

HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees of Inverness Harbour Trust (IHT) is committed to ensuring the health, safety, and welfare of all employees, contractors, port users, and members of the public who may be affected by port operations. IHT recognises its responsibilities for a duty of care for the health, safety, and welfare of its employees whilst at work and others who could be affected by its work within its statutory areas. These responsibilities are carried out in accordance with:

- Health & Safety at Work, etc. Act 1974
- Relevant regulations made under the Act (e.g. the Management of Health and Safety at Work Regulations 1999)
- Port and Marine Facilities Safety Code (PMFSC), April 2025

Responsibilities:

- The **Board of Trustees** has overall accountability for health and safety and is committed to providing leadership and direction to ensure compliance and continuous improvement.
- The **Harbour Master and Executive Management Team** are responsible for the implementation of this policy and for requesting that adequate resources are allocated by the Board of Trustees.
- All **employees, contractors, and port users** have a duty to take reasonable care of their own health and safety and that of others, and to co-operate fully with the Port in all health and safety matters.

IHT is committed to the principle that everything must be done safely, following best practice and by the principles of this policy and supporting arrangements to:

- provide and maintain a safe and healthy work environment
- promote positive accident and ill-health prevention
- implement a risk assessment process to identify hazards and eliminate or reduce the risk to an acceptable level
- comply with all current health and safety and environmental legislation
- implement, develop and maintain an appropriate Safety Management System (SMS) which detail identified hazards, risk mitigation measures and safe working procedures

In implementing this policy, IHT is committed to:

- a) Identifying hazards and assessing risks faced by its employees in the course of their work and implementing effective control measures to eliminate or minimize those risks to as low as reasonably practicable.
- b) Ensuring safe systems of work are in place and that all activities are carried out safely and responsibly.

- c) Ensuring that key roles within the Port are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of employees and anyone else likely to be affected by the Port's operations.
- d) Meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable.
- e) Communicating safety information effectively with harbour users, stakeholders, and the general public.
- f) Providing leadership and adequate control of identified health and safety risks.
- g) Consulting with employees on matters affecting their health and safety.
- h) Providing and maintaining safe assets, such as plant and machinery, equipment and craft to ensure it is fit for purpose.
- i) Ensuring the safe handling and use of substances.
- j) Providing information, instruction, and training where necessary for employees, taking account of any who do not have English as a first language.
- k) Ensuring that adequate information, instruction, training, and supervision is provided to ensure that all employees are competent in doing their work safely.
- l) Preventing accidents and cases of work-related illnesses.
- m) Investigating all accidents, incidents, and near misses thoroughly to prevent recurrence and promote a culture of learning and accountability.
- n) Actively managing and supervising health and safety at work.
- o) Having access to competent advice.
- p) Continually improving health and safety performance and management through regular (at least annual) review and revision of this policy; and
- q) Providing the resources required to make this policy and health and safety arrangements effective.
- r) Providing the opportunity for continuous improvement to reduce the risk of personal injury, ill health, damage to property and the environment.
- s) Ensuring that the health and safety performance of the Port is audited and reviewed at regular intervals, at least annually, to ensure that the Safety Management System (SMS) remains relevant, effective, appropriate and fit for purpose.

Contractor Health and Safety

The Trustees recognise their duty to co-operate and work with other employers to ensure the health and safety of all those at work. This includes when others are working at premises and sites under the Trustees' control, and when external employers and their employees enter Port premises to carry out work on behalf of the Port.

All contractors operating within the Port estate are required to have in place their own health and safety policies, procedures, and risk assessments appropriate to the nature of the work they are undertaking.

It is a condition of working on the Port estate that:

- Contractors must provide copies of their current health and safety policy, relevant risk assessments, and method statements to IHT prior to commencing any work.
- Contractors are fully responsible for ensuring that their employees, subcontractors, and agents comply with all relevant health and safety legislation, regulations, and the Port's own site-specific requirements while on Port premises.
- IHT accepts no liability for any injury, loss, or damage resulting from a contractor's failure to implement or adhere to adequate health and safety arrangements.
- Contractors must cooperate fully with IHT's management team, Harbour Master, or designated Health and Safety Officer, including during inspections or investigations.

Failure to meet these requirements may result in suspension of work or removal from the Port estate.

By engaging in work on the Inverness Harbour Trust premises, contractors acknowledge and accept these conditions in full.

Signed



Gary Campbell

Chair of Board of Trustees, Inverness Harbour Trust

Date 27/05/2026