

FORTH PORTS LIMITED



# Port of Leith

## Ship Arrival Pack Notices and Information to Vessels

### Ship's Gangways

Please be advised that the **MERCHANT SHIPPING [Means of Access] REGULATIONS** as detailed in section 4 will now be strictly enforced. Note that failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.

It should in addition be noted that the **Forth Ports Authority Byelaws** require that: "The master of every vessel which is berthed shall ensure that means are provided for safe access to and from the vessel."

*Edition: October 2018*

**Record of Amendments**

<b>Amendment:</b>	<b>Date:</b>	<b>Amended by:</b>
Section 7 and 11 updated, section 16 removed	August 2017	Marine Officer
Front page section reference updated, section 9 updated	October 2017	Deputy Harbour Master
Section 16 (Use of boatmen) added, Section 17 (traffic management plan) added	February 2018	Marine Officer
Security Notice Vessel Access and Egress Change of font Section 10 watering equipment	September 2018	Deputy Harbour Master
Section 11 updated to reflect new hot work permit	October 2018	Deputy Harbour Master

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## 1 TO THE MASTER:

We trust that you and your ship's company will have a safe and successful visit to the Port of Leith. To help you to enjoy your stay we ask that you take the time to read the following paragraphs that are for your guidance and safety.

We would also like to draw your attention to the **Forth Ports Limited** website which contains additional useful information for the guidance of vessels visiting all our Scottish Ports.

<http://www.forthports.co.uk/ports/marine/>

**Masters of vessels should note that the various Forth Ports Authority Bye-Laws available on the website apply to the Port of Leith. They should familiarise themselves with these Byelaws and must ensure that they are brought to the attention of crew and officers and their provisions strictly observed.**

**Masters are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately to Leith Harbour (VHF Ch.12) and/or FTNS (VHF Ch.14).**

## 2 IN THE EVENT OF AN EMERGENCY INCIDENT:

Raise the alarm as follows:-

### Emergency Services

Dial: **999** [Fire, Police or Ambulance]

Contact Security +44 (0)131 555 1930 and inform them:

1. Ships name
2. Which Emergency Service you have called
3. Your berth

### Forth & Tay Navigation Service (FTNS)

Dial: **+44 (0) 1324 498584**

VHF Channel: **71 (Call "Forth Navigation")**

Be ready with following information:

**Who** – name

**What** – details of incident and any casualties

**Where** – location

**When** – time of incident

**999** – confirm emergency services have been called

### **3 SECURITY NOTICE:**

Please be advised that visitors to the port are required to show photographic I.D when entering or leaving the Port. If you are expecting visitors or deliveries please advise your agent so they can let the security gate know.

In the case of passenger vessels all personnel must display a valid pass when inside the 'Restricted Area'.

Vehicles entering the Docks must obtain a pass from the Bath Road Security Gatehouse.

### **4 MERCHANT SHIPPING [Means of Access] REGULATIONS:**

Masters are advised that they are required to provide a safe means of access between the ship and the quay. The access must be placed in position promptly, rigged as safe to use and adjusted as necessary to maintain safety of access.

The access and approaches to the gangway must also be adequately illuminated. Please ensure that your gangway is properly rigged and fitted with a safety net and lifebuoy.

**Failure to comply with these regulations may mean delays in working your vessel until an approved means of safe access has been supplied.**

### **5 NOTICE TO VESSELS:**

References:

- a) Forth Ports Authority Port Premises Byelaws
- b) Forth Ports Byelaws and General Directions for Navigation
- c) Notice to Mariners Firth of Forth

Permission of the Harbour Master is required to:

- i) Move any vessel within the docks
  - ii) Move any lines or wires across the docks
- Requests should be made on VHF 12 (Leith) or VHF 71 (FTNS).

Please also note: Clearance to launch any vessel, test survival craft or undertake lifeboat drills must be sought from the Leith Harbour Office on VHF 12 and all craft should be kept in close proximity to the vessel.

