PORT OF WORKINGTON

VESSELS SHIPPING SAFETY REGULATIONS

&

WASTE MANAGEMENT REGULATIONS

Ref: POW 006

Issued: March 2023
Reviewed: 2023, 2024, 2025, 2026

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To : The Master

All Vessels Within The Limits of The Port of Workington

I forward to you by hand a copy of the Port of Workington Shipping Safety Regulations & Waste Management Regulations. I should be grateful if you will acknowledge them in writing to the bearer on the attached copy of this letter and ensure all the declarations are completed and submitted as required.

Responsibility for the safe conduct of operations on board your ship and compliance with the waste regulations while within Port Limits rests with you as Master. Nevertheless, since our personnel, property and other shipping may suffer serious damage in the event of an accident aboard your ship, we wish, before operations start, to seek your full co-operation and understanding of the safety requirements set out in this document which must be satisfactorily completed by you (or your representative) and a representative from the Port Authority.

Should our personnel have any concerns during actual discharge or loading regarding the safe execution of shipboard operations they will raise these concerns with yourself or your Duty Officer for resolution. In the case of serious concern we reserve the right to suspend cargo handling operations until the situation is satisfactorily resolved. Similarly, should you or your staff have any concerns regarding the safety of operations or Port procedures you may raise these with either the Duty Manager or Port Operations.

Notwithstanding anything contained in the above, please note that whilst the Port will so far as reasonably practicable ensure that all operations are carried out in a safe and efficient manner, the Port will not be held responsible for the safe/correct operation or integrity of any equipment on, or supplied by the vessel or for any accident/environmental release that may occur as a result of your failure to ensure correct operation or system integrity on your vessel.

In summary, you as Master, remain fully responsible, in all respects for ensuring the safe and efficient operation of your vessel, complying with all relevant National and International Regulations and Codes of Practice.

For Port of Workington

HARBOUR MASTER

Received copy of this letter

For (vessel): ---------- Signed : ----------

Rank: ----------

Port of Workington
Pre-Arrival Notification

Under the provisions of the Merchant Shipping (Vessel Traffic Monitoring and Reporting Requirements) Regulations 2004 all vessels are required to provide notification of their arrival.
These regulations also set out arrangements that ensure that vessels carrying dangerous goods or polluting goods arriving in the UK, or any other EEA State (as defined in the Regulations) notify the MCA or, when proceeding to another EEA State the relevant competent authority, of information set out in the annex to Merchant Shipping Notice MSN 1831 (M&F)

This form should be completed prior to entry or sailing from the Port of Workington.
It should be completed at least 24hrs in advance and sent by e-mail to: marineops@portofworkington.co.uk

Name of Vessel:		
Vessel IMO No:		
Nationality/Flag:		
Port of Registry:		
Call Sign:		
ISM Code:	YES/NO	
Masters Name:		
LOA:		
Beam:		
DWAT:		
GRT:		
NRT:		
Year Built:		
Arrival Draft:		
Sailing Draft:		
Pilot Ladder is 'Properly constructed and recently inspected, is in good condition and will be rigged as per the IMO requirements'	YES/NO	
ETA:		
ETS:		
Last port of call:		
Next port of call:		
Cargo Details: Commodity, UN Number, Class, Cargo, Quantity/Weight:		
ROB Cargo: Yes or No *(if yes, details as above)*		
Signed Declaration of Ship's Bond/Crew Effects (for visitors outside UK)	YES/NO (if applicable, please attach)	
Crew List/Passenger List:	(please attach)	
ISPS Declaration	(please attach)	
Ships Stores and/or visitors	YES/NO (if applicable, please attach)	
Ships Waste Declaration:	(please attach)	
Bunkering Requirements In Port:	YES/NO (if yes, quantity)	
Fresh Water in Port: *(amount required)*	YES/NO (if yes, quantity)	
Berthing Information - Berth No./ Port Side to/Starboard Side to:		
Vessel Defects:	YES/NO (if yes, details to be given)	
Bow thruster available?	YES/NO (if yes, details to be given)	
Ships Agent Name & Contact Details:		
Date:		**Completed By:**

* Port of Workington Location: Latitude 54° 39'N, Longitude 3° 35'W (Admiralty Chart No. 2013: St. Bees Head – Silloth)
* Port Anchorage: Latitude 54° 40'N, Longitude 3° 36'W (Admiralty Chart No. 2013: St. Bees Head – Silloth)
* Pilot Station: Latitude 54° 40'N, Longitude 3° 36'W (Admiralty Chart No. 2013: St. Bees Head – Silloth)
* Port Security UN/Locode: **GBWOR-0001**
* Port Call sign is '**Workington LPS**' on working channel 14

Emergency Procedure For Ships in Port

If you have an emergency on board your ship and need help urgently:

1 SOUND REPEATED SHORT BLASTS ON THE SHIP'S SIREN UNTIL HELP ARRIVES

2 TAKE CONTROL OF THE EMERGENCY UNTIL THE FIRE SERVICE OR POLICE ARRIVE

3 MEET THE FIRE SERVICE OR POLICE AND TELL THEM WHAT HAS HAPPENED

Additional Information

- Ships Masters must give the Harbour Master a plan of the ship and cargo disposition, or have this information available at the ship's entry port (gangway)
- Ships working cargo must cease cargo operations and be ready to move if there is an emergency
- Ships Masters who think their ship may be in danger from an emergency must, if possible, contact the Harbour Master before moving it
- Port Staff will telephone the Fire Services and Police if repeated short blasts on a ship's siren are sounded at any time

<u>EMERGENCY CONTACTS</u>

Port of Workington Harbour Office	01900 602301
Fire Service/Police/Ambulance	999

SHIPPING SAFETY REGULATIONS

INTRODUCTION

1 (i) These Regulations do not in any way supersede or modify the responsibilities of the Master and/or Owner of vessels, or of any other person under the Dangerous Goods in Harbour Area Regulations 2016, or any Bye-Laws that the Port of Workington Authority may enact pursuant to the above mentioned Act of Parliament.

(ii) The Regulations shall be observed by all vessels and their personnel when within the area defined in Clause (iii) below.

(iii) The area to which the Regulations apply comprises all areas within the port limits of the Port of Workington.

SMOKING

2 (i) Smoking is strictly prohibited at all times on the decks of all vessels

(ii) Smoking is strictly prohibited in vessels except in places appointed by the Master.

(iii) Smoking is strictly prohibited on the Port estate except in designated areas.

Designated areas are described below and shown in Appendix M:-

a) West wall of Dock Gate Office.

b) East wall of Amenity Building.

c) West wall of Conference Centre.

d) South wall of Container Terminal Office.

FIRE PRECAUTIONS AND ACTION IN EVENT OF FIRE, ABOARD VESSEL OR ON THE BERTH

3 a Naked lights, matches, sources of ignition etc:

(i) The use of naked lights or fires on board any vessel alongside a berth is forbidden except with the written permission of the Harbour Master or his representative.

(ii) Only approved portable lamps may be used on the deck of any vessel. No portable electric equipment or lamps on wandering leads may be used in the hazardous zone.

(iii) Only approved portable radio telegraph equipment may be used aboard the vessel.

(iv) Ashes or other hazardous material shall not be discharged overboard.

(v) Galley fires to be extinguished.

b Prior to commencing any dangerous cargo operations:

(i) The vessel's Master/Deputy must ensure that:

(1) At least 2 fire hoses are laid out and available for immediate use.

(2) Adequate numbers of Fire Extinguishers, suitable for cargo to be handled, are near vessel's manifold.

(3) International ship/shore connection fitted to fire main.

(4) Fire main is pressurised.

(ii) Vessels handling dangerous cargo shall display International Flag Code "B" by day, by night a single red light, where it may best be seen.

c In the event of fire or toxic gas release aboard vessel the Master shall:

(i) Sound vessel's fire alarm and ship's whistle and inform the Port Authority and Workington Harbour Radio VHF CH 14.

(ii) Take such action as required to control the incident until the Cumbria Fire Service arrives.

(iii) Immediately cease all cargo operations, secure all openings and valves, disconnect from shore and prepare main engine for immediate use.

(iv) Furnish the Fire Service with all necessary help and information and comply with Harbour Master's requirements.

d In the event of fire within the Port

(i) The fire alarm (air raid type) will sound on the Port and the Duty Manager or his representative will advise the Master of the incident.

