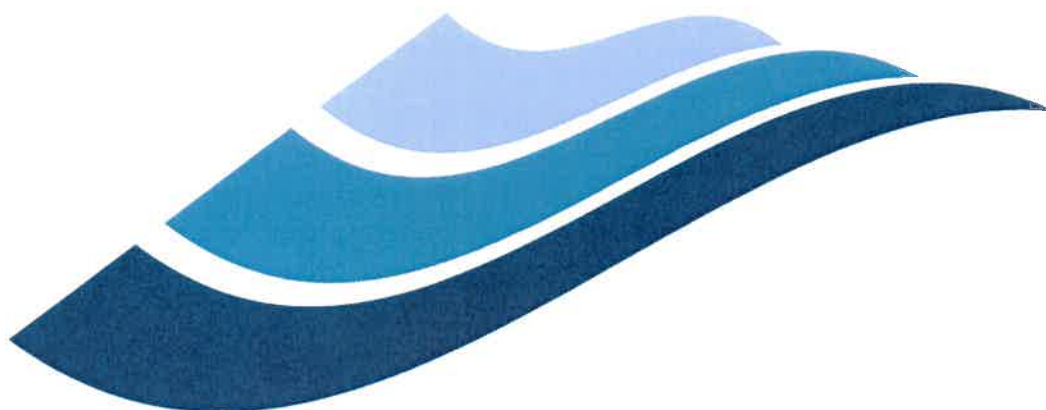




ORKNEY ISLANDS COUNCIL
Marine Services
HARBOUR AUTHORITY • TOWAGE SERVICES • FERRY SERVICES

Policy Statement No. 1

HEALTH AND SAFETY POLICY

Contact: Harbour Master
Harbour Authority Building
Scapa
Orkney KW15 1SD

Tel: 01856 87 3636
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SECTION A

HEALTH AND SAFETY POLICY STATEMENT

Marine Services is committed to ensuring the health, safety, and well-being of all employees, contractors, and visitors. With the fundamental aim to create a safe and healthy work environment by adhering to all relevant regulations, implementing best practices, and fostering a culture of safety awareness and continuous improvement. Marine Services goal is to prevent accidents, injuries, and illnesses through proactive risk management, regular training, and engagement.

The responsibilities for safety matters and the specific arrangements Marine Services will implement are detailed within this policy.

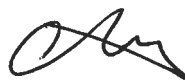
The policy will be kept up to date as changes in working practices evolve and following any recommendations from accident investigations to ensure all safety measures are current and effective. Finally the policy will be reviewed annually by the Safety Committee.

Signed: Douglas Manson
Harbour Master



Dated : 1st July 2026

Signed : Mellissa Thomson
Chairman of the Harbour Sub Committee
as Duty Holder, Orkney Islands Council



Dated 1st July 2026

Responsibilities

1. Overall and final responsibility for health and safety in Marine Services (Harbour Authority) is that of the Harbour Master. This policy is given effect by the Port Safety Manager.

2. The following staff are responsible for safety in particular areas:

Position	Area
Port Safety Manager	OIC Harbour Offices
Deputy Harbour Master – Operations VTS	Pilotage, Towage and VTS
Assistant Technical Superintendent	Workshops and stores
Biologist	Environmental Unit
Port Safety Manager	Oil Pollution and Incidents
Deputy Harbour Master Infrastructure	Piers Infrastructure
Piermasters	Harbour facilities at their location
Pier Supervisors	Harbour facilities
Ferry Services Manager	Ferry Services buildings and infrastructure

3. All employees have the responsibility to co-operate with supervisors and management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
4. Whenever an employee, supervisor or manager notices a health or safety problem, which they are not able to put right, they must inform the appropriate person named above. Consultation between management and employee is through their line manager or the Port Safety Manager.
5. Personnel responsible for: -
 - Safety training, safety inspection and accident investigation is the Port Safety Manager.
 - Monitoring maintenance of workshop plant, pilot launches and equipment is the Assistant Technical Superintendent.
 - Monitoring maintenance of oil pollution equipment is the Port Safety Manager.
 - Monitoring maintenance of administration equipment is the Office Manager.
 - Marine Services fire equipment is checked and maintained by an approved service engineer every 12 months.

SECTION B

GENERAL ARRANGEMENT

1 Accidents, Incidents, Dangerous Occurrences and Near Misses

All accidents, incidents, dangerous occurrences and near Misses, regardless of seriousness must be reported immediately to the line manager and the Port Safety Manager.

