

PORT HEALTH AND SAFETY POLICY STATEMENT

The Port of Blyth regards the promotion of Health and Safety measures as an essential common objective for all Port employees and is therefore committed to providing safe and healthy working conditions for the prevention of personal injury, ill health, damage to property and to protect everyone from foreseeable work hazards, in so far as they come into contact with the Port, its operations, equipment, vehicles and buildings.

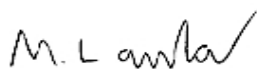
In pursuing this policy, an Integrated Management System is maintained, according to the requirements of ISO 45001: 2018. The Port of Blyth are therefore committed to the following principles:

- Establishing, implementing and maintaining a risk assessment processes for the elimination of hazards and reduction of occupational health and safety risks.
- Providing and maintaining a safe and healthy working environment, taking into account all identified risks and ensuring compliance with relevant statutory and legislative requirements.
- Providing information, instruction and training, as required, to all company employees to enable them to perform their work safely and efficiently.
- Establishing a framework of Health & Safety objectives, targets and improvement actions that are related to this policy and identified hazards. Regularly evaluating progress against these through the Management Review Meeting process, to ensure continual improvement and performance of the IMS.
- Make available all necessary safety devices and personal protective equipment, and to supervise their proper use.
- Maintain a constant and continuing interest in health and safety matters applicable to the Ports activities, in particular, by consulting and involving employees or their representatives wherever possible and considering their feedback in the decision making process.

All employees have a duty to co-operate in the operation of the policy:

- By adhering to all procedures, and statutory obligations, for the purpose of maintaining a safe and healthy working environment.
- By working safely and efficiently, using all items, provided in the interest of health and safety (including PPE), at all times as required.
- By engaging in consultation activities as available and sharing their views on H&S matters across the Port.
- By reporting anything that they consider to be hazardous to health.
- By reporting all accidents and near misses that have led, or may lead to, injury / ill health to people or damage to property, plant or equipment.
- By assisting in the investigation of accidents, with the objective of preventing a recurrence of the accident.

A copy of this statement, is displayed throughout the Port, communicated to all staff and made available to any interested party upon request.



M Lawlor
Chief Executive

Date: January 2022



LEARNER HEALTH & SAFETY POLICY STATEMENT

This policy deals with the health, safety and welfare of all learners and service users to Port Training Services (PTS). It applies to PTS premises as well as employer's premises for apprenticeship or placement providers.

As a training centre under Blyth Harbour Commission – Port of Blyth, all staff contractors working on behalf of PTS operate in line with the Port Health and Safety Policy and associated H&S arrangements, as stipulated in the Port of Blyth Quality, Environmental and Health and Safety Manual, compliant with all statutory and legislative requirements and international standards ISO 45001, ISO 14001 and ISO 9001. This policy statement is to be considered in line with the POB H&S policy and arrangements with the focus on the safety and well beings of learners accessing training at and by Port Training Services.

This policy statement and associated H&S arrangements are made available to learners during the induction processes and continuously promoted and implemented in training courses as well as being available to all interested parties in the PTS website and upon request.

PTS are committed to health and safety and aim to provide a safe, healthy and supportive environment wherever learning takes place through the promotion and monitoring of health and safety arrangements:

- The risk assessment and ongoing monitoring of its own and employers' premises to ensure a safe, healthy and supportive learning environment.
- Initial assessment of learners' health, safety and welfare needs and additional support requirements.
- An individual learning plan that includes the learner's health and safety training needs.
- A health and safety induction and ongoing review and assessment of learners' understanding and awareness of key health and safety issues.
- The recording, analysis, evaluation and publication of data regarding accidents and near misses.
- Ensuring appropriate welfare, first aid and fire safety provision for all learners on all PTS and employer premises

- Formal and documented accident and investigation process followed during programme delivery at PTS and employer premises.

