

If telephoning or calling please ask for Brian Archibald on 873636

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9 March 2018

See Distribution List Below

Dear Sir/Madam

Pier Safety and Traffic Management on Orkney Islands Council's Piers

Recent consideration of the impact of vehicle traffic on safety on Orkney Islands Council's piers and harbours has been undertaken in light of the increase in piers business generally, the continuing growth in cruise business and in recognition of changes to the way in which freight is handled. This consideration was also in response to recent tragic incidents at piers elsewhere in Scotland recently and, of course, in Orkney and the accident involving a member of Council staff in 2017. This has established that safety is at risk of being compromised by increased/changed traffic patterns and that there are lessons to be learned and that there are improvements which can and should be made to mitigate the level of risk from moving traffic to members of staff and public alike. Whilst there are improvements which have been identified across the harbours estate, this letter specifically addresses the risk to cruise passengers and supporting staff from moving traffic on Hatston. Other piers are less affected due to lower volumes, less 'mixed' traffic and less reversing and hence they will be subject to separate arrangements and notification in due course.

As a result of the points raised above, the following procedures and policies will be applied to Hatston Pier with immediate effect, noting that the area affected by this letter is the entire pier to the seaward side of the control barrier (whether in operation or not) at the head of the pier.

- On cruise ship days, a pier Traffic Safety Supervisor (TSS) will be present from the arrival of the first coach until the departure of the last coach. The individual will be clearly identifiable and will have the full authority of the Harbour Master to direct and manage ALL traffic movement and parking on the pier. His/her duties will include:
 - Reversing safety assistance to all coach reversing movements. No bus is to reverse unless under the direction of the TSS.
 - To establish contact with SHOREX staff and freight movement managers (on freight days) at the start of their period of duty and to agree the schedule of operational plans for the day.
 - In discussion with SHOREX and freight managers, to assign coaches and lorries to specific parking areas.
 - The cessation of all vehicle movements in the event of an incident or if he/she considers that such an action is necessary until an unsafe situation has been resolved.
 - The cessation of all freight movements unless and until he/she considers the area to be suitably clear of foot passengers and other vehicles.
 - Ensuring that all taxis and private hires/private tours park correctly in the assigned area.
 - Ensuring that all staff/visitor vehicles are parked in the assigned areas noting that for most, this will be off pier.

- Ensuring that taxi drivers/private tour guides collect clients from the designated collection area, that they wear hi vis and that they escort clients safely to their vehicle. Likewise on their return.
- There shall be no reversing on the pier during a cruise visit unless supported by a banksman/reversing assistant or, for coaches, the TSS.
- Freight should not be pre positioned or left once disembarked on the pier unless at the express prior agreement of the Pier Operations co-ordinator.
- All vehicles must park in their assigned area. Unless otherwise informed, taxis and private tours should park on Hatston 2a and then collect their clients from the collection area – this will change dependent on the cruise ship
- Apart from passengers/clients, ALL individuals on Hatston pier are to wear High Vis.
- All vehicles on Hatston Pier must have permission/authority to be there. Taxis/Private tours should be pre authorised and booked in and other regular users should have pier passes.
- All those giving parking/reversing assistance to vehicles should have received the necessary training as either banksmen or reversing assistants.
- Instructions from the TSS are to be followed at all times and individuals/vehicles which fail to do so will have their permission to access the pier withdrawn. The TSS will have the Authority of the Harbour Master and hence he/she will be operating under the legal power of this General Direction of the Harbour Authority.
- Notwithstanding the presence of the TSS, safety is the responsibility of everyone working on the pier and nothing in this instruction affects that general responsibility of everyone to conduct their activity in a safe way, to highlight anything which they believe is unsafe or to stop operations if in any doubt at any time.

Whilst this letter is, of necessity, firm in its tone, I am sure that all those who operate vehicles and manage foot passengers on the piers will be fully supportive of the fact that, above everything, safety is our number one priority. The rules above should, therefore, come as no surprise and many of them are based on what was already being done by those who had safety as their priority. I would therefore ask that everyone involved in the movement of people, freight and vehicles works collectively to follow these procedures.

I will close this letter by stating that there will be a short period of settling in and for that I would ask for patience. There will be suggestions for further improvements and for those I ask that you forward them to myself for consideration.

