

**Contractor Permit**

Contractor Name \_\_\_\_\_

Organisation Type      Company    Partnership    Sole Trader    Private Individual

Full Contact Name \_\_\_\_\_

Position in Company \_\_\_\_\_

Office Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Trading Address \_\_\_\_\_  
\_\_\_\_\_Company Activities \_\_\_\_\_  
\_\_\_\_\_

Company Number \_\_\_\_\_

VAT No \_\_\_\_\_

This permit applies to:     Portland     Haslar     East Cowes     Weymouth Annual permit starting on date \_\_\_\_\_ Weekly permit starting on date \_\_\_\_\_If fees apply, to be paid:     In advance, in full     Monthly by Direct Debit    £ \_\_\_\_\_**Acceptance**

I have received and read the Terms &amp; Conditions for Contractor Permits, the Health &amp; Safety Guidelines and the Environmental Guidelines.

I will accept the Terms &amp; Conditions for Contractor Permits and will abide by the Health &amp; Safety Guidelines and the Environmental Guidelines.

I have provided Dean &amp; Reddyhoff with a copy of my valid public liability insurance.

Signed by the Contractor \_\_\_\_\_ Date \_\_\_\_\_

Signed by the Marina \_\_\_\_\_ Date \_\_\_\_\_



## Terms & Conditions for Contractor Permits

**Contractor** refers to all persons, employees, agents and sub-contractors carrying out business or work on boats or premises not their own.

**Company** refers to Dean & Reddyhoff Ltd. Company number 2746437 registered office at Portland Marina.

**Marina** refers to the land, water, structures and buildings known as Portland Marina, Haslar Marina, Weymouth Marina and East Cowes Marina, including boat yard facilities.

1. The Contractor must maintain appropriate public and product liability insurance at all times. Public liability insurance must be a minimum of £5 million. A copy of the insurance policy must be provided to the marina office, where it will be made available on request to the Company's customers.
2. The Contractor indemnifies the Company against all losses or damages suffered by the Company as a result of, or in connection with, any action of the Contractor.
3. The Contractor must sign in and out at the office on every visit to the marina.
4. Special permits are required from the marina for hot working, diving and similar hazardous activities.
5. The Contractor must not engage in any activity that may bring the Company, marina or any of the Company's staff, customers or visitors into disrepute.
6. The Contractor must at all times comply with the Company's policies and guidelines which are available from the marina office and online.
7. The Contractor must comply with all statutory legislation and regulations.
8. The Contractor must be able to demonstrate a safe system of work, and comply with Health & Safety at Work Act 1974. The Contractor must ensure that its employees, agents and subcontractors are properly trained and equipped, and wearing the appropriate personal protective equipment.
9. The Contractor must maintain adequate standards of health and safety for themselves and their employees and that of other persons within the vicinity.
10. The Contractor must maintain a clean, tidy and safe work environment, and must consider the needs of others.
11. The Contractor must only conduct works within their ability and skill set, or should seek supervision of a qualified person. Suitable equipment and training must be in place as required.
12. The Contractor must not undertake work to or on any vessel or equipment without the express permission of the owner.
13. The Contractor must abide by the requests of the marina and its staff and to obey marina and boat yard signage.
14. Where appropriate, the Contractor should maintain a working communication with the marina to ensure safe operation of all facilities.
15. If a Contractor relies on the pollution incident response plan services of the marina for a Tier 1 spill, or the Harbour Master for a Tier 2 spill, the Contractor will be liable for all costs incurred.
16. The Company has the right to terminate the Contractor Permit at any time. The Company's decision is final, and the Contractor shall have no right of appeal against such termination, nor will the Contractor have any claim against the Company for any loss suffered by the Contractor in the event of termination of the Contractor Permit. In the event of such termination, the Contractor shall vacate the marina promptly.
17. Nothing in these Terms & Conditions absolves the Contractor from their duty to comply with the relevant legislation, such as the Health & Safety at Work Act 1974, Factories Act 1961, Fire Precaution Regulations 1997, Offices, Shops & Railway Premises Act 1963 and others.

Dean & Reddyhoff Ltd  
1 October 2016

## Health and Safety Guidelines for Berth Holders, Visitors and Contractors

Marinas and boat yards can be dangerous places. For your own safety and that of others, please read this information and observe all conditions and rules when you are on any of our marinas or boat yards. If you have any doubts, please ask a member of our staff.

### General

- Everything is dangerous if you are intoxicated by drink or drugs.
- Children and pets must be kept under close control and supervised at all times.
- Do not leave anything blocking a pontoon, walkway, path or road that could be a trip hazard or cause an accident.
- Pontoons and walkways can be slippery when wet or in cold weather.
- Do not move or go around barriers or guards.
- Obey requests from our staff and marina and boat yard signage.
- Swimming and diving in the marina is allowed only with signed authority from the Harbour Master, and approval from the marina office.
- Fishing is not allowed anywhere within the marina premises.
- Vehicles must be parked in marked bays or in the designated car park.

### Incidents and Accidents

- You are required to report any of the following to a member of staff:
  - An accident or 'near miss'
  - Any situation or equipment that looks potentially dangerous
  - Anyone performing a dangerous task
  - Any form of smoke or heat that may lead to a fire
- First aid and emergency equipment is located in the marina office and in the red 'SOS' pedestals.

- In an emergency call 999 then contact the marina office for assistance.

### Fire

- Be aware of fire exits out of buildings, safe routes off the site, and fire assembly points.
- Do not tackle a fire or put yourself or others at risk.
- All fire exits and emergency routes are to be kept clear at all times.
- A Boat Safety form should be completed for each boat and stored in the office.
- A full set of boat keys should be stored in the marina office.
- In case of fire, call 999, raise the alarm as widely as possible and contact the marina office for assistance.

