

Dumfries & Galloway Council
Safe Operating Agreement
(for Berth Holders within harbour settings)



Introduction

As the harbour authority, Dumfries & Galloway Council recognises its responsibility to ensure that work within the harbour premises, including that carried out by Berth Holders, is being conducted in a safe manner.

With this in mind, this Safe Operating Agreement sets out the expectation for managing a number of work-related activities that are typical within harbours which involve or introduce hazards and risks, which if not properly controlled, could result in more serious consequences.

Within this Agreement these are referred to as the **Significant Hazards**. Requirements and guidelines relating to each are set out below.

Your attention is also drawn to the separate harbours service **Simple Actions** document. This outlines a range of more general guidelines for safe working that apply to council staff and contractors under council control.

This information does not relieve you (the employer) from the need to carry out a risk assessment, but it should help you make the right decisions.

As a berth holder, it is a condition of use that you respect the advice set out within both this Agreement and the Simple Actions document. You are required to sign page 3, where indicated, to acknowledge your receipt and acceptance.

Terminology

In the following the word "shall" is used to express a mandatory requirement for compliance with this Agreement. The word "should" is used to indicate a preference based on good industry practice but is not mandatory for compliance with this Agreement.

General

Safety management is an ongoing process not a one-off task. You should use the advice both in this Agreement and the Simple Actions document to help you identify and manage the risks from your work. Only by putting sensible controls in place will you keep yourself and others safe.

Before beginning work you should consider ...

Have we done this job before, and what happened ?

What are the critical steps ?

What mistakes might we make (hazards and errors) ?

What is the worst thing that can happen ?

What precautions should we take ?

If in doubt ... ask for help. Harbour staff will be pleased to assist.

Kirkcudbright Harbour

Due to size and layout restrictions some activities carried at Kirkcudbright may require closure of all or part of the harbour to the public. This is normally achieved, in agreement with harbour staff, by temporary barriers at pedestrian access points.

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Conditions of Use

The Berth Holder shall

1. Notify harbour staff in advance where any of the following **significant hazards** are likely to be present. Contact details are provided below.
2. Prevent unauthorised access to work areas by means of a harbour side exclusion zone. Portable barriers and signs are available upon request from harbour staff.
3. Report spillage or uncontrolled release of any fuel, oil or similar to harbour staff by the quickest practicable means.
4. Notify harbour staff in advance of the intention to carry out any work at Kirkcudbright harbour that may affect public safety and agree how this may proceed.

Significant Hazards

Berth holders should consider the following advice together with the Simple Actions document when planning their safe system of work.

Mooring Operations

| <u>Hazards</u> | <u>Who can be harmed and how</u> | <u>Possible control measures</u> |
|--|--|--|
| Lines under tension and imposed loadings | You or others under your control or other harbour users – from being struck by objects or equipment when unexpectedly released | Prevent entry into snap back zones. Do not weight heaving lines. Use heaving lines to pass mooring ropes. Use mooring rings as fairleads. Use bollards in preference to mooring rings. At drying berths, ensure vessel dries leaning against quayside and does not hang on ropes. |

Bunkering

| <u>Hazards</u> | <u>Who can be harmed and how</u> | <u>Possible control measures</u> |
|----------------------------------|--|--|
| Uncontrolled release of fuel oil | Fish and other waterborne species and/or people - from the consequences of an adverse environmental impact | Use only approved suppliers. Qualified and competent personnel ashore and onboard. Connection points clearly identified. Hoses secure and leak-free. Overfill devices are checked. Emergency procedure in place. Suitable spill kit available. |

Lifting Operations (e.g. derricks, hiabs, fork lift trucks etc.)

(crane operations require completion and return of Form-C-CRANOPS. Ask harbour staff for advice)

| <u>Hazards</u> | <u>Who can be harmed and how</u> | <u>Possible control measures</u> |
|--|---|--|
| Dropped or swinging load, over-turning or collapse | You or others under your control or other harbour users – from a dropped load or falling object | Prepare a lifting plan. Consider sea state and ground conditions. Have an Appointed Person. Check load paths are clear. |



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Use only certified equipment and operators.
Don't walk under a load.
Don't leave a suspended load unattended.
Use tag lines.

Hot Work (burn, weld, grind)

Hazards

Who can be harmed and how

Possible control measures

Fire, hot surface, noise, dust or fumes

You or others under your control or other harbour users – from burning, hearing damage or respiratory disease

Remove or protect combustibles.
Contain sparks and embers.
Store and use gases correctly.
Provide fire extinguishers.
Ensure good ventilation.
Appoint a fire watcher.

Work at Height

Hazards

Who can be harmed and how

Possible control measures

Fall from height or being struck by a falling object

You or others under your control or other harbour users – from impact injuries

Provide a safe working platform.
Don't climb on guardrails.
Keep platforms free from obstruction.
Only use ladders for light short-duration work.
Ensure ladders are secure.
Check harnesses and lanyards are in good condition.

Harbour Staff Contact Details

Kirkcudbright 07709 479663
Machars 07818 588173

Stranraer 07827 277247
Harbour Master 07341 999686

Acceptance

Your acceptance of this agreement, including the conditions and guidance, acknowledge that you will;

- take all reasonable care of yourself, others under your control, and other harbour users.
- ensure, in particular, that the significant hazards identified above are adequately controlled.
- observe the mandatory conditions set out above.

Agreement between DGC (Harbour Master)

And

Harbour User (name):

Vessel(s):

Print:

Signed: Date:

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This agreement is valid for a maximum of two years from the above date.