



Safe Code of Practice

No.02

Access To and From Vessels via Designated walkways

Version: 1.4

Date: 16th January 2018

INTRODUCTION

For ships in the UK the Regulations in force are:

The Merchant Shipping (Means of Access) Regulations 1988.

In essence the regulations require:

The employer and the master shall ensure that there is a safe means of access between the ship and any quay, pontoon or similar structure or another ship alongside which the ship is secured and in particular (and without prejudice to the generality of such duty) the employer and the master shall ensure that—

Any equipment necessary to provide a safe means of access is placed in position promptly after the ship has been so secured and remains in position while the ship is so secured;

When access is necessary between ship and shore, and the ship is not secured alongside, the employer and master shall ensure that such access is provided in a safe manner.

The Master to make access arrangement "promptly" which is deemed to be immediately after arrival and mooring the vessel and certainly before port officials, port state control officers and agents have need to board the vessel.

Seafarers should keep to the designated walkways for their safety to and from their vessel and not walk through the terminal or shoreside cargo handling areas.

High visibility clothing **MUST** be worn if outside of the confines of the designated walkway. Seafarers are only to use the pedestrian access gates provided for that terminal.

See Risk Assessments;

001-006 Commercial vessel operations while alongside Shoreham Port Authority managed Quays.

001-006 Pedestrian Access to and from Vessels berthed on Shoreham Port Authority managed Quays.

Contents

Introduction.....	2
Means of Access To Ship:.....	4
Safe Access To Ship:	4
Ship's Accommodation Ladders And Gangways:	5
Accident Prevention On Board Ship:	5
Portable Ladders:	6
Pilot Ladders:	6
Transport Of Persons By Water:.....	6
Terminal Access Diagrams:-	7
Outer Lay-by Terminal	8
Inner Lay-by to Fishersgate Terminal.....	9
Brighton Terminal Rombus to Silo's	10
Brighton Terminal	11
1999 NO.17 Merchant Shipping Safety	12
Health And Safety Information For Visiting Ships.....	15
Revision Record.....	16

MEANS OF ACCESS TO SHIP:

- There should be a safe means of access between any ship, quay, pontoon or similar structure.
- Seafarers should be provided with **adequate information on how to make their way safely to and from the ship through the marine terminal** or shoreside cargo handling area. **(2)**
- Seafarers should not use a means of access which is unsafe. They should also use means of access with care, e.g. they should **make several trips or use a mechanical means** when carrying personal gear, stores or ship's equipment rather than attempting to carry too much at once.
- All access arrangements should be supervised at all times, either by seafarers or by shore personnel, **particularly within the East and West Arms due to large tidal range. (3)**
- Access should be by an accommodation ladder or gangway which is appropriate to the deck layout, size, shape and **maximum freeboard of the ship.**
- Any access equipment should be of good construction, sound material, adequate strength, free from obvious defect, properly maintained and inspected at frequent intervals. It should not be painted or treated to conceal cracks or defects.
- Access equipment should be placed in position **promptly** after the ship has been secured and **remain in position while the ship is secured. Pilot ladders should not be used for access while moored alongside.**
- A lifebuoy with a self-activating light and a separate safety line or some similar device should be provided at the point of access aboard the ship.
- All access equipment and the approaches to such equipment should be properly **illuminated.**
- Seafarers should use only the appropriate equipment for ship access.

(1) The ILO *Code of Practice on Safety and Health in Dock Work* (revised, 1977) and the ILO *Guide to safety and health in dock work* (revised, 1988) contain more detailed information on means of access to vessels.

(2) The duty to ensure the safety of seafarers in port areas is stressed in the Seafarers' Welfare at Sea and in Port Recommendation, 1987 (No. 173) (Paragraphs 3 and 19).

(3) Besides contributing to the protection of seafarers against accidents, such surveillance also enhances security against unauthorized persons, including criminals, from boarding the vessel.

SAFE ACCESS TO SHIP:

- As far as is practicable, access equipment should be kept free of any snow, ice, grease or other substance likely to cause a slip or fall.
- Any gap between the dockside and the ship, whereby a person on the ship's means of access might fall into the water, should be protected by a **safety net**, of suitable size, mesh and construction, secured to the ship and dockside, as appropriate.

