

Remote Contractor Induction, Site Rules & Conditions



1. Welcome & Introduction

Premier Marinas is committed to providing a safe, secure, and environmentally responsible environment for all contractors, subcontractors, staff, berth holders, and visitors.

This induction will outline:

- The rules and procedures you must follow.
- Your responsibilities while working on site.
- How to work safely while protecting yourself, others, and the marine environment.

Failure to comply may result in:

- Work being stopped.
- Permits being withdrawn.
- Removal from site if considering a risk to safety.

2. Our Commitment

Premier Marinas provides a safe working environment, but contractors are responsible for their own compliance and safe practices.

Premier Marinas will:

- Manage and operate marinas with care.
- Provide safe systems where possible.
- Support compliance with health, safety, and environmental legislation.

All contractors remain responsible for their own work practices, staff, and subcontractors.

3. Contractor Responsibilities

Every contractor working on a Premier Marinas site has a duty of care to ensure their work is carried out safely, responsibly, and in full compliance with legal and site-specific requirements.

- Demonstrate safe systems of work at all times.
- Ensure all staff are competent, trained, and certified such as Gas Safe, IPAF, NICEIC etc.
- Hold valid public liability insurance.
- Contractors visiting a Berthholders vessel will register through Safeworks before any work begins.
- Contractors conducting work on behalf of Premier Marinas must ensure they have submitted all relevant documentation (RAMS, employers & public liability insurance) to their host to be uploaded on IPU prior to arrival.
- Where relevant all visits re to booked in advance.
- Secure permission for hazardous or controlled activities via a permit.

4. Site Rules & Behaviour

To ensure a safe, professional, and respectful environment across all marinas, the following site rules and standards of behaviour must be observed at all times.

- PPE must be worn as required.
- Hi-Vis clothing in boat yards and storage areas.
- No alcohol, illegal substances, or smoking outside designated areas.
- Parking only in designated bays.
- No unauthorised advertising or sharing of access fobs / gate entrance codes.

- Be considerate of other marina users.

Report immediately:

- Accidents or near misses.
- Unsafe acts or dangerous situations.
- Heat, smoke, or fire hazards.

5. Fire & Emergency Procedures

Everyone on site must be prepared to act quickly and correctly in the event of a fire or emergency; the following procedures are in place to protect lives and property.

- Know your fire exits, extinguishers, and assembly points (*detailed on the site map*).
- On discovering a fire:
 - Raise the alarm – shout “Fire!”
 - Activate nearest call point.
 - Call 999.
 - Notify Marina Reception (phone/VHF).
- Proceed to the assembly point and report missing persons.
- Keep fire exits and escape routes clear at all times.

6. Safe Working Practices

Contractors are required to carry out all tasks safely, adhering to approved procedures, using the right tools, and wearing the necessary personal protective equipment at all times.

Controlled Work Permits

Certain high-risk activities are only allowed under strict controls, which is why permits must be obtained and approved before starting these types of work.

The following activities require a permit:

- Hot work (welding, cutting, grinding).
- Confined space entry.
- Diving operations.
- Working at height.
- Sand, grit, or slurry blasting.

Immediate prohibited activities include that will result in stoppage of work:

- Climbing / hoisting up masts ashore.
- Working on hulls / superstructures without safe handrails and protective equipment
- Starting a vessel's engine / machinery whilst it is ashore.
- Moving cradle arms / support structures.

Working at Height

All work at height must be carried out safely, using the correct equipment, trained personnel, and supervision to prevent accidents and injuries. All Work at Height must be approved of Premier Marinas Ltd prior to commencement of work.

- Scaffold towers: must display a valid ‘Scaff tag’ that has been signed off by a competent person.
- Ladders: secure, suitable, and not the main access method over 3.5m.
- MEWPs: require authorisation, trained operators, and where required safety harnesses.
- No lone working is permitted aloft.

Use of Mobile Elevating Work Platforms (MEWPs)

- Use of MEWPs requires prior authorisation from Premier Marinas.
- Operators must hold the appropriate, in-date certification (e.g. IPAF / NPORS) and be able to present this on request.
- MEWPs must only be used on stable, level ground within designated operating areas. Outriggers and stabilisers must be fully deployed where required.
- Where required, harnesses and fall-restraint systems must be worn inside the MEWP basket.
- MEWPs must not be moved while elevated unless designed for such use.

Working on Masts

- Ashore:
 - When working aloft (e.g. on masts or rigging) on vessels that are ashore, the use of a Mobile Elevating Work Platform (MEWP) will be the accepted process, unless an alternative method has been risk assessed and formally agreed by marina management in advance.
 - All work aloft must be covered by a Controlled Work Permit (*Work at Height*) issued by Premier Marinas.
- Afloat:
 - Climbing or working aloft on a mast while the vessel is afloat is permitted only with the owner's consent and at the contractor's own risk.
 - A suitable bosun's chair, harness, and fall-arrest equipment must be used, all of which must be inspected prior to use.
 - Work aloft must be covered by a Controlled Work Permit (*Work at Height*) issued by Premier Marinas prior to commencement of work.

7. Use of Utilities

All contractors must use utilities safely and responsibly, ensuring electrical and fuel-powered equipment is correctly installed, inspected, and operated to prevent accidents, damage, or disruption on site.

- Electrical equipment must be suitably tested and checked for damage before use.
- Temporary electrical supplies must be disconnected at the end of the working day, or if leaving the work area unattended.
- Portable fuel-powered equipment needs approval.

8. Waste & Hazardous Materials

Contractors are responsible for the proper handling, storage, and disposal of all waste and hazardous materials to protect people, property, and the marine environment.

- Store hazardous materials safely (COSHH compliant).
- Use correct waste bins for hazardous waste (batteries, paints, oils, etc.)
- No waste left behind – costs will be recharged.
- Pollution will result in removal and potential legal action.

9. Pontoon Safety & Adjacent to Water

Extra caution is needed when working near water

- Lifejackets are recommended where practicable when working near water.
- Surfaces may be slippery in wet or freezing conditions.
- While a Boat is on a berth, permitted work is limited to minor running repairs or minor routine maintenance.

10. Insurance Requirements

- Minimum £5 million public liability insurance.
- Documentation must be available for inspection at all times.

11. Enforcement

Rules are enforced to maintain safety and compliance for all. Premier Marinas reserves the right to:

- Inspect contractor work, equipment, and paperwork.
- Terminate authorisations for any breach.
- Remove contractors from site immediately.
- There is no right of appeal against termination.

Contractors who fail to adhere to the terms of our contractor scheme are subject to a three-stage notification process. If a contractor continues to be non-compliant to Premier Marinas' terms and conditions, access will be revoked for a period of 90 days.

12. References & Further Information

Additional guidance, procedures, and supporting documentation may be provided by Premier Marinas upon request. Contractors are expected to comply with any supplementary instructions issued in relation to specific tasks, sites, or hazards.

- Premier Marinas Regulations: <https://www.premiermarinas.com/terms-regulations>
- Site-specific notices and instructions from marina management.
- Additional guidance provided upon request.

13. Final Step – Confirmation

It is the contractor's responsibility to confirm they have:

- Read and understood all sections.
- Hold the required insurance.
- Will comply with all site rules and procedures.
- Ensure their co-workers / subcontractors have read and acknowledged this induction.