**All Mariners are warned that oil pollution legislation is very strictly enforced and any incident must be reported immediately.**

**There have been increasing reports of vessels using inappropriate weights on heaving lines which result in unnecessary risks to boatmen, tug crew etc. The PMSC Steering Group agreed that a national campaign was required to bring this issue to the attention of vessels. Forth Ports fully supports this campaign and reminds vessel Masters that heaving lines utilising inappropriate weights such as pieces of metal will not be tolerated.**



## 6 SAFETY INFORMATION FOR SHIPS CREW (display on notice boards)

### Safety Information for Ship's Crew Port of Leith

#### Welcome to the Port of Leith

#### VESSEL ACCESS/ EGRESS

The operational area of the port is an area of high activity involving many items of heavy plant and equipment. When proceeding ashore, through an operational area, wear high visibility clothing, hard hat and safety boots. Please note that arrangements can be made through your Agents for this equipment to be left at the Security Gate for personnel proceeding on shore leave.



Hard Hat



Safety Boots



High Visibility Clothing



All access to the port is controlled through the Bath Road Security Gate. Designated pedestrian walkways and exit routes (marked on the port map - see attached) must be used. Masters are advised that they must ensure that their officers, crew and any passengers are aware of the safe designated walkways around the port marked in yellow, which they must use when walking ashore.

Unauthorised vehicles (e.g. Taxis) are not permitted within operational areas (e.g. Quayside). This includes collections and drops offs. In addition, the riding of bicycles is not permitted within the operational area (e.g. Quayside).

#### QUAYSIDE WORKS

If you are working beside water, check the location of the nearest available lifebelt and access ladders and ensure that any crew are wearing lifejackets. In the dock areas, ropes or chains are suspended close to the water's surface. Note positions of these before commencing work.

### Wear lifejackets when working above water or within one metre of the water's edge.

If someone was to fall into the water, throw the person a lifebelt and pull them to a ladder. DO NOT work close to the water's edge with tools or equipment clipped to waist belts or holsters (you will sink quickly if you fall in).

#### DIVING

Diving is prohibited anywhere within the port, without a diving permit from the Harbourmaster. If a permit is issued study it so that you know the limitations imposed.

#### GENERAL SAFETY

Crew members must keep themselves remote from cargo handling/ operational areas. If there is a need to come ashore to discuss issues with stevedoring personnel or to work on the quayside, the appropriate aforementioned Personal Protective Equipment must be worn (e.g. Hard Hat, Safety Boots and High Visibility Clothing; additionally a lifejacket if intending to work within 1 metre of the quay edge, e.g. for painting.) Any quayside work during cargo handling must be agreed with operations personnel prior to any works commencing.

**SAFE CREW WALKWAYS:**

Masters are advised that they must ensure that their officers, crew and any passengers are aware of the safe designated walkways around the port marked in yellow, which they must use when walking ashore. See attached map.

**7 VISITORS TO THE PORT OF LEITH PROCEDURES**

No person is allowed within the Port of Leith unless on lawful business. Security will make random checks at port entrances to ensure this is being complied with.

**Visitors to Ship or Restricted Areas**

All persons visiting the Port of Leith must inform security that they are expected via email. The Agent or Master of the vessel will notify the security gates of the visitor's name, nature of visit and expected time of arrival. On arrival the visitor/s must pass through the security gate at the port entrances using approved photographic identification. They will then be directed to the appropriate berth and must travel to the berth or restricted area by vehicle. On arrival, staff on duty will ensure that the visitor/s obtain safe passage to/from the vessel or restricted area.

**Visitors to Offices and other areas of the Leith**

All offices in the Port of Leith are Controlled Buildings. It is not possible to access these buildings without an authorised pass. The person who visitors have an appointment with will advise security of the visitor's name, nature of visit and estimated time of arrival. If this has not been received Security can contact the person they have an appointment with before allowing entry. Once at the office the visitor must ring the bell / intercom to request access. The visitor will sign in/out of the visitor's book located at the office of visit on arrival / departure.

**Young Persons in Port**

Persons under the age of 16 will only be permitted onto the port with prior approval. A standard request will be received from the Master or Agent and then approved or declined by the Port Manager or Deputy to visit the vessel. They will be accompanied by a responsibly adult at all time in the Port of Leith.

Permission can be obtained by completing the form included overleaf and submitting to the Harbour Master ([ftns@forthports.co.uk](mailto:ftns@forthports.co.uk)) in good time prior to the visit.

