

ACCESS TO PORT FACILITIES OPERATED BY PEEL PORTS GREAT YARMOUTH



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.

Visitors

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 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.

Ships' Crew and Passengers

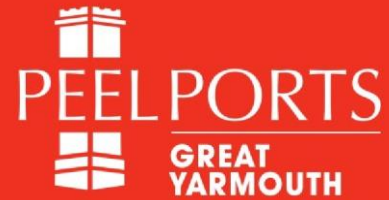
Vessels (or vessel agents) should provide crew/passenger lists to Security so that access/egress can be effectively managed. This is especially important for crew changes and passenger shore visits. Crew must ensure that they are carrying a form of *photographic identification* (Passport, Discharge Book,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

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

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.

ACCESS TO PORT FACILITIES OPERATED BY PEEL PORTS GREAT YARMOUTH



GENERAL SAFETY

All visitors are expected to comply with Peel Ports Golden Rules (see overleaf). Site inductions and permit to work systems are in operation.

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.

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) and
- safety footwear.

IN ADDITION, lifejackets (*not* flotation aids) must be worn when within 2 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.

Peel Ports Great Yarmouth

Vanguard House
South Beach Parade
Great Yarmouth, NR30 3GY
T: +44 (0)1493 335500
F: +44 (0)1493 857120
E: gyinfo@peelports.com
W: www.peelports.com

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

ENVIRO 365 GOLDEN RULES



Peel Ports is committed to managing its operations in a way that minimises its impact on the environment. We will do this by creating environmental standards in our Environmental Management System which will apply to all operations. We will also ask our employees and contractors to have regard to the environment in all that they do.

The Golden Rules have been created to explain the high-level principles that will form part of our environmental standards.



DO ACT RESPONSIBLY

We all have a role to play in ensuring our operations have as little impact as possible on the environment.



DO NOT POLLUTE

Ensure that your operation is not causing unnecessary pollution, to land, water or the air. If something is leaking report it.



DO NOT WASTE ENERGY

If it is safe to do so, switch off items that are not in use. Think about conveyors, monitors, shed lighting and engine idling.



DO REDUCE AIR EMISSIONS

Do not allow equipment to unnecessarily idle. Can you operate in a way that is more efficient?



DO RE-USE & RECYCLE

Place your waste in the correct bins and re-use containers and bottles where possible.



DO NOT LITTER

Ensure items are disposed of correctly and that they cannot cause pollution.



DO NOT CAUSE UNNECESSARY NOISE

Noise pollution can affect the surrounding environment, turn off equipment as soon as the operation has finished.



DO FOLLOW THE RULES & PROCESSES

Our standards have been created to protect both our operations and the environment.



DO REPORT ENVIRONMENTAL INCIDENTS

If you spot something that doesn't look right - raise an alert straight away and then report it using Sphera.



DO NOT TRAVEL UNNECESSARILY

Could you safely walk, car share or Skype?

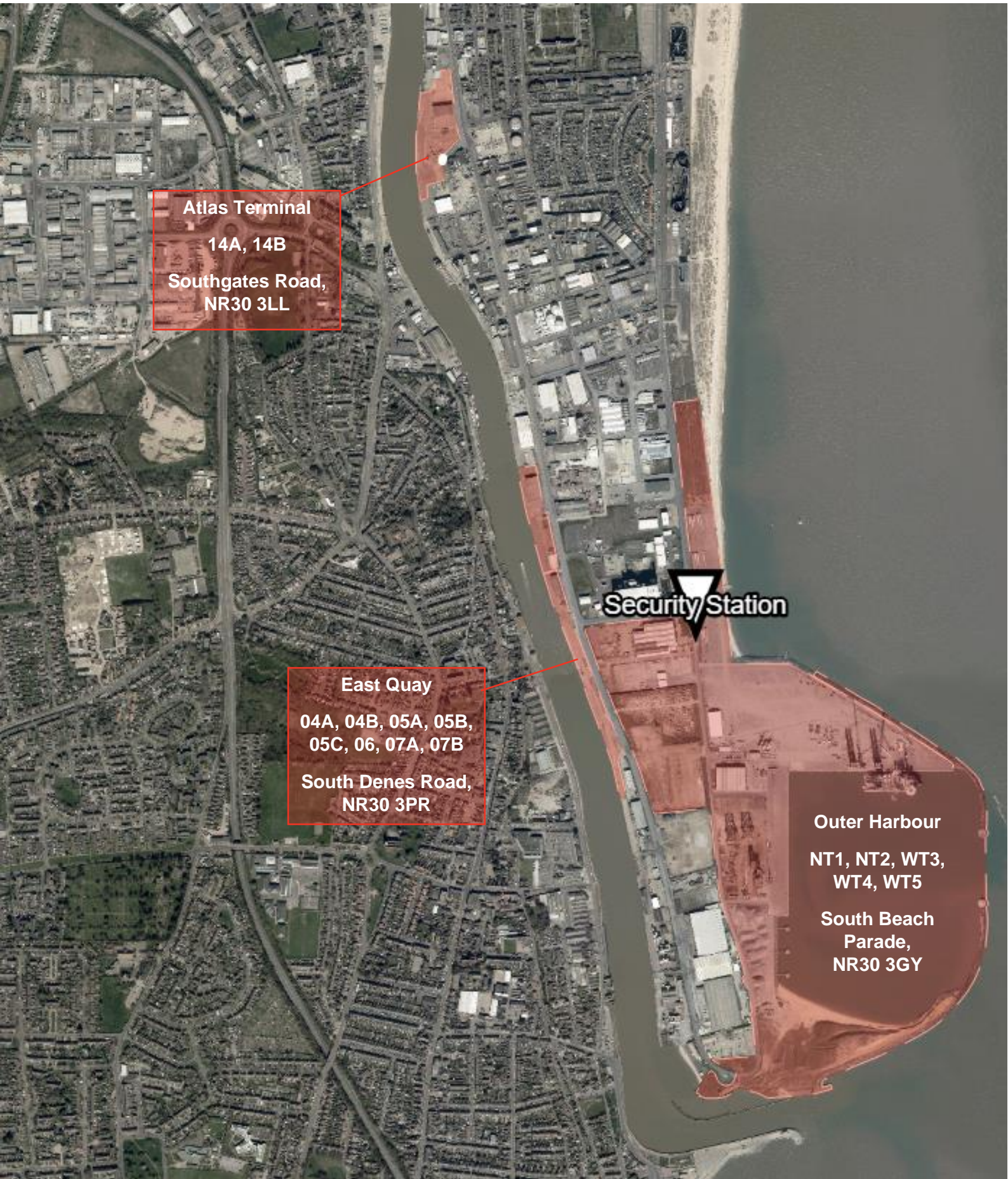
These rules are applicable across all the Peel Ports locations and operations and summarise the environmental minimum standards that must always be observed by employees, contractors and all other port users.

Please ensure you adhere to all Environment 365 rules

ACCESS TO PORT FACILITIES OPERATED BY PEEL PORTS GREAT YARMOUTH



LOCATION OF MAIN PORT FACILITIES OPERATED BY PEEL PORTS GREAT YARMOUTH



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

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

Security Station

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