LEARNER RIGHTS

All employees and staff working on behalf of PTS will ensure all learners / service users of PTS receive the following:

- A learning environment that is safe, healthy and supportive.
- A health and safety induction.
- Information on PTS and where applicable an employer's health and safety policy and procedures.
- Supervision and support for your health, safety and welfare.
- Information and advice on risks, suitable personal protective equipment (PPE) and restricted activities.
- A health and safety learning plan and instruction on safety issues and use of equipment where applicable.
- Regular reviews and assessment of your knowledge and understanding of workplace health and safety issues.
- Access to information on how to report any dangerous situations or near misses and what to do if you have an accident.
- The right to refuse to carry out any activity that you feel is putting your health, safety or welfare at risk.
- Access to appropriate welfare, first aid and fire safety provision on all PTS and employer premises

LEARNER RESPONSIBILITIES

PTS will actively engage with learners to ensure they are committed to and understand their duty to :

- Co-operate with PTS and your employer on matters of health and safety and follow all rules and procedures related to it. Learner Safety rules are annexed to this Policy.
- Follow any health and safety information, instruction and training.
- Not do anything that puts themselves or anyone else at risk.
- Report any defects, dangerous situations, accidents or near misses.
- Follow any prohibitions or restrictions that apply to them, wear any necessary protective equipment and clothing that they have been issued with and instructed to wear.

- Keep your work area clean and free from hazards and not misuse or damage anything provided for the purposes of health and safety.
- Take part in any health and safety training organised by PTS or their employer and follow and achieve their training plan.

You may be subject to disciplinary action for failure to adhere to this policy.

TAKING ACTION

If a learner experiences or observes any breaches of health and safety policy or legislation they are required to inform a tutor or supervisor immediately. Where a learner does not feel comfortable doing this they can follow inform PTS anonymously following the Whistleblowing Procedure.

Whenever a concern over health and safety is received PTS will:

- Take the concern seriously.
- Carry out an immediate investigation into the concern.
- Allocate the investigation to a person who is competent in the management of health and safety such as the Port's HR & Safety Manager.
- Give feedback on the findings of the investigation.

SAFEGUARDING

PTS are committed to ensuring that every young person or vulnerable adult who takes part in any activity provided by the organisation should be able to do so in a safe and protected environment. Safeguarding is addressed as part of PTS's recruitment strategy, induction arrangements, health and safety risk assessment processes and ongoing training and supervision arrangements. Further information on safeguarding can be found in the Safeguarding Policy and Procedure.

RESPONSIBILITIES

The Chief Executive has overall responsibility for health and safety for the Port of Blyth, including PTS.

The H&S Manager is the "Safety Officer" and has responsibility for overseeing, implementing and monitoring health and safety procedures for the Port of Blyth, including PTS and for reporting back to the Board on health and safety matters.

The Training Centre Manger has responsibility for ensuring the safety of assessors when we out on site at employer premises by ensuring all sites have a pre-inspection prior to the first visit, signed off by the assessor and H&S Manager.

The H&S Manager also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

In addition, a number of employees and learners who have been designated roles as health and safety representative carry further responsibilities such as

- Fire Marshals
- First Aid Representatives

All learners must read and follow the health & Safety policy and PTS Learner Safety Rules.

LEARNER SAFETY RULES:

All learners should be aware of and adhere to the PTS rules and procedures on health and safety.

GENERAL

- All learners must immediately report any unsafe working practices or condition to their tutor / supervisor, their health and safety representative fire Marshall or to the safety officer.
- Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- learners must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their learning / employment duties
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other others
- No learners should undertake a task which appears to be unsafe, until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to the employee's tutor, supervisor or to the safety officer
- All materials must be reported and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and whilst using equipment
- learners should take care to ensure that all protective guards or other safety devices are properly fitted and in good working order and must immediately report any defects to their tutor, supervisor or to the safety officer.

