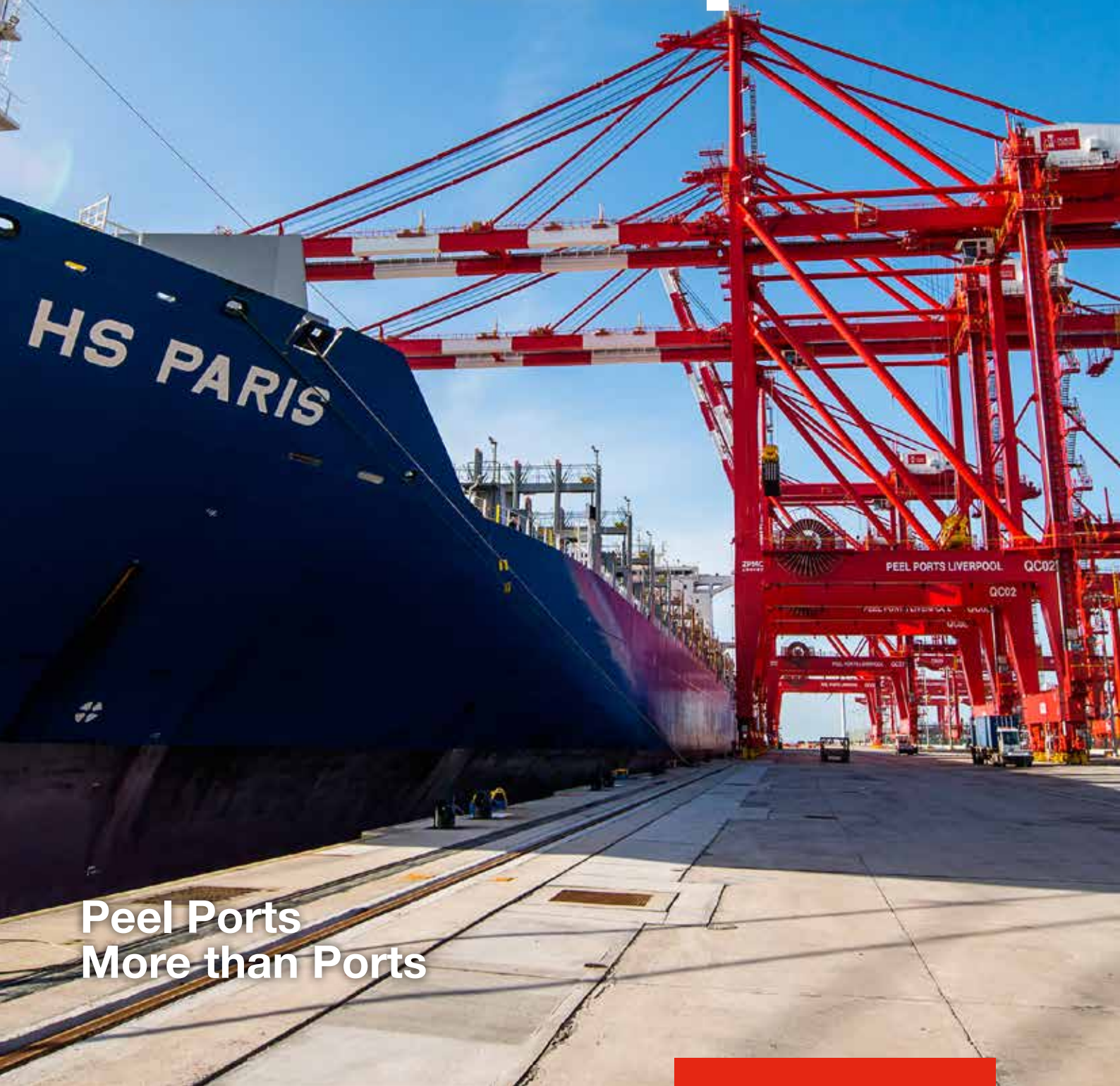


# Welcome to the Port of Liverpool



Peel Ports  
More than Ports

# Port of Liverpool & Birkenhead Docks

IRISH SEA



# Welcome to the Port of Liverpool

**You are about to arrive to one of the largest, busiest and most diverse ports in the UK; the Port of Liverpool. It's a port with a long, illustrious history .... and an exciting future!**

