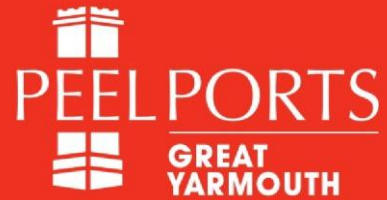


PEEL PORTS GREAT YARMOUTH PORT FACILITY ACCESS AND SAFETY PROTOCOL



SECURITY PROTOCOL

Access to Port Facilities operated by Peel Ports Great Yarmouth is controlled, and reasonable justification to support access requests must be provided for all persons/vehicles at least 24 hours' in advance of arrival. Where an urgent or genuinely unforeseen operational requirement prevents 24 hours' notice being given, the request must still be emailed to Security as soon as practicable. The email should be followed by a telephone call to Security to draw attention to the request. Telephone notification alone does not replace the requirement for an email record. Short-notice access remains subject to verification and approval and may be delayed or refused.

Visitors – all berths

Details of visiting parties *must* include (for every individual):

- a. Name
- b. Company
- c. Vehicle details (type, colour, registration)
- d. Purpose of visit
- e. Vessel being attended (if appropriate), or
- f. Host of meeting (name, Company, location)
- g. Date on which access is required, and estimated arrival/departure times
- h. Any other relevant details – scope of work, site contacts, permit requirements etc.

The above information must be sent by email to Great Yarmouth Security and Port Facility Security Officers at;

GYSecurity@peelports.com and GYPFSO@peelports.com.

All persons are required to report to security on arrival and must provide suitable evidence to verify their access request, along with one form of *photographic identification* (Passport, Driving licence, company ID or similar). Passes will be issued as required to bona fide applicants following approval.

Luggage, tool bags, packages and similar items must not be left unattended within port facilities.

Submission of an access request does not constitute approval. Access remains subject to verification and authorisation by Peel Ports Great Yarmouth.

Persons and vehicles arriving at the Security Station without prior notification will be refused entry until access authority can be verified.

The vessel agent, host or sponsoring company submitting the request is responsible for ensuring that the information provided is complete and accurate and that the persons requiring access have been informed of the applicable security, identification and safety requirements.

PEEL PORTS GREAT YARMOUTH PORT FACILITY ACCESS AND SAFETY PROTOCOL



Unlocking gates – river berths

Vessels or their appointed agents must notify Port Security when gates are required to be unlocked to facilitate access to a port facility. The required information is:

- a. Vessel being visited;
- b. Berth/location and access point required;
- c. Purpose of the access;
- d. Date and time from which access is required;
- e. Date and time at which access is no longer required (in order that the berth can be resecured).

The above information must be sent by email to Great Yarmouth Security and Port Facility Security Officers at;

GYSecurity@peelports.com and GYPFSO@peelports.com.

Any amendment, delay, cancellation or extension must be notified promptly by replying to the original access request email. Vessels/agents must also notify Security as soon as access is no longer required.

Ships' Crew and Passengers

Vessels (or vessel agents) should provide crew/passenger lists to Security so that access/egress can be effectively managed. This is especially important for crew changes and passenger shore visits. Crew must ensure that they are carrying a form of *photographic identification* (Passport, Discharge Book, Ship's pass or similar).

Onsigners/offsigners, and those going ashore, who do not have PPE available to them (see General Safety below) must be dropped off/picked up by vehicles at the foot of the vessel gangway to avoid exposure to operational areas and associated hazards.

Photography

Photography and video recording is prohibited unless prior approval has been granted by Peel Ports. This applies equally to hand-held equipment and remote equipment such as drones.

THE SECURITY REQUIREMENTS ABOVE DO NOT APPLY TO ANY PERSON IN POSSESSION OF A VALID FULL PASS OR TEMPORARY PERIOD PASS ISSUED BY PEEL PORTS GREAT YARMOUTH.

ALL PERSONS AND VEHICLES ARE LIABLE TO SEARCH PRIOR TO ENTRY INTO A PORT FACILITY. REFUSAL TO COOPERATE WILL RESULT IN ACCESS DENIAL.

ARTICLES WHICH ARE PROHIBITED IN PORT FACILITIES ARE DETAILED OVERLEAF.

PROHIBITED ARTICLES



Guns, firearms and other devices that discharge projectiles.

Devices capable, or appearing capable, of being used to cause injury by discharging a projectile.



Imitation, replica or deactivated firearms.

Including toy guns that have the appearance of a genuine weapon.



Ammunition.

