



# Local Rules

For all Users of  
Land-side Facilities

at

*Lochboisdale Harbour*



## Lochboisdale Harbour Local Rules for Use of Land-side Facilities, including Hardstand

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## Version Control

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## Purpose

- To establish Local Rules to be adhered to by all harbour users including:
  - employees and contractors of Lochboisdale Development Limited (LDL), LDL’s tenants and others
  - boat owners, crew and passengers
  - the general publicwhen entering or occupying any of the Land-side Facilities at Lochboisdale Harbour in accordance with Health, Safety and Environmental protection legislation.

## Applicability

- To all who enter or use Land-side Facilities at Lochboisdale Harbour that are under the day-to-day management control of Lochboisdale Development Limited (LDL).
- For the avoidance of doubt they do not apply to areas inside secure fenced sites or secure buildings leased to LDL tenants such as Marine Harvest and Lochboisdale Marine Services as those areas are under the day-to-day management control of those tenants.
- If you are a Contractor intending to carry out work on Lochboisdale Harbour premises, you should also make yourself familiar with the Contractors Health and Safety Guidance, which provides guidance on Health and Safety matters, for all personnel under your control.
- As a Contractor intending to carry out work on Lochboisdale Harbour premises, you should ensure that all your staff and any sub-Contractors are appropriately briefed on the Contractors Health and Safety Guidance Document, prior to commencing work at the Harbour.



## Responsibilities

- The LDL Chief Executive (CE) is responsible for ensuring:
  - a Safety Management system operates within LDL
  - risks to health and safety are identified, assessed and appropriately managed
  - effective communication and consultation with employees and relevant stakeholders on health and safety matters
  - appropriate training and other resources are available as needed
  - periodic audits and reviews are carried out and reported openly at least annually
  - good health and safety performance is acknowledged and celebrated.
- The LDL Harbour Master (HM), reporting to the CE, is appointed with line management responsibility for the dissemination and enforcement, so far as is practicable, of these Local Rules.
- Mentor Services are appointed as an independent reviewer of the effectiveness and performance of LDL's Terrestrial Health and Safety systems<sup>1</sup> with responsibility to report findings directly to the LDL Board of Directors.
- All who enter Lochboisdale Harbour premises are expected to:
  - take reasonable care and responsibility for the health and safety of themselves and any other persons who may be affected by their acts or omissions whilst on the site
  - co-operate with LDL to secure compliance with, or performance of, any statutory duty or requirement imposed on LDL or on other persons or bodies
  - put safety first and report hazards, dangerous practices or accidents to the Harbour Master without delay.
  - comply with these Local Rules.

## Local Rules

In these Local Rules, references to the Harbour Master include the Harbour Master and LDL authorised staff.

### a) Personal Conduct

- You undertake to comply with these Local Rules and with any reasonable directions issued by the Harbour Master.
- You must obey all Signs and Barriers.
- You will not consume alcohol or drugs that are against the law or impair your ability to comply with these Local Rules.

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<sup>1</sup> As distinct from the Marine Safety Management System maintained under the Port Marine Safety Code



- You should not enter into specific work areas unless authorised by the work group supervisor. This includes approaching the Pier area where vessels are mooring / unmooring.
- Access to the Marina is restricted to authorised personnel only.
- Please remember that you are on a multi-user site and how your actions and conduct may impact on other harbour users and the general public.
- You will not engage in violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (including sexual or racial harassment), whether physical or expressed orally, in writing or electronically.
- LDL will not tolerate any abuse or acts of aggression towards its staff or others. Any actions of this nature will be reported to Police Scotland.
- Please dispose of all waste materials responsibly in the Bins provided. If you have any specific waste for disposal or are uncertain about the re-cycling protocol, then please check with the Harbour Master.
- You will observe basic standards of cleanliness and hygiene.
- You will not create excessive noise when people can be expected to be asleep on board vessels or in neighbouring properties.
- You will not deliberately or negligently deface, damage or interfere with the Land-side Facilities or the property of others at Lochboisdale Harbour.
- You will not bring fireworks, flares, open flame lanterns or other incendiary or flammable items onto the Land-side facilities unless there is a genuine necessity for them such as fuel or flares for vessels or maintenance work.
- You must supervise children and others for whom you are responsible.
- You will NOT smoke (either cigarettes or e-cigarettes) in any building or in proximity to any flammable operations.
- You will not engage in criminal activity on LDL premises.

