

VISITOR POLICY STATEMENT

SUMMARY OF DUTIES

The Bristol Port Company has a duty under s.3 of the Health and Safety at Work etc Act 1974 (HSW Act) to ensure the Health, Safety and Welfare of people who are not in their employment but who may be affected by the activities of their undertaking. One category of people entitled to this duty of care are visitors.

Section 4 of HSW Act places a general duty of care upon those who control premises to which visitors are admitted. Those in control of premises must ensure the health, safety and welfare of occupants, so far as is reasonably practicable.

The Bristol Port Company accepts its responsibility to ensure the Health and Safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities. The Company has devised the following arrangements to enable this responsibility to be effectively discharged.

- **Visitors will have adequate supervision** whilst on the Port premises to ensure that they do not endanger themselves or other personnel.
- **Safety arrangements** must be adhered to when visitors entering or leaving the Port. All safe systems of work which are in operation must be fully complied with.
- **Where visitors** are required to enter an area where restricted access arrangements apply such as the Oil Basin, Berth & or Container Terminals, access must be authorised and monitored by a responsible person. Safety Inductions may be required.

- **The Port** is a secure area and is policed by the Port of Bristol Police. Visitors are reminded that searches are frequently carried out by Police and other enforcement agencies. Visitors are expected to comply with any lawful request.
- **Visitors will be required** to wear any personal protective equipment that is necessary to safeguard their Health and Safety. High visibility clothing, protective footwear, head and eye protection is required in all operational areas.
- **No children** or animals are allowed on the Port Estate unless specifically authorised.
- **Smoking** is prohibited on the Port apart from in approved locations.
- **Emergency Procedures:** If an emergency occurs, measures will be taken by a responsible person to ensure visitors are accompanied to a place of safety and to ensure they comply with Bristol Port Company procedures. Further details can be found on the Emergency Action Card.

Duties of Managers: Managers have overall responsibility for visitors who enter their areas of authority. It is a management responsibility to ensure that this policy is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.

PLEASE TURN OVER

VISITOR SAFETY INFORMATION

Visitors are advised of the following hazards to which they may be exposed to whilst on the Port. Control measures are also indicated. Note: This list is not exhaustive. Bristol Port Company Managers may advise you of other hazards in their areas of responsibility.

Hazards	Control Measures	Persons at Risk
Overhead/ Cranes operations	Stay at a safe distance from operations. Use appropriate head protection.	Visitors, contractors, passengers
Moving Plant and Equipment	Stay at a safe distance from operation. High visibility clothing must be worn	Visitors, contractors, passengers
Dock Water	Stay at a safe distance from dock water or life jacket.	Visitors, contractors, passengers
Combustible or flammable products or Explosion risk areas.	No smoking on Port.	Visitors, contractors, passengers
Traffic	Use recognised pedestrian ways or transport.	Visitors, contractors, passengers

Port Bye Laws

There are in force Port of Bristol Bye- Laws. **All visitors** are expected to comply with the requirements. Police will report anybody who they suspect as having breached those bye-laws. Bye-Laws are posted at each entrance to the Port and can also be inspected at the Safety & Training Centre, Police Control and St Andrew's Reception.

Driving on the Port Complex

Adhere to the indicated speed limits. Park vehicles in recognised car-parks. Obey all signs and instructions. Take particular care in rail operational areas. Note that not all level crossings have warning lights.

Emergency Action

If an emergency occurs whilst on the premises, follow the instructions of your contact or any other Bristol Port Company Manager. Port Incident Controllers, Police, or other members of the emergency services may also advise you of the appropriate action to be taken

Security and ISPS Code

All personnel are required to comply with the ISPS code. In some areas Bristol Port Company photographic ID Passes will be required. Check with your contact.

1st Aid Medical Assistance

1st Aid Medical assistance can be summoned through any Bristol Port Company Manager, Supervisor or through the Port of Bristol Police. If you have a **SERIOUS MEDICAL EMERGENCY** call **999**. Ensure you give precise location details to the Ambulance Service.

**Your Safety is paramount to us. Help us to help you stay safe!
If unsure, ask your contact within the Bristol Port Company or
The Bristol Port Company Safety & Training Centre on 0117 982 0000**