- The means of access and its immediate approaches should be kept free from obstruction and, as far as practicable, kept clear of any substance likely to cause a slip or fall.
- The means of access should be sited so that **no suspended load passes over it.**
- Gangways and accommodation ladders should be clearly marked with the maximum permitted angle of use and maximum safe loading in both number of persons and total weight. **Under no circumstances should this limit be exceeded.**

SHIP'S ACCOMMODATION LADDERS AND GANGWAYS:

- Any accommodation ladder or gangways should be:
 - (a) At least 55 cm in width; and
 - (b) Provided with stanchions and taut rails, chains or fencing on both sides.
- Stanchions should not be more than 3 m apart and properly secured to avoid inadvertent displacement.
- Fencing should be at least 1m high, with an intermediate rail or chain at a height of about 50 cm.
- The accommodation ladder or gangway should be so constructed that ordinary changes in the ship's draught or height above the quay can be easily accommodated.
- The gap between the top of the gangway or ladder and the ship should be protected on each side by handrails, taut chains or other suitable means, with intermediate chains at a height to match the handrails and intermediate protection of the gangway **(1)**
- Where practicable, accommodation ladders should have a swivel top platform, slip-resistant treads and wheels or rollers at the bottom.
- Any necessary adjustment should not tilt the treads or steps to such an extent that they cease to offer a firm foothold.
- Duckboards should be fitted to provide a secure foothold at small angles of inclination.

ACCIDENT PREVENTION ON BOARD SHIP:

- If the upper end rests on or is flush with the top of a rail or bulwark, substantial and properly secured steps fitted with an adequate handrail should be provided to ensure safe passage to and from the gangway **(2)**.
- Where practicable, accommodation ladders should not be used at a greater angle to the horizontal than 55 degrees.
- If the gangway rests on rollers or wheels, it should be fitted or protected in such a way as to prevent the user's feet from being caught and it should be placed in a position which does not restrict the free movement of the rollers or wheels.
- A gangway should never be permitted to drop between the shore and the ship in such a way that it may be crushed or damaged.
- Special care should be taken during maintenance to detect any cracking, rusting or corrosion in gangways, ladders and metal fittings **(1)**

- Any defects posing a hazard should be made good before further use. **(2)**

PORTABLE LADDERS:

- A portable ladder should not be used for access to a vessel unless a safer means of access is not reasonably practical.
- Portable ladders should be of good construction, adequate strength and properly maintained.
- When a ladder is in use:
 - (a) The top should rise at least 1 m above the landing place;
 - (b) Each upright should rest properly on a firm and level footing; and
 - (c) It should be properly secured against slipping, falling or sideways shifting.
- The ladder should be used at an angle of between 60 and 75 degrees from the horizontal.

PILOT LADDERS:

- Pilot ladders should not be used for access by port officials, port state control officers and agents who have need to board the vessel. The Master should make access arrangement "promptly" which is deemed to be immediately after arrival and mooring.
- The requirements for pilot ladders and mechanical pilot hoists found in SOLAS, 1974, Chapter V, Regulation 17, are to be observed.
- Also see the Code of Safe Practice for the Embarkation and Disembarkation of Pilots, prepared jointly by the United Kingdom Marine Pilots Association (UKMPA) Technical and Training committee, the UK harbour master association (UKHMA), the marine pilotage working group of the British Ports Association (BPA) and the UK Major Ports Group (UKMPG).

1999 No. 17 STATUTORY INSTRUMENT MERCHANT SHIPPING SAFETY

The Merchant Shipping (Pilot Transfer Arrangements)
Regulations 1999 (Detailed Below)
Made - - - 9th January 1999
Laid before Parliament 20th January 1999

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations replace the Merchant Shipping (Pilot Ladders and Hoists) Regulations 1987, as amended. They implement Regulation 17 of Chapter V of the Safety of Life at Sea Convention 1974 (SOLAS).

TRANSPORT OF PERSONS BY WATER:

- When persons have to be transported to or from a ship by water, suitable and proper measures should be taken to provide for their safe passage. The boats used should be of suitable construction, properly equipped and maintained and suitably crewed.
- Embarkation and disembarkation should take place only at suitable and safe landing places.