(ii) All cargo operations will cease, the vessel shall fetch her engines to immediate readiness and the vessel will secure all valves and cargo openings for sea. Ship/shore connections will be removed, using protective equipment in case of toxic gas release and master will ensure gas tightness of accommodation and ER spaces.

(iii) Be prepared to act under the direction of Harbour Master.

(iv) Maintain a constant watch on VHF CH 14

MOORING AND TOWING WIRES

4 (i) All mooring ropes and wires should be carefully tended at all times whilst the vessel is alongside a berth. The vessel must not be allowed to range along the berth face, nor must be allowed to drift off the face of the berth.

GANGWAYS AND SAFE ACCESS

5 It is the responsibility of the Master to provide and tend a safe and secure gangway or other safe means of access between the vessel and the berth at all times. A life buoy with automatic light with not less than thirty (30) metres of line attached must be positioned near the gangway for use in an emergency. A safety net is to be placed under the gangway.

REPAIR AND MAINTENANCE

6 (i) Before repair work of any description is carried out on board a vessel, the written permission of the Harbour Master must first be obtained, unless such repairs are immediately necessary in order to prevent danger to persons or property. The Master must ensure that the main engine is always available for immediate use. Immobilisation may only be carried out with written permission from the Harbour Master or his representative.

(iii) Under no circumstances whatsoever will repair work be allowed which involves the use of naked flame or of welding apparatus until the written permission of the Harbour Master or his representatives has been obtained and such work must be carried out strictly according to the instructions given by the relevant Permits to Work.

(iv) No boiler cleaning or blowing of tubes is permitted.

TUGS AND SMALL CRAFT

7 Tugs and small craft and stores barges propelled by machine are forbidden to approach or lie alongside vessels at berth during cargo/gas freeing operations without permission of the Port Authority.

BALLAST OR POLLUTION

8 No contaminated water, or bilge water is to be pumped, or allowed to escape overboard.

Except where there is a permanently segregated ballast water system, discharge of ballast water will not be commenced without prior agreement of the Harbour Master.

WASTE DISCHARGES

Duty of Care

9 Duty of Care is a statutory requirement under the Environmental Protection Act 1990 which states that all reasonable care must be taken by those to whom this legislation applies to keep waste safe.

10 <u>List of Prescribed Wastes</u>

List of prescribed wastes dealt with on the Port.

- Waste oil

- Oily Rags
- Oil Filters
- Garbage
- Sewage
- Bilge Water
- Cargo Residue
- Plastic

Hazardous and International Catering Waste Disposal Needs To Be Arranged Through Agents.

The Plan

11 The Port of Workington provides 1 x 10.7 cu.m. skips (Berth 1) and 2 x 1.1 cu.m. skips (Berths 3 & 5) for the storage of domestic waste from ships on the Port.

12 A Site Plan showing the Port of Workington and the waste disposal facilities contained therein is at Annex B.

13 The Port has recently updated its contract with BIFFA (a licensed operator) to provide and empty the covered skips as required. The number of requests to empty the skips is approximately once per month.

14 Obviously the filling of the skips is proportional to the number of vessels calling at the Port and to this end port staff monitor the situation constantly to ensure the provision of adequate domestic waste storage and disposal.

15 Catering Waste

General waste is stored in plastic bags in designated lockable skips for disposal by an approved waste contractor.

16 Oily or Contaminated Waste

Oily rags, hazardous waste and oil filters are stored in separate metal containers with a sealed cover for disposal by an approved contractor.

No oily waste or hazardous materials are to be placed in the designated skips or dumped in the dock or onto open quay areas.

17 Cargo Residue

The procedure for disposal of general cargo residue will be dealt with in a similar manner to that or oily or contaminated waste.

18 Sewage/Bilge Water/Waste Oil

Sewage, waste oil or bilge water is discharged from ship direct into road tankers for disposal by an approved waste contractor.

19 Delivery of Prescribed Wastes

The Master of a vessel must ensure that any waste delivered to the Port will be presented in suitable robust packaging or for waste oil, sewage, bilge water or other liquids, closed, secure containers.

Disposal of waste oil, Sewage, bilge water or other hazardous materials must be arranged by the vessel's agent at the vessels expense and carried out only by an approved contractor.

Vessel Notification

20 It is the Port of Workington's policy in accordance with MGN 563 (M+F) that vessels provide at least 24 hours before arrival notification of the type and quantities of waste to be landed either through the vessels agent or by the ship itself on the form in Annex C - MGN 563 (M+F).

21 This requirement also applies to international catering waste although the Port has a separate form for this in Annex D.

Consultation

22 The Port has consulted with ships agents and port users in the original Port Waste Management Plan and has undertaken further consultation with regard to this revised plan. The Port feels through time the system has been proven to the needs of the Port and vessels using the Port and therefore needs minimal amendments. The documents in Annexes A to I will be reissued to these groups and placed on board every vessel and a signature obtained from every Master to acknowledge receipt.

23 Reporting inadequacies of waste reception facilities

The Port will provide adequate reception facilities to receive the types and quantities of waste from ships normally using the harbour. If Waste reception facilities are deemed to be inadequate by the master of a vessel he must bring this to the attention of the harbour master. If the problem is not resolved at the time to the master's satisfaction then the form from Appendix D of MGN 563 should be completed by the Master, Ship Owner or agent and sent/faxed to the MCA.

Foreign flagged ships should contact their own flag, who should take appropriate action through the IMO.

24 These documents are enclosed in the following Annexes:-

Annex A - Port Waste Management Policy
Annex B - Site Plan for 4 Red BIFFA Skips
Annex C Waste Declaration - (Port Waste Management Notification Form)
Annex D - Declaration of No Landing of ABP Cat 1 / International Catering Waste
Annex E - Oily or Contaminated Waste Procedure
Annex F - Disposal of Cargo Residue Procedure
Annex G - Reporting Inadequacy of Port Reception Facilities
Annex H - Waste Declaration (Waste Oil, Bilge Water or Sewage)
Annex I - Waste Delivery Receipt Form
Annex J - Waste Facility Feedback Form

25 Ship's Masters and agents are advised that the Port would provide transport to convey excessive quantities of domestic waste to the skips if a ship has arrived after a lengthy sea passage and accumulated domestic waste for disposal. This arrangement has been put in writing in Annex A.

The agents have also been requested to convey any complaints or pass on any comments or ideas of improvements to the service we provide. To date no complaints or ideas for improvements have been received.

Documentation

26 Every vessel is boarded on arrival in the Port and issued with a copy and a signature obtained for receipt of these regulations. The signed page is removed and filed in the Harbour Office in the ship's file.

27 After receiving a declaration from the vessel of the types and quantities of waste to be landed, the harbour office will record the information on the ships file along with any approved contractor's consignment notes.

28 After the waste has been delivered, the Port will issue the Master of the vessel with a waste delivery receipt form. This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB. The harbour office will record the information on the ships file.

Charging System

29 The Port charges a fee of £50 per cubic meter of waste per visit. An exception to this are vessels related to Offshore Projects or vessels that lay up in the Port. In these cases the

Port Authority will agree a fee based on individual requirement.

30 International catering waste will be charged by an external contractor and will be monitored carefully.

31 For the disposal of waste oil, bilge water, sewage or hazardous material materials the vessels agents must make arrangements with an approved contractor and the expense will be to the vessels account.

PERSONNEL

32 (i) No person may enter the Port Area without permission. The Harbour Master reserves the right to refuse entrance to the Port for any reason.

(ii) No person shall take photographs of the Port and installations without written permission having first been obtained from the Harbour Master or his representative.

(iii) Ship's crew must adhere to Safe Systems of Work and Risk Assessments 15 & 16 for on-site Pedestrians and vehicles (refer to Annex L).

RIGHT OF INSPECTION

33 The Port Authority or the representative shall have access to vessels at all times and reserve the right to stop loading or discharging or to order a vessel to leave a berth if in his/her opinion, such action is necessary for the safety of personnel and property or for any reasonable purpose whatsoever.

INDEMNIFICATION

34 The vessel's owner will indemnify the Port of Workington from and against:

(a) All claims, costs, charges and expenses (including consequent damages) which may arise as the result of any delay caused by the vessel whether at the berth discharging or waiting to discharge or otherwise unless such delay shall be occasioned by the wilful act or neglect of the Port of Workington.