Accident/Incident Report books are located at: -

- a) Reception, Harbour Authority Building, Scapa
- b) Marine Operations Room, Harbour Authority Building, Scapa
- c) Piermasters' Office, Stromness
- d) Piermasters' Office, Kirkwall

The completed white top copy of this report form must be forwarded to the Port Safety Manager
The completed pink copy of this report must be forwarded to the Office Manager who is responsible for the filing of all completed reports.

A record of all accident, incidents and dangerous occurrences to employees and members of the public reported within OIC Marine Services harbour areas will be maintained. These records will be used to review occurrence statistics as part of the Marine Services – Annual Performance Report.

OIC Safety and Resilience officially holds the overall OIC Accident Folder for all services as required under the Social Security (Claims and Payments) Regulation 1979 and established in OIC policy and guidance. The S&R team regularly reports key performance indicators for all services to senior management on a quarterly basis. Additionally, they compile an annual health and safety report that undergoes scrutiny by elected members. Any Freedom of Information (FOI) requests related to health and safety are addressed using information from the overall accident book as held by OIC Safety and Resilience.

The person responsible for reporting incidents via form F2508 or F2508A (RIDDOR) to the Health and Safety Executive is the OIC Safety and Resilience Officer.

First Aid boxes are located at: -

- a) Main Office, workshops and environmental unit Harbour Authority Building, Scapa.
- b) Piermasters' Office, Kirkwall.
- c) Piermasters' Office, Stromness.
- d) Onboard each pilot launch and small craft.
- e) In all vehicles owned by Marine Services.

Trained/qualified first aiders are: -

- a) Office Manager, Harbour Authority Building, Scapa.
- b) Piermaster, Kirkwall.
- c) Piermaster, Stromness.
- d) Pilot Launch Crew Members.

Line managers under the Harbour Master are responsible for the maintenance of all first aid equipment in their areas of responsibility.

2 Emergency Procedures

Every employee should familiarise themselves with the OIC Marine Services Emergency Plan. The plan covers the seven major situations that could possibly occur, namely: -

1. Fire
2. Explosion
3. Pollution
4. Collision/Sinking
5. Escape of Toxic Gases, Liquids and Hazardous Chemicals
6. Radio Active Substances.
7. Security Incident

It must be appreciated that a minor incident can, if appropriate action is not taken quickly, rapidly develop into a serious situation; consequently it is essential that any incident be dealt with as a matter of urgency.

3 Advice and Consultancy

Advice on all aspects of health and safety can be obtained from the: -

Health and Safety Executive
Longman House
28 Longman Drive
Longman Industrial Estate
Inverness
IV1 1SF

Fax number 01463 713 459

OIC Safety and Resilience Manager
Council Building
School Place
Kirkwall

For urgent matters, please contact the on-call S&R duty officer on 07801793233. For all other inquiries, email the S&R manager or health.safety@orkney.gov.uk

Port Safety Manager
Harbour Authority Building
Scapa

Telephone 01856 873636

4 Training

OIC Marine Services will ensure all employees are given training on health and safety to equip them to undertake their work tasks safely and efficiently, external courses on specific aspects of safety will be utilised as and when appropriate under the guidance of the Port Safety Manager. Internal training will always take due cognisance of safety elements in job performance and management control.

5 Transport

Authorisation for OIC Marine Services employees driving Private Vehicles on Council Business.

The following requirements relate to the driver of a vehicle and should be taken into account as part of the risk assessment process outlined in section d.

- a. It is the responsibility of the driver to ensure that the licence held is valid and that it covers the class of vehicle to be driven on Council business.
- b. All drivers are expected to comply with road traffic legislation and the appropriate sections of the Highway Code.
- c. Drivers must report all traffic offences, licence endorsements and pending prosecutions to their line manager to allow the employer to assess if there is any higher risk associated with the employee undertaking their duties
- d. Each Executive Director is responsible for conducting a check on the driving licences of employees in their service who are required to drive a vehicle on Council business as outlined in the procedure.
- e. When recruiting employees who may be required to drive Council vehicles, it is a requirement of the Council that these employees hold a full valid UK driving licence.
- f. All drivers who are prosecuted or issued with a fixed penalty notice as a result of committing a motoring offence whilst driving on Council business are personally responsible for payment of any financial penalty resulting from a conviction.

6 Disciplinary Rules

Disciplinary action will be taken against any employee who shows wilful disregard for safe working practices. Where total disregard for safe working practices severely affects the health and safety of themselves or that of other employees or the public, the employee may be instantly dismissed.

