who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.

PPE can only be effective in protecting the wearer or user if the following steps are taken:

- Only use PPE in accordance with the instructions provided and for the activities during which they are designed to provide protection.
- Only use PPE if fully trained in its use.
- Store, clean, repair and maintain PPE correctly, replacing any items which have been damaged.

19. Sickness Absence

The Harbour Authority recognises its duties to protect the health of its employees and that they may be subject to periods of absence through ill-health or injury.

Therefore, the port will implement procedures for ill-health/sickness as stated in the County Council's Sickness & Ill Health Policy, which offers all employees support via its Occupational Health service and regular health surveillance. All managers are responsible for ensuring that this policy is implemented.

20. Smoking

Policy Statement

This policy is intended to ensure that all staff and visitors to the Port premises benefit from a smoke-free environment.

In accordance with current legislation, and as part of its continuous review of health and safety matters, the organisation has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke, and the legal position.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, whilst also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke whilst at work.

The Port estate is a non-smoking area with the exception of designated smoking areas.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

Arrangements for Ensuring the Health and Safety of Workers

The organisation takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of passive smoking).

Smoking will only be permitted in designated areas. This restriction applies at all times, including outside normal working hours.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking policy. Appropriate signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy, if necessary.

The Harbour Authority understands that some of its employees may feel unwilling or unable to give up smoking. Such people may request permission from their immediate manager/ to step outside the building during coffee/tea breaks to smoke a cigarette. However, they must return to their workplace at the due time.

Smoking on the Port is only permitted in the following designated areas:

- Rear of container terminal office.
- Front of Conference centre.
- Rear of dock gate office.
- Rear of amenity building.

No Smoking signs must be correctly positioned and easily identifiable.

21. Health and Safety Advice

The Port Health & Safety Officer will be the focal point for obtaining advice on health and safety matters, all employees and management should refer requests for advice to that person via supervisory channels.

The Port Health & Safety Officer will maintain health and safety regulations, codes of practice and bulletins from which to provide information and advice and where necessary will communicate with the following bodies:-

- Health and Safety Executive
- Health and Safety Medical Advisory Service
- Local Authority (Allerdale)
- County Council Corporate Safety Unit
- Port Skills and Safety
- Institute of Occupational Safety and Health.

22. Violence at work

In line with Cumbria County Council's Policy the Harbour Authority recognises that, from time to time, employees may be subject to both violence and aggression at work. Violence may take the form of bullying, physical contact, harassment, insulting behaviour, racist and sexist behaviour and other forms of behaviour which may cause stress to employees.

The Harbour Authority undertakes to take all necessary measures to prevent risk of physical injury and stress to employees arising from violence at work. All instances of violence must be reported forthwith to the employee's manager in accordance with the Cumbria County Council's Policy on Violence and Aggression. Disciplinary action, including dismissal, will be taken in proven cases of violence or aggressive behaviour by one employee towards another employee.

The Harbour Authority reserves the right to deny access to their premises of persons with a past record of violence or aggressive behaviour.

23. Display Screen Equipment and the Provision of Corrective Appliances for Employees Using Display Screen Equipment

In line with Cumbria County Council's Policy the Harbour Authority recognises that employees using display screen equipment may be subject to visual fatigue.

The organisation further recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 to ensure the provision of eye and eyesight tests for employees designated as "users" under the regulations, namely "employees who use display screen equipment habitually as a significant part of their normal work".

An E-Learning package is available for all employees who require it.

Eye and eyesight tests

The Harbour Authority undertakes to ensure designated users of display equipment are provided with an appropriate eye and eyesight test to be carried out by a competent person:

- on commencement of their employment
- at their request or at regular intervals
- where the employee experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment.

And in determining whether work will involve harm or risks, regard shall be had to the results of the risk assessment carried out under regulation 3 (1) of the above regulations.

Special corrective appliances

In accordance with the above regulations the Harbour Authority hereby undertakes to meet any reasonable costs incurred in the provision of special corrective appliances (spectacles) prescribed for designated users of display screen equipment to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned.

24. Young Persons at Work

In line with Cumbria County Council's policy the Harbour Authority recognises its duties towards young persons and new or expectant mothers under the Health and Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

In the instance of new or expectant mothers, where any work is of a kind which could involve risk, by reason of her condition, to her health and safety, or to that of her baby, from any process or working conditions, the risk assessment required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 shall also include an assessment of such risk.

Where the risk assessment identifies risks to new or expectant mothers and these risks cannot be avoided by the preventative and protective measures taken by the Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

The Harbour Authority hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing risks, or the fact that young persons have not fully matured.

Nothing in the above paragraph shall prevent the employment of a young person for work:

- where it is necessary for their training
- where the young person will be supervised by a competent person and
- where any risk will be reduced to the lowest level that is reasonably practicable.

The Harbour Authority will not employ a young person for work:

- which is beyond their physical or psychological capacity.
- which involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.

For the purpose of this Policy a young person means any person who has not attained the age of eighteen years (Management of Health and Safety at Work Regulations 1999).

25. New and Expectant Mothers

In line with Cumbria County Council's policy the organisation will:

- alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met:
- identify and offer her suitable alternative work that is available, and if that is not feasible:
- suspend her from work on full pay.

Definition of "new or expectant mother"

For the purpose of this policy, a new or expectant mother is defined as meaning an employee:

- who is pregnant
- who has given birth within the previous six months; or
- who is breastfeeding.

(Management of Health and Safety at Work Regulations 1999)

Employees must notify their manager as soon as they become aware that they are pregnant in order that the appropriate preventative and protective measures can be taken by the organisation.

26. Health and Safety Risks Arising from Work Activities

Risk assessments will be undertaken by Managers and others as appropriate. The findings of risk assessments will be reed to the Port Manager.

Actions required to eliminate, reduce or control risks will be approved by Senior Managers who will be responsible for ensuring the action is implemented.

The Port Health & Safety Officer will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every 12 months or when the work activity changes, or when a member of staff is a new or expectant mother or experiences a miscarriage.

27. Health Surveillance

Employers are required under the Management of Health and Safety at Work Regulations 1999 to carry out health and safety risk assessments and to introduce control measures to reduce any possible risks as far as is reasonably practicable.

Under the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002, health surveillance is required in circumstances where an occupational risk to health remains despite control measures.

The primary purpose of health surveillance is the early detection of adverse health risks associated with work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

Definitions

A hazard is something with the potential to cause harm. The risk is the likelihood of that harm occurring and health surveillance is the monitoring of health in relation to a specific hazard to identify early health changes.

Responsibilities

Managers, responsible people² and employees all have responsibilities when it comes to occupational health.

The Port Manager is responsible for:

- Ensuring Managers carry out risk assessments.
- Allocating sufficient resources to allow appropriate follow-up action resulting from risk assessments to be taken.
- Arranging suitable training for Managers and the responsible person to enable them to carry out their duties in respect of health surveillance.
- Ensuring the organisation has access to a robust occupational health service.

Managers are responsible for:

- Ensuring risk assessments are carried out in their areas of responsibility.
- Ensuring adequate control measures are put in place to reduce risks as far as possible.

² Responsible People, (HR staff, Managers, First Aiders)

- Seeking advice on risk reduction from the occupational hygienist or other relevant person as necessary.
- Seeking the advice of the relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures.
- Ensuring employees co-operate with health surveillance procedures provided.
- Discussing with the relevant people any health concern brought to their attention by an employee.
- Ensuring a quarterly visual inspection by first aiders for signs of dermatitis, skin ailments etc.
- The Port Health & Safety Officer will ensure any environment which requires LEV is assessed every 14 months or when the periodic testing requires whichever is the soonest.

Responsible people are responsible for:

- Assisting with the risk assessment process as requested by managers.
- Carrying out health surveillance of employees in line with agreed procedures.
- Maintaining health surveillance records and arranging recalls at the appropriate intervals.
- Informing the Port Manager and/or other managers about levels of compliance with health surveillance procedures.