(b) All claims, costs, charges or expenses arising from damage to port structures or Terminal facilities that arise from the berthing, mooring, discharging of product or leaving the Terminal by the vessel and against all other claim costs, charges or expenses for damage to third party, property or injury to persons which would not have arisen had the vessel not called at the Port and discharged product including any claim for the escaped spillage or leakage or product in vapour or liquid form except where any such claims arise directly from the negligence of the Port of Workington their servants or agents.

NOTICE OF READINESS

35 To ensure the most efficient use of available facilities and the most expeditious turn-round of shipping, the Harbour Master has the right to call forward vessels in such order as they consider necessary.

PENALTIES

36 Any breach of the foregoing Regulations may lead to prosecution in so far as they are breaches of a statutory enactment or the Port's Byelaws.

PAYMENT

37 The owner agrees to pay on demand, such dues as are from time to time advised to all shipping agents and interested parties as being applicable at the Port of Workington. Port Terms & Conditions of Use on application

COMMUNICATION

38 Throughout cargo handling operations, effective communications must be maintained between the responsible ship and shore representatives. In addition the following contact details are available:-

RADIO

Direct communications can be made with Workington LPS on V.H.F. Channel 14 from 2½ hours before high water (HW) until approx. 2 hours after HW.

TELEPHONE

Port of Workington Harbour Office	01900 602301
Fire Service/Police/Ambulance	999

EMERGENCY

In the event of an emergency on board your vessel:-

Sound repeated short blasts of your vessel's siren until help arrives.

In the event of an emergency on the Port, the Master of the vessel maybe instructed by the Harbour Master or his representative to evacuate and proceed to the designated assembly point. Refer to Annex K for Port of Workington On Site Emergency assembly points.

These Regulations should be read in conjunction with the Port of Workington General Byelaws and the Port of Workington Terms and Conditions of Use which are available on request or a copy of which is on display in the Harbour Office between the hours of 0800 - 1700 Monday to Friday. Outside of these hours they can be viewed at the Security Pod at the Port’s main entrance.

Annex A

PORT OF WORKINGTON

WASTE MANAGEMENT POLICY

To All Ship's Masters

Waste at the Port of Workington is dealt with as follows:-

DISPOSAL OF DOMESTIC WASTE

To comply with MARPOL REGULATIONS will you please ensure that your vessel's domestic waste is bagged and only placed in the red BIFFA skips provided for such material. The skips are situated on Berth 1 near the Harbour Office, berth 3 near the Dock Gate office and berth 5 opposite Armstrong's warehouse. The Port will provide, on request, transport to convey excessive quantities of domestic waste to the skips that may have accumulated after long sea voyages.

Oily waste or toxic materials are to be placed in the above-mentioned skips. Disposal of sludge, sewage, oily waste or toxic materials and cargo residues must be arranged by your Agent at your expense and can only be carried out by an approved contractor.

Prior notice must be given, and authority obtained from the Port before landing waste.

None of the above-mentioned materials are to be dumped in the dock or on the open quay areas.

As each ship docks the following notice "PORT OF WORKINGTON SHIPPING SAFETY REGULATIONS & WASTE MANAGEMENT REGULATIONS" is placed on board the vessel and a competent ship's officer signs a record book to acknowledge receipt of the instructions. All the necessary information and Waste Declaration forms are contained within this document and are as follows:-

Annex A - Port Waste Management Policy
Annex B - Site Plan for 4 Red BIFFA Skips
Annex C - Waste Declaration – Port Waste Management Notification Form
Annex D - Declaration of No Landing of ABP Cat 1 / International Catering Waste
Annex E - Oily or Contaminated Waste Procedure
Annex F - Disposal of Cargo Residue Procedure
Annex G - Reporting Inadequacy of Port Reception Facilities
Annex H - Waste Declaration – Waste Oil, Bilge Water or Sewage
Annex I - Waste Delivery Receipt Form
Annex J – Waste Facility Feedback Form

Annex B **PORT OF WORKINGTON WASTE RECEPTION**



Position of ships domestic waste bins Waste Oil Dry Recycling

Annex C

Port Waste Management Notification Form

Information to be notified before entry into the port of

.....
(Port of destination as referred to in Article 6 of Directive 2000/59/EC)

1. Name, call sign and, where appropriate, IMO identification number of the ship:

2. Flag state:

3. Estimated time of arrival (ETA):

4. Estimated time of departure (ETD):

5. Previous port of call:

6. Next port of call:

7. Last port and date when ship-generated waste was delivered, including the quantities (in m^3) and the types of waste that were delivered:

8. Are you delivering (tick appropriate box):
all ☐ some ☐ none ☐
of your waste into port reception facilities?

9. Type and amount of waste and residues to be delivered and/or remaining on board, and percentage of maximum storage capacity:

If delivering all waste, complete second and last columns as appropriate. If delivering some or no waste, complete all columns.

Type	Waste to be delivered (m^3)	Maximum dedicated storage capacity (m^3)	Amount of waste retained on board (m^3)	Port at which remaining waste will be delivered	Estimated amount of waste to be generated between notification and next port of call (m^3)	Waste that has been delivered at the last port of delivery identified under point 7 above (m^3)
Waste oils						
Oily bilge Water						
Oily residues (sludge)						
Other (specify)						
Sewage(1)						
Garbage						
Plastics						
Food wastes						
Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)						

Cooking oil						
Incinerator ashes						
Operational wastes						
Animal carcass(es)						
Cargo residues(2) (specify)(3)						

(1) Sewage may be discharged at sea in accordance with Regulation 11 of Marpol Annex IV. The corresponding boxes do not need to be completed if it is the intention to make an authorised discharge at sea.
(2) May be estimates.
(3) Cargo residues shall be specified and categorised according to the relevant Annexes of Marpol, in particular Marpol Annexes I, II and V.

Notes

1. This information may be used for port State control and other inspection purposes.

2. Member States will determine which bodies will receive copies of this notification.

3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of the Directive 2000/59/EC.

I confirm that:

— the above details are accurate and correct, and

— there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date .....

Time .....

Signature

Annex D

Declaration of No Landing of ABP Cat 1 / International Catering Waste

Vessel Name: _____

IMO Number: _____

Port of Arrival: Port of Workington

Berth: _____

Date of Arrival: _____

Declaration

I, the undersigned Master / Authorised Officer of the above-named vessel, hereby declare that:
- No ABP Category 1/ International Catering Waste (ICW) will be discharged, landed, or otherwise transferred from the vessel whilst alongside at the Port of Workington.
- All such waste will be securely retained onboard the vessel in accordance with applicable regulations.
- Any handling, storage, or disposal of International Catering Waste will comply fully with UK legislation, including Animal By-Products Regulations and port requirements.

I understand that failure to comply with these requirements may result in enforcement action.

Signatory

Name (Print): _____

Position: _____

Signature: _____

Date: _____

Annex E

PORT OF WORKINGTON

DECLARATION OF DISPOSAL OF OILY OR CONTAMINATED WASTE

This must in no circumstances be placed in the Biffa Bins but must be disposed of through a licensed contractor who will transport it to a licensed site.

Oily rags / filters disposal. If the oil is miscible with water, up to 10% concentration it may be disposed of in landfill. If (as is more likely) it is not, then the limit of concentration is 1%. The waste may then go to a licensed site within Cumbria.

Firms to contact are:-

Biffa:

Phone - 0800 307307 www.biffa.co.uk

Cumbria Waste Management

Phone - 01900 66922 www.cumbriawaste.co.uk

Annex F

PORT OF WORKINGTON

DECLARATION OF DISPOSAL OF CARGO RESIDUE

The procedure for cargo residues is as follows:-

1. General cargo residue will be dealt with similarly to that of oily or contaminated waste.

2. An exception to the above is residue of bark from cargoes of pulp logs from the West Coast of Scotland. A special skip is provided by Thompsons Plant Hire Ltd on behalf of Iggesund Paperboard (Workington) Limited with whom they have a contract. This is taken by Thompsons Plant Hire Ltd where it is recycled.

Annex G

PORT OF WORKINGTON

REVISED CONSOLIDATED FORMAT FOR REPORTING ALLEGED INADEQUACY OF PORT RECEPTION FACILITIES[1]

The Master of a UK flagged ship having encountered difficulties in discharging waste to reception facilities should forward the information below, together with any supporting documentation, to the Maritime and Coastguard Agency.