## b) Identification

- You will on request identify yourself to the Harbour Master by showing a suitable photographic identification card (a driving licence, passport or other card issued by a government body)

## c) Vehicles

- Be aware of the hazards of moving vehicles.
- Be vigilant for pedestrian traffic, especially at the access to the Pontoons and in the vicinity of the Toilets / Shower block.



- Cars may only be driven on the harbour road and parked in marked car park spaces. You should be aware that the Road Traffic Act applies on Harbour roadways.
- All operators of Forklifts / Telehandlers must have relevant training and appropriate certification which they allow the Harbour Master to inspect.
- Forklifts must not be used to load/unload materials from vessels at quayside.
- Forklifts must be fitted with 'white-noise' reversing alarms and you should use a Banksman to assist with movements and load handling.
- Do not park your vehicle at Quayside if you are going to sea. Use the designated Parking areas.
- Owners of Abandoned vehicles will be given 21days to remove such vehicles from the Harbour. Vehicles left on LDL premises beyond this time will be removed by LDL, at owners expense.
- Commercial vehicles may only be driven and parked as authorised by the Harbour Master.
- All Vehicles on the Pier are to be driven at manoeuvring speeds only.
- Maintenance work on vehicles may only be undertaken as authorised by the Harbour Master.

#### **d) Use of Toilets, Showers and Laundry Facilities**

- These facilities are made available for the use of harbour users and others authorised to do so by the Harbour Master.
- The door security code (if fitted) may be obtained from the Harbour Master and must be kept secure and not divulged to those who are not authorised to use the facilities.
- Any advertised charges for the use of these facilities are to be paid to the Harbour Master or placed in the "Honesty Box".
- Electrical appliances must not be brought into the building unless they are appliances such as shavers, toothbrushes or hair dryers specifically designed for use in washrooms.
- Please treat the Laundry and Bathroom equipment with respect and at all times treat it as your own.
- Please do report any accidental damage or abuse of the equipment to the Harbour Master immediately.
- Do not overload Washing Machines or Tumble Driers as this could result in damage.
- Clothes, towels and the like must NOT be placed upon space heaters.



## e) Use of Slipway

- **Slipways are dangerous. Keep off unless you have a genuine necessity to be on the slipway.**
- Pedestrians must NOT walk down the slipway unless they have a genuine necessity to do so. Similarly, vehicles must NOT proceed onto the slipway unless they have an operational requirement to be there.
- Genuine necessity may include the need to:
  - launch or recover a boat
  - service a boat on or alongside the slipway
  - inspect or maintain the slipway.
- Sight-seeing is NOT a genuine necessity and the general public are directed not to walk down the slipway or take vehicles onto the slipway.
- Do not approach the Slipway if there are Boat Lifting operations in progress.
- Creels and other equipment must NOT be left on the Slipway. Materials left here for extended periods will incur a storage charge or will be removed with costs being allocated to the owner. Use the designated area on east Breakwater for storage of Fishing gear.
- The apron at the top of the Slipway must be kept clear of equipment at all times to facilitate safe access and egress for others.

