


# Standard Operating Procedure – 001NNQ

## Main Security Gate

COMPANY INSTRUCTION LEAFLET		 <b>SOLENT STEVEDORES</b>		
<b>APPLICABILITY</b>	LIFT ON LIFT OFF OPERATIONS WITHIN THE NEW NORTH QUAY			
<b>CIL OWNER</b>	SOLENT STEVEDORES OPERATIONS MANAGER		<b>DATE ORIGINATED</b>	01/01/2018
			<b>REVIEW DATE DUE</b>	
<b>ORIGINATOR</b>	SOLENT STEVEDORES		<b>APPROVED BY</b>	
<b>REFERENCES</b>	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016			
<b>REVIEWS</b>			<b>REASON FOR REVIEW:</b>	OUT OF HOURS OPENING AUTHORITY
<b>By:</b>	GREG ENGLAND	C&A MAN.		24/07/18
	NAME	POSITION	SIGNATURE	DATE
<b>By:</b>			<b>REASON FOR REVIEW:</b>	
	NAME	POSITION	SIGNATURE	DATE

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## 1. SCOPE:

Vehicle and pedestrian access and egress, through the New North Quay Security Gate with and without vessel on berth.

## 2. POLICY

The access and egress of both vehicles and pedestrians through the New North Quay Security Gate must be controlled to ensure safety, security and compliance.

## 3. PURPOSE

To provide procedures, agreed by relevant parties, to control and manage foreseeable situations and requests.

## 4. RESPONSIBILITIES

Solent Stevedores are responsible at all times for the control of Main Gate Security Contractor activities as listed below, and control of any other vehicles or pedestrians that may have gained access to the RZ but whom do not fall under the responsibility of Main Gate Security or Quay Tenants as defined below.

Main Gate Security Contractor are responsible at all times for the control of vehicle and pedestrian access and egress through the New North Quay Security Gate entrance.

Quay Tenants are responsible at all times for the control of 'visitor' vehicles and pedestrians for whom they have requested access.

**A 'visitor' is anyone wanting to gain access to the quayside, whom does not hold valid security card identification issued by the Port Authority.**

## 5. PROCEDURES – ACCESS THROUGH THE SECURITY GATE

Main Gate Security will manage Pedestrian and Vehicle access through the freight gate, noting the following:

### GENERAL

- *All port users must wear appropriate PPE at all times whilst in the RZ*
  - *Minimum = highviz vest*
  - *Steel toecaps are necessary in all areas, except when remaining on designated walkways and in offices/messrooms*
  - *Hard hats are mandatory within the designated 'Operational Area' and anyone involved in, or near to, lifting operations (anywhere on the port estate)*
- See quick reference guide (Appendix 1)
- Vehicles that are not involved in dock operations will not be admitted into dock operations areas, except in an emergency, or in exceptional circumstances or for law enforcement agencies to carry out their duties<sup>1</sup>
  - When cranes are in operation, NO pedestrians or vehicles must enter the operational area unless by prior arrangement.
- Visitors, not in possession of a harbour ID pass, must be signed in and out of the gate.
- The security guard will then contact the appropriate Quay Tenant and inform the visitor to proceed to the next STOP marking on the Southbound roadway (in line with the Southern end of the warehouse) where they must wait to be collected and escorted by a member of the Quay Tenant staff.
- Entry through pedestrian turn style can only be gained by swiping a valid security pass.

- Pedestrians should be strongly discouraged from moving around in dock operations areas on foot<sup>1</sup> and must be actively encouraged to remain in their vehicles.
- Security Guards must remain in constant radio contact with all parties.

#### VEHICLE

- Approach the security barrier at slow speed and with caution
- Stop at the barrier and swipe security ID
  - use intercom to raise security officer should ID card fail to read
- Wait for the barrier to raise fully before proceeding through
- Stop at the red light and await signal from the security officer to proceed
  - Ensure barrier has closed behind your vehicle before proceeding
- Speed limit through the security Gate is 5mph
- Tailgating will not be tolerated at anytime

#### GENERAL

- Two blocks have been provided to be located in the middle of the road outside the security hut, to act as safe haven for security guard when talking with drivers and therefore exposed to oncoming traffic. The Security Guard will need to move these to allow large vehicles to access the CIL yard. The blocks can easily be moved but must be replaced.

#### OUT OF HOURS ACCESS AND EGRESS

- **NNQ Normal working hours: 06:00-18:00 Mon-Fri and 06:00-13:00 Sat.**
- Security personnel are required to be present at all times when the Freight Gate is in use.
  - Therefore, vehicle access into the RZ outside of the normal working hours is strictly prohibited unless by prior arrangement with Solent Stevedores and/or the Ports of Jersey. An hourly charge will be levied for the provision required.
- Pedestrian access, outside the normal working hours of the RZ, can be gained by pass holders through the turnstiles, but is strongly discouraged due to the liability issues for the individual concerned.
  - For Security, H&S and Emergency Planning reasons all pedestrian access, out of normal working hours, must notified to the Ports of Jersey via Coastguard on 447704/05 – a call being required to notify of your entry and a call required to notify of your exit.

#### REPORTING OF SECURITY INCIDENTS

- **During normal working hours:**
  - Report to Security Personnel or Solent Stevedores Foreman/Management directly
  - Security Personnel to report to Solent Stevedores Foreman/Management or vice versa
  - Solent Stevedores to continue cascade to Coastguard/Ports of Jersey as necessary
- **Outside Normal Working Hours:**
  - Report to Security Personnel or Coastguard directly
  - Security Personnel to report to Coastguard or vice versa
  - Coastguard to report to Duty Officer/Port Facility Security Officer
  - Ports of Jersey to notify Solent Stevedores Management (if felt appropriate)

All Security Incidents will be investigated, and action taken against individuals or companies as appropriate.

<sup>1</sup>POJ – Safety in Docks and Outlying Harbours (Jersey) Code of Practice 2016

APPENDIX 1

# NNQ Access Process



**1. FOREMAN:**

**SAM DAUVIN**

**2. SOLENT OFFICE:**

**CHRIS CARVER**

**3. OPERATIONS MANAGER:**

**01534 724 401**

**4. COMPLIANCE MANAGER:**

**GLEN MOURANT**

**GREG ENGLAND**