Employees must:

- Co-operate with health surveillance procedures.
- Report health problems which may be associated with work to their Line Manager.
- Co-operate with any control measures implemented to protect their health.

Identifying the Need for Health Surveillance

The following points should be considered to help determine if health surveillance is required:

- Is there an identifiable disease or condition related to the work activity?
- Are valid techniques available to detect indications of the disease or condition?
- Is it possible the disease or condition may occur in this particular working environment?
- Is surveillance likely to assist in the protection of the health of the employees concerned?
- Does any specific legislation requiring health surveillance apply?

Health Surveillance Techniques

The health surveillance techniques used will depend on the hazard and degree of risk.

Health Record

In its simplest form, a written health record detailing the type of exposure must be kept. The health record must include the individual's:

- Surname and forenames
- Gender
- Date of birth
- Permanent address
- National Insurance (NI) number
- The date the employee started his or her present job
- A record of previous exposures to hazards for which health surveillance is required in the present job
- The dates of all health surveillance procedures and the names of the people who carried them out.

The conclusions drawn from the surveillance will include whether the individual is fit to work and the decisions of the qualified or responsible people, but not clinical information.

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, eyesight/hearing tests, HAV'S or biological sampling.

28. Horseplay

Horseplay is any behaviour, which is perceived as unsafe, either by a participant or an observer.

Some of the behaviors that are considered unsafe are:

- Picking up staff or learners so that both feet are not on the floor
- Hitting or punching
- Pushing or kicking
- Knocking people against a wall
- Swinging anything at another person that might result in injury
- Fooling around near breakable objects.

“Practical jokes” and behavior that is considered unsafe may actually or potentially harm someone. It is considered a violation of the rule of “No Horseplay” if there is

any behavior, which is potentially unsafe, even if no one gets hurt at the time it is observed, may result in disciplinary action.

29. Hot Work

The purpose of this policy is to provide information to all employees regarding safety when carrying out welding, hot cutting operations, or any process producing significant heat. The aim is to prevent incidents from the hazards associated with hot work within the workplace. The person responsible for supplying this information is the Port Operations Manager and/or the Assistant Operations Manager(s).

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The organisation will ensure that operations which present a risk to the employees in respect to hot work will be eliminated or reduced as low as reasonably practicable. Measures to achieve this include consideration of all activities and equipment used in hot work.

Assessment of Risk

A competent person will carry out an assessment of risk in relation to hot work.

Managers and Maintenance Duties

Managers must ensure that all equipment for welding and hot cutting used by employees is suitable for the task; safe for use and that the employee has received adequate information, instruction and training. The employer must also ensure that:

- A general risk assessment has been completed.
- Control of Substances Hazardous to Health (COSHH) assessments are carried out on fumes and gases produced from welding and hot cutting operations.
- The control measures under the respective COSHH assessment are applied.
- Suitable protective clothing is worn at all times when carrying out welding and hot cutting operations.
- Permits to work are issued for all welding and hot cutting operations (unless in a workshop).
- Adequate screens and warning notices are placed around the work area where welding or hot cutting operations are carried out.
- Where required, written guidance is provided prior to any welding or hot cutting operations taking place on hazardous equipment.
- Only contractors who are competent are used for welding and hot cutting operations.

- Welding and hot cutting equipment brought to site by contractors is checked before allowing its use on site.

30. Manual Handling

Lifting and moving loads by hand are the biggest cause of injury in the work place. Lifting should be carried out in accordance with the following guidelines:

- Adapt T.I.L.E procedure (Task, Individual, Load, Environment).
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

Heavy goods are to be lifted in accordance with specific Port assessments for manual handling. Do not use lifting equipment unless you have been specifically authorized, significant risks will be recorded.

31. Mental Stress

Cumbria County Council has a policy in place for work related stress and offers support via Occupational Health assistance. All Managers are responsible for ensuring that this policy is implemented.

Definition of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress can affect anyone and is not a sign of weakness.

Policy

- The Port of Workington will work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risks will be regularly reviewed.

- The Port of Workington will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of work-related stress.
- The Port of Workington will provide access to confidential counseling for employees affected by stress caused either by work or external factors.
- The Port of Workington will provide training for all managers and supervisory staff in good management practices.
- The Port of Workington will provide adequate resources to enable managers to implement the County Council agreed stress management strategy.

Responsibilities of Managers

Managers will:

- Ensure good two-way communication between themselves and their staff.
- Ensure that staff are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented.
- Ensure that bullying and harassment is not tolerated within their area of responsibility.
- Carry out risk assessments within their area of responsibility.
- Implement recommendations of risk assessments carried out within their area of responsibility.
- Monitor working hours and overtime to ensure that staff is not overloaded or overworking.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff has adequate opportunities for rest, meals and refreshments.
- Attend training as requested in good management practice and health and safety.
- Ensure staff are fully trained to carry out their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Ensure that staff experiencing stress have access to appropriate sources of advice and support.
- Ensure lone workers are provided with effective supervision and support.
- Offer additional support to a member of staff who is experiencing stress outside work, should it be appropriate.
- Encourage a culture where stress is not regarded as a weakness.

32. Noise

Arrangements for Securing the Health and Safety of Workers

Noise Assessments

The Port Health & Safety Officer will arrange for regular noise exposure assessments of:

- Areas
- Processes
- Equipment.

These will be used as the basis for formulating action plans for remedial measures when necessary. Assessments will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

Reduction of Noise Exposure Levels

The organisation will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. The organisation accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of Ear Protectors

The organisation will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

33. Permits to Work

As part of our duties under the Health and Safety at Work, etc. Act 1974 to provide safe systems of work, the following activities may require a permit system.

- Stevedoring & Lifting
- Hot work
- Entry into confined spaces
- Work on electrical equipment
- Excavation work
- Diving work

It is the intention of the Port of Workington to introduce new permits or modify existing permits as necessary and to review their use. The permit-to-work system applies to all the identified work carried out on site, and employees, contractors and

visitors are all expected to comply with the requirements of any permits that are in force.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager so the organisation can investigate and rectify the situation).

34. Recycling, Re-use and Recovery

Waste material from industrial and commercial organisations can be recovered for re-use within the organisation itself, reused by third parties, or recycled into further products.

It is the Ports policy on sound environmental management to ensure that it manages waste in a responsible and legally compliant manner. Managers will ensure compliance and will:

- minimise of the generation of waste to reduce the need to recycle and make recycling easier.
- carry out a waste audit to identify materials which may be retrievable.
- feedback reusable waste into the organisations own processes.
- ensure recovered wastes for reuse and recycling are segregated and stored correctly.

35. Respiratory Protective Equipment

All work which involves the use of respiratory protective and resuscitation equipment must be carried out in a way which removes or reduces the risk of injury to employees. Prior to any work involving the use of respiratory protective and resuscitation equipment, the Harbour Authority will ensure that a suitable and sufficient risk assessment of the task has been carried out, and that employees understand the correct procedures for carrying out such work.

Arrangements for Securing the Health and Safety of Workers

Duties of Managers, Trainers and supervisory staff

Managers must ensure that all respiratory equipment used at work is suitable for the task to be carried out and safe for use, and that all employees have received adequate information, instruction and training. In addition, managers are responsible for ensuring that:

- Suitable and sufficient assessments of the risks are carried out.
- The exposure of employees to hazards in the workplace is either prevented or controlled.
- RPE is worn when required.
- All RPE is either CE marked or HSE approved.
- All RPE is adequately maintained.

- RPE is used as a last resort.
- A written procedure is in place for work requiring the use of breathing apparatus, prior to that work commencing.
- All RPE is examined before use.
- Thorough visual inspection and testing of all RPE is carried out once per month.
- Records of all thorough visual inspections and testing are made and retained for a period of five years.
- Facilities for the storage of RPE are provided.
- Any new RPE purchased is CE marked.
- All hired breathing apparatus has a valid test certificate.
- Any person hired to carry out any aspect of confined spaces rescue work is competent, adequately trained and in possession of valid training certificates for the use of the equipment in the type of work environment envisaged.