1. SHIPS PARTICULARS

1.1 Name of Ship

_____

1.2 Owner or Operator:

_____

1.3 Distinctive Numbers or Letters:

_____

1.4 IMO No[2]: _____

1.5 Gross Tonnage: _____

1.6 Port of Registry: _____

1.7 Flag State[3]: _____

1.8 Type of Ship:

☐ Oil tanker ☐ Chemical tanker ☐ Bulk Carrier

☐ Other cargo ship ☐ Passenger ship ☐

Other (specify) _____

2. PORT PARTICULARS

2.1 Country: _____

2.2 Name of Port or Area:

_____

2.3 Location/Terminal Name:

_____

(e.g. berth/terminal/jetty

2.4 Name of company operating
the reception facility (if applicable):

_____

2.5 Type of port operation:

☐ Unloading Port ☐ Loading Port ☐ Shipyard

☐ Other (specify) _____

2.6 Date of Arrival: __ / __ / ____ (dd/mm/yyyy)

2.7 Date of Occurrence: __ / __ /____ (dd/mm/yyyy)

2.8 Date of Departure: __ / __ / ____ (dd/mm/yyyy)

3. INADEQUACY OF FACILITIES

3.1 Type and amount of waste for which the port reception facility was inadequate and nature of problems encountered.

Type of waste	**Amount for discharge (m^3)**	**Amount not accepted (m^3)**	**Problems encountered** Indicate the problems encountered by using one or more of the following code letters, as appropriate: A No facility available B Undue delay C Use of facility technically not possible D Inconvenient location E Vessel had to shift berth involving delays/ cost F Unreasonable charges for use of facilities G Other (please specify in paragraph 3.2)
MARPOL Annex I – related Type of oily waste:			
Oily bilge water			
Oily residues (sludge)			
Oily tank washings (slops)			
Dirty ballast water			
Scale and sludge from tank Cleaning			
Other (please specify .....)			
MARPOL Annex II – related Category of NLS[4] residue/water mixture for discharge to facility from tank washings:			
Category X substance			
Category Y substance			
Category Z substance			
MARPOL Annex IV – related Sewage			
MARPOL Annex V – related Type of garbage:			
Plastic			
Floating dunnage, lining, or packing materials			
Ground paper products, rags, glass, metal, bottles, crockery, etc..			
Cargo residues, paper products, rags, glass, metal, bottles, crockery			
Food waste			
Incinerator, ash			
Other (please specify .....)			
MARPOL Annex VI – related			
Ozone-depleting substances and equipment containing such substances			
Exhaust gas-cleaning residues			

4. Indicate, in paragraph 3.2, the proper shipping name of the NLS involved and whether the substance is designated as “solidifying” or “high viscosity” as per MARPOL Annex II regulation paragraphs 15.1 and 17.1 respectively.

3.2 Additional information with regard to the problems identified in the above table.

_____

_____

_____

_____

3.3 Did you discuss these problems or report them to the port reception facility?

☐ Yes ☐ No

If Yes, with whom (please specify)

_____

_____

If Yes, what was the response of the port reception facility to your concerns?

_____

_____

3.4 Did you give prior notification (in accordance with relevant port requirements) about the vessel's requirements for reception facilities?

☐ Yes ☐ No ☐ Not applicable

If Yes, did you receive confirmation on the availability of reception facilities on arrival?

☐ Yes ☐ No

4. ADDITIONAL REMARKS/COMMENTS

_____

_____

_____

Master's signature _____ Date: __ / __ / ____ (dd/mm/yyyy)

a. Inadequacy reporting procedures for Foreign Flagged Ships: Where possible, the Master of a foreign flagged ship faced with a lack of reception facilities should bring the alleged inadequacy to the attention of the port or terminal concerned immediately. If the problem is not resolved at the time to the master's satisfaction, then the ship should contact their own flag, who should take appropriate action through the IMO.

Annex H

PORT OF WORKINGTON

DECLARATION OF WASTE OIL, BILGE WATER OR SEWAGE

This must in no circumstances be placed in the Biffa Bins but must be disposed of through a licensed contractor who will transport it to a licensed site.

Oil / Water mixtures (bilges etc) require to be analysed before disposal. If the oil is miscible with water, up to 10% concentration it may be disposed of in landfill. If (as is more likely) it is not, then the limit of concentration is 1%. The waste may then go to a licensed site within Cumbria.

Firms to contact are:-

Biffa:

Phone - 0800 307307 www.biffa.co.uk

Cumbria Waste Management

Phone - 01900 66922 www.cumbriawaste.co.uk

Annex I

PORT OF WORKINGTON

STANDARD FORMAT FOR THE WASTE DELIVERY RECEIPT

The designated representative of the reception facility provider should provide the following form to the master of a ship that has just delivered waste.
This form should be retained on board a vessel along with the appropriate Oil RB, Cargo RB or Garbage RB

1. RECEPTION FACILITY AND PORT PARTICULARS

1.1 Location/Terminal name:
1.2 Reception facility provider(s):
1.3 Treatment facility provider(s) – if different from above:
1.4 Waste Discharge Date and time from: to

2. SHIP PARTICULARS

2.1 Name of Ship:	2.5 Owner or operator:
2.2 IMO number:	2.6 Distinctive number or letters:
2.3 Gross Tonnage:	2.7 Flag State:
2.4 Type of ship: ☐ Oil Tanker ☐ Chemical Tanker ☐ Bulk Carrier ☐ Container ☐ Other Cargo Ship ☐ Passenger Ship ☐ Ro-ro ☐ Other (specify)	

3. TYPE AND AMOUNT OF WASTE RECEIVED

MARPOL Annex I – Oil	**Quantity (m³)**
Oily bilge water	
Oily residues (sludge)	
Oily tank washings	
Dirty ballast water	
Scale and sludge from tank cleaning	
Other (please specify)	
MARPOL Annex II – NLS	**Quantity (m³)/Name5**
Category X substance	
Category Y substance	
Category Z substance	
OS – other substance	
MARPOL Annex IV – Sewage	**Quantity (m³)**

MARPOL Annex V - Garbage	**Quantity (m³)**
A. Plastics	
B. Food wastes	
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)	
D. Cooking oil	
E. Incinerator ashes	
F. Operational Wastes	
G. Cargo residues[6]	
H. Animal carcass(es)	
I. Fishing gear	
MARPOL Annex VI – related	**Quantity (m³)**
Ozone-depleting substances and equipment containing such substances	
Exhaust gas-cleaning residues	

On behalf of the port facility I confirm that the above wastes were delivered.

Signature: …… Full Name and Company Stamp ……

5 Indicate the proper shipping name of the NLS involved

6 Indicate the proper shipping name of the dry cargo

Name of Ship:	IMO Number:

Please state below the approximate amount of waste and residues remaining on board and the percentage of maximum storage capacity. If delivering all waste on board at this port please strike through this table and tick the box below. If delivering some or not waste, please complete all columns.

I confirm that I am delivering all the waste held on board this vessel (as shown on page 1) at this port ☐

Type	Maximum dedicated storage capacity (m^3)	Amount of waste retained on board (m^3)	Port at which remaining waste will be delivered (if known)	Estimate amount of waste to be generated between notification and next port of call (m^3)
MARPOL Annex I - Oil				
Oily bilge water				
Oily residues (sludges)				
Oily tank washings				
Dirty ballast water				
Scale & sludge from tank cleaning				
Other (please specify)				
MARPOL Annex II – NLS[3]				
Category X substance				
Category Y substance				
Category Z substance				
OS – other substances				
MARPOL Annex IV – Sewage				
Sewage				
MARPOL Annex V – Garbage				
A. Plastics				
B. Food wastes				
C. Domestic wastes (e.g. paper products, rags, glass, metal, bottles, crockery, etc.)				
D. Cooking oil				
E. Incinerator ashes				
F. Operational wastes				
G. Cargo residues[4]				
H. Animal Carcass(es)				
I. Fishing gear				
MARPOL Annex VI – Air pollution				
Ozone –depleting substances and equipment containing such substances				
Exhaust gas-cleaning residues				

Date: ..... Name & Position: .....

Time ..... Signature: .....