## f) Use of Quayside

- **Quaysides are dangerous. Keep well clear of the edge (3m or more) unless you have a genuine necessity to be closer.**
- Genuine necessity may include the need to:
  - communicate with someone on a vessel alongside
  - assist with tying up a vessel alongside
  - use one the dockside ladders (and only if you have the skills and experience to use a dockside ladder safely)
- To minimise trip hazards, ALL loose materials such as ropes, hoses, nets and pallets, should be stored away in the respective storage space.
- If you are required to work within 3.0metres of the Pier edge, it is recommended that you were a Flotation device.
- The management and control of loading and unloading from vessels will be the responsibility of the Contractor and Ships Master, who shall take precautions for the safety and well-being of the work team and ensure compliance with all relevant Health & Safety legislation for the entire operation. Barriers and signage should be used to deter non-essential personnel from entering the work area.



- Materials left on the Quayside for extended periods will become liable for a Storage Charge.
- The Harbour Master to be notified of all Hot Work at Quayside, whereby a Hot Work permit will require to be issued.
- Vessel Moorings must not be secured to Ladders, Grab-Rails, Railings or Lamp-posts.
- All Visitors to vessels alongside must use the designated Parking Areas.
- Pedestrians must use designated pedestrian Walkways as far as possible.

### **g) Use of Quayside Crane, Boat Hoist + Tractor**

- Only persons authorised by the Harbour Master may use the Boat Hoist + Tractor – *and then only in accordance with the LDL Lifting Equipment Policy and the relevant Standard Operating Procedure*. If you are not part of the Lifting Team or Boat Crew, you should keep well clear of the Tractor / Boat Hoist during Boat lifting operations.
- The Boat Hoist and Tractor are operated in accordance with the Lifting Operations and Lifting Equipment Regulations 1998. If you require a Boat Lifting operation for your vessel, you are expected to comply fully with the directions from the Lifting Supervisor and make yourself familiar with the relevant LDL Standard Operating Procedure and Risk Assessment for the operation.
- Quayside Crane is to be operated by competent trained personnel only. You should be able to provide evidence of such training if requested by the Harbour Master. All vessel operators requiring the use of the Crane, should provide details of trained personnel to the Harbour Master.
- The Crane should be returned to the stowed position on completion and switched off. Any defects with the Crane should be reported to the Harbour Master immediately.

### **h) Use of Disabled Person Hoist**

- Only the Harbour Master or Port Manager may operate the Disabled Person Hoist on the Marina. *Please advise the Harbour Master or Port Manager in advance, should you have a requirement for the Disabled Hoist.*

### **i) Use of Fishermen's Storage Area – east Breakwater.**

- The Storage Area is to be kept clean and tidy.
- Abandoned gear should be marked as such and disposed of as waste. Where LDL identifies that abandoned equipment is causing an obstruction or nuisance, then this may be disposed of, with the cost of removal being charged to the owner.





- All loose items of plastic equipment, such as Prawn Tubes, MUST be stored securely to prevent inadvertent displacement into the marine environment in windy weather.
- Keep main access and thoroughfare to east Breakwater clear at all times.
- To minimise rodent infestation and bird nuisance, you should ensure that Bait is stored in sealed Containers at all times.

## j) Use of Waste Management Facilities

- Waste Management Facilities are to be kept clean and tidy.
- You should dispose of ALL waste responsibly and where appropriate, in the correct recycling Bin.
- Small quantities of Waste Oil may be deposited at the Waste Oil reception Bin on north end of Hardstand. You should advise the Harbour Master of what has been deposited.
- Items of Special Waste, such as heavily contaminated Oily Rags, Oil Filters, Paints and Chemical products should not be disposed of in the Green Bins. Please contact the Harbour Master regarding such waste, so that it can be disposed of in the correct manner.
- Large items for disposal should be notified to the Harbour Master. Such items may then be kept segregated until a large Skip is available.