Yours faithfully



Brian R Archibald
Harbour Master and Head of Marine Services, Engineering and Transportation

Addressees:

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GAC OBC Agents
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Orkney Crafts Association
Ship2Shore Orkney
Orkney Taxis
Craigies Taxis
Harbour Taxis
Orkney Islands Council Pier Staff
Traffic Safety Supervisors
Maritime Protection Services
Just Dance
Kirkwall City Pipe Band

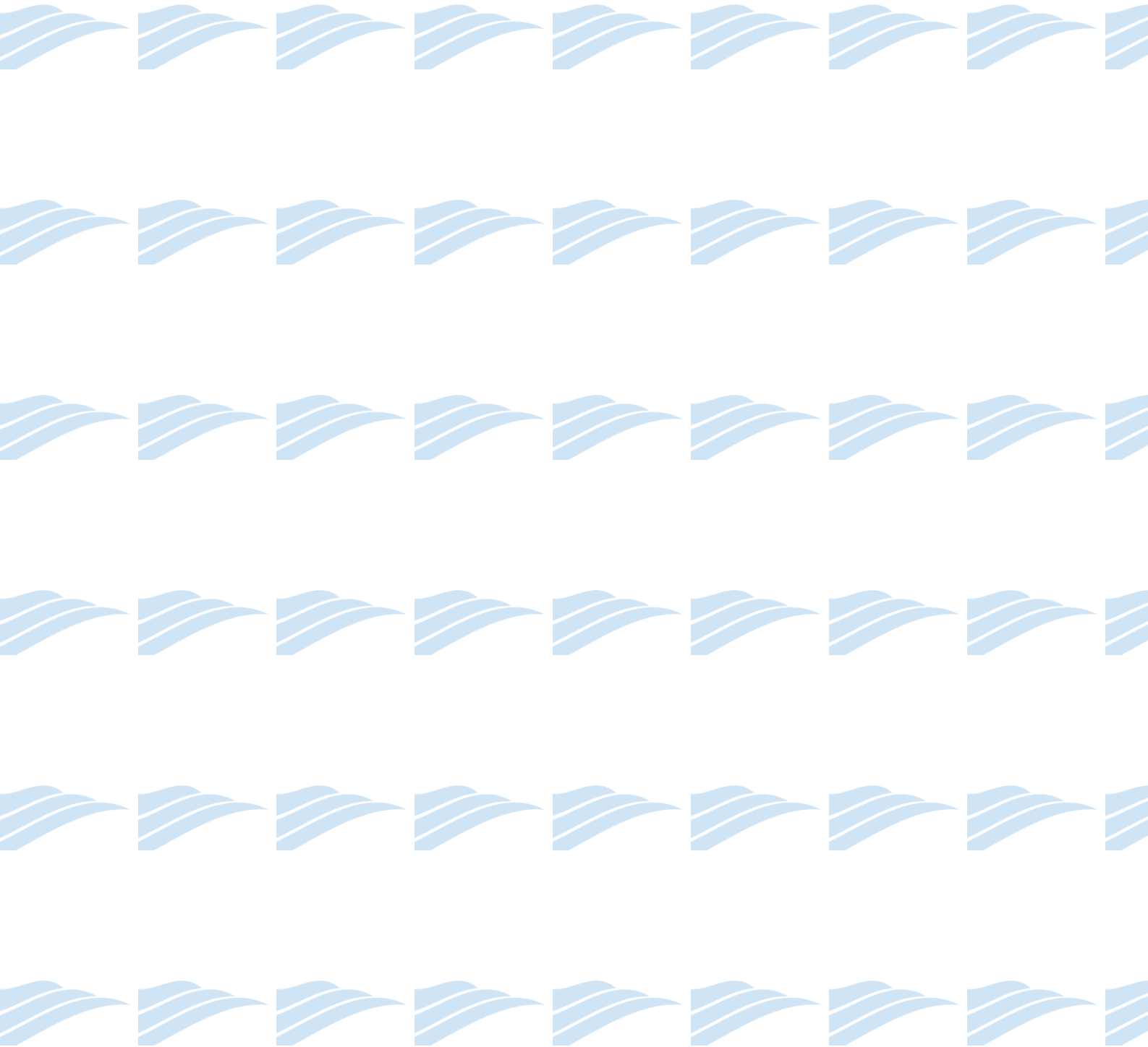
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Orkney Islands Council's Safety and Contingencies Manager
Orkney Islands Council's Civil Contingencies Officer
Deputy Harbour Master Operations
Deputy Harbour Master Strategy and Support
Port Marine Safety and Pollution Manager
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