3 Indicate the proper shipping name of the NLS involved

4 Indicate the proper shipping name of the dry cargo

Annex J

Port Waste Facility Feedback Form

Thank you for using the Port of Workington's Waste Facility. Your feedback is important to us as we strive to continuously improve our services. Please take a few moments to share your thoughts and suggestions with us.

Personal Information:

(Optional - Only if you would like us to follow up with you)

Name: _____

Email: _____

Phone: _____

1. General Information:

a. Date of Visit: _____

b. Type of Vessel: _____

c. Purpose of Visit: _____

2. Facility Cleanliness and Maintenance:

a. How would you rate the overall cleanliness of the waste facility?

- Excellent
- Good
- Satisfactory
- Needs Improvement

b. Were the waste disposal areas adequately maintained?

- Yes
- No
- Not Applicable

c. Any specific comments or suggestions regarding cleanliness and maintenance?

3. Staff Assistance:

a. How would you rate the helpfulness and professionalism of the staff?

- Excellent
- Good
- Satisfactory
- Needs Improvement

b. Were the staff readily available to assist you with waste disposal procedures?

- Yes
- No
- Not Applicable

c. Any specific comments or suggestions regarding staff assistance?

4. Waste Disposal Process:

a. Was the waste disposal process clear and well-defined?

- Yes
- No
- Somewhat

b. Were there any challenges or issues encountered during the waste disposal process?

c. Any suggestions for improving the waste disposal process?

5. Facility Amenities:

a. Were the amenities (e.g., waste bins, signage) sufficient and easily accessible?

- Yes
- No
- Somewhat

b. Any suggestions for enhancing the amenities at the waste facility?

6. Overall Experience:

a. On a scale of 1 to 5, with 5 being the highest, how would you rate your overall experience with our waste facility?

- 1
- 2
- 3
- 4
- 5

b. Any additional comments or feedback on your overall experience?

7. Suggestions and Recommendations:

Please share any additional suggestions or recommendations for improving our waste facility services.

8. Would you recommend our waste facility to others?

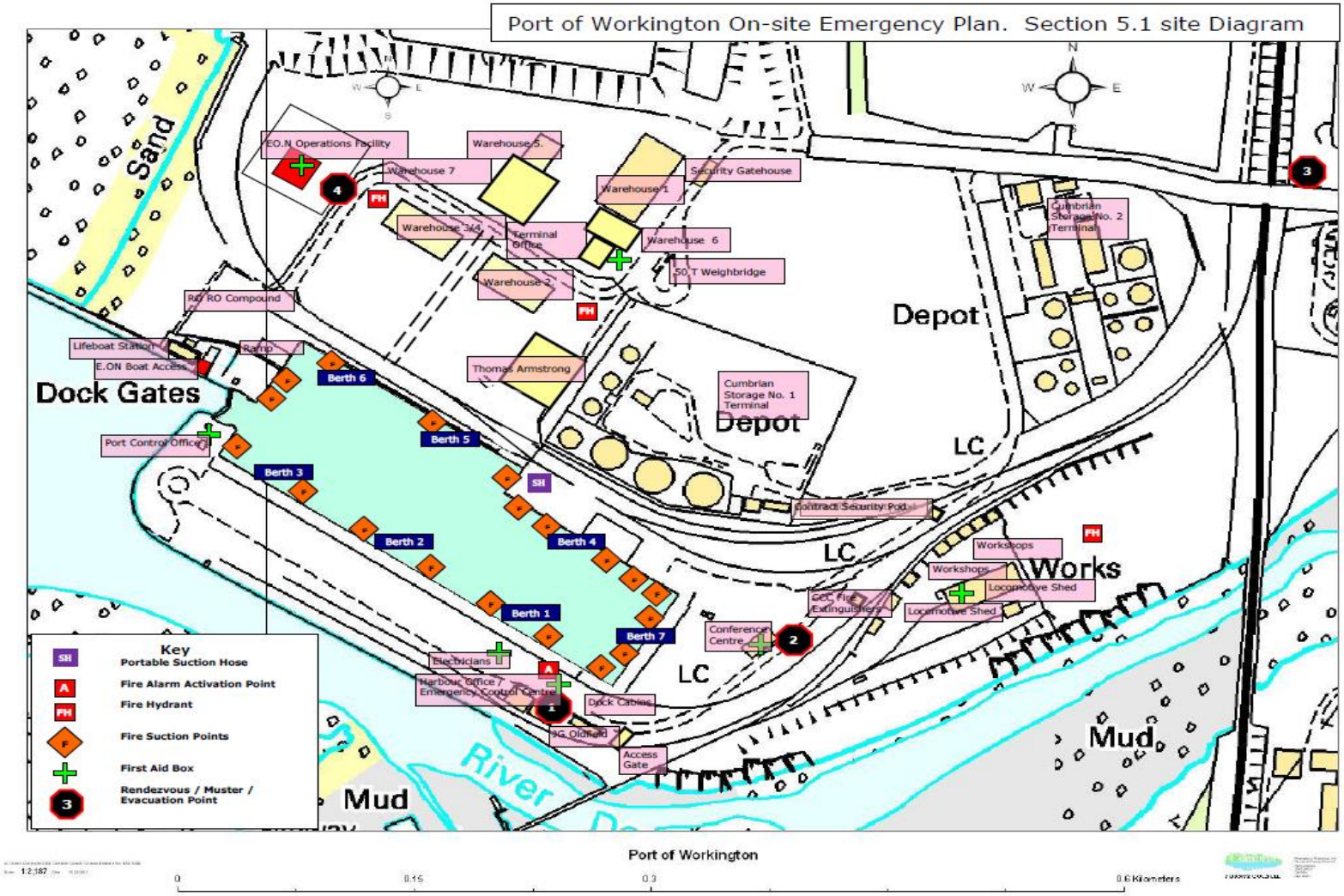
Yes

No

Maybe

Thank you for taking the time to complete our feedback form. Your input is invaluable in helping us enhance our waste facility services. If you have provided contact information, we may reach out to you for further clarification or to discuss your feedback.

Annex K


Port of Workington On-site Emergency Plan. Section 5.1 site Diagram
Sand
EO.N Operations Facility
Warehouse 5
Warehouse 7
Warehouse 1
Security Gatehouse
Warehouse 3&4
Terminal Office
Warehouse 6
50 T Weighbridge
Warehouse 2
RO RO Compound
Depot
Lifeboat Station
Ramp
E.ON Boat Access
Thomas Armstrong
Cumbrian Storage No. 1 Terminal
Depot
Dock Gates
Berth 6
Berth 5
Port Control Office
Berth 3
Contract Security Pod
LC
Berth 2
Berth 4
Workshops
Works
Workshops
Locomotive Shed
GCC Fire Extinguishers
Locomotive Shed
Berth 1
Berth 7
Conference Centre
Electricians
Harbour Office / Emergency Control Centre
LC
Dock Cabins
9G Oldfield
Access Gate
Mud
River
Mud
Key
Portable Suction Hose
Fire Alarm Activation Point
Fire Hydrant
Fire Suction Points
First Aid Box
Rendezvous / Muster / Evacuation Point
Port of Workington
0
0.15
0.3
0.6 Kilometers

Annex L

Safe Systems of Work for Pedestrians and Vehicles

SAFE SYSTEM OF WORK
Road Vehicles
On the Port Estate

The following guidelines must be observed by ALL drivers at ALL times:-

1. During normal working hours (Mon/Fri 08:00 – 17:00) all visitors, contractors, delivery vehicles and taxis drivers are to report to the Harbour Office on arrival at the Port.

2. Outside normal working hours (Mon/Fri 17:00 – 07:00 and weekends Fri 17:00 – Mon 07:00) all drivers are to report to the Security Gatehouse at the Port's north entrance.

3. Follow designated routes as instructed by Gatehouse Security/Harbour Office.

4. Port entrances are covered by CCTV cameras for security and monitoring purposes and in addition ANPR cameras are in operation.

