Safety in Ports Guidance

SiP001: Port and Terminal Planning

PORT SKILLS & SAFETY
IMPROVING STANDARDS THROUGH COLLABORATION

unite the UNION

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PORT SKILLS & SAFETY

Contents

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The original version of this SiP was titled Guidance on port and terminal planning (workplace transport). However, it did not cover workplace transport and therefore that part of the title has been dropped in this fully revised and updated version.

1. Disclaimer

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External links are provided to enhance information, but Port Skills and Safety Ltd (PSS) does not guarantee the accuracy of any external links.

Regulations in this document are referred to by title but not year, as they may have been amended post publication. The reader should always seek the current version.

Following this guidance is not a legal requirement, however, by following the guidance, users may ordinarily expect to be doing enough to comply with the law. HSE and other government-appointed inspectors who seek to secure compliance with the law and may refer to this guidance in their investigations.

This document provides guidance only and due care and attention must be given to any operation being conducted.

This guidance contains lists of considerations that may mitigate the risks highlighted. These lists are not exhaustive and not all items listed may be relevant. All risks must be individually assessed and actions implemented in the context of the individual activity and relevant risk assessment.

The Safety in Ports Guidance is made available to all interested parties for the general improvement of safety in ports. However, members of PSS will find supplementary resources in the members section of the website.

2. Introduction

The guidance covers workplace transport and terminal planning, and whilst it refers to legislative requirements and general operations, the overall application details of such legislative expectations are provided within SiP000.

Traffic management is a complex issue and covered by several workplace regulations. Therefore, this guidance should also be used in conjunction with the following documents:

- Managing health and safety in dock work (HSG177).
- A guide to workplace transport safety (HSG136).
- Workplace health, safety and welfare (L24).
- Safety in docks (L148).
- Rider-operated lift trucks (L117).

Relevant SiP guidance is referenced within this document and a full list of the guidance suite can be found in Appendix 1 or via www.portskillsandsafety.co.uk. However, SiP000 Regulatory Framework sets out the overarching principles, approach, and structure that underpin all PSS guidance. The document should be treated as the introduction for all PSS guidance, and it is recommended that it is read first to provide the necessary context for the material that follows.

3. Workplace transport and terminal planning

The design of ports and terminals is vital to ensure they operate safely. All operational areas and port users need to be considered together to ensure there is an effective and safe flow of traffic around the terminal.

Traffic management controls should cover warehouses, sheds and workshops. While these may not be fixed and may change based on commodities and storage requirements, they should still be considered as part of the traffic management arrangements and design.

There will be many safety issues to consider in relation to:

- Gatehouse and weighbridge location.
- Arrangements for people and plant or traffic.
- Traffic routes.
- Storage areas.
- Cargo handling areas including
    - Warehouses.
    - Quaysides.
    - Container terminals.
    - Heavy or specialised lift areas.
    - Maintenance areas.
- Linkspan locations.
- Plant location.
- Pedestrian and cycle routes.
- Restricted areas.
- Designated parking areas (public and site users).
- Welfare provision.
- First aid and emergency arrangements.

In managing port and terminal activities, particularly when more than one employer may be working in the same area, the provisions of the HSE guidance Managing Health & Safety in Dockwork should be taken into consideration. Implications may include the planning of traffic routes for neighbouring operations, ensuring that different activities can safely be conducted by different teams or employers without increasing risk.

Careful thought and planning must be given to traffic routes and the location of storage areas within the port estate. Separated traffic, pedestrian, and cycle routes should be clearly marked. Signage and markings as required by the Road Traffic Act and the Traffic Signs Regulations and General Directions are recommended, as these will be familiar to all drivers of road-going vehicles including many foreign drivers.

It is important to inform all stakeholders accessing the port estate about the traffic management system, and to clearly communicate any temporary or permanent changes to it.