Please also send a copy to [Console.controllers@forthports.co.uk](mailto:Console.controllers@forthports.co.uk)

**FORM HSOP14F29#01**

**APPLICATION FOR YOUNG PERSON TO ENTER PORT**

Area or Vessel making request	
Name of person making request	
Entry required to the Port of ....	
Date of entry	
If vessel is making the request state which berth to which access is required	
Names of persons under 16	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>
Reason for visit	
Name of responsible person	

**Person making the request confirms that:**

- The responsible person has been briefed on their requirements
- The request is genuine

Print Name	
Signature	
Date	

**Responsible Person confirms that:**

- The young persons will be in the direct charge of the responsible person named above at all times
- The young persons will enter the port premises in a suitable vehicle under supervision
- The young persons will not be allowed on foot in the port premises at any time, except when proceeding from the vehicle to gangway/designated area and vice versa
- Young person's not adhering to these conditions will be removed from the port
- Young person's risk assessment has been conducted by the requestor and is in place
- The young person will provide photo ID for the purposes of ISPS security

*Declaration: I have read and understood the conditions detailed above.*

Print Name	
Signature	
Date	

*The below must be completed by the relevant Port Manager:*

Entry Authorised (circle as appropriate)	Yes	No
Reason entry has <b>not</b> been authorised (if appropriate)		
Print Name		
Signature		
Date		



## 8 **NO SMOKING POLICY:**

Masters are advised that they must ensure that all crew and passengers onboard their vessel are aware that smoking is **not permitted** within the Port of Leith, other than in agreed areas onboard the vessel.

## 9 **PORT WASTE REGULATIONS:**

- i) Only food waste is to be placed in the clearly identified and numbered food waste skips.
- ii) No food waste is to be placed in a general waste skip.
- iii) Special wastes, such as electrical equipment, oils, pallets, scrap etc., are to be uplifted by special arrangement via your Agent.
- iv) If you spill food waste, ensure it is lifted into the appropriate skip.
- v) Skips are numbered and monitored, if the wrong waste is found in the wrong skip, the vessel will be charged for the additional costs the port incurs together with an administration fee.
- vi) Submit waste declaration via the CERS workbook prior to arrival and again prior to departure. <https://forthports.co.uk/marine/pro-formas/>

## 10 **WATERING EQUIPMENT:**

To maintain the standard of our potable water supply you are requested to ensure that all watering equipment provided for your use by Forth Ports Limited are treated with care. **On completion please have all hoses arranged in coils and placed on a non-contaminated area of the quay, along with all other equipment on loan.** Once this is done please contact Leith Harbour office VHF Channel 12 or telephone 0131 555 8900 to arrange collection. The Company reserves the right to recover any costs resulting from failure to take reasonable care of water supply equipment and failure to return all the equipment.

Your assistance in this matter is greatly appreciated.

**11 PORT OF LEITH VESSEL HOTWORK PROCEDURE****Forth Ports Limited - Vessel Hot Work Permit**

Vessel Name			
Port		Berth	

The vessel is permitted to have welding / burning / fire on board for the purpose of ship repairs subject to the approval of this form, and also to the provisions of the Forth Ports Limited Orders and Byelaws / Port of Dundee Byelaws.

Duration of the work:	
Location on board:	
Confirm suitable precautions have been taken to prevent fire?	
Is there safe access to the vessel?	
Is the international ship/shore connection ready for immediate use?	
Is a copy of the vessel's deck plan available at the gangway?	
If burning or welding in any way of fuel oil tanks, cargo tanks and any other oil tank or in the way of air pipes, sounding pipes and any common bulkhead or floor leading to an oil tank, is the tank gas free, or rendered inert?	
If vessel is a tanker, has a gas free certificate issued by a qualified chemist?	
Confirm that an adequate number (at least two) of suitable fire extinguishers be available at all times throughout the operation?	
Confirm if burning or welding on the outer superstructure where the carriage of sparks could endanger adjacent premises will be ceased if wind increases above 20 knots?	
Confirm that at all times during the period of validity of the permit, the area to which the permit applies is to be in a safe condition and that regular safety checks will be carried out?	
Confirm that a fire inspection of areas under repair will be made one hour after cessation of workday?	
Name and rank of responsible officer:	
Signed by Master:	

<i>For office use only</i>	Permit Commences:		Permit Expires:	
	Authorised Person:		Date:	