5. Keep within the Port speed limit of 10 mph for road vehicles and 5mph for locomotives.

6. Obey all road signs and markings.

7. Stop at all rail crossings to check for slow-moving freight. Where rail barriers have been lowered, vehicles must wait until they are raised by the locomotive shunter before proceeding. Under no circumstances must any unauthorised person move the barrier. **RAIL FREIGHT HAS THE RIGHT OF WAY.**

8. All traffic should exercise caution when passing through the Port's security barriers.

   Vehicles should only pass through the barriers when it has been raised by an operator or when triggered by the induction loop. Drivers should only proceed when the barriers have been fully raised. The barriers will lower once the vehicle has cleared the induction loop.

   Only one vehicle at a time will be allowed through. **UNDER NO CIRCUMSTANCES MUST DRIVERS TAILGATE THROUGH THE BARRIERS.**

   Non-vehicular traffic arriving on the Port i.e. cyclists should use alternative routes:-

   South quay entrance: Dismount cycle and use pathway adjacent to the barrier.
   Gatehouse entrance: Dismount cycle at barrier and use pedestrian crossing to access footpath.

   At no time shall cyclists or pedestrians attempt to pass through the barrier.

9. Exercise extreme caution when passing pedestrians with your vehicle.

10. Do not stop on rail crossings or adjacent to a rail crossing, so as to impede a clear view of the track by other drivers.

11. Give way under all circumstances to mobile plant and machinery.

12. Do not drive onto any surface other than tarmac or concrete roadways unless specifically instructed to do so.

13. Do not drive onto the Slipway/Ro-Ro Ramp or park on any rail/road crossings or car park entrances.

14. Do not drive into operational areas without permission from the Harbour Office or the Operations Manager. Visitor/contractor vehicles are prohibited from accessing the operational area between the two blue warehouses adjacent berths 5 & 6. Only Port plant and machinery are allowed to operate in this area.

15. Do not approach any lifting or loading/unloading operation without clearance from the operations manager or crane supervisor.

16. When on foot, steel toe cap safety boots, hard hats and high visibility clothing must be worn at all times within operational areas of the port estate.

17. Exercise extreme caution when travelling past parked rail wagons.

18. At no time should a wagon driver put themselves or any other persons in a position of danger when tipping a load onto the quayside.

19. When using the Ports north entrance, drivers must remain vigilant of warehouse operations. When approaching these areas, drivers must make themselves known to the person operating the machinery in the warehouse by sounding their horn. Drivers should only proceed after authorisation has been given to do so.

20. When driving along the north/south quays extreme caution should be observed so as not to drive close to the quay edge by keeping a safe distance of 3mts.

    The Port will remain committed to inspecting/maintaining all traffic routes and ensure suitable lighting is in place during the hours of darkness or inclement weather.

21. Drivers must use dedicated car parks for parking their vehicles and vehicles must be reverse parked. Alternative parking areas must be authorised through the Harbour Office.

22. Banksmen are required for reversing road wagons and where applicable Port plant and machinery.

23. All Port staff/vehicle drivers trained, certified and competent to operate plant, machinery, locomotives, vehicles, and equipment.

24. All Port plant, equipment, locomotives, machinery, and other vehicles inspected, maintained and certified.

25. The use of mobile phones whilst driving on the Port estate is prohibited, however hands free sets are permitted.

26. Hauliers, Site Tenants, Contractors, and Agents are responsible for ensuring all drivers ordered on to the Port are aware of these guidelines. Any driver found in breach may be permanently prevented from entering the Port estate.

ITEM NO.	15	TASK OR PREMISES	Vehicles on the Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No.	Activity	Hazards	Persons in Danger	Preventive measures to be employed	Risk Assessment With preventive measures in place			
					S	L	R=SxL	Result
1	Driving vehicles on the Port estate	Movement of railway wagons or engine resulting in collision with vehicle	Visitors Contractors Port staff General Public Ship's Crew Tenants	1. Induction training on SSOW 15 to all staff, tenants, visitors, general public, contractors, using Port traffic routes 2. Suitable and sufficient lighting 3. Maintenance and inspection of all traffic routes 4. Prevention of unauthorized vehicles travelling on Port estate by use of road security barrier 5. Use of mobile phones prohibited whilst driving 6. Signage/barriers in position and adhered to 7. 5 MPH Speed limit for locomotives & 10mph for vehicles adhered to 8. Trained & certified locomotive/vehicle drivers, & shunters 9. Inspected & maintained locomotives/vehicles	6	2	12	A
		Movement of port plant i.e. forklifts, haulage wagons etc. or other road vehicles resulting in collision with vehicle	Port Staff General Public Ship's Crew Visitors Tenants Contractors	1. Induction training on SSOW 15 given to all staff, tenants, visitors, general public & contractors using Port traffic routes 2. Suitable and sufficient lighting 3. Maintenance and inspection of all traffic routes 4. Prevention of unauthorized vehicles travelling on Port estate by use of road security barrier 5. Signage/barriers in position adhered to 6. 10 MPH Speed limit adhered to 7. Trained & certified plant/machine/vehicle drivers & banksmen 8. Inspected & maintained Port plant/machinery & other vehicles 9. All persons must use dedicated car parks for parking their vehicles 10. Use of mobile phones prohibited whilst driving	6	2	12	A

KEY TO SCORING							
Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**	
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**	**Result:**	**T = Trivial risk**
	Single major injury	**S = 3**		**Occasional**	**L = 3**		**A = Acceptably controlled**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**		**N = Not acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**		**U = Uncertain - further information needed**
	Multiple deaths	**S = 6**		**Common**	**L = 6**		

ITEM NO.	15	TASK OR PREMISES	Vehicles on Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No.	Activity	Hazards	Persons in Danger	Preventive measures to be employed	Risk Assessment With preventive measures in place			
					S	L	R=SxL	Result
		Movement of Port staff, visitors, general public, tenants, ship's crew or contractors who could be struck/hit by vehicle	Port staff General Public Ship's Crew Contractors Tenants	5. Induction Training on SSOW 15 given to all staff, visitors, general public, contractors, tenants using Port traffic routes 1. Suitable and sufficient lighting 2. Maintenance and inspection of all traffic routes 3. Prevention of unauthorized vehicles travelling on Port estate by use of road security barrier 4. 10 mph speed limit adhered to. 5. Trained & certified vehicle drivers 6. All persons on foot to use pedestrian routes 7. Inspected & maintained vehicles 8. All persons to wear fluorescent jackets	6	2	12	A
		Driving near or adjacent to quay side resulting in vehicle falling into water	Driver of vehicle	1. Induction training on SSOW 15 given to all staff, visitors, general public, contractors, tenants using Port traffic routes 2. Suitable and sufficient lighting 3. Maintenance and inspection of all traffic routes 4. Prevention of unauthorized vehicles travelling on Port estate by use of road security barrier 6. 10 mph speed limit adhered to 7. Trained & certified vehicle drivers 8. Inspected & maintained vehicles 9. When driving along the north/south quays extreme caution should be taken so as not to drive close to the quay edge by keeping a safe distance of 3mts	6	2	12	A

KEY TO SCORING							
Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**	
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**	**Result:**	**T = Trivial risk**
	Single major injury	**S = 3**		**Occasional**	**L = 3**		**A = Acceptably controlled**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**		**N = Not acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**		**U = Uncertain - further information needed**
	Multiple deaths	**S = 6**		**Common**	**L = 6**		

ITEM NO.	15	TASK OR PREMISES	Vehicles on Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No.	Activity	Hazards	Persons in Danger	Preventive measures to be employed	Risk Assessment With preventive measures in place			
					S	L	R=SxL	Result
		Stationery objects, i.e. buildings, barriers etc. which could be stuck/hit by a vehicle	Driver of vehicle	1. Induction in SSOW 15 given to all staff, visitors, general public, tenants & contractors using Port traffic routes. 2. Suitable and sufficient lighting 3. Maintenance and inspection of all traffic routes 4. Prevention of unauthorized vehicles travelling on Port estate by use of road security barrier 5. 10 mph speed limit to be adhered to 6. Signage and barriers positioned and adhered to 7. Trained & certified vehicle drivers 8. Inspected & maintained vehicles	6	2	12	A

KEY TO SCORING							
Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**	
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**	**Result:**	**T = Trivial risk**
	Single major injury	**S = 3**		**Occasional**	**L = 3**		**A = Acceptably controlled**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**		**N = Not acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**		**U = Uncertain - further information needed**
	Multiple deaths	**S = 6**		**Common**	**L = 6**		

SAFE SYSTEM OF WORK
Pedestrians on the Port Estate

The following guidelines must be observed by ALL Pedestrians at ALL times:-

27. During normal office hours (Mon/Fri 08:00 – 17:00) all visitors are to report to the Harbour Office on arrival at the Port.