Designated areas should be marked for:

- Queuing.
- Loading and unloading.
- Operating twistlocks.
- Sheeting and securing of loads.
- Maintenance including for carrying out hot works.
- Quarantined plant and vehicles.
- Spill kits and other emergency equipment.
- Police, Border Force and other agencies.
- Refuelling.
- Smoking.
- Parking.
- Pedestrians and cyclists.
- Restricted access.

Handling areas for cargo will need to be adequate and road surfacing suitable to withstand the rigors of heavy plant and equipment, and the stacking of cargo. Storage areas for ships' trailers, roll trailers and cassettes may need to be considered. Line markings should be regularly renewed as they are likely to wear away under heavy traffic.

The following should be considered in the design and operational planning of ports:

- Lighting should be suitable for the work being undertaken, see SiP009: Lighting.
- Visibility including vehicle blind spots.
- Quay edges to reduce the risks associated with manoeuvring near edges.
- Overturning including the cornering requirements of higher centre of gravity loads or equipment.
- Loading including quayside loading, cranes and heavy plant equipment.
- Traffic flows to avoid congestion, ensure efficient traffic flow and enable the separation of people and plant as far as possible.
- Road markings to clearly direct traffic through the port
- Access and egress for emergency vehicles.
- Access and egress for other port users.
- Boundary or ISPS fencing, barriers and gates.
- International and national security regulations.
- Physical barriers to separate people and plant.

Traffic management systems should include:

- Terminal speed limits and enforcement measures.
- Relevant signage appropriate to the traffic route and operations being undertaken.
- Clearly marked traffic routes.
- Clearly marked safe pedestrian routes and crossings enabling segregation of people and plant.
- The use of traffic lights, barriers and gate control.
- The use of flashing beacons or hazard lights on vehicles.
- Traffic calming measures.
- One-way systems and junction priorities.

- Layouts which minimise the need for reversing.
- Line markings.

Consider the placement of designated areas for cargo shipment and mobile plant, locating them as close to their area of need as possible.

Ports and terminals with separate areas for cargo import and export should consider traffic routes to and from the vessel, and around the terminal, to support the safest and most efficient routes for drivers.

Subject to the workplace risk assessment, ports and terminals will normally require the mandatory wearing of high-visibility clothing and other PPE in operational areas. The risk assessment should specify what PPE is required in which areas. PPE should be done up, clean and well maintained, and fit for use. PPE requirements should extend to any contractors working on site but must also be compliant with the relevant standards of the work being undertaken.

Ports should provide access to adequate welfare facilities for visitors and contractors (such as third-party hauliers). At minimum this should include gender neutral toilets, washing facilities and areas to change and rest. Adequate parking and safe access to and from such areas must be provided.

Safe management and monitoring of road systems is vital for ensuring safety, it is important that a robust management of issues such as speeding and failure to comply with road safety instructions can be demonstrated. The monitoring of road systems will ensure effective reporting of issues such as surface conditions, degradation, potholes and damage etc.

4. Specific hazards

The following can create a specific hazard in ports and therefore their location should be considered when planning port layout:

- Hazardous materials, including fertilisers and biomass, which may present fire, contamination or reactivity risks, see SiP022: Biomass wood pellet and chip.
- Explosive materials and incompatible cargoes, including those that may become hazardous when stored or handled alongside other substances due to chemical or physical reactions.
- Chemicals, dangerous substances or other cargoes requiring ventilation monitoring, such as those emitting fumes or requiring controlled atmospheres, see SiP002: General cargo.
- Cargoes requiring enhanced security screening, such as x-ray or other inspection processes, which may influence access routes and separation from public areas.
- Electric vehicle charging points, which introduce electrical and thermal hazards and require separation from flammable or vulnerable cargoes.

Reference should be made to the SiP guidance which relates to specific cargoes.

Engineering activities may be required on the terminal. Control measures should be put in place to ensure they are safely managed. Measures should be put in place to ensure others are aware of the presence of any such activities and personnel.

Where mobile plant enters the public highway, it must be road legal and taxed etc and drivers suitably qualified.