### Electricity

- Use of marina and boat yard electricity is subject to prior permission.
- Marina and boat yard electricity must be used in accordance with our guidelines published on our website and yearbook.
- Portable electrical equipment must be checked for damage before use and PAT tested.
- It is forbidden to access, tamper with or otherwise affect the electricity supply.

### Plant and Equipment

- All equipment used to maintain or repair boats must be operated by a competent and trained person.
- Hot working, including welding, cutting or grinding, is not allowed without written approval by the marina office.
- Any operation that causes dust and debris must use proper extraction and containment equipment to ensure that debris is not spread around.
- Only Dean & Reddyhoff staff are authorised to use marina and boat yard plant and equipment.



## Boat Yard

- Check with the marina office before working on a boat ashore.
- Only approach the hoist dock, boat hoist, forklift or boat mover when accompanied by a member of staff.
- Other than authorised marina staff, everyone should be at least 5 metres away from the boat hoist or forklift when lifting is underway.
- It is forbidden to move any boat supports including props and cradles.
- It is forbidden to go up the mast when the boat is ashore.
- It is forbidden to start the engine when the boat is ashore.
- To reduce windage, all sails and covers should be removed from boats ashore.
- We do not approve of boats ashore being used for overnight accommodation.
- Children and animals should not be allowed onboard boats ashore.

## Working at Height

- Ladders and other towers that are considered unsafe will be removed.
- Where ladders are used, they must be secured at the top to prevent sliding.
- Ladders must not be used to access 3.5 metres or more above ground level.
- Scaffolding must be erected by trained personnel and display a valid 'scaff tag'.
- A harness or handrail system must be used as a 'fall arrest' for platforms 1.8 metres above ground level.
- When working on the deck of a boat ashore, a suitable handrail or fall arrest system must be in place.

## Waste Materials

- Hazardous materials should be used and stored as recommended by the manufacturer and legislation. COSHH regulations must be followed.
- All waste, including batteries, waste oil and electrical items should be disposed of in the specified marina facilities or

removed from the site and disposed of responsibly.

- Remove all waste or debris before the boat leaves the marina or boat yard.

## Contractors

- The term 'contractor' includes all persons carrying out work on any boat or premises other than their own.
- All contractors must complete a Contractor Permit before commencing work for the first time.
- All contractors must sign in and out of the marina office at each visit.
- All contractors and sub-contractors working on the premises must hold valid public liability insurance of a minimum £5 million, and appropriate product liability insurance. Copies of insurance policies must be lodged with the marina office.
- Copies of insurance policies, professional certificates and other paperwork must be made available to marina staff on demand.
- Contractors must not start work without the permission of the boat owner.
- The contractor must only conduct work within their ability and skill set.
- Appropriate personal protective equipment (PPE) must be used.
- Permission to work within the marina or boat yard premises can be withdrawn at any time by Dean & Reddyhoff Ltd.
- Full contractor terms and conditions are available from the marina office.

## Management

Nothing in these guidelines absolves an employee, contractors, berth holder or visitor from their duty to comply with the relevant legislation, such as the Health & Safety at Work Act 1974, Factories Act 1961, Fire Precaution Regulations 1997, Offices, Shops & Railway Premises Act 1963 and others.

Dean & Reddyhoff Ltd  
1 October 2016

## Environmental Guidelines

Everyone at Dean & Reddyhoff is committed to minimising the impact of our business activities on the environment. We ask that you support these activities.

### Key Policies

1. Minimise waste by evaluating operations and ensuring they are as efficient as possible.
2. Reduce carbon emissions.
3. Commit to reducing water and energy consumption wherever possible.
4. Actively promote recycling both internally and with customers and suppliers.
5. Source products and services which minimise the impact on the environment.
6. Promote sustainability.
7. Measure progress with regular audits.

We are governed by legislation and regulation, and would ask all contractors, tenants, berth holders and visitors to be aware of the following, and to adhere to the regulations where relevant. Legislation and regulation includes, but is not limited to:

### European Communities Act 1972

- Non-Road Mobile Machinery: relates to emissions and pollution for items like non-stationary generators.
- Ozone Depleting Substances: particularly relevant to the use of HCFCs in refrigeration, air conditioning and fire suppression systems.

**Wildlife & Countryside Act 1981** (including Countryside & Rights of Way Act 2000 and Natural Environment & Rural Communities Act 2006)

- Protected Wildlife (Fauna): To be mindful of any protected species that could be encountered.
- To be aware of wash-down procedures that may introduce non-native species into the marina.

### Health & Safety at Work Act, etc 1974

- Major Accident Hazards: Every measure must be taken to prevent major accidents, to limit their consequences to persons and the environment.
- Carriage of Dangerous Goods (and European Communities Pollution Prevention and Control Act 1999): Storage and transport of dangerous goods and hazardous waste.

### Environmental Protection Act 1990

- Part III: to make sure all activities do not create a nuisance, through noise, artificial light, dust, steam, smell or other effluvia which can have a health impact.
- Part VIII: the use of TBT paints is prohibited.

### European Communities Act 1972 and Waste Electrical & Electronic Equipment Regulations 2006

- Waste Electrical and Electronic Equipment: WEEE items are not to be placed in the general waste and should ideally be returned to the manufacturer (required to take WEEE items from like for like purchases) or placed in specified marina or public amenity facilities.

### Water Industry Act 1991

- Discharge to Foul Sewer: only clean water and domestic sewerage can be put through the marina toilet facilities.

### Pollution Prevention and Control Act 1999

- Discharge to Controlled Waters: not to engage in any activities that result in effluent being discharged into the marina.

Dean & Reddyhoff Ltd 1 October 2016