TERMINAL ACCESS DIAGRAMS:-

Access to and from a vessel moored on:-

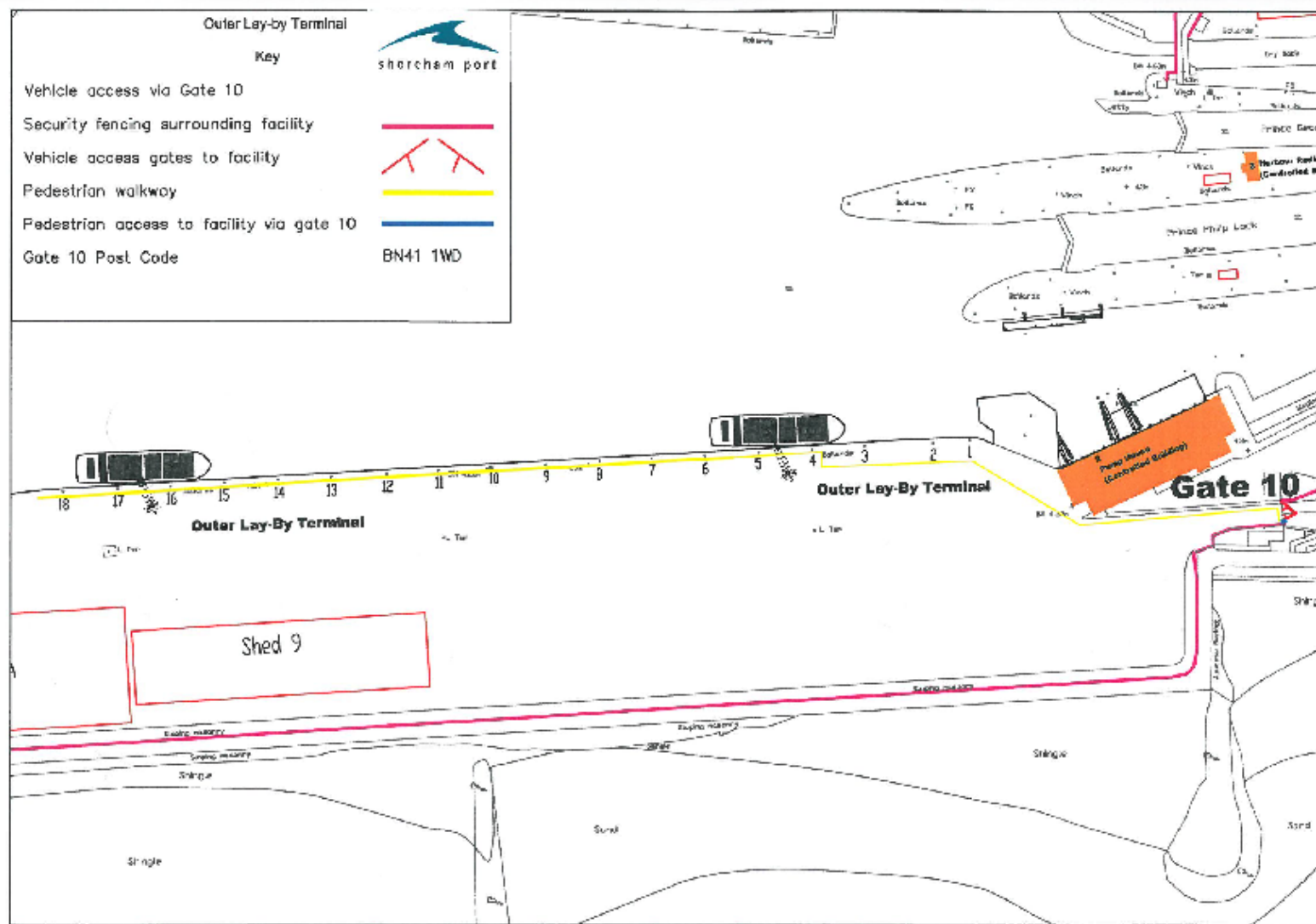
Outer Lay-by Terminal – via Pedestrian Access - Gate 10

Inner Lay-By Terminal/Power Station Wharf & Fishersgate Terminal – via Pedestrian Access - Gate 9