Consider the management of areas which are not in constant use. This includes measures to reduce the opportunity for vandalism of derelict or unused buildings, and to prevent unauthorised access to ISPS restricted areas. Occasional access may be required to some buildings for surveying and redevelopment; risk assessments should always be carried out before accessing buildings not in regular use.

Electricity

Ports may require additional electrical supply connections in specific areas or for specific cargo. All electrical work must comply with the requirements of the Electricity at Work Regulations and be subject to regular testing and inspection. See HSE Maintaining portable and transportable electrical equipment.

In most cases these systems require significant electrical capacity, which may necessitate upgrades to the local network, such as additional substations or distribution equipment. Electrical infrastructure should be located and routed to ensure adequate capacity, minimise voltage drop, and support safe, efficient access to the connection points.

Ports may need to provide plug-in electrical connections for refrigerated units and heated cargo. These connections should be arranged so that temperature monitoring and visual checks can be carried out from a safe, designated working position, such as ground level or an access gantry, without the need for improvised climbing or unsafe reaching.

Ports who provide shore power for visiting vessels should ensure all connecting vessels have been inspected by a competent electrician and have a relevant safety certificate. Safety

guidance for connecting to the shore supply must be provided to all vessels and access points should be regularly maintained by a competent electrician which includes the inspection of wiring, connections, and components for signs of wear, corrosion, or damage, and promptly addressing any issues.

While UK law does not currently impose a statutory duty on ports to provide shore power as part of new quayside developments, national maritime policy and decarbonisation guidance strongly encourage the assessment of shore power infrastructure and the adoption of measures where economically feasible.

Where shore power is not initially provided, best practice is to future-proof developments (e.g. by installing ducts and capacity to accommodate shore power cabling). Surge protectors should also be installed to prevent damage to electronic systems from power surges caused by lightning strikes, faults or failure in the electrical systems, or sudden changes in the electrical grid. See EMSA Shore-Side Electricity: Guidance to Port Authorities and Administrations.

There is an increasing range of electric plant, vehicles, and battery-powered equipment present in ports. This includes:

- Electric port plant and handling equipment (e.g., forklifts, tugs, and other battery-powered machinery).
- New electric vehicles being imported or exported through the port.
- In-use electric vehicles carried by passengers on ferries.
- Battery-powered vessels, including hybrid or fully electric craft.
- Used lithium-ion batteries transported as cargo, often within containers.

Whilst lithium-ion batteries are not thought to present a higher likelihood of fire than internal combustion engines, fires involving EVs can be more difficult to control and may escalate rapidly if thermal runaway occurs.

Thermal runaway is mostly likely to occur following damage to the battery or whilst charging. Therefore, ports should consider the ability to isolate damaged electric vehicles and the location of charging points. PSS members can also find additional resources on lithium-ion battery safety on the PSS website.

Hybrid or electric cranes and other large plant will require high voltage connections and supplies. Care should be taken in planning the location of these and ensuring the skills and experience needed to install and maintain these. Specific risk assessments and SOPs should be undertaken and in place to deal with the additional risks.

5. Terminal layout and traffic flow

When determining terminal layout and traffic flow, the following should be considered:

- Gatehouse and weighbridge positioning.
- Traffic routes and junction priorities.
- Implementing one-way systems where possible
- Minimising the need to reverse.
- Road markings, signage, and traffic lights.
- Changing layouts and temporary diversions.
- Designated zones for loading/unloading, twistlocks, securing loads.
- Surface condition and durability.
- Traffic flow within all operational areas, including internal spaces (e.g., warehouses, and transit sheds), external storage zones, cargo handling areas, and container stacks.
- Avoiding the storage of different types of cargo together which may become volatile.
- Blind bends or areas with restricted line of sight.
- Adequate lighting, see SiP009: Lighting.
- Lanes which lead to unprotected quayside edges.
- Safe zones for pedestrians or site users.
- The segregation of people and vehicle interfaces using physical barriers where possible.
- CCTV and other site monitoring systems
- Procedures for crossing operation areas.