Duties of Employees

Employees must ensure that:

- They comply with all instructions and training given to them in relation to their work.
- Their own health and safety and that of other employees are not put at risk by their actions.
- They use equipment provided for the task it was meant for.
- They report any problems to their direct supervisor.

Information and Training

Adequate information and training will be provided to individuals to ensure that they are competent to carry out their work-related tasks. A responsible person will assess training needs, including the need for refresher training.

36. Toolbox Talks

The Health and Safety at Work Act 1974 established procedures for promoting and enforcing safe and healthy working conditions. The Harbour Authority has adopted the philosophy that all accidents, incidents and ill health can be significantly reduced by the provision of adequate information, instruction, training and supervision.

The Harbour Authority is committed to a Health, Safety and Environmental Management System which requires that we communicate effectively and regularly on Health, Safety and Environmental issues. The tool box talk is one such medium for communication and consultation.

Each subject is to be delivered by the trainer or manager responsible for all other Port personnel on site.

The sessions should be around 10-15 minutes duration ensuring adequate time is allowed for feedback from site personnel. This will be carried out on a weekly basis.

It would be of great benefit to write in the feedback any significant or relevant issue mentioned by those present so it can be shared with others.

The person delivering the tool box talk must ensure that there is a tool box talk register which must be completed by all individuals present, including themselves.

Advice to Those Delivering Tool Box Talks

Consideration should be given to the following:

- The Ports Safety Policy and arrangements for implementing the policy together with our commitment to quality and the environment.
- As a trainer/ manager you have a direct responsibility for ensuring that you and the personnel under your control implement the Port's Safety Policy and procedures.

When giving instructions to learners and others ensure that:

- There is a safe means of access and egress to their workplace.
- The workplace is safe.
- There is a safe system of work.
- Any plant and equipment required to do the work is safe and suitable for the task.
- The learners and staff under your control have received adequate information, training and/or instructions to carry out the work.
- When anyone needs protective equipment or clothing, ensure that it is available, issued and correctly used.

When delivering toolbox talks:

- Know the topic.
- Talk clearly and concisely.
- Talk honestly and from the heart.
- Don't shout.
- Make the Toolbox talk interactive – ask them questions, use their knowledge.
- Allow the employees to ask questions.
- Don't patronise them - use their knowledge and experience.
- Don't rush, they may perceive it to be unimportant.
- In nearly all accidents, unsafe acts and/or unsafe conditions, human failures play a prominent part.

Unsafe conditions include:

- Equipment guarded inadequately
- Defective equipment
- Unsafe clothing, footwear, eye protection
- Improper ventilation
- Unsafe design or construction
- Unsafe use and storage of hazardous substances
- Defective electrical equipment, etc.

Unsafe Acts Include:

- Cutting corners
- Horseplay or practical jokes
- Careless attitudes
- Taking unnecessary risks.

37. Transport of Dangerous Goods

In order to ensure that all materials (including wastes and nominally empty packages) of whatever quantity that are dispatched from a site, and which are defined as dangerous goods for transport, have been recognised as such, they must have been:

- Classified and appropriately identified - i.e. allocated a UN Number and Proper Shipping Name (PSN).
- Contained - i.e. packaged or contained in a suitable tank/tanker or bulk vehicle.
- Labeled and/or marked.
- Advise in advance to the carrier, where applicable.
- Fully and correctly documented.
- Loaded, segregated and secured, where applicable.
- Placarded and vehicle marked, where applicable.
- Driven by vocationally trained and appropriately certified drivers, where applicable.
- Carried in accordance with any applicable restrictions or requirements.

Dangerous goods are chemicals and articles that have an intrinsic hazard such that control as a “dangerous good” is deemed necessary by the appropriate authority for the mode(s) of transport being considered. If in doubt the material should be considered as dangerous until it has been examined by a trained and competent classifier.

The carriage of dangerous goods must conform to the relevant national and/or international legislative requirements. In addition, carriage must only be undertaken by competent staff (permanent or temporary), who have received adequate preliminary instruction and regular refresher training in the requirements of the

legislation. Further, carriage of dangerous goods can only be undertaken by carriers who are approved for the purpose.

Training

No employee can be involved in activities of any type that may affect the safe transportation of dangerous goods until they have received appropriate instruction (basic awareness, function specific, security and safety issues), and regular recurrent training as necessary.

Records of such training shall be kept by the employee, as well as the undertaking. Any employee requested or directed to carry out a task for which they are not adequately trained must not do so. They must report the incident to their management.

Employees involved with the transportation of dangerous goods must report any concerns or incidents relating to breaches of security to their management.

38. Vibration

Exposure to vibration, e.g. contact with a “shaking” object, is a common occupational hazard which, if left uncontrolled, can cause:

- physical discomfort
- a reduction in productivity
- adverse health effects.

The two transmission routes for vibration exposure are hand-arm vibration and whole-body vibration.

Employers' Duties

Under the Control of Vibration at Work Regulations 2005, employers are required to protect employees and other persons who may be affected by work carried out that may expose them to vibration. They must assess the risks to health created by vibration at work and, where possible eliminate or control exposure to vibration at work. Employers must provide health surveillance where necessary and provide information, instruction and training.

39. Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The Harbour Authority will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The organisation shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any

other persons involved in the work activity to co-operate in the implementation of this policy.

The people with the responsibility for implementing the provisions of this policy are the Port Managers.

Arrangements for Securing the Health and Safety of Workers

The Harbour Authority will, in consultation with workers and their representatives ensure that all work activities that involve work at height are identified and initially assessed and that the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where work at height cannot be eliminated, the risks associated with those activities are evaluated and steps are taken to control them.

All necessary equipment to allow safe access to and egress from the place of work is provided as well as all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions. Suitable plant will be provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.

Any working platform and its supporting structures will be selected and/or designed in accordance with current standards and regular inspections of all equipment required for working at height will be undertaken.

Competent persons will be appointed to be responsible for the supervision of all work at height and associated activities.

Duties of Managers

Manager will:

- ensure that all work activities that involve work at height are identified.
- eliminate the need to undertake work at height whenever it is reasonably practicable to do so.
- undertake risk assessment for those activities where work at height cannot be eliminated and reduce the level of risk, so far as is reasonably practicable.
- provide all the necessary equipment to allow safe access to and egress from the place of work.
- provide all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions.
- provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.
- ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards.
- make provisions for regular inspections of all equipment required for working at height.

- ensure that all persons who have to undertake work at height are trained and competent to do so.
- require any contractors from whom they procure services to comply with this policy.

Duties of Employees

Employees will:

- comply with all instruction and training that are provided in work at height activities.
- take appropriate steps to ensure their own health and safety is not put at risk when working at height.
- report any perceived shortcoming in the arrangements for managing the risks associated with working at height.

Information and Training

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

40. Work Related Upper Limb Disorders

It is recognised that upper limb disorders (ULDs) are a major contributor to the large recorded incidence of musculoskeletal disorders related to activities undertaken at work. This procedure is intended to manage the risks that have been identified as the cause of ULD in the workplace.

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The organisation will ensure that operations which present a risk to employees in respect of ULD are eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include the ergonomic design of the workstation, the general workplace and the task to be performed.

Assessment of Risk

An assessment of work-related tasks will be carried out by competent persons who shall provide management with an action list related to any risk identified. The following factors shall be considered during the risk assessment process.

The Task

All tasks thought to have a potential risk of causing ULD shall be assessed in relation to the documented causes namely: repetition over a prolonged period; awkward or

static working posture; the amount of force required to complete the task; the working environment in which the task takes place; and psychosocial factors such as the rate of work and variation in the task.

The Individual

Consideration must be given to the individual who is to carry out specific tasks, including their competency and physical factors such as height, weight and fitness.

The Working Environment

The working environment shall be suitable for the task being carried out. This shall include consideration of the workstation design, heating, lighting and air circulation.