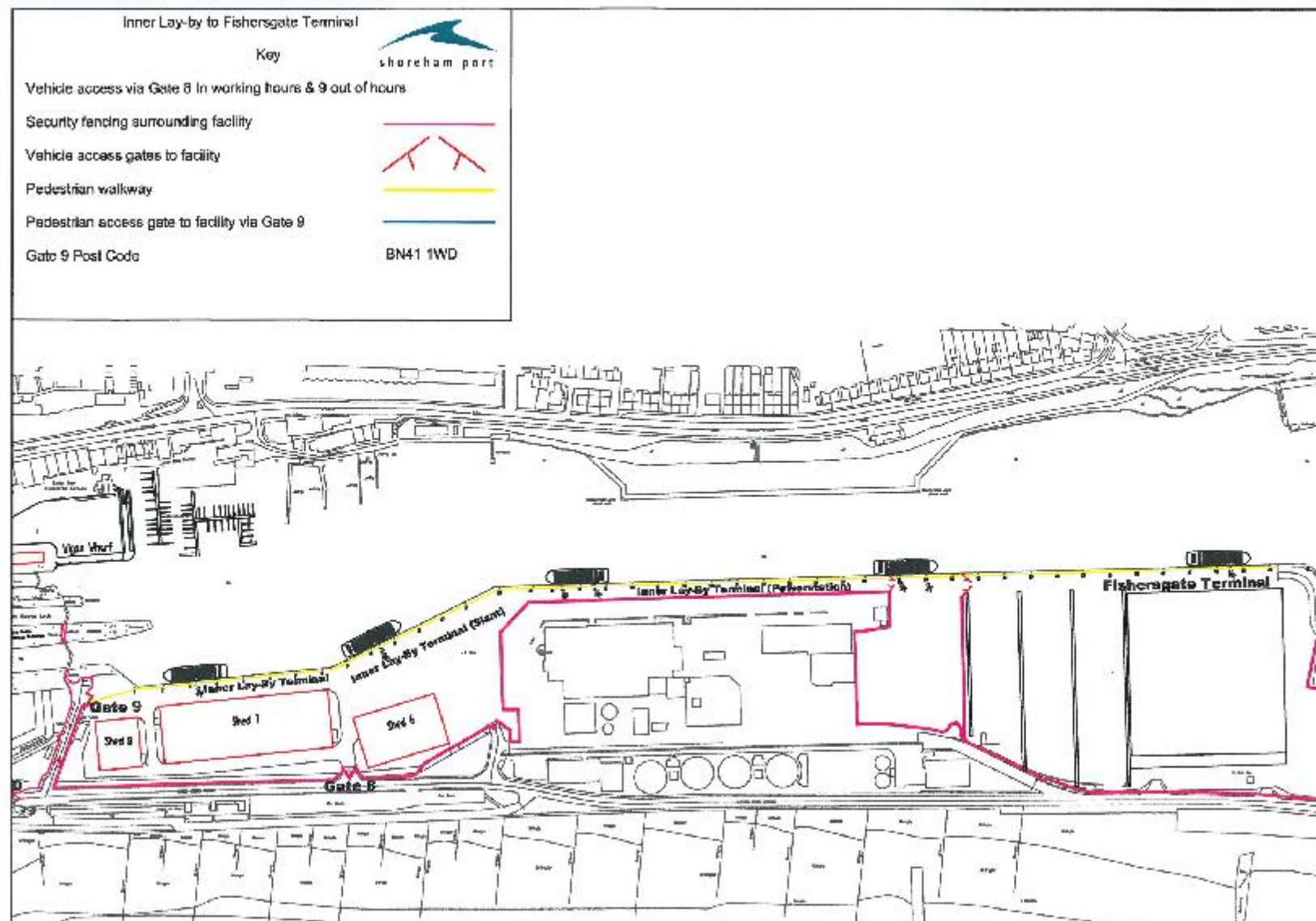
Brighton /Rombus/Bulk & Silo's Terminals – via Pedestrian Access - Gate 1