Where people and plant or vehicles operate in the same space there should be adequate levels of segregation, this could include fixed barrier systems, movable barriers, hatched areas etc. or other controls as determined by risk assessment. Good communication with all port users is vital to ensure those working in the same space communicate activities, especially where these affect traffic routes.

Traffic management plans should include swept paths for different vehicle types. Routes and road surfaces for vehicles transferring loads through port must be assessed to ensure they are suitable for the vehicles using them.

When transporting loads within a port, the load characteristics, method of transport, and intended route must be assessed to determine the appropriate securing measures. This ensures the load remains stable and prevents shedding or trailer overturning during movement. Consideration should be given to driver blind spots, especially when operating large plant near pedestrians.

6. Public access

Many ports have to provide public access and this can often include the quayside and water's edge. This can introduce many additional hazards into an already high-risk industrial area. As far as practical and legal, access should be restricted in busy or heavily industrial areas of the port.

Adequate signage must be clearly visible to inform the public of the potential risks and restricted areas must be clearly marked and sectioned-off where possible. Where possible, plan pedestrian routes along the 'desire path', consider the routes pedestrians are likely to take and try and place paths along the most direct route.

To facilitate the traffic flow and safety for members of the public, ports should ensure:

- The segregation of pedestrians, cyclists and port operations, including designated routes and crossing points.
- Management and control of shared spaces – especially in relation to potential blind spots and people / plant segregation.
- Additional control measures for cyclists and motorbikes.
- The use of barriers, signage, and lighting.

Ports which allow fishing should clearly mark where fishing is, or isn't, permitted. See SiP021: Access to fishing vessels and small craft.

Wild swimming can also bring additional considerations for port planning and it may be advisable to designate areas for wild swimming and clearly mark where such activities are likely to be dangerous (ie vessels routes and strong tidal areas).

Social media trends and risky behaviours (such as planking, tombstoning or entering restricted areas for videos or photographs) can increase the likelihood of accidents in and around ports. Ports should alert the public of the dangers of these activities and use any legal avenues available to prevent them.

Ensure that cyclists and motorists adhere to lane segregation, speed limits and other road signage. Where possible, ports should display signage to communicate appropriate cycle routes and remind users of the need for cycle helmets, reflective clothing and cycle lights.

Disabled access should be facilitated through the port wherever possible. Where members of the public need to access port buildings (ie in passenger ports) wheelchair accessible ramps or lifts should be installed. It is recommended to have a dedicated contact for passengers with a disability, reduced mobility or other impairment to contact the port in advance of their journey to discuss access requirements.

Passenger ports should consider using visuals or translated materials for visitors who do not have English as a first language. See SiP012: Passenger and Cruise Operations.

Where possible, ports with public car parks should be situate them at convenient locations as close as possible to public routes or buildings.

It is recommended to work with the local community and port stakeholders to educate young people and the general public about the high-risk nature of port activities and the need for safety precautions when visiting the port area.

Building a good relationship with local emergency services will support the ongoing efforts to keep members of the public safe. The local police service can support awareness raising of the dangers around unauthorised access into restricted are and port CCTV should be provided to assist in any enforcement action.

7. Management of visitors and tenants

In addition to port and terminal staff, there will be a significant number of visitors who need to be provided with information relevant to their visit to ensure the safety of themselves and other port and terminal users (i.e contractors, hauliers, seafarers etc). See SiP018: Safety induction and training and SiP013 Managing non-permanent employees.

Access to operational areas should be strictly controlled and only authorised persons allowed on site. Visitors to operational areas should be provided with information including:

- Site rules and maps
- Traffic routes and flows.
- Access control and supervision
- Emergency procedures and contacts.
- Reporting procedures.
- Muster points and arrangements.
- Designated smoking areas
- Welfare facilities.

