



# Port Information Guide

**Sheerness**





## **To the Master, Officers and Crew.**

### **Welcome to the Port of Sheerness.**

Contained within this "Booklet" you will find useful information pertaining to your stay in this Port. Please take a few moments to read these important safety documents. Please make sure that all concerned understand the various requirements and safety provisions contained herein. Leave the pack in an accessible position on the vessel e.g. on the bridge, or at the gangway whilst the vessel is berthed in Sheerness.

**Please take note of waste management procedures;** it is a legal requirement that the removal of waste from your vessel is carried out as per the provision contained in this document, See page 9

Please also ensure that the safety advice is promulgated to all the ship's company.

For further advice or information please contact the Harbour Master's Office telephone No. 01795 596548 in normal working hours or out of hours Medway Navigation Service on VHF channel 74 or by telephone on 01795 663025.

Enjoy a safe stay within The Port of Sheerness

**Captain Stephen M. Gobbi** MA LLB JP  
Harbour Master

# **Emergency Procedures**

## **Foreword**

One of the prime responsibilities of a port authority is to facilitate safety within its area of jurisdiction. On the Medway and Swale this is achieved by means of a comprehensive regulatory framework of National and local legislation, including Byelaws, General Directions, and Dock Regulations. This is augmented by the provision of authorised pilots, reliable Hydrographic data, and appropriate navigational aids, 24-hour VTS Services, a 24-hour security system, and an experienced safety team.

Success in responding to an emergency incident requires everyone to have a thorough knowledge of the overall approach to incident management and to be confident in his or her own specific role and responsibilities. Safety is a matter for everyone.

## **Safety policy**

The objective of Peel Ports Medway is to ensure that a safe environment is provided for all employees and visitors using the Port. Vessel Supervisors provided by the Port will check relevant certificates and equipment required for discharging or loading of cargo. At any time during the discharge or loading of cargo, the Port Safety Team may board the vessel in order to carry out Safety Inspections to ensure safe working conditions.

## **Action in Emergencies**

### **Collision with Vessel/Shore Installation**

Notify "Medway VTS" on Ch 74 VHF and follow any given instructions.

### **Fire/Explosion**

Notify Fire Service telephone 999. Call "Medway VTS" on Ch 74 VHF. Fight fire with ship's fire-fighting equipment, give warning by continuous sounding of the ship's whistle. Await arrival of Fire Service in a safe place with details of position of fire, fire plan, crew number, and any casualties.

### **Bomb Threat**

Notify Medway Navigation Service by telephone 01795 663025 and answer the questions asked. Medway Navigation Service will notify and pass on the appropriate information to the Police.

### **Explosives Handling Incident**

Stop all cargo work. Clear the area. Notify Medway Navigation Service (01795 663025) and follow any given instructions.

### **Dangerous Goods Incident**

Establish type of incident e.g. Fire, Explosion, Spillage/Leakage. Notify Medway VTS Ch 74 VHF or Medway Navigation Service (01795 663025) and follow any given instructions.

### **Injury to Persons onboard**

If serious call Ambulance by telephone (999) and Medway Navigation Service (01795 663025) giving as much information as possible. Await arrival of Ambulance with details of injury and position of casualty. If the injury is to a stevedore please liaise with the cargo supervisor and assist as necessary.

## **Tugs**

There are a number of commercial ship towage companies operating on the Medway and Swale. A small number of tugs are available to assist in an emergency response. Several tugs operated by Svitzer on The Medway are equipped with salvage equipment, fire fighting pumps and fixed monitors. The fixed monitors can be used to direct foam onto a marine fire. Further tug resources also exist in the PLA and at Harwich.

## **Hard Hats and High visibility clothing and Safety Equipment**

Hard Hats must be worn in all areas displaying the appropriate hardhat notices. The hardhat areas are the designated working areas of quays, jetties, wharfs and any other areas within the port complex, duly marked, which may present a risk of head injuries from falling objects.

High visibility clothing must be worn when traversing any part of the Port of Sheerness and Chatham Docks estates. Safe access to and from berths and main gate by persons on foot is provided by marked dedicated walkways.

Safety equipment such as lifebuoys, safety chains, fire extinguishers etc comply with health and safety standards or appropriate safety standards.

This safety equipment must not be removed or interfered with; it is there for your protection.

## **Means of Access Requirements**

It is the Master's responsibility to ensure a safe access to the vessel: access should normally be provided by the ship's accommodation ladder or by the ship's gangway. Accommodation ladders or gangways should be properly rigged and secured and deployed at a safe angle. Where means of access passes over water and there is a significant risk of a person falling into the water and drowning from or at either end of the means of access, or from the quayside or ship's deck immediately adjacent to the means of access, suitable safety nets should be securely rigged so as to minimise this risk. Gangway to be lit during the hours of darkness or low light. If further information is required regarding these regulations please consult the Harbour Master's department on 01795 663025.