It shall be a condition of employment that where safety equipment is issued for a specific purpose, it shall be used at all times for that purpose.

7 Visitors

All other persons on port premises, although not being employed shall: -

- a) Observe the Marine Services safety rules and the instructions given by persons enforcing the Marine Services safety policy.
- b) Not work on the premises until the relevant safety rules are read, understood and formally accepted.
- c) Not work on the premises until covered by insurance against risk.

SECTION C

HAZARDS

1 General Responsibilities

It is the employer's responsibility to ensure that relevant hazard information identified through risk assessments and manufactures instructions is brought to the attention of the workforce through the relevant line manager/superintendent. Before commencing any work, it is essential that all staff are fully aware of the risk assessments relevant to their tasks.

Generic risk assessments are in place to cover most routine operations within the department. When it is identified that a work task is non routine and there is no risk assessment previously completed, the line manager should be advised and a risk assessment carried out. All identified control measures must be in place prior to commencing the work task. "Tool box talks" can be used to discuss the results of a risk assessment prior to commencing a task and ensure all staff involved are aware of the identified hazards and the control measures to be in place.

Every employee shall use any machinery, equipment or safety device provided for him by his employer in accordance with both training and instruction in respect to their use.

All personal protective equipment (PPE) provided or identified in a risk assessment for the work task to be completed will comply with the Personal Protective Equipment Regulations 2002 (as amended) and must be worn/used appropriately as per the manufacturers instructions.

All PPE issued to staff should be maintained according to the manufactures instructions. When there is concern an item of PPE is no longer fit for its designed purpose, employees should contact their line manager who will arrange for replacement as necessary.

When an item of PPE requires specialist servicing the Port Marine Safety and Counter Pollution Manager or Assistant Technical Superintendent will arrange for servicing and replacement of such items.

2 Fire

All staff must comply fully with the "Fire Safety Plan" for all Marine Services buildings. All new staff will be issued with a copy of the relevant procedures for the location of their work which is part of the induction procedure for all new staff.

The responsibility for testing of fire alarms on a weekly basis and fire drills every six months lies with: -

- a) Port Safety Manager, Harbour Authority Building, Scapa
- b) Piermaster Kirkwall, Kirkwall and Hatston terminal buildings
- c) Piermaster Stromness, Stromness terminal buildings

An identified trained member of staff at each location will be responsible for testing of fire alarms in the absence of the assigned responsible person.

3 Housekeeping

Cleanliness – The workforce and line managers are responsible for ensuring staircases, floors, entrances, exits and washrooms are kept clean, tidy and maintained.

Waste Disposal - waste and rubbish must be cleared away regularly either by the weekly OIC collection system or direct to the Chinglebrae's Waste Disposal site via Marine Services transport. Adequate containers are provided throughout all premises for the safe collection of waste materials. It is important that in the interest of health and safety that retained waste and rubbish are distanced from possible sources of ignition and other combustible materials.

Waste material designated as special wastes must be disposed of in the appropriate manner. Employees should contact their line manager if there are any concerns over the correct method of disposal.

All OIC Marine Services staff must follow “The Management of Orkney Islands Council Produced Wastes: Policy Statement”.

Safe Stacking and Storage - all material and equipment must be safely stored and stacked in such a way as to prevent accidents. Flammable liquids are to be stored in the specific containers for this purpose and away from any source of ignition.

Marking and Keeping Clear Gangways, Exits etc. - every obstacle or hazard in the Harbours premises which is likely to be dangerous when vehicles, lifting appliances or people move shall be made conspicuous by means of colouring, marking, lighting or any combination thereof. There shall be provided and properly maintained safe means of access to every part of the Marine Services premises which any person has to visit for the purpose of dock operations.

All ladders and step ladders - whether portable or not shall be of good construction, sound material, of adequate strength for the purpose for which they are used, free from defect and properly maintained. A ladder shall not be used unless it extends at least 1 meter above the place of landing to which it provides access or there is adequate handhold and effective measures are taken to prevent it slipping or falling.

4 Electrical Equipment

Annual inspection and testing of electrical equipment is carried out by an authorised electrical contractor assigned the task by the OIC. No electrical equipment should be used which is damaged or defective. All such equipment must be withdrawn from use and reported to your line manager.

IT equipment is inspected and tested prior to installation by OIC Information Services.

Faults with electrical equipment must only be repaired by the department's Electrician or by an authorised Electrical Contractor. At all times the Electricity at Work Regulations 1989 must be adhered to. All employees using electrical equipment must observe the manufacturer's instructions for use.