It is best practice for visitors to operational areas to undergo an induction scheme, made available pre-arrival. Those who have not undergone a site induction should always be escorted and remain under the close supervision of a responsible person, be provided with appropriate PPE, and made aware of the basic risks associated with being on site.

It is best practice to use different coloured passes to designate the access level of visitors and enable them to be clearly identified.

Ports should consider using visual or translated induction materials, site rules and directions for visitors, including hauliers who do not have English as a first language.

Where contractors are undertaking maintenance or other work in operational areas they should be segregated and appropriate changes made to traffic flows. Contractor management procedures should be in place which includes pre-planning to assess their effect on traffic flow and port activities. All construction work should be undertaken in accordance with the Construction (Design and Management) Regulations (CDM).

All maintenance and engineering activities should be planned for in advance and only take place within a designated area. Activities should be coordinated with other users and tenants occupying the same or adjacent areas. Clear communication lines about the plans and progress of works should be established with staff and other stakeholders (tenants, local community etc.).

8. Cargo handling and storage areas

When planning locations for cargo handling and storage areas, refer to specific SiPs which deal with those cargos (ie containers, general cargo, timber etc.) Consideration should also be given to:

- Covered versus open storage and handling areas.
- Ground conditions and surface durability.
- Transit routes and traffic flows.
- Suitability of storage for the cargo being stored.
- Suitable handling equipment and access.
- Storage for trailers, roll trailers, cassettes.
- Dust, noise, lighting, and environmental controls.
- Locations and proximity of other works, tenants, housing etc.
- Locations for coupling and uncoupling of trailers
- Locations for securing loads, which could include fitting straps, chains, or operating twistlocks.
- Potential blind spots for drivers or pedestrians caused by cargoes, buildings, other plant etc. This also includes blind spots created by the limitations of the plant in use.
- Environmental permits for storage in various areas.
- Segregation of People and vehicle interfaces.
- Suitable lighting levels and coverage, especially where areas are in constant 24-hour use, see SiP009 Lighting.
- Designated quarantined area for damaged cargo.
- Designated and clearly marked storage locations.
- Emergency arrangements.

It is best practice to eliminate people and vehicle interfaces in handling and storage; however, this will not always be practicable.

Where the risk assessment has identified the need for a banksman for reversing of trailers, they must be in place before commencing operation. However, in line with the hierarchy of control (see SiP000: Guidance framework) ports should first consider whether reversing can be eliminated through design or technology (for example, by providing turning areas or using reversing aids such as cameras or proximity sensors. The HSE workplace transport guidance recommends the provision of a banjo-type turning area to enable HGVs to manoeuvre without the need for reversing.

Terminal layout should consider the storage location of cargo which may need off loaded in more than one warehouse or loads which may need to be moved to another warehouse after the initial unloading.
Management systems should be in place to certify what cargo is on the CTU, to ensure that loads are handled and stored appropriately. Considerations include:

- Weight distribution (in relation to moving loads in high winds and over gradients or uneven surfaces).
- Storage of potentially incompatible substances within a single location.

9. Segregation of hazardous cargoes

Risk assessments must consider the safe handling and segregation of hazardous substances, and how to deal with emergency situations involving these substances.

Consider the following regulations and guidance:

- The International Maritime Dangerous Goods Code (IMDG).
- The Control of Major Accident Hazards Regulations (COMAH).
- Control of Substances Hazardous to Health (COSHH).
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).
- The Dangerous Goods in Harbour Areas Regulations.

Ports handling dangerous goods, those classed as explosive or radioactive, or those which may become explosive if stored or handled incorrectly should consider Explosive Security Officers training and licenses. Fumigation protocols and certification should be put in place.

Ports dealing with dangerous goods may require training in the handling of dangerous goods or a certified dangerous goods safety advisor.

Consider the location of the following and site them as close as possible to their likely area of need.

- Containment equipment including pits, bins, bunds or troughs.
- Drains.
- Interceptors.
- Spill kits.