For further information regarding the Port and its capabilities, please follow this link:

<https://www.peelports.com/ports/liverpool>

The Mersey Docks and Harbour Company Limited ("MDHC") is the Statutory Harbour Authority for the Port of Liverpool. This pre-arrival information is to inform you of important safety and environmental information that you will require whilst berthed in the Port of Liverpool.

Please use this pack in conjunction with the Peel Ports website <https://www.peelports.com/marine-information?port=liverpool> where you will be able to find all the forms, publications and guidance relevant to your call.

You must make yourself aware of the following publications and forms that you may require prior to arriving at the Port of Liverpool:

- General Directions for Navigation in the Port of Liverpool
- Port of Liverpool Navigation Guidelines
- Port of Liverpool Pilotage Directions
- Port of Liverpool Bunkering Guidelines and Regulations
- Notice to Mariners
- CERS Workbook
- Mersey Channel Collision Rules

Prior to arriving at the Port of Liverpool, you will require a Port Agent to make an application for a berth and book various marine services (such as pilotage and line-handling etc.) for your vessel. If you do not have a Port Agent, the Port of Liverpool Marine Department can provide details for a number of Port Agents based in the Liverpool area. Please contact [Mersey.MarineAdmin@peelports.com](mailto:Mersey.MarineAdmin@peelports.com)

Whilst in the Port of Liverpool, all crew must adhere to the Safety365 Golden Rules and Mandatory Requirements for all Cyclist, which can be found at the end of this arrival pack.

# Ten Key requirements for the Port of Liverpool

The safety and security of all users of the Port of Liverpool is paramount, so we expect you and your crew to follow the Port's requirements whilst in the port:

<p><b>1</b></p>	<h2>In Case of an Emergency</h2> <p>In the event of any incident, such as a fire or a spillage into the water, you must contact <b>IMMEDIATELY</b> the following: Mersey Vessel Traffic Services via: <b>VHF CHANNEL 12 (Call Sign "Mersey VTS")</b> or by telephone <b>+44 (0)151 949 6649</b>.</p> <p>Alternatively, make contact with the Port of Liverpool Police on <b>+44 (0) 151 949 6333</b></p> <h3>Lowering of Ship's Boats</h3> <p>If you require to lower any boat into the water, for various reason, such as, emergency drill, permission must first be obtained from the relevant Dock Master, see Contact List for further guidance (if berthed in the docks) or Mersey VTS (if alongside or at anchor in the River Mersey). Whilst permission may be granted by the Dock Master or Mersey VTS, when lowered into the water a boat must always remain attached to the falls.</p>	
<p><b>2</b></p>	<h2>Security</h2> <p>Whilst in Port, you and your crew must be extra diligent with security. You are advised to carry out the following:</p> <ul style="list-style-type: none"> <li>• Lock all cash and valuables in your safe</li> <li>• Keep all keys for the safe on your person at all times whilst in Port</li> <li>• Lock Master's cabin when not occupied</li> <li>• Keep keys on your person at all times. Do not give it to any other person.</li> <li>• Be aware that thieves may visit the vessel pretending to be either harbour staff, water supply traders etc. There are no authorised traders permitted in the Port</li> <li>• Never leave visitors or strangers alone on your vessel; ensure you escort them ashore.</li> <li>• Maintain a gangway watch at all times.</li> <li>• Be suspicious and challenge any suspicious characters.</li> </ul> <p>If you have a security issue whilst in the Port of Liverpool, please contact the Port of Liverpool Police on <b>+44 (0) 151 949 6333</b></p>	
<p><b>3</b></p>	<h2>Smoking at the Port</h2> <p>Smoking can only take place in designated places on board your vessel. In the Port of Liverpool there is a <b>NO SMOKING</b> policy.</p>	



## Maintenance of your Vessel in the Port

### Painting

Painting or chipping over the side of your ship is not permitted whilst in the Port of Liverpool.

