

Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of Portland Port Limited

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to ensure all plant and equipment is safe to use;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy as necessary at regular intervals; and;
- to manage all the company's contractors to ensure compliance with this policy, associated procedures and risk assessments.

Signed


Date 19th July 2022

Mr J C Langham, Chairman, Portland Port Ltd

Review date January 2023

Responsibilities

1. Overall and final responsibility for health and safety is that of the Board of Directors under the chairmanship of Mr J C Langham;
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Portland Port Landside services department.
3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas;

Area of responsibility;	Name;
Marine:	Captain Mike Shipley, Harbour Master
Commercial:	Mr Ian McQuade, General Manager
Landside Services:	Mr Alex Hayes, General Manager

4. All employees must:
 - Co-operate with supervisors and managers on health and safety matters;
 - avoid interference with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Health and Safety Team in consultation with the Senior Manager of the relevant business area.
- The findings of the risk assessments will be reported to the Senior Manager of the relevant business area.
- Action required to remove or control risks will be approved by the Senior Manager of the relevant business area affected.
- The Landside Department will be responsible for ensuring the action required is implemented.
- The Senior Manager of the relevant business area will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every two years or when the work activity changes, whichever is soonest, as per management of change SOP

Consultation with employees

- Employee representative(s) are:
 1. Claire Spencer Marine Department;
 2. Frank Cox Commercial/Environment Department;
 3. Lorrie Green, Executive Department;
 4. Gary Pavey, Landside Department

- Consultation with employees is provided by the Employee Representative of the relevant department and the Health and Safety Manager

Safe environment and equipment

- Mr Gary Pavey, Operations Controller, will be responsible for identifying maintenance needs for the port building, estate and equipment.
- The Operations Controller, Landside, will be responsible for ensuring effective maintenance procedures are drawn up.
- The General Manager, Landside Services, will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment or buildings should be reported to the Operations Controller, Landside Services.

Information, instruction and supervision

- The Health and Safety Law poster is displayed on each floor of the main building and at relevant areas throughout other buildings, including the Security Gate House.
- Health and Safety advice is available from the Health and Safety Team and the employee representatives from each relevant business area.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Line Manager of the relevant business area.
- The Health and Safety Manager is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by heads of the relevant business area of the Employee.
- Job specific training will be provided by the Line Manager of the relevant business area.
- Specific jobs requiring special training are Harbour Master, Pilot, Marine Officer Tug Engineer and Port Police Officers.
- Training records are kept by the Personnel Manager.
- Training will be identified by annual review or role change and will be arranged and monitored by the Personnel Manager.

Accidents, first aid and work-related ill health

- The first aid boxes are kept at various identified locations throughout the building.
- The list of trained first aiders is displayed at prominent places throughout the building.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at Reception.
- The General Manager Landside is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

Monitoring

- The General Manager Landside is responsible for investigating accidents.
- The Personnel Manager is responsible for investigating work-related causes of sickness absences.
- The Senior Manager of the Relevant Business Area is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures - Fire and evacuation

- The General Manager Landside is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked every week
- Fire extinguishers are maintained and checked by an external contractor annually
- Alarms are tested by an external contractor every 6 months, bells are tested weekly by the Health & Safety Administrator
- Emergency evacuation will be tested at least twice yearly