Avoid designating areas affected by strong wind for use and storage of hazardous materials. Also consider the proximity of other operations, port users and housing. See SiP016: Emergency planning.

10. Regulatory inspections and repacking

Government agencies such as port police, HM Border Force and the Forestry Commission. may require cargo transport units (CTUs) or passenger vehicles to be unloaded and inspected. Separate designated areas may be required for these organisations and their relevant inspections.

Where loading and re-loading of CTUs is required, care should be taken to ensure this work is undertaken to normal standards by qualified personnel and not rushed, to ensure it is properly unloaded, reloaded and secured. This work may be labour-intensive and require undercover areas to work.

Care should be taken when in loading bays or other occasions when people or FLTs are operating inside the CTU. It is best practice for hauliers to remove keys from the ignition until the loading/unloading operation is complete to ensure they cannot move away until all people and plant have left the area.

In some cases, this will require specialist machinery to be operated inside CTUs. Staff undertaking these operations must be appropriately trained and CTUs must be properly repacked with the appropriate container packing and fumigation certificates. Refer to the relevant cargo SiPs for information on loading and unloading of specific cargos.

Some cargoes cannot be offloaded and inspected unless they are taken to designated areas in line with the requirements of Dangerous Goods in Harbour Areas Regulations, IMDG Code and, in the case of radioactive material, the Ionising Radiation Regulations:

- Class 1: Explosives.
- Class 7: Radioactive material.
- Class 9: Miscellaneous dangerous substances including environmentally hazardous substances.

11. Parking and collecting trailers

The trailer park should be designed in such a way, and systems of work adopted, to ensure that risks to all workers are reduced or eliminated. Employers should ensure their drivers are aware of site rules and adhere to HSE guidance on coupling and uncoupling trailers.

Drivers must remain in their cabs during loading and unloading or move to a designated safe standing or waiting zone as determined by risk assessment.

Some drivers may need to work at height and therefore the risk assessment should identify any control measures, including sheeting gantries, edge protected platforms. If work cannot be undertaken safely then additional fall protection measures such as a harness and lanyard may be required.

Parked trailers must be prevented from rolling. Where fitted, trailer parking brakes must be used, unless there are circumstances where the application of the brake may increase the risk of injury to staff and / or drivers. In these circumstances, the cargo handler should undertake a comprehensive assessment of the risks of the activity to ensure that adequate control measures are in place. Clear instructions must be provided for drivers as to how such trailers are handled, parked and inspected.

When conducting such a risk assessment the following points below must be considered:

- Design of the trailer park (layout, surface condition, gradient, size of bays, backstops).
- Instructions to workers and visiting drivers.
- Control of pedestrians.
- General site rules.

Maintain the surface condition or the trailer park and avoid gradients where possible, especially in the case of roll trailers (commonly referred to as Mafi trailers) and skeleton trailers which may not have braking systems.

Back stops and other means of roll prevention may be required, and these should be of adequate size and strength to ensure that trailers cannot be reversed over them when being positioned. Clear communication protocols should be developed to ensure that vehicles are not moved before any parking blocks have been removed.

Parking bays must be clearly marked, provide adequate width for manoeuvre, and should be of adequate length to accommodate the longest trailers handled. Adequate space must be provided between bays to enable drivers to safely gain access to leg handles, trailer control systems, parking brakes, and the rear of the trailer. When trailers are parked back-to-back, either directly or in herringbone formation, care must be taken to ensure that pedestrians cannot become trapped between trailers.

Site rules should specify how drivers:

- Sheet or secure loads.
- Fit light lenses, number plates etc.
- Check trailers.
- Conduct maintenance.

Safe areas must be designated to undertake this work, either within the parking bay or an adjacent area.

Unauthorised access to parking areas should be prohibited. Hauliers should be advised not to make unauthorised changes to loads.

12. Environmental and Community Impact

Ports are often located near housing estates and are often considered to be part of the community – especially where they are council-run or Trust ports. Due care and consideration should be taken when locating specific port activities near to port boundaries.