5 Machinery

All machinery must be used as per the manufacturer's operating instructions with safety guards being in place at all times when machinery is in use. Personal injury may be caused as a result of: -

- a) Contact or entanglement of hair, clothing or jewellery between the machine and any other material or fixed structures.
- b) Contact or entanglement with any of the material in motion.
- c) Being struck by ejected parts of machinery and being struck by materials from the machinery.

6 Cranes and Other Lifting Machines

All lifting machinery must have a test and thorough examination by a competent person who fully understands Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) with the knowledge and experience to thoroughly understand what they are looking for before being taken into use.

All lifting machinery must have a thorough examination at least once every 12 months. Records of all thorough inspection reports are held by the Technical Superintendent or their deputy. Lifting appliances shall be securely anchored or adequately ballasted or counter balanced or supported by outriggers.

No employee shall be permitted to operate a lifting appliance until suitably trained and tested. No employee shall attempt to lift a weight in excess of the safe working load (SWL) of the appliance they are operating.

7 Cutting and Welding

In all case of electric arc welding and oxy-gas welding and cutting, the eyes must be protected from molten metal, sparks and intense light. Exposed skin must also be protected from slashes, sparks and contact with hot metal.

In gas welding, proper storage, handling and maintenance of cylinders and their fittings with particular care taken of the regulator must be maintained. Regulators, hoses and connections should be checked for leaks using a soap solution each time bottles are changed. To prevent flashbacks the torch is to be properly cleaned and equipment purged before use.

Electrical and welding sets require to be properly used and maintained. It is important to ensure a proper earth return from the work place to the set.

No plant, tank or vessel, which contains or has contained any explosives or flammable substance, shall be subject unless it has been made safe to any welding, brazing, soldering or cutting involving the application of heat.

8 Grinding

Grinding wheels must always be handled carefully. Wheels are fragile to a degree, which varies according to the specification. Great care should be exercised in handling and storage to prevent damage. Normal work pressure applied as intended in an approved grinding set up does not produce serious mechanical stress in a wheel, but excessive work pressure could prove dangerous, and work should not be forced against a “cold” wheel.

Every abrasive wheel must be properly mounted. No one may mount an abrasive wheel unless he is trained, competent and specifically appointed to do so. A guard must be provided and kept in position at every abrasive wheel in motion and the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and Supply of Machinery (Safety) Regulations 1992 (as amended) observed.

9 Eye Protection

Eye protection will be supplied to employees involved in work which is hazardous to their eyes on an individual basis. Such eye protection must be suitable for use by the person to whom they are issued. Every employee who is provided with eye protection, a shield or a fixed shield, when engaged in work (or, in appropriate cases, alongside) a specified process, must wear or make use of such equipment. The loss, damage or destruction of this equipment must be reported immediately, when a replacement will be issued.

10 Ear Protection

All possible measures will be taken to ensure noise control at the source, in accordance with the control measures identified from a risk assessment. However, should it prove impossible or impracticable to reduce noise levels to within safe limits as defined in “The Control of Noise at Work Regulations 2005”, then employees exposed will be issued with suitable hearing protection for the working environment. Where a working area is identified as requiring the use of hearing protectors by persons in the area, such equipment must be worn at all times when the source of noise is in use.

11 Skin Protection

Skin infection, including eczema and dermatitis can arise when employees are exposed to substances which may damage their skin.

Employees must read the labels on all substances they handle and line managers will make available hazard data sheets for each substance used.

Good personal hygiene and self inspection is extremely important with the department supplying adequate washing facilities, suitable barrier cream and skin cleanser. Suitable protective clothing, primarily gloves, to prevent direct contact will be supplied as required.

Medical advice must be obtained at the first sign of skin related problems.

12 Head Protection

Employees are required to wear a safety helmet if they enter an area designated a “hard hat” area or there is risk of falling objects. Such safety helmets will be supplied and issued by OIC Marine Services.

13 Footwear

Protective footwear provided by Marine Services must be worn at all times. The duty to wear and look after footwear rests with the employee, who must report the loss of, damage to, or destruction of foot wear immediately to their line manager.

14 Safety Afloat

Lifejackets or other suitably approved buoyancy aids must be worn by personnel working on the deck of a craft or in an open boat owned and operated by the department. Every small boat shall carry an appropriate safety kit containing: -

- a) VHF set;
- b) Distress flares and First Aid Kit;
- c) Air pump (for inflatable type craft);
- d) Bailer and spare set of bungs.