Other Factors

The use of PPE, where appropriate, shall not adversely affect the wearers' ability to perform their work task.

Duties of Managers

Managers must ensure that:

- ULD risk assessments are carried out and recorded.
- Employees are supervised.
- Adequate information and training are provided.
- Injuries related to ULD are recorded.
- Employees are competent to perform the required task.
- Special arrangements are made, where necessary, for individuals with health conditions that may affect their ability to perform a specified task safely.

Duties of Employees

Employees must ensure that:

- They report to their line manager any personal condition that may be related to an upper limb disorder.
- They comply with all instructions and training in relation to the execution of their work.
- Their own health and safety and that of other employees are not put at risk by their actions.
- They use equipment provided for the task as it is intended to be used.
- They report any problems to their direct supervisor.

Information and Training

Adequate information and training shall be provided to individuals to ensure that they are competent to carry out their work-related tasks. Training needs, including refresher training, will be assessed by a responsible person.

41. Electrical Safety, Procedure for Inspecting Portable Electrical Appliances

The inspection of portable electrical appliances used for port operations will be carried out at three separate levels. These will be user checks prior to each use, formal visual checks by in house competent persons and finally testing by an external body. An approved contractor is used to carry out any work in relation to the foregoing.

Visual Checks by Users

A visual check should be carried out by all persons about to use an item of electrical equipment. The check should look for:

- damage to plug
- damage to cable
- taped joints are poor wire connections
- insecure cable at entry to plug
- posed internal insulation showing below cable sheath
- evidence of dampness or water contamination
- evidence of physical damage to equipment
- missing guarding to equipment
- Evidence of appliance or plug overheating - discolouration.

Any item of equipment, lead, plug or extension cable found to be faulty by the user must be immediately removed from service and should be reported to the Port Operations Manager or the Assistant Operations Manager(s).

Testing

All high risk portable appliances will be subject to testing on an annual basis, whilst low risk appliances such as those detailed above may be tested only every three years.

The test should be carried out by an approved contractor. The test shall include the following:

- visual inspection
- insulation test
- flash test (if appropriate)
- earth leakage test
- load test.

All tested appliances will be labelled as follows:

- Test - passed/failed

- Date of test
- Next due test date
- Initials of tester
- Reference number.

Defective and faulty equipment will be removed from service at once and will be quarantined subject to repair or disposal.

Procedure for Electrical Safety

Employers must ensure that with regard to all fixed electrical installations and to all portable electrical equipment there is in place a safe system of work that ensures:

- Compliance with relevant legislation
- All fixed installations are safe and tested
- All electrical appliances and cables are tested and maintained
- Only safe equipment is used
- This system applies to all places of work
- There are no voltage restrictions.

Legislation places absolute duties on employers, employees and the self-employed to comply with all matters regarding electrical safety that is within their control.

Requirements

Any installation, use and maintenance of equipment must reflect specific safety requirements with regard to adverse conditions i.e. weather effects, exposure to corrosive or flammable environments, and operation in a dusty atmosphere. Connections should always be suitable for the purpose for which they are being used and the use of electrical tape alone for connections is forbidden.

It must be ensured that any protection for electrical installations and equipment e.g. fuses and residual current devices (RCD's) are suitably rated, sufficient and within safe working limits. In the case of RCD's, the test trip button should be operated regularly.

All electrical installations and equipment must have adequate means to enable them to be isolated from the electric supply in order to prevent danger. All isolator switches should be easily accessible and passageways to them kept clear at all times. All switches and fuse ways must be clearly labeled as to indicate the circuit or function controlled and all switches and distribution covers must be kept closed at all times unless being worked on by a competent authorised person.

Adequate working space, means access and lighting must be provided at all electrical equipment on which or near which work is being carried out which may give rise to danger.

There should be adequate arrangements to ensure that electrical equipment that has been made “dead”, whilst work is being carried out on or near such equipment, cannot be electrically charged if this would then present danger. This can be physically achieved by ensuring that a “lock-out” system is used, i.e. the isolator controlling equipment is physically locked in the “off” position. Where a “lock-out” system cannot be used then there should be a procedure for ensuring that fuses are removed and held by the authorised person carrying out the work.

Any work being undertaken on an electrical installation or equipment should be subject to a safe system of work and the Permit-to-Work Procedure.

Where work on electrical equipment is being undertaken by “in-house” competent people, then suitable protective equipment must be provided. Examples of such equipment may be goggles, gloves, insulating mats, insulated tools and test probes.

Notices giving details of emergency resuscitation procedures in the event of electric shock should be displayed at those locations where the risk of electric shock is greater e.g. sub-stations and electrical test areas.

Only competent authorised persons, i.e. those with sufficient experience and training, should be engaged in any work on an electrical installation or equipment.

42. Legionnaire’s Disease

All reasonable steps will be taken to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure. A specialist contractor is employed by the Council to carry out 3 yearly risk assessments and an ongoing testing and monitoring regime is carried out by the contractor at monthly intervals.

If employees are concerned about the risk of an outbreak, they should report concerns to a responsible person so the organisation can take appropriate measures to eliminate or reduce the risks.

43. Asbestos

The Harbour Authority will ensure that any asbestos containing material is handled, transported and disposed of in accordance with current legislation. The location of any asbestos containing materials is shown on the site asbestos register identifying the location, type and condition of the material. Ongoing monitoring is carried out regularly.

Any asbestos work will involve notifying the enforcing authority (the HSE or local authority) in writing at least 14 days prior to any licensed asbestos work. Only licensed asbestos contractors are allowed to work on any asbestos containing materials.

44. Lifting Equipment

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazards

The Harbour Authority will ensure that operations which present a risk to employees in respect of lifting equipment are eliminated or reduced to as low a level as reasonably practicable. Measures to achieve this include regular inspections and thorough examination of lifting equipment throughout the life of the equipment, and the risk assessment by competent persons of all lifting operations.

Assessment of Risk

An assessment of risk in relation to lifting equipment and operations will be carried out by a competent person. The following activities in relation to lifting equipment and operations shall be considered during the risk assessment process:

- The type of load being lifted, its weight, shape and what it consists of.
- The risk of the load falling and striking a person or object and the consequences.
- The risk of the lifting equipment striking a person or some other object and the consequences.
- The risk of the lifting equipment failing or falling over while in use and the consequences.

45. Drugs and Alcohol Policy

The Port has implemented Cumbria County Council's Alcohol and Substance Abuse Policy to manage drug and alcohol abuse at work. This policy is a positive strategy to address alcohol and substance related problems at work. It sets out the approach to the identification, support arrangements and management action which the council will take.

This Policy is designed to protect employees from the dangers of substance and alcohol abuse, and to encourage those with an abuse problem to seek help.

46. Vehicle and Pedestrian Routes

The Port of Workington will provide an effective and efficient transport management system that will ensure the safe movement of all vehicles and pedestrians on the site.

This policy applies to employees, contractors and visitors who operate automated vehicles or use pedestrian routes on the Port estate.

The principal duties relate to the provision and operation of workplace transport vehicles, transport systems, the circulation of vehicles and pedestrians, and the provision facilities, signs and signals.

Vehicles and equipment operated by the Port:-

There are two categories of vehicles that operate on the Port.

Firstly, where vehicles are driven on the public highway and then subsequently driven onto the Port property. The legal requirements for such vehicles are specified in the Road Traffic Act and subordinate legislation. Vehicles in this category include cars, vans, lorries, etc. These vehicles are not covered by this policy, but are subject to the traffic arrangements, prohibitions and instructions particular to the traffic infrastructure of site.

Secondly, where vehicles only operate on the Port, they are covered by the Health and Safety at Work, Act 1974 and its subordinate legislation. Equipment in this category, include; Fork lift trucks, cranes, container handlers etc.