**PERMIT TO BE COMPLETED AND SUBMITTED VIA EMAIL TO [FTNS@FORTHPORTS.CO.UK](mailto:FTNS@FORTHPORTS.CO.UK) OR [CONSOLE@FORTHPORTS.CO.UK](mailto:CONSOLE@FORTHPORTS.CO.UK) (LEITH). APPROVAL REQUIRED PRIORTO WORK STARTING.**

**IN THE EVENT OF FIRE, IN ORDER TO ALERT THE FIRE SERVICES DIAL 999 ON ANY PUBLIC TELEPHONE AND CALL [01324 498 854](tel:01324498854) OR [0131 555 8900](tel:01315558900) (LEITH)**

## 12 RAT GUARDS

Reference: Forth Ports Authority (Port Premises) Byelaws

Masters are advised the port requires guards to be attached to ropes and mooring tackle to prevent rats or other vermin passing from the ship to the shore.

## 13 BUNKERING

(Reference: Forth Ports Limited Bunker Procedure)

Vessels must bunker in accordance with the procedures as detailed in the Forth Ports Bunker Procedure. A copy of the procedure can be found on the Forth Ports Website.

<http://www.forthports.co.uk/marine/information/>

## 14 HOSPITAL

In medical emergency situations dial 999 as detailed in section 2 above.

The nearest hospital Accident and Emergency Department to the Port of Leith is:

**EDINBURGH ROYAL INFIRMARY -**  
ROYAL INFIRMARY OF EDINBURGH  
51 LITTLE FRANCE CRESCENT  
OLD DALKEITH ROAD  
EDINBURGH  
EH16 4SA

**Telephone +44 (0) 131 536 1000**

## 15 VESSELS BERTHED ON CRUISE LINER BERTH AND OCEAN TERMINAL

Vessels berthed on the Cruise Liner Berth and Ocean Terminal are alerted to the close proximity of residential homes and therefore the need to comply, where possible, with the guidelines below between 2200 and 0800.

1. Run generators on the outboard board side of the vessel
2. No public address (tannoy) announcements unless for emergency
3. No excessive noise generating work on deck.
4. All unnecessary lighting to be switched off.

Vessels berthed at Ocean Terminal are responsible for their own security.

The Health and Safety of the crew and authorized visitors when on the quayside will be the responsibility of the vessel.

**Vessels must not allow access to the general public without prior approval of Forth Ports. Events which give access to the public will require a "Right of Use" agreement, which should be agreed, completed and approved with a minimum of fourteen days' notice.**

Ocean Terminal Security

0131 555 8888

## 16 USE OF BOATMEN

### Introduction

This procedure outlines the requirements for vessels with regards the use of licensed boatmen and the handling of ships moorings within the Ports owned and operated by Forth Ports Limited Ports. The berth / terminal operator of those facilities not operated by Forth ports should have their own procedures which should be adhered to.

### Berthing and Unberthing Operations

Mooring and unmooring of vessels must be undertaken by trained and licensed mooring gangs. It is not permitted for ship's crew to embark or disembark the vessel without appropriate gangway being rigged and therefore crew are not permitted to catch or release mooring lines from the quay.

The practice of putting mooring lines out on a bight in order that they can be slipped is also not permitted.

### Shifting Operations

Vessels should ensure that the latest edition of the Pilotage Direction is consulted and adhered to when shifting.

Vessels requiring compulsory pilotage must ensure that a pilot is utilised if letting all ropes go to facilitate shifting.

If the vessel requires shifting more than a ships length licensed boatmen are required.

If a ship is moving less than a ships length and utilising the vessel crew to handle moorings the following criteria must be adhered to;

- Permission from berth operator (FTNS / Console Control / Ops)
- Vessel must confirm on that it has appropriate risk assessments and procedures in place to safely carry out the operation, including safe manning requirements. RA's and procedures must be available on the vessel for Port Authority to view if required.
- All crew landed ashore must do so using a safe means of access and adhere to Port H&S requirements (i.e. Lifejackets and PPE)
- Wind Speed  $\leq 15$  kts
- On commencement and completion of the operation the vessel must inform the CC/FTNS on the appropriate VHF channel.

**17 TRAFFIC MANAGEMENT PLAN**

