



Operational Notice

No.5 OF 2018

Requirements for the Movement of Abnormal Loads, Plant or Heavy Machinery on Harbour Roads by Non BHC Personnel

Any such road movement will require a *Pre Existing Generic Risk Assessment* and *Movement Plan* approved by BHC Compliance Department – safety@belfast-harbour.co.uk

The Movement/Safety Plan and Risk Assessment must cover the ***route (i.e. the roads) intended to be taken*** and not Operations on a Quay which are covered by a Specific Risk Assessment (RA).

The Risk Assessment will assess the move including:-

- suitability of the road and the route
- suitability of the machine or plant in question to be moved on the road/route
- proximity of street furniture, buildings and vehicles /other road users
- condition of the Machine, Equipment or Plant being moved

Whilst a Pre - Existing Risk Assessment and Movement Plan will have been submitted to BHC Compliance for approval in advance there is still a requirement for a '**Route Specific Risk Assessment**' to be carried out prior to any movement in order to ensure maximum safety at all times on that particular move/route.

The route to be used **must be checked in advance** of any movement by an ***appropriately qualified*** member of the organisation/company responsible for moving the Machine, Equipment or Plant to ensure there is nothing which will interfere with the planned movement on that day. This would normally be carried out **several hours before the planned movement**. The person will be nominated by the organisation/company responsible for the movement as the '**person in charge**' of the movement in question. The route must then be checked **immediately before the movement** in order to ensure the route remains suitable and that there are no obstacles or issues which could interfere with the movement.

If the 'Route Specific Risk Assessment' differs from the Pre – Existing Risk Assessment it must receive approval from BHC Compliance Department prior to any movement taking place.

- 1) Non BHC Personnel wishing to move Plant/Machinery/Equipment used in Port Operations will in the first instance contact:

Belfast Harbour Police (BHP) Control Room on **028 90 553000**

- 2) BHC reserve the right to delay any movement subject to any other operational priority
- 3) If restrictions are present at the time of movement, BHC Harbour Master reserves the right to remove any blockage at the cargo/equipment owner's expense.
- 4) The Organisation/Company moving the Plant/Machine/Equipment is responsible for the safe movement including the supply of sufficient and appropriately qualified staff to assist
- 5) Any assistance from BHC/BHP will involve Cost Recovery.

Unless otherwise approved in the existing Risk Assessments movements will take place:-

- With no less than a minimum of **2 hours** advanced warning
- Movements should be avoided during peak traffic times of *0730 – 0900 and 1600 – 1730*
- Movements during extreme weather must be avoided

Resources: - a **minimum** of

- 1 Machine/Equipment/Plant Operator/Driver
- 2 vehicles with Amber Beacons and reflective marking to the rear + Driver's
- 1 Banksman will be required to remain on the opposite side of the Machine Operator/Driver at all times during the move

- 6) Where possible cranes/machinery will not be moved during the hours of darkness. If such movement is essential during the hours of darkness for operational reasons Lights (Any Machine/Equipment or Plant moving on a Harbour Road must have functioning lights with 2 Red to the rear and 2 White to the front). Reflective material must be displayed to the rear and sides of the Plant/Machine/Equipment and Escort Vehicles.

- 7) The escort vehicle and the Banksman vehicle(s) must ensure that mandatory Amber Beacons are switched on and functioning during the escort.
- 8) Radio Communications between the Machine/Equipment or Plant drivers/operator and Banksmen will be maintained at all times during the move.

A handwritten signature in black ink, appearing to read 'K G Allen', written in a cursive style.

PORT CONTROL
BELFAST
2nd May 2018

CAPTAIN K G Allen
HARBOUR MASTER