There is a number of specific health and safety duties that apply to the Port in relation to workplace transport, these include; so far as is reasonably practicable, to:-

- Manage and supervise workplace transport to ensure it is safe and without risk to health.
- Provide and maintain safe workplace transport equipment.
- Take all reasonably practicable precautions to ensure the health and safety of all workers, site tenants, visitors and contractors who might be affected by the Ports workplace transport facilities, vehicles and activities.
- Provide suitable traffic circulation systems with appropriate signs and signals for vehicles and pedestrians.
- Provide vehicles that are fit for purpose and maintained in a satisfactory condition.
- Provide skilled and trained operators to use these vehicles.

Ensure, where required by law that workplace transport equipment is tested and inspected by a competent person.

47. Management Review of Health and Safety Policy

The Port management will carry out an annual review of health and safety policy to consider its suitability and effectiveness in satisfying legal and regulatory requirements, the results of health and safety audits, the status and appropriateness of health and safety training and the statistics of accident, incidents and complaints.

Provision will also be made for more frequent reviews in the event of a major health and safety problems, emergencies, important changes in the legislation or changes in the organisation of work and senior management.

The Port Health & Safety Officer will produce and maintain records of these reviews and their findings and initiate any actions arising.

How to Topic Index

This section provides a step by step guide to the majority of subject matter within the document; these will be the base for the tool box talk systems. Managers will ensure a comprehensive list of tool box talks are delivered to all staff and contractors.

48. Accident Reporting – How to Record and Report Accidents

- Employees should report all accidents, dangerous occurrences, near misses and incidences of disease to their supervisor/line manager.
- Employees should ensure that they (or a nominated person) enter the relevant information in the accident book.
- Contractors should report accidents and incidents both to the host employer and their own employer.
- Non-employees should report accidents and incidents to the person in control of the premises.
- The supervisor/line manager should ensure that all internal reporting procedures are completed or pass the information on to the responsible person.
- Suitable records should be kept of all incidents.

49. How to Conduct an Accident Investigation/Adverse Event

- Assess the need to investigate the incident when it is reported.
- Notify and assemble the appropriate staff to carry out the investigation.
- Ensure that all the necessary investigation equipment is assembled.
- The accident scene should be secured, where necessary: to prevent additional dangers, to preserve the evidence and to allow samples to be taken.
- All relevant physical evidence should be inspected and recorded with samples taken if required.
- Work activities, systems and conditions should be examined and/or noted.
- Relevant documentation, e.g. risk assessments, should be collated and examined.
- Witnesses and those injured should be interviewed.
- Any unsafe acts and conditions, along with underlying causes of incidents, should be analysed.
- Remedial action should be taken to prevent any recurrence.
- Suitable reports should be prepared and distributed to appropriate staff.

50. Asbestos – How to Manage Asbestos

- Assess whether asbestos is, or is suspected to be, on the premises.
- Ensure any asbestos containing material is handled, transported and disposed of in accordance with current legislation.
- Produce a site asbestos plan identifying the location, type and condition of the material.
- If asbestos is identified or suspected, determine the risks exposed. If exposure cannot be avoided, introduce control measures to reduce risk.
- Keep parts of premises where work with asbestos is to be carried out clean.
- Provide employees/contractors liable to be exposed to asbestos with information, instruction and training.
- Notify the enforcing authority (the HSE or local authority) in writing at least 14 days prior to any licensed asbestos work.
- Only licensed asbestos contractors are allowed to work on any asbestos containing materials.
- If anticipated exposure to asbestos is liable to exceed action levels or control limits, ensure compliance with relevant legislation.
- Prepare procedures for protecting employees in the event of an asbestos incident, accident or emergency.

51. How to Prevent Asbestos related Disease

- Identify whether asbestos is present.
- If asbestos is present, identify the type (blue, brown, white) and the condition of the asbestos.
- Evaluate risks to health
- Decide and implement the necessary measures to address the identified risks to employees and others who might be exposed to asbestos.
- Provide health surveillance as appropriate.
- Inform employees/contractors about the health risks associated with asbestos containing materials and about the various conditions that can arise as a result of exposure.

52. Asthma – How to Prevent Occupational Asthma

To meet the legislative requirements, employers should take the following steps:

- Gather information about the substances, the work and working practices and assess the risk to health arising from the work with hazardous substances.
- Evaluate the risk to health.
- Decide and implement the necessary measures to address the identified risks by: preventing or controlling the risks, ensuring control measures are

used and maintained properly, by providing health surveillance as appropriate, informing, instructing and training employees about the risks and the precautions needed and by recording the findings of the assessment.

- Periodically review the assessment.

53. How to Undertake Health and Safety Auditing

In order for an audit to be undertaken there must be something in place to audit. This is a simple statement of fact, but it is important to recognise that a health and safety audit is not something that can stand alone. It must be an integral part of an overall management system. The processes for establishing an audit system are as follows:

- agree policy for the audit
- develop audit procedures
- select the audit team
- develop audit tools and scoring systems
- plan and undertake the audit
- report the audit findings.

54. Confined Spaces – How to Prepare for Work in Confined Spaces

The following factors must be considered when preparing to work in confined spaces:

- Identify all activities that involve work in a confined space.
- Determine if entry can be avoided by considering the following points.
- Does the work have to be carried out at all?
- Can the work be carried out without entry?
- Carry out risk assessments on these activities.
- Develop appropriate control measures, incorporating safe systems of work.
- Determine any appropriate permit-to-work systems.
- Develop emergency procedures in case of rescue being required.
- Carry out training and determine any briefing arrangements necessary.

55. Contractors – How to Manage Contractors

In order to manage the risks of contracting, employers must address the following steps:

- Set the organisation's policy for the contract work; write the policy statement, determine arrangements and decide who will manage these arrangements.
- Determine the activities that are to be contracted out; what are the requirements of the business? What are the health and safety implications?
- Carry out risk assessments on the proposed work to determine the risks involved with different types of contracts, i.e. where the employer directs the contractor in a similar way to an employee, where the contractor will be expected to control the work and where existing work is being transferred to contractors.
- Select competent contractors through personal recommendations, by sending questionnaires to prospective contractors, by supplying information to prospective contractors and through evaluating questionnaires.

In order to manage the contract arrangements three types of contract arrangements must be considered. These are:

- where the contractors are considered as employees
- where the employer will be expected to control the contractor's activities
- where the contractor will be expected to control the work.

The contract arrangements must then be monitored and reviewed by:

- active monitoring, i.e. workplace inspections
- reactive monitoring, i.e. review of accident statistics.

56. Construction – How to Work Safely in Construction

In order to ensure the health, safety and welfare of those involved with construction work, a large number of specific requirements under the Construction Design & Management Regulations 2015 must be complied with. Roles in construction work should be divided up into:

- client
- designers
- principal designers
- principal contractor.
- contractors

57. Display Screen Equipment – How to Reduce Risks Associated with Display Screen Equipment

In order to reduce risks associated with display screen equipment, the following should be implemented:

- Set a policy for DSE defining who is responsible for what.
- Introduce a scheme for user eyesight testing and the provision of spectacles.
- Plan employees' work to incorporate changes of activity or breaks in DSE work.

Training must be given to key personnel, such as DSE equipment buyers, those who plan the workspace, the personnel who set up workstations, supervisors and managers and DSE workers.

Steps should be taken to ensure that work stations meet minimum requirements by developing purchasing standards for DSE equipment and workstation furniture, by developing standards for furniture layout (space planning) and by introducing standards for equipment installation (work station set-up).

In order to prepare for assessments, the following must be identified:

- users and operators
- workstations used by these individuals.

Assessments can then be carried out to:

- Implement workstation self-assessments.
- Analyse responses to the workstation self-assessments with the aim of identifying possible hazards or risks.
- To carry out a third-party assessment to assess the level and nature of the risk to the employee's health where hazards or risks are identified in self-assessment.
- Take corrective action to reduce risks.
- Provide feedback to employees on the findings of assessments and any measures that are to be taken to reduce risks.
- Document the action taken and complete the necessary paperwork.

Keep assessments under review and revise where necessary.

58. Manager Responsibilities – How to Fulfil Managers' Responsibilities

Managers must show commitment to health and safety by ensuring that the safety policy is signed by the Port Manager. Managers' responsibilities to health and safety in the safety policy must be highlighted and arrangements for the Port manager to chair the health and safety committee, if established, must be made.