## k) Use of Hardstanding

- Use of hard-standing for boat cleaning and maintenance / repair shall be subject to the Boat owner accepting that:
  - The Harbour Master is notified in advance of the arrangements for lifting and transporting the boat and the work that is to be carried out whilst occupying the Hardstand.
  - Cognisance is taken of the Harbour Master's directions with respect to Permit to Work requirements.
  - Boats must be securely supported on the Hardstand in a suitable cradle/trailer or by wooden chocks, such that they remain stable, whatever the weather conditions.
  - A clearly identified cordon is established around the Boat as directed by the Harbour Master, with notices directing unauthorised persons to keep clear.
  - All work undertaken on the Boat is controlled and managed in line with the Health and Safety at Work Act.
  - Skipper / Crew are responsible for ensuring that their work or associated equipment is not causing, health and safety or environmental issues to third party personnel who may be working nearby.



- Such issues will relate to (but not limited to) Dust / Exhaust emissions and Noise.
- All portable Tools should be 110V appliances ONLY. The use of 240V Extension Leads in the Harbour environment is prohibited.
- All loose paint chippings must be contained and properly disposed of.
- All Oils and Bilge Waste must be contained and disposed of responsibly.
- Paint spraying must be contained within a habitat, to prevent overspray causing damage to adjacent Boats, Buildings and Vehicles.
- Loose items within the working area to be suitably secured against the elements.

## 1) Use of Pontoons

- *Only Boat users and harbour staff may access and use the Pontoons.*
- *Others may access the Pontoons area with approval from the Harbour Master.*
- *No running – PLEASE supervise children and instruct them NOT to run!*
- *No Bikes or Prams permitted on the Pontoons.*
- *It is recommended that Life Jackets are worn by all persons accessing the Pontoons.*
- *All vessels must be suitably fendered to minimise wear and tear on fixed structure.*
- *Vessels must not be ‘doubled up’ on Pontoon Berths.*
- *Do not make Moorings or lashings fast onto the Pontoon Mooring Chains.*
- *The Mooring Ropes used must be proportionate to the size of the mooring cleats.*
- *All loose ropes and cables should be stowed away in a seamanlike manner.*
- *Boats and Moorings remain the responsibility of the Owner at ALL times. Be sure that Moorings are adequate for any sudden deterioration in ambient weather conditions.*
- *Pontoon electrical Bollards are for supplying power to Boats – these should not be used for Power Tools or Plant machinery.*
- *No loose fishing equipment is to be left on Pontoons where such may cause an obstruction / trip hazard.*
- *Vessel Moorings must be contained within your allocated berth. Mooring ropes must not be led across the Pontoons.*



### m) Permit to Work

- The Harbour Master will direct whether any particular activity requires a Permit to Work.
- A Permit to Work is to be obtained before:
  - *any Hot-work, Shot-blasting or spray-painting anywhere on the Land-side Facilities.*
  - *Any other operation requiring additional control.*

### n) Security

- Be vigilant at all times to people acting suspiciously, especially those who are not known in the community. Alert the Harbour Master immediately, should you have any concerns.
- Be prepared to challenge unknown persons seen boarding or attempting to board a locally owned vessel. Alert the Harbour Master immediately.
- The Harbour area is largely covered by a CCTV system, which includes recording facilities. Please alert the Harbour Master to any suspicious activity.
- Be alert to unknown persons removing equipment from Quayside storage.
- During extended periods of berthing, Boat Cabins should be securely locked and all loose items stored away.

### o) Emergencies

- **In the event of an Emergency, inform and act on instructions issued by, the Harbour Master or other authorised person in charge of emergency response.**
- **The muster station in the event of an emergency will, unless advised otherwise, be on the hardstanding adjacent to the Pontoon access.**

## Monitoring and Compliance with these Local Rules

- The Harbour Master and the Port Manager will monitor compliance with these Local Rules on a day to day basis.
- You will be expected to co-operate fully with the LDL management by applying these Rules to your own specific work activity, whilst using harbour premises.
- Any specific breaches of these Rules will be recorded and reported to the LDL Board at the first opportunity.
- Any subsequent further breaches of these Rules may result in you being asked to leave the Harbour premises.



## References

- The Health and Safety at Work etc Act 1974
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Workplace (Health, Safety and Welfare) Regulations 1992