28. During out-of-office hours (Mon/Fri 17:00 – 07:00 and weekends Fri 16:00 – Mon 07:00) all visitors are to report to the North Gate Security Gatehouse on arrival at the Port.

29. The whole of the Port estate is designated as a hard hat area. Hard hats must be worn at all times.

30. High visibility clothing is to be worn at all times and within all areas of the Port estate.

31. Steel toe cap safety boots are to be worn at all times.

32. Particular care must be taken when crossing rail tracks and also remain vigilant for slow-moving rail freight. **RAIL FREIGHT HAS THE RIGHT OF WAY.**

33. Pedestrians should exercise caution when approaching the Warehouse Terminal Security Gatehouse and use the designated pedestrian route. At no time shall cyclists or pedestrians attempt to pass through the barrier.

34. Avoid under all circumstance's areas where mobile plant and machinery are operating.

35. Pedestrians should proceed only on the designated footpaths (refer to the pedestrian walkway map in Appendix A).

36. Do not walk under the dockside cranes without permission from Harbour Office or Operations/Safety Manager.

37. Do not approach any lifting/loading/unloading operation, without permission from the Harbour Master or Operations Manager.

38. No smoking on site other than in the designated smoking areas which are located at the following areas:-

    - Harbour Office Car Park
    - Dock Gate Office
    - Container Terminal Office
    - Conference Centre

    Smoking areas are signposted with cigarette bins.

39. Contractors must provide risk assessments and method statements for any work onsite.

40. Fire Policy/Plan/Assessments explained during inductions must be adhered to.

41. Exercise extreme caution when walking past parked rail wagons.

42. Avoid walking along quay edges. Persons authorised to walk/work within 2m of the quay edge are to wear a lifejacket. Flotation aids are located on the quayside railings and at other locations around the harbour side.

43. Do not walk along rail tracks.

44. Ensure supervision of all visitors by a Port management representative after arrival on the Port.

45. Do not walk onto Slipway/Ro-Ro ramp.

46. Use designated pedestrian gates only. Do not climb over fences.

47. Remain vigilant of any spillages or obstructions under foot.

48. The Port will remain committed to inspecting/maintaining all traffic routes and ensure suitable lighting is in place during the hours of darkness or inclement weather.

ITEM NO.	16	TASK OR PREMISES	Pedestrians on Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No	Activity	Hazards		Preventive measures to be employed	Risk assessment With preventive measures in place			
					S	L	R=SxL	Result
1	Pedestrians on the Port estate	Moving road or rail vehicles resulting in contact with pedestrians	Port staff Visitors General public Ship's crew Contractors Tenants	10. Induction Training on SSOW 16 11. Suitable and sufficient lighting 12. Maintenance & inspection of pedestrian/vehicle/rail routes 13. Personal Protective Equipment must be worn 14. Signage and barriers appropriately positioned 15. Supervision for visitors 16. 10 mph speed limit for vehicles 17. 5 mph for rail freight 18. Trained & certified drivers, banksmen & shunters 19. Inspected & maintained vehicles 20. Pedestrians to observe all signage & barriers	6	2	12	A
		Walking near or adjacent to quayside edge resulting in falls into water	Port Staff Tenants General Public Ship's Crew Contractors Visitors	1. Induction training on SSOW 16 2. Suitable and sufficient lighting 3. Regular inspection and removal of obstructions and spillages 4. Personal protective equipment must be worn 5. Persons walking/working within 2 mt of the quay edge must wear a life jacket 6. Supervision for visitors 7. Maintenance of pedestrian routes 8. Flotation aids positioned	5	2	10	A

KEY TO SCORING

Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**	
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**		
	Single major injury	**S = 3**		**Occasional**	**L = 3**	**Result:**	**T = Trivial risk**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**		**A = Acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**		**N = Not acceptably controlled**
	Multiple deaths	**S = 6**		**Common**	**L = 6**		**U = Uncertain - further information needed**

ITEM NO.	16	TASK OR PREMISES	Pedestrians on Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No	Activity	Hazards	Persons in Danger	Preventive measures to be employed	Risk assessment With preventive measures in place			
					S	L	R=SxL	Result
		Port Operations i.e. vessel being discharged which could result in injury or harm	Port staff Visitors General public Ship's crew Contractors Tenants	1. Induction training in SSOW 16 2. Suitable and sufficient lighting 3. Personal protective equipment must be worn 4. Supervision for visitors 5. Keep all non-involved Personnel away from operational areas 6. Signage and barriers around the working area	6	2	12	A
		Spillages/obstructions resulting in slips and trips	Port staff Tenants Visitors General public Ship's crew Contractors	1. Induction training in SSOW 16 2. Suitable and sufficient lighting 3. Regular inspection and removal of obstructions and spillages 4. Personal Protective Equipment must be worn 5. Supervision for visitors 6. Maintenance of pedestrian routes	3	2	6	A

KEY TO SCORING

Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**	
	Single major injury	**S = 3**		**Occasional**	**L = 3**	**Result: T = Trivial risk**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**	**A = Acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**	**N = Not acceptably controlled**
	Multiple deaths	**S = 6**		**Common**	**L = 6**	**U = Uncertain - further information needed**

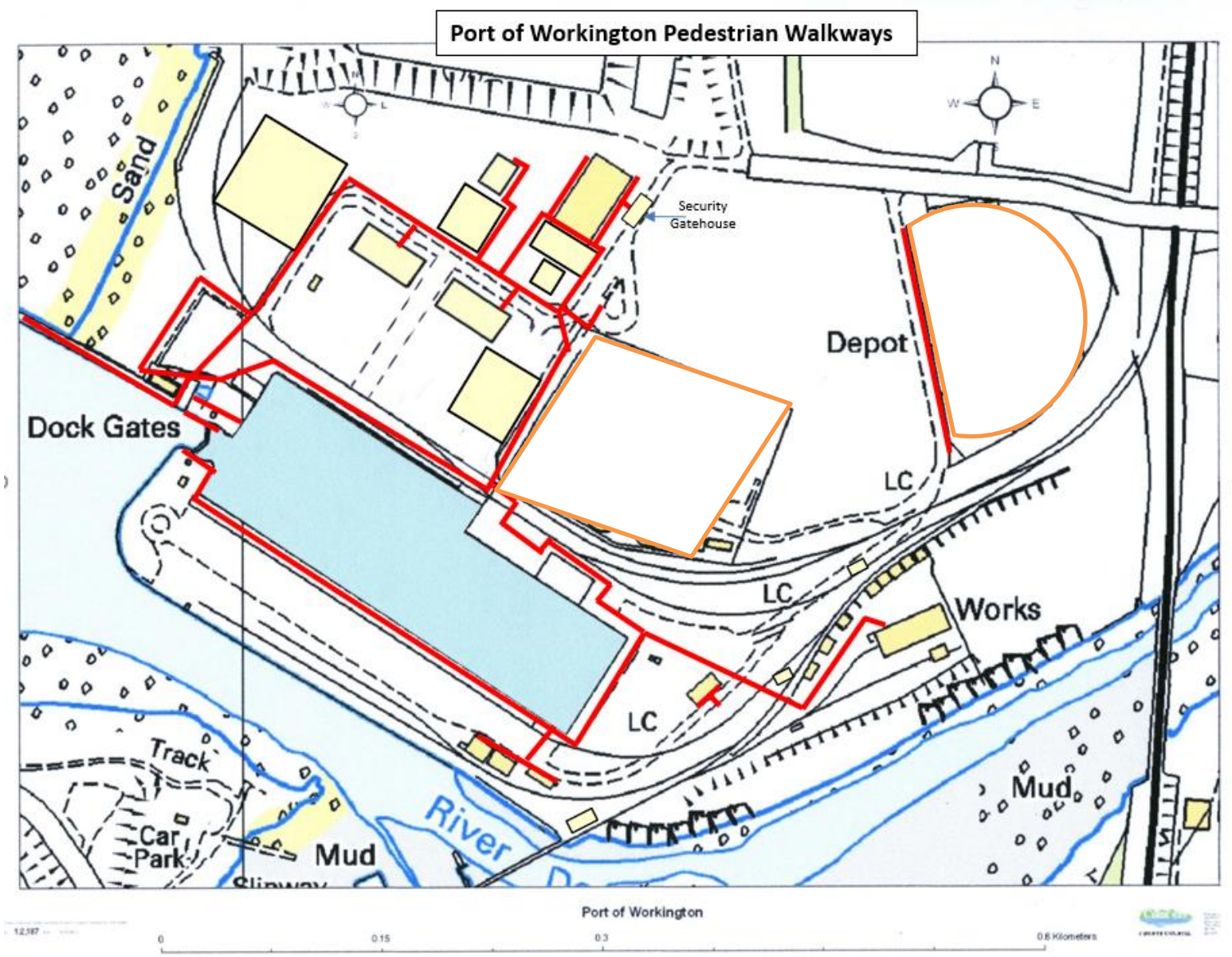
ITEM NO.	16	TASK OR PREMISES	Pedestrians on Port Estate	ASSESSED BY	P Scattergood	DATE	23.03.2023