Managers must show commitment to health and safety through resources, management style and communication. They must regularly review health and safety performance, ensure that policy statements reflect current board priorities and ensure that implications in respect of health and safety are addressed in all decisions. Managers must ensure that training and information is provided on management responsibilities.

59. Dermatitis – How to Prevent and Control Occupational Dermatitis

To prevent and control occupational dermatitis the following should be considered:

- Identify the work activities that may involve exposure of skin to hazardous substances.
- Identify the chemicals used and determine the hazards involved by consulting the chemical safety data sheet and by obtaining more information from the supplier if necessary.
- A risk assessment should be conducted to determine the likelihood of exposure and the level of risk should exposure occur.
- Where possible, eliminate the risk by changing the work process or substituting the chemical with a safer alternative.
- Where any risk remains, implement measures to minimise and control this risk, e.g. use of protective gloves.
- Ensure adequate washing facilities are provided.
- Monitor the effectiveness of control measures. Simple checking of workers' skin for symptoms may be appropriate.
- Implement health surveillance if required.
- Provide suitable information, instruction and training for workers at risk of contracting dermatitis.

60. How to Manage Disabled Workers

Disabled people must not be discriminated against in employment, education or access to premises. When employing disabled people, consideration of the following must be made:

- Assess the needs of disabled workers and visitors.
- Establish what adjustments need to be made.
- Manage the employment of all disabled workers, and temporarily disabled workers, without discrimination, but with full consultation.

- Endeavour to allow the disabled employee to carry out work in a near-normal way, if possible.
- Ensure necessary training is provided to employees.

61. Discharge to Sewer – How to Apply for Consent to Discharge to Sewer

The following steps should be undertaken when applying for consent to discharge to a sewer:

- Make contact with your local water service company (sewerage undertaker) to discuss the proposed discharge.
- Gather required information in respect of the likely daily and maximum flow rates and nature and composition of the discharge.
- Complete an application form (trade effluent notice and return to the water service company. An application fee may be payable.
- Agree consent conditions (trade effluent direction) from the water service company. There is a right of appeal to the Director General of Water Services or Scottish Ministers if agreement cannot be reached.

62. Discharge to Water – How to Apply for a Consent or Authorisation to Discharge to Water

Make an initial enquiry to the appropriate environmental regulator. The agency may be able to provide an informal indication as to how the application might progress.

The environmental regulator will advise on whether a discharge consent/authorisation or permit under the PPC Regulations is required.

For an application to discharge surface waters request an application pack from the environmental regulator. The application will require details of the nature and composition of the proposed discharge and the point of discharge. Return the completed application with the appropriate fee.

The environmental regulator may then ask for more information. The environmental regulator then has four months in which to assess the application before making a decision. If the application requires more time, the agency must agree a time extension with the applicant.

If the application is refused there is a right of appeal to the Secretary of State for the Environment, the Welsh Assembly, or Scottish Ministers.

Once the authorisation has been issued an annual subsistence charge is payable. No discharge may be made until the authorisation is issued. The authorisation is then reviewed every four years or sooner by agreement. Anti-pollution works notices may be issued at any time. The holder of the authorisation may be required to carry out monitoring at their own cost.

(In Scotland the name of the “responsible person” must be stated in the application).

63. Equipment – How to Make Sure Work Equipment is Safe

To ensure work equipment is safe, the following steps must be followed:

- Carry out a thorough risk assessment on all processes involving work equipment.
- Ensure all control systems of work equipment are safe and that likely failures or faults have been taken account when choosing control systems.
- Ensure stop controls are easily accessible to the machine users so that the machine can be rendered safe as quickly as possible.
- Ensure controls are labeled clearly to show their functions.
- Ensure warning devices are installed to allow operators time to escape from hazardous situations.
- Carry out an inspection to see whether the equipment can be operated, adjusted and maintained safely and so any deterioration or damage can be detected.
- Check any hired machinery to ensure it has been manufactured to the correct specifications and standards, that the machine is correctly marked and to make sure full instructions and training are supplied to the operators.
- Give employees sufficient information, instruction and training to enable them to use work equipment safely.
- Ensure any employees involved in the maintenance of work equipment are competent to carry out that maintenance work.

64. Emergencies – How to Plan for Emergencies

In order to plan for emergency situations, the following must be taken into consideration:

- Identify all incidents that can give rise to an emergency.
- Consider whether anything can be done to reduce the likelihood of incidents happening or to lessen their effects.
- Consider what internal resources are presently available to respond to incidents.
- Consider what external resources can be called upon to mitigate the effects of incidents.
- Decide what further resources are required and make arrangements for them to be obtained.
- Develop procedures to deal with accidents, incidents and emergencies and also to deal with the consequences of these events. Consult with others involved.
- Validate and test the procedures.

- Provide the necessary information, instruction and training to all personnel who might be affected by the emergency and to those who are required to respond.
- Regularly review and update the procedures.

65. Electrical Systems – How to Develop a Procedure for Working with Electrical Systems and Equipment

To develop a procedure for working with electrical systems and equipment the following activities should be determined:

- All electrical work activities.
- The risks of these activities.
- Adequate control measures, including safe systems of work, training and instruction.
- How the risks posed by electrical systems and equipment can be reduced by introducing measures such as reduced voltages, double insulated equipment, correct selection of fuses and/or circuit breakers and the use of residual current circuit breakers.
- How to maintain and test portable electrical appliances and other in service electrical equipment.

This should include:

- identifying all such appliances.
- assessing the risks from each appliance.
- determining the type and frequency of any inspection and/or test requirements.
- carrying out adequate instruction and/or training requirements.
- A selection of suitable electrical equipment, taking into account whether it is CE marked and its suitability for the task. A CE mark is required by the British and European communities for all electric and electronic equipment and indicates that a product fulfils safety and environmental requirements.

66. Environment – How to Manage the Workplace Environment

In order to manage the workplace environment, a risk assessment must be conducted to identify hazards relating to the workplace environment. The existing control measures must be analysed to determine whether or not they are adequate and implement further control measures as necessary.

Workers must not be exposed to extreme temperatures without adequate protection and must be provided with a minimum supply of eight litres per second, per person, of clean, outdoor air. The following considerations should also be made:

- Minimise draughts
- Ensure an adequate supply of drinking water
- Ensure adequate lighting
- Ensure employees have adequate space to do their jobs and move around
- Ensure the workplace is kept clean
- Ensure adequate toilet, washing, eating and drinking facilities are provided
- Ensure training is provided to employees.

67. First Aid – How to Assess First Aid Needs

The first aid needs appropriate to the workplace must be assessed, taking into account the nature of the undertaking, how hazardous work activities are, numbers and types of employees, and the workplace location. Materials, equipment and facilities identified as necessary must be provided as well as appointing and training sufficient staff in appropriate locations as first aid personnel.

First aid personnel must be provided with necessary refresher training as and when required.

Employees are to be made familiar with the identity and location of the nearest first aider and first aid box. Names and locations of first aid personnel and equipment must be displayed on the first aid box and notice boards. Information displayed on notice boards and first aid boxes must be updated to reflect any changes in location or appointed personnel.

The contents of each first aid box must be checked regularly to ensure sufficient supplies are available. Supplies must be replaced after equipment has been used or has expired. There must be easy access to first aid equipment at all times.

There must be procedures in place to summon professional medical assistance if needed and all treatment given by first aid personnel must be recorded.

68. Hazardous Substances – How to Manage Hazardous Substances in the Workplace

All hazardous substances present in the workplace must be identified along with the risk to health arising from the hazardous substances used in the workplace. All results must be recorded.

Precautions needed to reduce the exposure to an acceptable level must be determined and adequately control exposure to an acceptable level. This may involve:

- modifying the process so the substance hazardous to health is not required
- replacing the substance with a non-hazardous alternative
- using the substance in a safer form, e.g. pellets instead of powder
- using safe operating procedures
- using suitable equipment

- controlling exposure at the source, e.g. local exhaust ventilation
- providing personal protective equipment (PPE)
- complying with the requirements for substances with occupational exposure limits.