Any material, article or device designed to be used by a weapon or weapon system; including replica or deactivated ammunition.



Other items adapted or intended for use as an offensive weapon.

All improvised, adapted or makeshift weapons, or objects that may be used as weapons.



Items containing incapacitating gases.

Including liquids or other substances e.g. CS gas.



Stunning devices.

All devices capable of delivering an electric shock, such as stun guns and TASERS.



Explosives and incendiary devices.

- Detonators
- Smoke cartridges
- Grenades
- Mines
- Explosive military stores
- Imitation explosives
- Imitation devices
- Fireworks, pyrotechnic devices and flares



Objects with a sharp point or sharp edge.

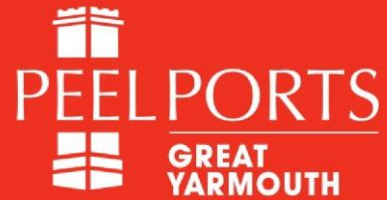
- Flick knives
- Gravity knives
- Push daggers
- Lock knives
- Swords
- Sabres
- Folding pocket knives with a 7cm+ blade
- Other knives with a 7cm+ blade



Large quantities of inflammable substances.

Including solids, liquids and gases.

PEEL PORTS GREAT YARMOUTH PORT FACILITY ACCESS AND SAFETY PROTOCOL



GENERAL SAFETY

All visitors are expected to comply with **PEEL PORTS GOLDEN LIFE SAVING RULES** (see overleaf). Site inductions and permit to work systems are in operation and compliance is mandatory.

Driving

Drivers must adhere to speed limits which are signposted within all facilities. All quaysides have a limit of 5mph. Drivers and passengers are required to wear seatbelts. Vehicles should be reverse-parked in designated bays where available. No vehicles may obstruct roadways, access routes, gates, footpaths or port operations. Vehicles may not be left unattended.

Personal Safety

All persons are required to wear PPE unless remaining inside a vehicle. *This includes vessel crew accessing the quayside or walking through the facility.* PPE must include as a minimum;

- Hi-Viz vest;
- safety helmet (*not* bump cap);
- safety footwear;
- safety glasses;
- safety gloves.

IN ADDITION, lifejackets (*not* flotation aids) must be worn when within 1.5 metres of the quay edge (this does not apply when using a correctly rigged gangway).

Pedestrians must use marked footpaths and crossings where available and keep clear of any operational plant, moving vehicles and cargo storage areas unless escorted by a member of Peel Ports staff.

All persons should maintain awareness of their surroundings. Mobile telephones should not be used in operational areas. Persons are expected to comply with reasonable instructions given by Peel Ports staff and Port Security.

Any incidents, near-misses, or hazard observations should be reported to Port Security immediately.

Smoking and vaping is restricted to designated areas.

**PERSONS IN BREACH OF SAFETY RULES MAY BE ASKED TO LEAVE THE PORT FACILITY.
SERIOUS OR REPEATED BREACHES MAY RESULT IN FUTURE ACCESS BEING DENIED.**



THE JOURNEY TO **ZERO HARM**

CORE BEHAVIOURS



GOLDEN LIFE SAVING RULES



I will always abide by pedestrian segregation and separation requirements.



I will never work at height without a suitable risk assessment and protection from a fall.



I will never stand or pass under a moving or suspended load.



I will always wear a seatbelt and obey site rules while driving.



I will always wear a life jacket when working within 1.5 meters of an unguarded water's edge.



I will never breach the Groups alcohol and drugs policy.

I will always comply with all permit to work and Safe Systems of Work requirements.

I will never defeat interlocks and safety devices.



Work Safe . Home Safe .

Scan the QR code to visit peelports.com/journeytozeroharm to find out more.



PEEL PORTS GREAT YARMOUTH PORT FACILITY ACCESS AND SAFETY PROTOCOL



LOCATION OF MAIN PORT FACILITIES OPERATED BY PEEL PORTS GREAT YARMOUTH

An aerial photograph of the Great Yarmouth port area, showing the river, surrounding urban areas, and the port facilities. The facilities are highlighted in red. Three red boxes with white text labels are connected to the facilities by red lines. A black triangle with a white border points to the Security Station.

Atlas Terminal
14A, 14B
Southgates Road,
NR30 3LL

East Quay
04A, 04B, 05A,
05B, 05C, 06, 07A,
07B, 08A
South Denes Road,
NR30 3PR

Security Station

Outer Harbour
NT1, NT2, WT3,
WT4, WT5
South Beach
Parade,
NR30 3GY