No	Activity	Hazards	Persons in Danger	Preventive measures to be employed	Risk assessment With preventive measures in place			
					S	L	R=SxL	Result
		Fire/explosion	Port staff Visitors General public Ship's crew Contractors Tenants	1. Induction training in SSOW 16 2. Port Fire Policy/Plan/Assessments 3. On Site Emergency Plan 4. No smoking on site other than in designated smoking areas 5. Permit to work for any hot work 6. Firefighting controls in all buildings and on quayside 7. Muster points	6	2	12	A

KEY TO SCORING

Severity :	**Trivial injury(ies)**	**S = 1**	**Likelihood:**	**Improbable**	**L = 1**	**Results - See Evaluation Matrix.**	
	Minor injury(ies)	**S = 2**		**Possible**	**L = 2**		
	Single major injury	**S = 3**		**Occasional**	**L = 3**	**Result:**	**T = Trivial risk**
	Multiple major injuries	**S = 4**		**Frequent**	**L = 4**		**A = Acceptably controlled**
	Single death	**S = 5**		**Regular**	**L = 5**		**N = Not acceptably controlled**
	Multiple deaths	**S = 6**		**Common**	**L = 6**		**U = Uncertain - further information needed**

Annex M


Port of Workington Pedestrian Walkways
Sand
Security Gatehouse
Depot
Dock Gates
LC
LC
LC
Works
Track
Car Park
Mud
River
Mud
Port of Workington
0
0.15
0.3
0.6 Kilometers

Annex N

Designated Smoking Areas

Designated Smoking Points



Port of Workington
Review of Port Waste Management Plan

Date of Review	Name of Person	Alterations Yes/No	Summary of alterations
17.10.2012	**L.J.McAleavey**	**Yes**	**Page 7, Insert:** Smoking is strictly prohibited on Berth 4 or any other area where there maybe flammable substances.
17.10.2012	**L.J.McAleavey**	**Yes**	**Page 10, Insert:** 2 x 1.1 cu.m. skips (Berths 3 & 5) for the storage of domestic waste from ships on the Port.
17.10.2012	**L.J.McAleavey**	**Yes**	**Page 15, Insert:** In the event of an emergency on the Port, the Master of the vessel maybe instructed by the Harbour Master or his representative to evacuate and proceed to the designated assembly point.
17.10.2012	**L.J.McAleavey**	**Yes**	**Page 17, Insert:** Skips are situated on Berth 1 near to the Harbour Office, berth 3 near to the Dock Gate office and berth 5 opposite Armstrong's warehouse
17.10.2012	**L.J.McAleavey**	**Yes**	**Page 18, Insert:** Annex B amended to show 2 additional red skips.
18.12.2012	**L.J.McAleavey**	**Yes**	**Page 14, Insert:** Safe Systems of Work 15 & 16 for Pedestrians and vehicles on site (refer to Annex J).
27.02.2013	**L.J.McAleavey**	**Yes**	**Page 5, Insert:** Replace vessel declaration with pre arrival notification
06.05.2013	**L.J.McAleavey**	**Yes**	**Page 23 & 29:** Annex E & H amend to update contact details.
05.08.2013	**Jeremy Lihou**	**Yes**	**Pages relating to:** Duty Manager references & phone number taken out, and replaced with 24hrs contact 01900 602301
05.08.2013	**L.J.McAleavey**	**Yes**	**Pages, 31 to 36:** replaced – new Gatehouse Security Entrance for access
05.08.2013	**L.J.McAleavey**	**Yes**	**Annex B & I:** amended to show new Access entrance arrangements to Port
27.03.2014	**L.J.McAleavey**	**Yes**	**Page 7:** Designated smoking areas Pg. 44
19.05.2015	**L.J.McAleavey**	**No**	
19.10.2016	**L.J.McAleavey**	**Yes**	**Annex C Insert:** new waste declaration form
19.10.2016	**L.J.McAleavey**	**Yes**	**Annex J Insert**: reviewed RAMS for vehicles and pedestrians
03.05.2017	**L.J.McAleavey**	**Yes**	**Annex K Insert**: pedestrian walkway map
26.10.2017	**L.J.McAleavey**	**Yes**	**Page 28, Documentation, Section 15, Insert**: After the waste has been delivered, the Port will issue the Master of the vessel

			with a waste delivery receipt form. This form should be retained on board the vessel along with the appropriate Oil RB, Cargo RB or Garbage RB. The harbour office will record the information on the ships file.
26.10.2017	**L.J.McAleavey**	**Yes**	**Annex I, Insert**: Waste Delivery Receipt
26.10.2017	**L.J.McAleavey**	**Yes**	**Page 10 Introduction, Replace:** Dangerous Substances in Harbour Area Regulations 1987 with Dangerous Goods in Harbour Area Regulations 2016
26.10.2017	**L.J.McAleavey**	**Yes**	**Annex K, Insert:** reviewed SSOW for pedestrians and visitors
26.01.2018	**L.J.McAleavey**	**Yes**	**Annex A,** Reviewed SSOW & RA pedestrians and vehicles
04.07.2018	**L.J.McAleavey**	**Yes**	**Annex A,** Reviewed SSOW & RA pedestrians
23.07.2019	**Jeremy Lihou**	**Yes**	**Front Cover –** Review date July 2019
23.07.2019	**Jeremy Lihou**	**Yes**	**Contents Page -** ~Verify page numbering is correct
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 15 -** MGN 259 superseded by MGN 563 (M+F). Also amended 'Annex A of MGN 387' to read 'Annex D of MGN 563'
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 18** – Payment 37, delete May 2006 on Terms & Conditions
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 20** – amended waste reception map
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 21** – Reviewed and amended Annex C – Replaced with Annex A from MGN 563 (M+F)
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 24** – Reviewed list of contractors in Annex E
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 29** – Reviewed list of contractors in Annex H
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 35** - Reviewed Annex K, numbering out of sequence
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 44** – Annex L amended to 'Pedestrian Walkways'
23.07.2019	**Jeremy Lihou**	**Yes**	**Page 45** – Designated Smoking Areas amended to Annex M
10.10.2023	**Phil scattergood**	**Yes**	**11 The plan –** 1 X 10.7 cu.m skip which can be used for General waste & International catering waste.
10.10.2023	**Phil Scattergood**	**Yes**	**15 catering Waste –** general & international catering waste can be placed in bins on berth 1,3 & 4.
10.10.2023	**Phil Scattergood**	**Yes**	**30 International catering waste** - amended
10.10.2023	**Phil Scattergood**	**Yes**	**SSOW 21.** Reverse parking added.
20.12.2023	**Phil Scattergood**	**Yes**	**Page 23 5, a.** Inadequate waste facilities for foreign flagged vessels.

20.12.2023	**Phil Scattergood**	**Yes**	**Annex J** Has been changed to Port Waste Facility Feedback Form, moving the following Annex's ahead a letter.
20.12.2023	**Phil Scattergood**	**Yes**	**Page Numbers –** Have changed due to Port Waste Feedback form being added.
20.11.2024	**Phil Scattergood**	**Yes**	**Full Review –** No Changes
15.12.2025	**Phil Scattergood**	**Yes**	**Full review –** No Changes
01.07.2026	**Phil Scattergood**	**Yes**	**Full Review –** Changes made to the non-receival of ABP/ CAT1 ships waste.