As far as practicable, ports should minimise the impact on neighbouring businesses and residents by:

- Locating noisy and dusty works away from port boundaries.
- Directing lighting inwards or towards the quayside.
- Considering the location of large plant and equipment to avoid obscuring local views or beauty spots.
- Undertaking noisy works during normal working hours.
- Provide early notification of works which are likely to create an impact of the local environment.

Good communication, including a continuous feedback loop and the ability for local residents and business to raise concerns, is essential to creating and maintaining a good reputation and relationship with the local community.

13. Rail areas

The safe and effective management of rail transport within port environments requires close coordination between operational teams, infrastructure managers, and third-party rail operators.

Port operators should establish Joint Working Agreements (JWA) with Network Rail and freight operating companies to clarify roles, expectations, and emergency procedures. Where required, track access agreements should also be in place with rail operators to ensure the legal and safe use of infrastructure. These agreements define responsibilities for infrastructure maintenance and operational safety, and set out the terms of use, such as permitted movements, access rights, and any restrictions or conditions.

Rail terminals should be managed by trained staff using a dedicated panel or system to control and monitor rail movements in and out of the facility. Clear and ongoing communication between the terminal's Person in Charge (PIC) for rail and the port operations team is essential to coordinate train arrivals, departures, and loading or unloading activities. Ground staff working in the rail environment must be trained in personal track safety and follow safe systems of work when near or on the line.

Well-defined responsibilities are required for all rail-related activities, including shunting, securing or un-securing cargo, and overseeing the safe loading of trains using equipment such as gantry cranes, straddle carriers, reach stackers or loading shovels.

Procedures must be in place for non-routine operational incidents, such as wagon lifts where twistlocks have not been released, and re-railing activities following derailments.

Vehicle and pedestrian crossings across rail tracks must be risk assessed and fitted with appropriate controls, such as lights, gates, and signage.

Any damage to infrastructure or collisions involving rail movements must be reported and investigated in line with existing port and rail procedures. Rail terminal infrastructure must be properly maintained, including points, crossings, and signalling systems. A suitable permit to work system, aligned with wider terminal procedures should be in place to control access for maintenance or inspections.

Additional guidance on rail operations can be found on the Office of Rail and Road (ORR) website: https://www.orr.gov.uk/rail-guidance-compliance.

14. Stakeholder access

Refer to (SiP014) for information on general vessel access and egress requirements and (SiP021) for specific information about access for fishing vessels. When planning the port or terminal also consider the requirements for access to the water for the public, pilots and other water users.

Signage should be displayed near the quayside to remind users of water safety. Many of these groups will need to bring their own vehicles to the water so consider access requirements and ensure there is sufficient room for vehicle to turn near the quayside.

Where groups of people need access to vessels ie. ferry and cruise ship passengers, seafarers, pilots, RNLI and workers, ensure safe walkways are designated and PPE is in use were necessary. This should also be taken into consideration when large numbers are entering or exiting the port at the same time. Ports should work with local authorities, police and other services to manage the flow of traffic to and from public and private roads, ensuring port operations do not disrupt normal traffic patterns or create avoidable congestion.

15. Appendix: Safety in Ports guidance

SiP000 Guidance framework

SiP001 Port and terminal planning

SiP002 General cargo

SiP003 Container handling

SiP004 Timber handling

SiP005 Mooring operations

SiP006 Transfer of bulk liquids and gases

SiP007 Loading and unloading of dry bulk cargo

SiP008 Storage of dry bulk cargo

SiP009 Lighting

SiP010 StoRo & RoRo operations

SiP011 Sources of occupational health information

SiP012 Ro-Ro passenger and cruise operations

SiP013 Management of non-permanent employees

SiP014 Safe access and egress

SiP015 Confined spaces in ports

SiP016 Emergency planning in ports

SiP017 Guidance on fitness for work and health surveillance

SiP018 Safety induction and training

SiP020 Water safety

SiP021 Access to small craft

SiP022 Biomass

16. Appendix: External links referred to in this document

Links to information provided by other organisations and referred to in this guidance are provided here for ease of reference. Port Skills and Safety has no control over the content of external websites and the documents referred to may move or no longer be available from those organisations.