- Suitable clothing and footwear must be worn at all times. PPE must be worn where appropriate
- Work stations and workshops must be kept clean and tidy and any spillage must be cleaned up immediately
- learners should use handrails when going up and down stairs, should never read /text while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction

ACCESS AND EGRESS

- Walkways and passages must be kept clear and free from obstructions at all time
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- Where vehicles or other moving machinery is using a passageway, pedestrians should use an alternative route where possible. If no alternative route is available, the area must be clearly marked with warning signs

PLANT AND EQUIPMENT

- Company machinery, plant and equipment are only to be used by qualified and authorised personnel
- It is the responsibility of all learners to ensure that any plant or equipment they use are in a good and safe condition. Any plant or equipment which are defective must be reported to a tutor, supervisor or to the safety officer
- All tools and equipment must be properly and safely stored when not in use

- No plant or equipment should be used without the manufacturer's recommended shields, guards or attachments
- Approved PPE must be properly used where appropriate
- Persons using plant and equipment must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- learners are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose

MANUAL HANDLING

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonable practicable. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Learners should not attempt to lift or move a load, which is too heavy to manage comfortably. learners should ask for assistance if there is any danger of strain
- When lifting an object off the ground, learners should assume a squatting position, keeping their back straight. The load should be lifted by straightening the knees, not the back
- Learners should not attempt to obtain items from shelves, which are beyond their reach. A ladder or stepping stool should be used. Learners should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

ACCIDENT / INCIDENT REPORTING PROCEDURE

Document History:			
Issue level	Page No (s)	Date	Brief details of amendment(s) to safe operating procedure
1	All	31.08.2017	First issue of safe operating procedure
2	All	21.01.2019	Combine marine incident recording into procedure
3	All	02.06.2020	Review of process – amendments to all sections of 5.0 Procedure.
4	All	15.10.2021	General rewording and inclusion of near miss 5.1.9

1.0 PURPOSE

- 1.1 The purpose of this procedure is to define the accident / incident reporting process for the Port, both land and marine based accidents and incidents.

2.0 SCOPE

- 2.1 This document refers to the process of reporting and managing an accident or incident, including the reporting procedure to the relevant authority / regulatory body.
- 2.2 The procedure shall be applicable to all Port employees, contractors, tenants and visitors to the Port.

3.0 RELATED DOCUMENTS

- 3.1 Accident/Dangerous Occurrence Report (Form MS 1 09 HS702)
- 3.2 Accident/Dangerous Occurrence Investigation Report (Form MS 1 09 HS703)
- 3.3 Annual Accident Summary Record (Form MS 1 09 HS704)
- 3.4 Accident and Incident Log
- 3.5 First Aid Box Survey (Form no MS 1 09 HS706.)
- 3.6 RIDDOR Reports (HSE F2508)
- 3.7 MS 001: Marine Incident Report Form
- 3.8 MS 1 04 MR04 Notice to Mariners
- 3.9 MS 1 09 HS747 – HS749 Tenants Rules
- 3.10 MS 1 05 OPD05 – Port Emergency Plan

4.0 RESPONSIBILITY

4.1 All staff, visitor and contractors to the Port.

5.0 PROCEDURE

The Port of Blyth Emergency Plan sets a framework to deal with serious incidents within the Port, which may include:

- A major incident being declared and/or
- An emergency or potential emergency taking place within the jurisdiction of Blyth statutory harbour limits

The accident and incident procedure detailed in 5.1 details the reporting process for lower-level accidents and incidents. For all serious incidents this procedure should be followed in conjunction with the reporting processes within the Port Emergency Plan.

As part of the Port's Integrated Management System, the Health & Safety Manager has implemented an accident and incident reporting, investigation and analysis process. Every accident and incident or near miss are analysed, for trends, corrective actions and improvements to operational practice and risk and hazard identification processes. Accidents and near misses are discussed at the Management Review meetings, the H&S committee meetings and reported to the Board of Commissioners.