### Bilge removal and engine oil change

Removal of bilge water and engine oil should be carried out with great care at all times. Members of the crew should be monitoring the containers that the oil/ oil and water is pumped into to ensure that there is no risk of overflowing or of liquid entering the dock water. Ideally the waste containers should be in a bund to minimise the risk of environmental pollution. Spill kits should be available for use at all times, to contain or clear any spillage.

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If oil enters the water this must be reported immediately to Mersey VTS, please see contact list for further information. Oil contaminated spill kit should be disposed of as hazardous waste. All waste containers should be labelled as per hazardous waste, see section 8 for further details.

### Hot Work Consent

No hot work or any work that produces a spark, flame or radiated heat is permitted on board your vessel unless you have first received consent for such work to take place from MDHC. To request a hot work permit please send an e-mail to [alfred.dock@peelports.com](mailto:alfred.dock@peelports.com)

### Diving Consent

No diving is permitted unless you have first received consent from MDHC. If you require a diving consent please email [MerseyMarineManagers@peelports.com](mailto:MerseyMarineManagers@peelports.com)



## Bunkering

Bunkering from shore to ship and barge to ship are the only ways you can take on fuel whilst in the Port of Liverpool. Please arrange bunkering with your Port Agent.

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Further guidance is available in the Port of Liverpool Bunkering Guidelines and Regulations, these can be found on the Peel Ports website.



## Dangerous spaces on the ship

If a cargo hold has been fumigated, then that cargo hold is likely to be described as a dangerous space.

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An official definition of a dangerous space is any enclosed or confined space in which it is foreseeable that the atmosphere may at some stage contain toxic or flammable gases or vapours, or be deficient in oxygen, to the extent that it may endanger the life or health of any person entering that space.

All dangerous spaces on board your ship must be reported to your Port Agent. The Dangerous Spaces Aboard Ship form can be downloaded from the Peel Ports website. This form must be completed and sent to your Port Agent prior to arrival.



## Crew on the quayside

In the interests of safety, crew must not walk across any operational areas - in particular any container stacking areas. When berthed adjacent to an operational area, you must make contact with the terminal management prior to any crew making their way to or from the vessel. Your Port Agent must arrange for a crew bus service for movement around any container terminal.

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The Liverpool Seafarers' Centre has a regular crew bus at the Port, see <http://liverpoolseafarerscentre.org/> for further information.

If your ship is berthed in an area where it is not possible for the crew bus to park next to the accommodation ladder, it is recommended that when walking to/ from the bus that crew wear a high-viz vest/ coat at all times and always be aware of mechanical vehicles in the area. Plus all persons within 2 metres of any quayside should wear a suitable buoyancy aid (unless directly embarking or disembarking to or from the gangway).

If your ship is berthed at the Gladstone Biomass Terminal (North Gladstone Branch Dock No.1) ship's crew must wear an orange high viz vest/ coat at all times when on the quayside.

Please note that the taking of pictures, making of sketches and filming of any part of the Port of Liverpool dock estate is prohibited under the Port of Liverpool Bye-Laws.



## Port waste reception facilities

### Non-hazardous domestic waste

Types of garbage disposal offered at the Port of Liverpool for non-hazardous domestic waste include:

- Plastic
- Non-hazardous packaging
- Ground-down paper products, non-hazardous rags, crockery etc.
- Food waste not including International Catering Waste
- Wood

**International Catering Waste (ICW)** is packaging and food waste that has been produced whilst travelling outside the EU. This waste requires Category 1 disposal. At least 24 hours' prior notice for disposal of ICW is required.

Charges are made for garbage disposal; for details please contact your Port Agent or see the Port Charges (Port of Liverpool) available on the Peel Ports website.