15 Manual handling

Employees should not attempt to lift or carry any load which could result in a risk of personal injury. An assessment of any such lifts should be carried out and the advice of line management taken if required. Generally safe lifting methods must be used when lifting or carrying. The Health and Safety Executive (HSE) suggests that men should not lift more than 25kg and women should not lift more than 16kg under ideal conditions. Each case is dependent on various factors including the ability of the individual, whatever the case an employee will not be expected to lift or carry a weight which could result in personal injury.

16 Working at Height

The Work at Height Regulations 2005 (as amended) applies to all work at height where there is a risk of a fall liable to cause personal injury. Employees must report any hazards and use the equipment supplied (including safety devices) properly.

The regulations set out the following hierarchy for managing and selecting equipment for working at height: -

- a) Avoid work at height where you can.
- b) Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- c) Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

All work at height must be properly planned and organised. Equipment must be properly inspected prior to completing the work task and consideration given to the environment at the

location.

Any member of staff who requires further information should contact their line manager or the Port Safety Manager.

17 Display Screen Equipment

The OIC DSE policy outlines the responsibilities of all staff and OIC as employer, which includes completing the iLearn module and conducting a VDU assessment in accordance with HSE guidelines.

Any member of staff who requires further information should contact their line manager or the Port Safety Manager`.

18 Control of Substance Hazardous to Health (COSHH)

Within the service there are a number of areas of operations where the use of products is covered by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Substances or mixtures of substances classified as dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP) can be identified by their warning label and the supplier must provide a safety data sheet for such products.

The Storeman holds safety data sheets for all products identified under the CHIP regulations that are held in the main stores.

The Biologist holds safety data sheets for all products identified under the CHIP regulations that are held in the Environmental Unit.

Employees should refer to the product safety data sheet and the risk assessment for information on safe working practices when intending to work with any product that is identified under the CHIP regulations.

The Port Safety Manager should be contacted for additional information on COSHH if required.

19 Smoking

The Orkney Islands Council (OIC) has in place a smoking policy that applies to all OIC owned and managed premises. Employees are not permitted to smoke in enclosed public spaces including all enclosed workspaces; this includes vehicles and craft owned or controlled by the OIC. A copy of this policy can be obtained from the Port Safety Manager or Personnel Services.

The law in Scotland now makes it an offence to smoke in a public place. If any employee wishes to report any person for a breach of this law they should contact their line manager or the Port Safety Manager to report the incident.

20 Stress

The Orkney Islands Council recognises that the well being of employees at work is important

and is committed therefore to develop procedures and to provide training and support to help managers and employees understand and recognise the nature and causes of stress and to take positive measures to manage stress effectively. A copy of the Stress Management Policy is available from the Port Safety Manager or Personnel Services.

21 Personal Safety

All incidents of threatening or violent behaviour encountered by staff members at work must be reported to their line manager. The incident will be recorded and brought to the attention of all relevant personnel.

When there is a high risk of violence occurring, the Police should be requested to provide assistance. If refused, the matter should be referred to your line manager.

22 Diving

All commercial diving operations undertaken with OIC Marine Services harbour waters will be undertaken within the requirements of the Health and Safety at work Act 1984, Diving at work Regulations 1997 (SI 1997 No. 2776) and the Orkney Harbour Byelaws 1977 and Diving Safely Regulations 2002.

All commercial diving contractors who carry out diving operations within a harbour area must be on the OIC list of approved diving contractors and be in possession of a valid dive permit issued by Marine Services.

OIC HARBOURS SAFETY COMMITTEE

TERMS OF REFERENCE

The OIC Marine Services Safety Committee is made up of representatives of each department within Marine Services, the Harbour Master, Deputy Harbour Masters, Assistant Harbour Masters and Port Safety Manager who's objective is to promote co-operation between the employer and the employees in instigating, developing and carrying out measures to ensure employees' health and safety at work. The Safety Committee will: -

- a) Have a scheduled Health & Safety Meeting every 4 months
- b) Study accident/reportable disease statistics and trends, so that reports can be made to management on unsafe or unhealthy conditions and practices, along with recommendations for remedial action.
- c) Examine safety audit reports on a similar basis
- d) Analyse information and reports provided by enforcing authority inspectors
- e) Consider reports from appointed safety representatives
- f) Develop, introduce and monitor works safety rules and safe systems of work
- g) Constantly appraise the effectiveness of safety training
- h) Be watchful on the adequacy of health and safety communication and publicity in the workplace
- i) Provide a link with the appropriate inspectors appointed by the enforcing authority.
- j) The Port Safety Manager will attend OIC Safety committee meetings to discuss Marine Services accidents etc.