This procedure describes the activities and responsibilities for the reporting of OH&S accidents and incidents within the Port of Blyth. This procedure applies to all activities associated within any of the Port sites. Section 5.5 Details the reporting process of marine based accident and incidents.

Definitions:

- Accident - a separate, identifiable, unintended incident, which causes physical injury.
- Incident - a set of conditions or circumstances that have the potential to cause damage, injury or ill health,
- Near Miss - an event that does not cause harm but that has the potential to cause damage, injury or ill health.

5.1 Accident and Incident Reporting and Investigation Process

5.1.1 All accidents or incidents where injuries, however minor, or damage to Port structures or equipment are sustained must be reported on an Accident/Dangerous Occurrence Report (MS 1 09 HS702) and investigated on either an Accident Investigation Report Form (MS 1 09 HS703) for all accidents, or via the Non-conformance process as detailed in Procedure No 3 Non-conformances and Improvements for incidents. These reports must be filled out by the manager or supervisor in charge at the time of the accident or incident and passed on to the

Health & Safety Manager or Quality Manager as soon as is reasonably practicable to do so. The Health & Safety Manager must be notified immediately following an accident or incident. No employees should leave site before reporting an accident or incident, reporting to a first aider for treatment where required, and only leave site when it is agreed by a manager to do so. Where applicable the manager will initiate the drug and alcohol testing policy.

5.1.2 All accidents must be reported to a senior manager as soon as is reasonable practicable. In the event of an accident where medical or other assistance is required, the Emergency Services shall either be summoned directly using 9-999, or by the Operations Office and the Harbour Masters office using, either telephone or radio. Port Control must be informed if blue light services are attending anywhere on the Port estate. If out of normal working hours, the Harbour Master's Office, Port Control shall be informed and also the 24 hour Duty Security Officer. Personnel should satisfy themselves that the radio request is understood and has been acted upon.

The Port Emergency Plan (MS 1 05 OPD05) shall be implemented and co-ordinated through the Harbour Masters office.

5.1.3 The responsible person in control of the area where the accident or incident occurred will carry out an appropriate investigation and ensure that an adequate record is made of all incidents/accidents reported to them, including witness statements, CCTV footage and non-conformance reports (where applicable). The Health & Safety Manager may assist where appropriate.

5.1.4 In the event of a serious accident or dangerous occurrence, further statements from witnesses and the responsible manager shall be obtained on additional copies of an Accident/Dangerous Occurrence Investigation Report and forwarded to the Health & Safety Manager, once the investigation process has been initiated.

5.1.5 Accident investigations will begin as soon as practicable after the occurrence and, in any event within 24 hours of the occurrence. The responsible person carrying out the investigation will prepare a report as soon as practicable.

5.1.6 On receipt of the Accident/Dangerous Occurrence Report, the Health & Safety Manager shall log the details onto the Accident and Incident Log. Accidents resulting in 7 days or more absence from work, including weekends, or those that are reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) must be reported, to the **Health and Safety Executive**. The Health & Safety Manager will implement and make sure that all legal requirements for accident and incident reporting are undertaken to comply with (RIDDOR). A copy of this document should be circulated to the senior management team.

5.1.7 Port-Workers who are absent from work due to injury shall be indicated on the appropriate column of the Manning Sheet (Form no MS 1 09 OF107) and salaried personnel who are absent due to injury shall be shown on the relevant Departmental Attendance Sheet. Information from the Manning Sheet and Attendance Sheet shall be recorded using the Accident Summary Record (Form no MS 1 09 HS704) and reported at the Management Review meetings.

5.1.8 An individual file shall be opened for each accident or incident and copies of all relevant documentation forwarded to the Health & Safety Manager to file as required. Copies will be available for referral to the Port's Insurance Company, where necessary and archived electronically in the next calendar year.