Brighton Terminal Arcelor Mittal – via Pedestrian Access - Gate 1

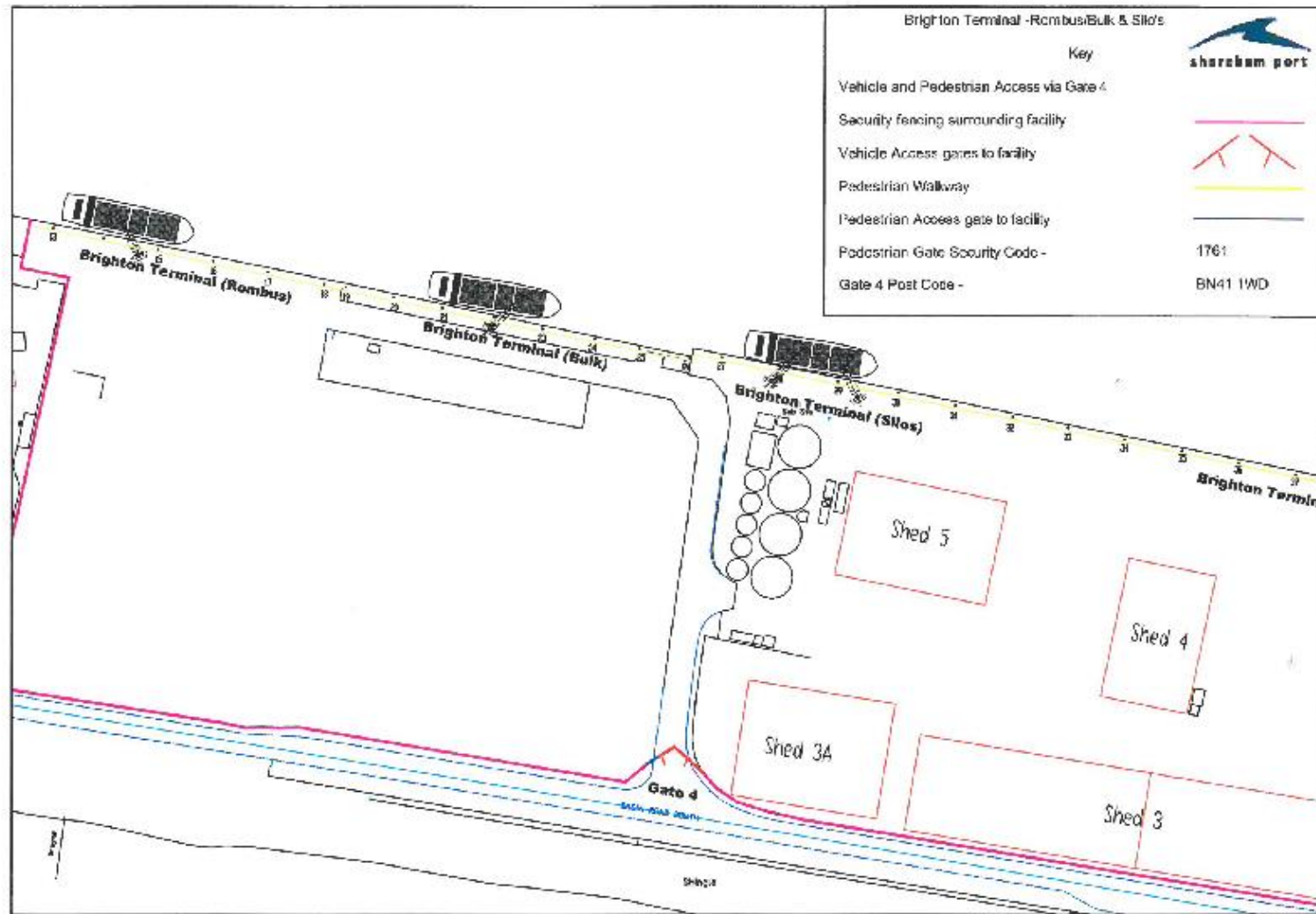
OUTER LAY-BY TERMINAL



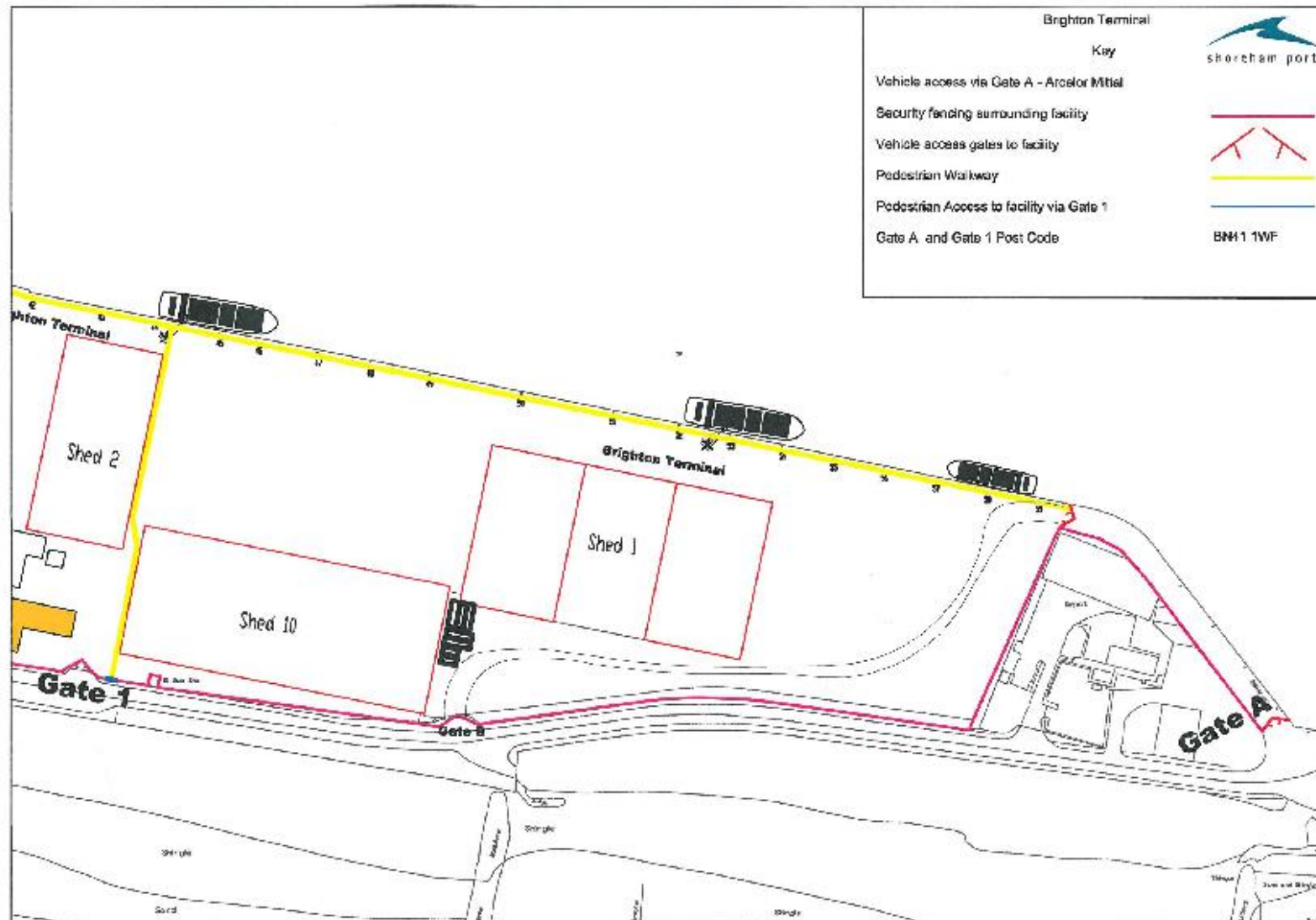
INNER LAY-BY TO FISHERSGATE TERMINAL



BRIGHTON TERMINAL - ROMBUS TO SILO'S



BRIGHTON TERMINAL



1999 No. 17
MERCHANT SHIPPING
SAFETY

The Merchant Shipping (Pilot Transfer Arrangements)
Regulations 1999

Made - - - 9th January 1999
Laid before Parliament 20th January 1999
Coming into force 10th February 1999

The Secretary of State for the Environment, Transport and the Regions, after consulting the persons referred to in section 86(4) of the Merchant Shipping Act 1995(a), in exercise of powers conferred by section 85(1)(a) and (b), (3) and (5) to (7) and section 86(1) of that Act, and of all other powers enabling him in that behalf, hereby makes the following Regulations:

Citation and commencement

1. These Regulations may be cited as the Merchant Shipping (Pilot Transfer Arrangements) Regulations 1999 and shall come into force on 10th February 1999.

Revocations

2. The following Regulations are hereby revoked:
the Merchant Shipping (Pilot Ladders and Hoists) Regulations 1987(b);
the Merchant Shipping (Pilot Ladders and Hoists) (Amendment) Regulations 1993(c).

Interpretation

3.—(1) In these Regulations,
“EEA Agreement” means the Agreement on the European Economic Area signed at Oporto on 2nd May 1992 as adjusted by the Protocol signed at Brussels on 17th March 1993(d);
“EEA State” means a State which is a Contracting Party to the EEA Agreement;
“Merchant Shipping Notice” means a Notice described as such and issued by the Maritime and Coastguard Agency, an executive agency of the Department of the Environment, Transport and the Regions, and reference to any specific Merchant Shipping Notice includes a reference to any document amending or replacing it which is considered by the Secretary of State to be relevant from time to time.
(2) For the purposes of these Regulations ships shall be arranged in the same classes as those in which ships are arranged for the purposes of the Merchant Shipping (Life-Saving Appliances) Regulations 1980(e).
2
(3) Any approval given in pursuance of these Regulations shall be given in writing and shall specify the date on which it takes effect and the conditions (if any) on which it is given.