To ensure control measures are used and maintained, the Port must:

- inform, instruct, train and supervising employees
- monitor exposure
- carrying out appropriate health surveillance
- prepare plans and procedures to deal with accidents, incidents and emergencies.

Assessments must be reviewed regularly, particularly if there is an accident or an injury.

69. How to Store Hazardous Substances Safely

In the first instance all hazardous substances present at the workplace must be identified. A risk assessment for all hazardous substances must then be carried out to ensure that storage is considered for all the hazardous substances.

Identify any legislation applicable to their storage for each substance or hazard class of substance and identify the risks that could arise from mishaps. If necessary, consult the safety data sheet for advice on storage.

Produce and implement plans for storage to ensure substances are examined and maintained in a safe condition.

Inform, instruct and train employees on the procedures for storage of hazardous substances and put in place systems to deal with accidents, incidents and emergencies involving hazardous materials.

70. How to Work Safely with Hazardous Chemicals

Suppliers of substances and preparations must classify their products according to their health, safety and environmental effects. The classification of over 3,000 commonly used dangerous substances is listed in the Approved Supply List. For substances not listed in the Approved Supply List, the supplier must:

classify the substance or preparation into one or more of the categories of danger using the criteria set out in the The Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015 and assign the substance or preparation with the appropriate risk phrases.

Dangerous preparations are classified in accordance with criteria set out in the the Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015. Suppliers of dangerous substances and preparations must provide the recipient of the product with a safety data sheet.

Suppliers of dangerous substances and preparations must package the products in containers that are designed to prevent the contents escaping. They must label the products to show details relating to the hazard of the substance or preparation as specified in the Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015.

Users of substances hazardous to health must comply with the Control of Substances Hazardous to Health Regulations 2002, unless the substances are lead or asbestos which are strictly controlled by their own sets of regulations. Users of substances that are oxidizing or are capable of forming on flammable or explosive atmosphere must comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Users of substances hazardous to health and users of substances that are explosive, oxidizing and flammable can use the information on the label and in the safety data sheet required by the the Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015 to identify dangerous chemicals and carry out risk assessments.

People sending or transporting dangerous goods must comply with the legislation governing the carriage of dangerous goods.

71. Hot Work – How to Manage Hot Work

All processes that involve hot work must be identified as must health and safety risks associated with hot work processes.

Safe systems of work should be implemented and employees must have adequate training, instruction and supervision to follow safe systems of work.

Work equipment must be checked at appropriate intervals (daily) for damage/worn components and replaced before continuing work.

72. Health Surveillance – How to Implement Health Surveillance

All manual workers are required to undergo health surveillance every two years. The risk assessment process should be used to determine if there is a hazard to health, considering the chemical, biological and physical agents and work activities. If necessary, design and implement control measures.

If health surveillance is appropriate, employees and their representatives should be involved in the process. Specialist advice should be sought and the most suitable health surveillance procedure identified. In implementing the procedure employers should consider the:

- hazard and degree of risk
- health effects.

All records of health surveillance should be kept for at least 40 years as some health effects are not apparent until several years after exposure. Ensure employees are fully instructed, trained and knowledgeable on any health surveillance techniques involving them.

73. Lifting Equipment – How to Use Lifting Equipment Safely

Select lifting equipment, bearing in mind the working conditions and the risks to persons in the vicinity. Consider whether the equipment has adequate strength and stability for the proposed use.

Ensure that all lifting equipment is appropriately marked or labeled and carry out a risk assessment for each lifting operation planned.

All lifting equipment that is exposed to conditions which could cause deterioration should be thoroughly examined for any defects at appropriate time intervals and ensure that any equipment found with a defect is not used until the defect is rectified. All records of thorough examination should be available while the equipment is in use.

74. How to Prepare for Work with Local Exhaust Ventilation

Decide on where local exhaust ventilation is needed to control airborne contaminants emitted from processes. Ensure that the system design is appropriate for the process paying particular attention to the design of the inlets to ensure that contaminants are captured effectively.

Install and commission the system, ensuring that it meets the design criteria. Obtain information on airflows, capture velocities, duct velocities and other performance parameters during commissioning.

Personnel must be trained to use the system properly and routine maintenance procedures should be introduced.

Design and introduce appropriate routine checks in the system ensuring a thorough examination and check of the system is carried out by competent personnel at regular intervals (at least once every 14 months), as prescribed in appropriate legislation, e.g. COSHH.

Keep records of all maintenance and testing undertaken, and retain on file for a minimum of five years

75. Legionnaires Disease – How to Avoid Legionnaires' Disease

Identify hazards in the system, giving consideration to:

- physical aspects
- water storage conditions
- water outlets.

Implement necessary control measures ensuring that regular maintenance and monitoring are undertaken. Set up a procedure to respond to suspected cases of Legionnaires' disease and ensure that any necessary training is provided for any specific tasks.

76. Lead – How to Control Exposure to Lead in the Workplace

Assess whether any employees, or others present in workplace, are liable to be exposed to significant levels of lead.

Ensure that women of reproductive capacity or people under the age of 18 are not employed on certain processes involving the use of lead, as specified in the Control of Lead at Work Regulations 2002.

Assess the risks to the health of employees liable to arise from exposure to lead and identify the measures necessary to adequately control exposure.

Provide employees liable to be exposed to lead with information, instruction and training on the possible risks to health from lead. Other useful information includes the employer's risk assessment and the precautions employees should take to protect themselves from exposure to lead.

Maintain and clean any equipment provided to control exposure to lead, e.g. local exhaust ventilation and personal protective equipment and carry out a regular programme of lead in air monitoring. A high level of personal hygiene must be maintained amongst employees.

Employees liable to be exposed to significant levels of lead should be placed under medical surveillance and regular biological monitoring should be carried out on employees liable to be exposed to significant levels of lead. Undertake urgent investigations if an employee's lead in blood level reaches the appropriate action level and take steps to reduce the employee's lead in blood level as far as reasonably practicable below the action level.

Any employee whose lead in blood or lead in urine levels reaches the suspension level must be suspended from work.

Prepare plans and procedures for accidents, incidents or emergencies related to the presence of lead and consult with employees and safety representatives to help raise awareness of the risks of working with lead

77. Lone Workers – How to Minimise the Risks to Lone Workers

Carry out an initial lone working audit to determine if full risk assessments are required. In doing this the following situations should be identified:

- lone working situations involved in the work
- lone workers, remembering they may not be working alone at all times
- identifying any work activities where regulations prohibit lone working.

Lone working in any situation where specific legal requirements prohibit it must be eliminated.

Conduct a full risk assessment of lone working activities, and, as part of the risk assessment, identify those particularly at risk from lone working, such as:

- employees with individual factors and capabilities that might put them more at risk
- women
- new and expectant mothers
- employees with health problems or disabilities
- young and inexperienced workers
- Non-employees at risk from lone workers.

Where possible, remove the need for lone working. If elimination is not possible, control measures should be implemented to avoid the risk or reduce it to a minimum, and ensure. The following should be implemented:

- information, instruction, training and effective supervision as necessary
- All employees, including lone workers, must have access to first aid facilities, welfare provisions and help in an emergency at all times that they are working.
- Ensure there is a written lone working policy which is communicated to everyone in the organisation, and to any other employers, managers, employment agencies, clients and contractors.

A record of all assessments and training etc. must be kept on file and the findings communicated to the relevant workers and their managers or supervisors and to people responsible for security, first aid and emergency procedures.

The preventive and control measures must be monitored to ensure they are being correctly implemented in all cases and are working effectively. Review all assessments regularly (and revise them where necessary) particularly if there is an accident, injury, near-miss or other incident affecting workers' health, safety or welfare, or if there is any change in arrangements affecting:

- personnel
- working time
- staffing arrangements
- welfare
- first aid
- Workplace security.