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For questions regarding the port waste facilities please either call the Maintenance Helpdesk on **+44 (0) 151 949 6666** or e-mail [Helpdesk.Maintenance@peelports.com](mailto:Helpdesk.Maintenance@peelports.com)

Waste notifications will be submitted via the CERS (Consolidated European Reporting System) Workbook, see Maritime and Coastguard Agency website for further details.

### Hazardous Waste Disposal

To arrange disposal for hazardous waste please liaise with your Port Agent.

The landing of hazardous waste in drums and IBC (Intermediate Bulk Containers) ashore must be done in a way so as to minimise the risk of pollution on to the quayside and into the water. All hazardous waste must be labelled with the following information:

- Description of the chemical or waste chemical
- Hazardous labels as per the International Maritime Dangerous Goods (IMDG) Code
- Ship's name the chemical has come from
- Date in Port
- Name of disposal company



## domestic waste



## Requiring Fresh Water and Disposal of Black & Grey Water

If you require fresh water for your ship, you must notify your Port Agent. Ideally, please give more than 48 hours' notice if fresh water is required.

Your Port Agent will need to know the following information to book a fresh water delivery:

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- Required delivery date
- Preferred delivery time
- Delivery location
- Estimated delivery volume

Your port agent can then e-mail [shipswater@waterservicesltd.com](mailto:shipswater@waterservicesltd.com) to arrange delivery of your freshwater

Your Port Agents should be contacted to arrange for the disposal of black or grey water.



## drinking water

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## Illegal Dumping of Garbage

Annex V of MARPOL has been put into place to minimise the pollution of garbage from ships. MDHC does not tolerate pollution from any hazardous or non-hazardous garbage, whether it is in the water or on the quayside.

Please arrange collection of your hazardous waste and use the non-hazardous domestic garbage facilities correctly, by putting waste into the receptacles provided.

Persons throwing or emptying garbage into the water or onto the quayside may be liable for prosecution.



Name	Telephone Number	VHF Channel
Mersey VTS Group Shift Manager	+44 (0) 151 949 6649	
Port of Liverpool Police	+44 (0) 151 949 6333	
Port of Liverpool Maintenance Helpdesk	+44 (0) 151 949 6666	
Bunkering operations at any berth, jetty or stage in the River Mersey	+44 (0) 151 949 6134	12
Bunkering Operations from Royal Seaforth Dock to Alexandra Dock ~ Gladstone Dock Master	+44 (0) 151 949 6106	5
Bunkering Operations from Langton Dock to Bramley-Moore Dock ~ Langton Dock Master	+44 (0) 151 949 6105	21
Bunkering Operations in Birkenhead Docks ~ Alfred Dock Master	+44 (0) 151 647 8074	22

**Version 2:** 19/12/2017



# SAFETY 365 GOLDEN RULES



## Peel Ports is committed to building a constructive safety culture and creating a safe working environment for all

The Golden Rules are applicable across all of the Peel Ports locations and operations and summarise the minimum standards that must be observed at all times by employees, contractors and all other port users.



**DO NOT DELAY**  
report incidents and injuries immediately



**DO COMPLY**  
with all permit to work requirements



**DO WEAR A SEATBELT**  
whether a driver or passenger



**DO NOT BREACH**  
the Group's policy on alcohol and drugs



**DO NOT DEFEAT**  
interlocks or safety devices



**DO OBSERVE**  
pedestrian separation and segregation requirements



**DO RECORD**  
mobile plant safety checks and report defects immediately



**DO NOT STAND**  
under a moving or suspended load



**DO NOT**  
work at height without a risk assessment



**DO NOT SMOKE**  
except in designated areas

Please ensure you adhere to all Safety 365 rules



# Mandatory requirements for all cyclists on site



**CYCLIST'S  
SAFETY HELMET**



**HI-VISIBILITY  
REFLECTIVE VEST**



**NO CYCLING IN  
OPERATIONAL AREAS  
OR ON PAVEMENTS**

**IN LOW LIGHT, USE FRONT WHITE AND REAR RED LIGHTS**