Application

4.—(1) These Regulations apply to:
(a) United Kingdom ships wherever they are, and
(b) other ships while they are within United Kingdom waters, which fall within the description of ships in paragraph (2) below.
(2) Those descriptions are ships of:
(a) Classes I, II II(A), VII, VII(T), VII(A), VIII, VIII(T), VIII(A), and VIII(A)(T);
(b) Class X where the distance in normal operating conditions, from the water to the point

of access to the vessel, exceeds 2.5 metres; and
(c) Classes III to VI(A) inclusive and IX, IX(A), IX(A)(T), XI, and XII, when engaged on a voyage during the course of which a pilot is likely to be employed.

Pilot transfer arrangements: owners' duties

5. The owner of a ship shall ensure that—

- (a) the ship is provided with the equipment, and has procedures in place, which comply with the pilot transfer arrangements specified in Merchant Shipping Notice MSN 1716 (M+F);
- (b) suitable positions are available on each side of the ship to enable the master to comply with the requirements of Merchant Shipping Notice MSN 1716 (M+F); and
- (c) appropriate manuals for pilot transfer arrangements are available on board the ship.

Pilot transfer arrangements: masters' and responsible officers' duties

6.—(1) The master of a ship shall ensure that—

- (a) all pilot transfer arrangements meet the requirements of the Merchant Shipping Notice MSN 1716 (M+F) and are sufficient for the purpose of enabling pilots and other persons using such arrangements to embark and disembark safely;
- (b) all pilot transfer equipment is properly maintained, stowed and regularly inspected to ensure that, so far as reasonably practicable, it is safe to use;
- (c) the rigging and testing of equipment for pilot transfer, and the procedures in place for such transfers, comply with Merchant Shipping Notice MSN 1716 (M+F); and
- (d) each pilot ladder is used only for the embarkation and disembarkation of pilots and by officials and other persons authorised by the master on arrival at or departure from a port.

(2) An officer of the ship, nominated by the master, ("the responsible officer") shall supervise the rigging, testing and the use of the pilot transfer arrangements and shall ensure that the crew members engaged in rigging and use of the pilot arrangements have been instructed in the rigging and operating procedures as contained in the appropriate manuals.

Alternative construction and equivalents

7.—(1) Where under these Regulations a particular fitting, material, appliance or apparatus or type thereof is required to be fitted or carried in a ship, or any particular provision is to be made, the Secretary of State shall approve any other fitting, material, appliance or apparatus, or type thereof, to be fitted or carried, or any other provision to be made in that ship, if he is satisfied by test thereof or otherwise that such other fitting, material, appliance or apparatus, or type thereof, or provision, is at least as effective as that required under these Regulations.

(2) For the purposes of these Regulations, the results of a verification or test shall be accepted if the verification or test is carried out—

- (a) in accordance with these Regulations or with a standard, code of practice, specification or technical description of an EEA State other than the United Kingdom offering equivalent levels of safety, suitability and fitness for purpose; and

3

(a) Section 284 was amended by the Merchant Shipping and Maritime Security Act 1997 (c. 28), Schedule 1, paragraph 5.

(b) by a body or laboratory of an EEA State other than the United Kingdom offering suitable and satisfactory guarantees of technical and professional competence and independence.

Penalties

8.—(1) An owner of a ship who contravenes any provision of regulation 5 shall be guilty of an offence and liable on summary conviction to a fine not exceeding the statutory maximum or, on conviction on indictment, to imprisonment for a term not exceeding two years or a fine or both.

(2) A master of a ship who contravenes any provision of regulation 6 shall be guilty of an offence and liable on summary conviction to a fine not exceeding the statutory maximum or, on conviction on indictment, to imprisonment for a term not exceeding two years or a fine or both.

(3) A responsible officer who fails to supervise as instructed by the master and required by regulation 6(2) shall be guilty of an offence and liable on summary conviction to a fine not exceeding the statutory maximum, or on conviction on indictment to imprisonment for a term not exceeding two years or a fine or both.

(4) It shall be a defence to a charge under this regulation to prove that the person charged took all reasonable steps to avoid commission of the offence.

Exemptions

9. The Secretary of State may grant exemptions from all or any of the provisions of these Regulations (as may be specified in the exemption) for classes of ships or individual ships on such terms (if any) as he may specify, and may, subject to giving reasonable notice, alter or cancel any such exemption.

Powers to detain

9. In any case where a ship does not comply with the requirements of these Regulations, the ship shall be liable to be detained and section 284 of the Merchant Shipping Act 1995(a) (which relates to the detention of a ship) shall have effect in relation to the ship, subject to the modification that as if for the words "this Act" wherever they appear, there were substituted "the Merchant Shipping (Pilot Transfer Arrangements) Regulations 1999".