Managing health and safety in dock work (HSG177)
https://www.hse.gov.uk/pubns/books/hsg177.htm

A guide to workplace transport safety (HSG136)
https://www.hse.gov.uk/pubns/books/hsg136.htm

Workplace health, safety and welfare (L24)
https://www.hse.gov.uk/pubns/books/l24.htm

Safety in docks (L148)
https://www.hse.gov.uk/pubns/books/l148.htm

Rider-operated lift trucks (L117)
https://www.hse.gov.uk/pubns/books/l117.htm

Road Traffic Act and the Traffic Signs Regulations and General Directions
https://www.legislation.gov.uk/uksi/2016/362/contents

Electricity at Work Regulations
https://www.hse.gov.uk/pubns/books/hsr25.htm

Maintaining portable and transportable electrical equipment
https://www.hse.gov.uk/pubns/books/hsg107.htm

Shore-Side Electricity: Guidance to Port Authorities and Administrations
https://www.emsa.europa.eu/electrification/sse.html

Lithium-ion and EV awareness campaign (PSS members only)
https://www.portskillsandsafety.co.uk/about-us/campaigns/lithium-ion-and-ev-awareness-16-30-october-2024/

Construction (Design and Management) Regulations
https://www.legislation.gov.uk/uksi/2015/51/contents

Control of Major Accident Hazards Regulations
http://www.hse.gov.uk/comah/

Control of Substances Hazardous to Health Regulations
http://www.hse.gov.uk/coshh/index.htm

Dangerous Substances and Explosive Atmospheres Regulations
http://www.hse.gov.uk/fireandexplosion/dsear.htm

The International Maritime Dangerous Goods Code

https://www.imo.org/en/ourwork/safety/pages/dangerousgoods-default.aspx

The Dangerous Goods in Harbour Areas Regulations
https://www.legislation.gov.uk/uksi/2016/721

Explosive Security Officers course
https://www.portskillsandsafety.co.uk/knowledge-hub/explosive-security-officers-course-eso/

Ionising Radiation Regulations
https://www.legislation.gov.uk/uksi/2017/1075/contents

Coupling and uncoupling trailers
https://www.hse.gov.uk/workplacetransport/information/coupling.htm

Rail guidance and compliance
https://www.orr.gov.uk/rail-guidance-compliance

17. Appendix: Further information and guidance

These links are provided to enable members to find further information which may be relevant to this guidance. Links are correct at the time of publication but Port Skills and Safety has no control over the content of external websites and the documents referred to may move or no longer be available from those organisations.

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Categorisation of dangerous goods
https://www.legislation.gov.uk/uksi/1983/1140/made

Electricity at Work Regulations and guidance on electrical safety
http://www.hse.gov.uk/electricity/index.htm

International Labour Organisation's (ILO) Code of Practice on Safety and Health in Ports (ILO)
https://www.imo.org/en/ourwork/facilitation/pages/ilocode-default.aspx

Maintaining portable and transportable electrical equipment HSG
https://www.hse.gov.uk/pubns/books/hsg107.htm

Managing Health and Safety in Dockwork HS(G)
https://www.hse.gov.uk/pubns/books/hsg177.htm

Vehicle safety
https://www.hse.gov.uk/workplacetransport/information/vehicles.htm

Workplace transport
https://www.hse.gov.uk/workplacetransport/index.htm

Portsmouth shore power project
https://portsmouth-port.co.uk/about-us/sustainability/sea-change/

Welfare facilities
https://www.hse.gov.uk/construction/healthrisks/welfare/index.htm

The International Ship and Port Facility (ISPS) Code
https://www.imo.org/en/ourwork/security/pages/solas-xi-2%20isps%20code.aspx