Accident Responses/Investigation Summary:

- Injured person or the first-aider to report accident to designated person, the Harbour Masters office/Port Control (if medical assistance is required or if the incident has occurred on a vessel) and the Health & Safety Manager, giving all relevant details. Initiate Port Emergency Plan for serious accidents or incidents.
- Designated person to enter the detail on the accident and dangerous occurrence form, taking care to ascertain exactly what occurred.
- Injuries which require the first aider to refer the injured person to hospital or to their doctor should be immediately notified to the Health & Safety Manager and relevant department manager.
- In such cases the Health & Safety Manager must investigate all the circumstances of how the injury was sustained and an accident investigation report form completed.
- The findings of the investigation will be examined by the Health & Safety Manager and the senior management team with the objective of identifying measures to avoid a repetition.
- These control measures will be introduced after consultation at the H&S Committee meeting and logged on the Accident Investigation Report.
- Injuries or incidents leading to ill health which are more serious than those mentioned above (including injuries leading to death) must be notified to the HSE immediately by the quickest possible means (i.e. by telephone). This call must be followed by a written report within seven days. (Injuries specified as being reportable in this way are detailed under "other notification").
- The accident location should be barriered off, and preserved pending an investigation into the circumstances of the incident, which led to the injuries detailed above, by the Health & Safety Manager and relevant departmental manager. This investigation should include statements from all witnesses, CCTV footage and any other associated documentation, for example plant service records, or staff training records.
- Any plant or equipment involved in the incident should not be touched, or moved until the investigation has been concluded.
- The investigators detailed in above will discuss their findings with the chief executive to identify measures needed to avoid repetition. These measures will be introduced as soon as possible after consultation with workers.
- Effectiveness of the measures will be reviewed following implementation.

5.1.9 Near miss:

5.2 First Aid Training

5.2.1 Regular review of training and resources within the Port shall ensure that there are appropriate number of trained and qualified First Aiders on the premises to provide

cover for normal and abnormal operations, holidays and periods of sickness in order to provide initial assistance in the event of an accident.

5.2.2 All trained personnel shall be in possession of a current First-Aid Certificate, logged on the Port training matrix to record their first aider status, copies of certificates shall be maintained and their status kept current by periodic refresher training.

5.2.3 Signage displaying all first aiders (including emergency trauma first aid) will be displayed on H&S and Quality notice boards throughout the Port with contact details and up to date photo.

5.3 First Aid Boxes

5.3.1 Appropriately stocked First Aid Boxes shall be stored at the following locations:

- Harbour Master's Office / Port Control
- Blyth Endeavour
- Blyth Spirit
- Battleship Wharf Operations Office
- Bates Terminal Gate
- South Harbour Gate
- Battleship Wharf Gate
- South Harbour Office
- Electricians
- Sawmill
- Fitting Shop
- Stores
- 16 / 17 Shed
- Transped Packing
- Transped Logistics
- Port vans

5.3.2 Additional boxes shall be available for personnel working remotely.

5.3.3 The locations of the First Aid Boxes and the First-Aiders responsible for their upkeep shall be listed on Port Notice Boards. The location of each First Aid Box shall be indicated by an appropriate sign.

5.3.4 It is the responsibility of the first aider to ensure that monthly stock checks are carried out on their designated first aid kit and to ensure any used or out of date items are replenished. Records are to be retained and checked as part of H&S inspections.

5.4 Standard First Aid Boxes shall, as a minimum

- Guidance Card
- 20 Sterile Assorted Adhesive Dressings

- 2 Sterile Eye Pads (No.16)
- 2 Triangular Bandages
- 6 Safety Pins
- 6 Medium (No. 8), 2 Large (No. 9) and 3 Extra Large (No. 3) Wound Dressings
- 2 Pairs of Disposable Protective Gloves
- 1 Isolaide Resuscitation Device
- 1 Pair of Scissors
- 2 Eye Wash Solutions (may vary as per legislation)

5.4.2 The contents of the first aid boxes shall be checked by designated first aiders and the quantity of materials required for replenishment obtained from the Stores Supervisor.