Signed by authority of the

Secretary of State for Environment, Transport and the Regions

Glenda Jackson

Parliamentary Under Secretary of State,

9th January 1999 Department of the Environment, Transport and the Regions

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations replace the Merchant Shipping (Pilot Ladders and Hoists) Regulations 1987, as amended. They implement Regulation 17 of Chapter V of the Safety of Life at Sea Convention 1974 (SOLAS).

The detailed requirements relating to pilot ladders, accommodation ladders used in conjunction with pilot ladders, mechanical pilot hoists and access to deck are now contained in a Merchant Shipping Notice MSN 1716 (M+F) which includes International Maritime Organization Resolution (IMO) A.667(16) on Pilot Transfer Arrangements (which amplifies Regulation 17 of Chapter V of SOLAS).

Other changes from the 1987 Regulations are that pre- and post-1994 ships are no longer treated differently, and that United Kingdom requirements in excess of SOLAS are removed. Merchant Shipping Notices can be obtained from distribution agents Eros Marketing Support Services Ltd, Unit B, Imber Court Trading Estate, Orchard Lane, East Molesey, Surrey KT8 0BN (Tel. 0181 957 5028).

SOLAS, amendments to it, and IMO Resolutions may be obtained from IMO, 4 Albert Embankment, London SE1 7SR.

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HEALTH AND SAFETY INFORMATION FOR VISITING SHIPS



Shoreham Port Authority and Sussex Port Forwarding have a duty under the health and Safety at Work Act 1974 to ensure the safety of its own employees and visitors.

As the Master of the vessel you are requested to follow the following safety instructions set out by Shoreham Port Authority and make these clear to your crew. If you have any questions or suggestions which will help keep Shoreham Port safe, please contact a member of our staff.



All seafarers coming ashore must walk along the marked walkways which have been designated as a safe route. **Note;** High visibility clothing **MUST** be worn if outside of the confines of the designated walkway. Seafarers are **only** to use the pedestrian access gates provided for that terminal.

Seafarers must not walk along the side of a vessel when a crane is working. When a cargo is being loaded or discharged a barrier will be placed across the walkway at either end of the working area. You must stop and wait for the Banksman of the Landing Area to cease the crane operation and have you escorted through the working area and back onto the designated walkway.

Walking and cycling in the cargo storage areas is forbidden.



The pedestrian crossing must be used when the designated walkway indicates that you are to cross a main terminal area.

You must ensure that all gates are closed when not in use.

VISITING PERSONNEL/SHORE LEAVE

Please note the UK Maritime Coastguard Agency's advice: Seafarers, and others requiring access to vessels, also have their part to play in minimising risks to themselves. This includes avoiding alcohol, taking a torch and, especially, not taking a leap in the dark.

TAKING ON FUEL OR PUMPING OILS/WASTE ASHORE

ALL VESSELS are required to notify **Shoreham Harbour Radio on VHF channel 14** or by telephone on (01273) 592366 of the start of bunkering or the pumping ashore of oily waste and also the completion of the operation. **ALL SPILLS MUST BE DECLARED.** The use of dispersants, chemicals or detergents is not permitted within Shoreham Port without the written permission from the Harbour Master.

TANKERS discharging on Shoreham Oil Terminal are required to notify Shoreham Harbour Radio of the start and on completion of pumping operations on VHF channel 14.

IN THE EVENT OF AN ACCIDENT, INCIDENT OR SPILLAGE - CONTACT SHOREHAM HARBOUR RADIO on VHF CHANNEL 14 or on the telephone number (01273) 592366

HOT WORKS

A hot work permit is required for all hot works carried out in the harbour area. The permit is authorised by the Harbour Master to ensure that all hot works is carried out in a safe manner.

ALL VESSELS are required to complete a hot works permit and have permission granted by Shoreham Harbour Radio prior to work commencing.

"WORKING TOGETHER FOR A SAFE AND HEALTHY PORT!"

REVISION RECORD

Date	Version	Description	Issued by	Checked by	Approved by
25/06/2010	1.0	First draft	KS	PJ	JS
05/05/2011	1.0	Review	KS	PJ	JS
01/02/2012	1.1	Map access update	JS	PJ	JS
12/05/2015	1.2	Review	JS	PJ	JS
15/02/2017	1.3	Review	JS	GK	PJ
16/01/2018	1.4	Reference update – Risk assessments	JG	PJ	JS