78. Machinery Maintenance – How to Manage Machinery Maintenance

When purchasing new equipment, consider machinery maintenance and implement appropriate inspection and testing regimes.

Risk assessments should be conducted to determine necessary maintenance measures and all work equipment should be maintained in an efficient state and kept in efficient working order and good repair.

Ensure necessary training is provided to employees and that maintenance and testing records are maintained.

79. Manual Handling – How to Ensure Safe Manual Handling

Identify all manual handling activities completed by employees. Make an initial assessment of all these operations to find if there is a risk of injury and remove the need for manual handling wherever reasonably practicable, e.g. by automation.

Conduct a full risk assessment of unavoidable and risky activities, taking into account the task, individual, load and environment and implement the necessary control measures to remove or reduce the risk of injury.

Ensure training is given to appropriate people and that the County Council manual handling policy communicated to employees.

Keep a record of all assessments, training, etc., and review all assessments regularly, particularly if there is a change in personnel or manual handling operations, or if an accident or injury occurs.

80. Metal Working – How to Undertake Metal Working Safely

Carry out a risk assessment of any activities that involve metal working.

Maintain a safe place to work, e.g. ensure good housekeeping, adequate lighting and ventilation and ensure that safe systems of work are in place in order to minimize risks of injuries from manual handling, noise, etc.

Ensure that machinery is in a safe operational state by checking for deterioration at appropriate intervals, e.g. before beginning work each day and ensure that guards are erected to protect operators and others in the vicinity. If relevant, clear instructions should be displayed on how to stop machinery in an emergency and setting out maintenance and inspection details.

Ensure that any work with metal working fluids is undertaken with care, as splashes may cause dermatitis and ensure that all employees involved in metal work activities are competent and have received adequate information and training.

81. Machine Safety – How to Use Machines Safely

The following is a checklist of steps to follow for machine use:

- Check that procured equipment is CE marked if applicable to the product.
- Visually inspect delivered equipment to assess suitability and adequacy of fitted guarding systems.
- Conduct risk assessments to determine that guarding arrangements will not be negated by installation conditions.
- Write written instructions regarding the interactions of staff and guarding systems.
- Install machine.
- Instruct users and maintainers on guarding provisions, methods of guard operation and the required staff conduct with respect to machine guarding issues.

The term “use” includes all activities that are involved with the machine during its whole lifetime, e.g. cleaning, maintenance, setting, adjusting, etc.

82. Noise – How to Implement a Noise Management Plan

Identify all significant noise and/or vibration sources. Highlight noise-sensitive locations that may be affected by the noise on a site map.

Describe the type of monitoring to be carried out and monitor the levels of noise and record these in a noise level register. Adopt control measures to reduce noise levels to a minimum or remove the noise source, e.g. replace noisy plant or equipment with quieter items. If the source cannot be replaced, modify the noise source, i.e. treat the noise source in such a way that the amount of noise produced by it is reduced. One way of doing this is fitting silencers to air intakes and exhausts.

Maintain existing plant and equipment, e.g. replace worn gears and bearings and modify the path between source and receptor, e.g. use enclosures or barriers or treat rooms with insulation.

83. How to Control Exposure to Noise in the Workplace

If it is likely that exposure reaches or exceeds the lower exposure action values defined in the Control of Noise at Work Regulations 2005, assess the noise levels to which employees are exposed.

Ensure a competent person makes an adequate noise assessment that identifies employees at risk and provides information on the steps to be taken which may be appropriate to reduce noise levels. Keep records of the assessment.

Reduce the noise levels to the lowest level reasonably practicable by addressing:

- the source, which radiates energy

- the path, along which the sound energy travels
- Protection of the receiver, i.e. the human ear.

Ensure that any equipment supplied to reduce noise exposure is appropriate to the situation and adequately maintained. Information, instruction and training should be provided so they are aware of:

- the risk of damage to hearing from noise
- methods of working to minimize this risk
- how to obtain, use, maintain and replace personal ear protectors
- their duties under the Control of Noise at Work Regulations 2005.

84. New or Expectant Mothers – How to Protect New or Expectant Mothers

Identify all new and expectant mothers and women of potential childbearing age in the workforce. Ensure that new and expectant mothers are not undertaking any activity that is prohibited under legislation, e.g. certain lead processes. Make an initial assessment to determine if there are risks to the health and safety of new and expectant mothers and remove these risks where possible.

Undertake a full risk assessment of any remaining risks and implement the necessary control measures to remove or reduce these risks. Review the risk assessment regularly to take account of physiological and other changes occurring because of the pregnancy or childbirth. Provide regular and clear information on the risk assessment process and necessary control measures to all new or expectant mothers.

Ensure that a written policy is in place that protects new and expectant mothers at work and that this policy is communicated to them. Make sure all risk assessments, information and training; etc. relating to new and expectant mothers is documented and recorded.

85. Oil Spills – How to Manage Oil Spills

Have in place an oil spill emergency plan and ensure all staff are aware of what to do should an oil spill happen.

Keep absorbent materials at key locations so they are easily accessible when they are needed.

Take immediate action to prevent the spill from entering drains or watercourses. Use sand or commercially available absorbent materials to soak it up. Do not use detergents and do not hose spillages down drains.

Notify the environmental regulator.

86. Occupational Exposure Limits – How to Use Occupational Exposure Limits

As a key part of a COSHH assessment, consult EH40 Workplace Exposure Limits to find whether the substance being used has a workplace exposure limit (WEL). If the substance does not have a WEL and is hazardous to health, consider setting an in-house workplace exposure limit using information from other sources.

If a substance that is being used does have a WEL, and the risk assessment indicates that monitoring is either necessary for ensuring adequate control of the exposure of employees to substances hazardous to health or necessary for protecting the health of employees, the exposure of employees to the substance should be monitored in accordance with a suitable procedure.

That procedure should:

- Keep exposure to substances with a workplace exposure limit (WEL), as far as reasonably practicable, below the WEL.
- Keep exposure to carcinogens or mutagens with a workplace exposure limit, below the WEL.
- Keep exposure to asthmagens with a workplace exposure limit, below the WEL and reduce exposure to as low a level as is reasonably practical.

If any exposure to a substance with a WEL exceeds that WEL, determine the reason for the over-exposure and take steps to reduce exposure below the WEL.

87. How to Apply the Principles of Occupational Health

Employers must identify all aspects of work that may adversely affect employee health. Where any health risk is identified, a risk assessment of the activities or processes involved must be undertaken. Through risk control measures, the employer must reduce the risk to employee health so far as is reasonably practicable.

Employees must be provided with the necessary information, instruction and training to enable them to co-operate in reducing the risk to their health. The potential effects of work on health and of health on work should be assessed regularly, and risk assessments reviewed and updated. If health surveillance is necessary, obtain sufficient information on occupational health services and support. It may be necessary to employ an external occupational health service provider. The exact services provided will depend on the risks, the numbers of personnel involved and the nature of the business.

Information about an employee gathered under health and safety legislation must be held in such a way that the employer has a record of the surveillance, but not confidential medical information.

Ensure line managers and supervisors are sufficiently trained to identify occupational health hazards.

88. PPE – How to Assess PPE Requirements for Foot Protection

In order to assess whether there is a requirement for foot protection the following must be considered:

- Does the activity involved require PPE?
- Decide what type of protection is needed for each part of the body that needs to be protected.
- Select suitable PPE.
- Check the PPE is compatible with the work to be done and other PPE.
- Decide how the PPE should be stored and maintained.

Glossary of Terms

DWT	Dead weight
LOA	length over all
ISPS	International Ship and Port Facility Security Code
HSE	Health and Safety Executive
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
PPE	Personal Protective Equipment
COSHH	Control of Substances Hazardous to Health
RPE	Respiratory Protective Equipment
CE	Abbreviation used throughout the European Union as a certification of safety or quality
ULD	Upper limb disorders
RCD	Residual current device
DSE	Display screen equipment
WEL	Workplace exposure limit