5.4.3 Defibrillators have been placed at accessible points around each terminal. There is also one dedicated defibrillator for the Marine department that is kept on the primary vessel.

5.5 Marine Accident / Incident Reporting Procedure

As detailed above serious accidents or incidents within the Port are reportable to the HSE (Health and Safety executive). Reporting requirements differ for marine based accidents and incidents. Marine Accident Investigation Branch (MAIB) investigates marine casualties involving UK vessels worldwide and vessels of any flag in UK territorial waters. The MAIB are responsible for:

- Carrying out investigations to determine the causes of accidents at sea.
- Publishing reports that include safety recommendations in improving safety at sea.
- Increasing awareness of how marine accidents happen.
- Improving national and international cooperation in marine accident investigation.

What must be reported?

- Casualty or marine incident involving a UK ship
- Casualty or marine incident of a ship within UK waters, carrying passengers to or from the UK or accident or incident occurring within the jurisdiction of a UK Harbour Master.

What is a Marine casualty?

A marine casualty is an event or sequence of events that occurred directly in connection with the operation of a ship, and resulted in:

- The death, or serious injury (hospitalisation for a period of 24 hours or more, or the inability to carry out normal duties for a period of 72 hours or more) to a person.
- The loss of a person from a ship.
- The loss, presumed loss or abandonment of a ship.
- Material damage to a ship (damage to structural integrity, performance or

- operational characteristics of the ship, the requirements of a major repair or replacement of a major component).
- The ship being unfit to proceed or requires flag state approval before it can proceed.
 - At sea, a breakdown of a ship requiring towage.
 - The stranding or disabling of a ship, or the involvement of a ship in a collision.
 - Material damage to marine infrastructure, that could endanger the safety of the ship, another ship or an individual.
 - Pollution caused by damage to a ship or ships.

What is a Marine Incident?

A marine incident means an event, or sequence of events which occurred directly in connection with the operation of a ship, that do not meet the criteria detailed above, but that could endanger the safety of the ship, its occupants, any other person of the environment, if not corrected: such as (but not limited to):

- A near miss collision with another vessel.
- A fire that did not result in material damage.
- Unintended temporary grounding in soft mud, where there was no risk of stranding or material damage.

When to Report:

All marine casualties and incidents should be reported to the MIAB as soon as practicable by the quickest means available – notification must not be delayed until the completion of an internal investigation.

How to Report:

The Harbour Master is responsible for reporting the casualty or incident to the MIAB, using the MAIB's Accident Reporting Form (ARF) and sending electronically from the webpage (www.gov.uk/MAIB) or by mail to the following address:

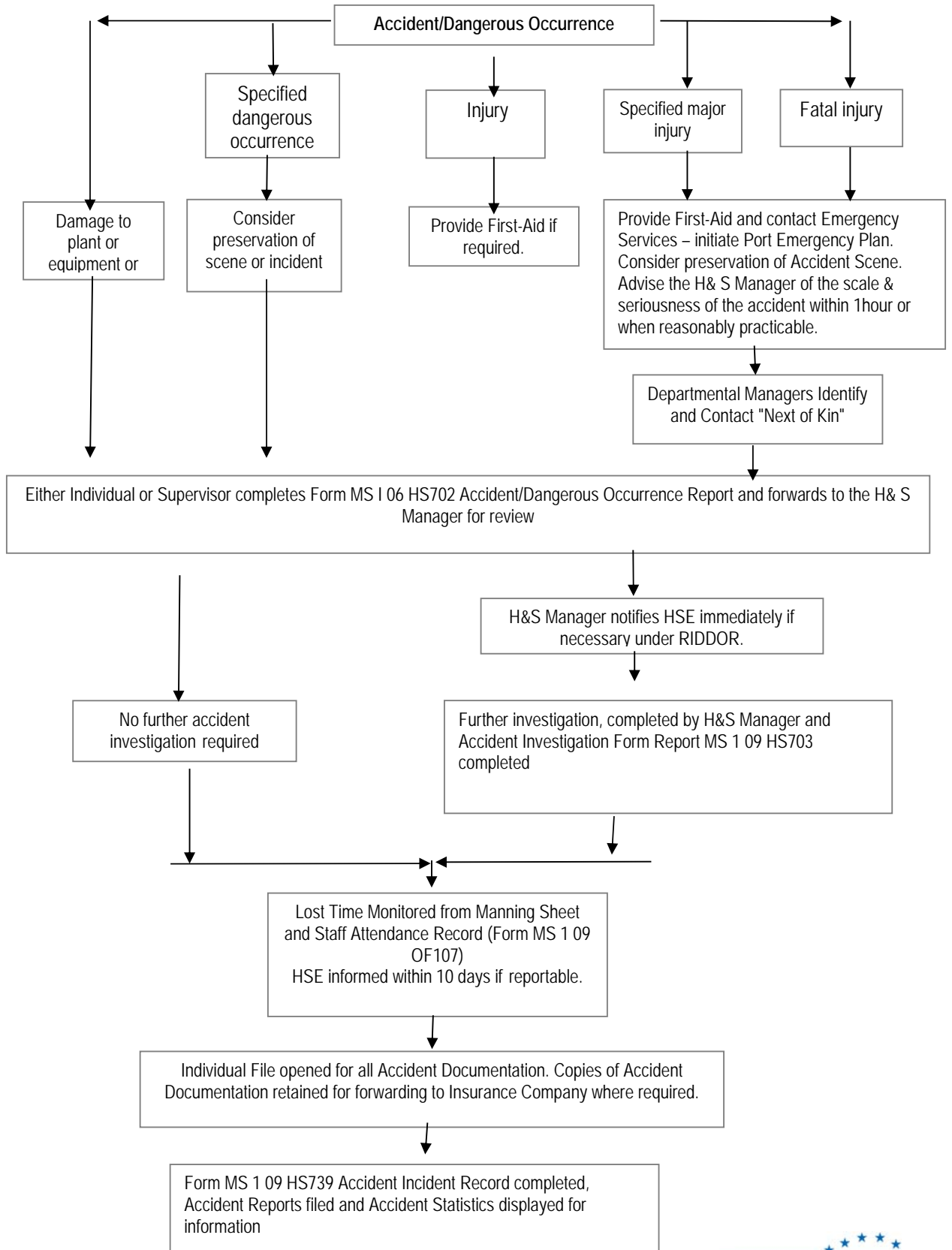
MAIB 1st Floor Spring Place
105 Commercial Road
Southampton
SO15 1GH

Investigation:

Following a marine casualty or incident the MAIB may require access to additional information or evidence. All internal documentation must be retained and kept for evidence.

It is an offence under the Merchant Shipping Regulations 2012 (Accident reporting and investigation), Regulation 19 not to report a marine casualty or incident.

Accident/Incident Reporting Procedure Flowchart (non-marine casualty / incident)



ACCIDENT STATISTICS CRITERIA	
Category of Personnel	1: Management 2: Office Workers 3: Port Workers 4: Contractors 5: Visitors 6: Others
Severity of Injury	1: Fatal 2: Serious (Broken Bones, Major Injuries) 3: Lost Time (More than 3 Days off work) 4: Minor (Cuts & bruises; less than 3 days off work)
Type of Injury	1: Cuts 2: Bruises 3: Strains 4: Breaks/Fractures 5: Other
Location of Injury	1: Head 2: Upper Limbs 3: Torso 4: Lower Limbs 5: Other
Accident Location	1: Offices 2: Quays 3: Warehouses 4: Ships 5: Other
Activity Concerned	1: Operations: Stevedoring 2: Operations: Warehousing 3: Operations: Mechanical 4: Electrical 5: Civil 6: Marine 7: Office Administration : Other