### **Safe Walkways**

Safe access to and from berths and main gate by persons on foot is provided by marked dedicated walkways. Please ensure that these walkways are recognised and used by all concerned.

### **Parking**

No vehicles are allowed to park on berths. Designated parking areas are provided.

## **Extracts from Medway Ports River Byelaws 1991**

### **A full copy of these Byelaws can be obtained from your Agent**

NO 21. The Master of a power driven vessel underway shall either be on the bridge or control position of the vessel himself or ensure that there is on the bridge or control position a member of the crew who is capable of taking command of the vessel and, when a pilot is on board, is capable of understanding the pilot's directions.

No 22. No person shall navigate a vessel:

(1) Without care and caution or at a speed or in a manner which, having regard to all the circumstances at the time, including weather conditions and the type, conditions and used of other vessels under way, berthed or moored or which might reasonably be expected to be underway, berthed or moored, endangers the safety of, or causes injury or damage to any person, any other vessel, buoy, mooring, banks of the Port or the Medway approach area or any other property.

(2) Without reducing speed and wash effect to a safe level before passing a dredger or a vessel engaged in diving operations,

underwater work, removing a sunken vessel or other obstruction or working at any buoy or mooring.

26. The Master of a vessel which has been in collision, or on fire, or has sustained damage or which has caused damage to other vessels or property shall give as soon as reasonably practicable notice of the incident to the Harbour Master, and, where the damage to a vessel is such that it affects or is likely to affect her seaworthiness, the Master thereof shall not move the vessel, other than to clear the fairway and moor or anchor in safety, except with permission of the Harbour Master and in accordance with his directions.
29. No Owner or Master of a vessel shall permit such vessel to give reasonable grounds for annoyance of noise or emission of fumes or smoke.
32. (1) No person shall navigate or attempt to navigate a vessel when unfit by reason of drink or drugs to do so.  
(2) No Master or Owner of a vessel shall knowingly cause or permit any person to navigate or attempt to navigate that vessel in contravention of this byelaw.
37. The Master of a vessel which is berthed or moored shall ensure that such vessel is securely made fast and that the moorings are adjusted as necessary to allow for the rise and fall of the tide and for the loading and unloading of cargo.
39. The Master of a vessel, which is berthed or moored, shall ensure that her engines are not worked in such a manner as to cause damage to moorings or other property.
47. The Master of a vessel, shall whenever so required by the Harbour Master: afford him all reasonable facilities for the inspection and examination of the vessel in order that the Harbour Master may ascertain whether these byelaws are being duly observed.
52. No person shall behave in a disorderly manner on any premises or property of or under the control of the Authority.

## **Extracts from Medway Port Authority Sheerness Docks Bylaws 1976.**

**A full copy of these byelaws can be obtained from your Agent**

9. Except with the permission of the Harbour Master/Docks Manager

the Master shall ensure that a competent person and sufficient crew shall at all times be left in charge of each vessel who shall be competent to shift or move her and tend to her moorings as necessary.

16. No person shall cause engines to be tested or worked for trial (except for the purpose of warming up preliminary to moving) without the permission of the Harbour Master/Dock Manager.
23. A competent person shall during all times when a vessel is loading or discharging cargo remain on board to super-intend such loading or discharging.
40. No person shall enter or leave, or attempt to enter or leave the docks other than by means of an approved entrance or exit.

## **EXTRACTS FROM GENERAL DIRECTIONS FOR NAVIGATION 1991**

**A full copy of these General Directions can be obtained from your Agent**

### **Time of arrival of inward bound vessels**

This direction applies at all times to every vessel having a gross tonnage of more than 50 tons or more than 40 metres in length overall which proposes to enter and navigate in the Port or Medway approach area.

- (1) The Owner or Master of every vessel to which this direction applies:
  - (a) At least 24 hours prior to arrival or on leaving the last port, whichever is later, must give notice to the Harbour Master of the vessel's estimated time of arrival in the Port or Medway approach area; and the Master shall:
  - (b) On coming within VHF range of "Medway VTS" give the vessel's estimated time of arrival.

In giving the notice required by this direction, the Master shall also advise the Harbour Master of the vessel's draught and of any circumstances, which may affect the seaworthiness or handling capacity of the vessel.

### **Time of departure of outward or shifting vessels**

This direction applies at all times to every vessel which has a gross tonnage of more than 50 tons or is more than 40 metres in length overall and is berthed or anchored in the Port or Medway approach area and proposes to

navigate in the Port or Medway approach area for the purpose of leaving or shifting within the said areas.

- (1) The Master of every vessel to which this direction applies shall;
  - (a) give to the Harbour Master notice of not less than one hour of the time at which he proposes to navigate in the Port or Medway approach area and again advise the Harbour Master immediately prior to the commencement of such navigation; and
- (2) In giving the notice required by this direction the Master shall also advise the Harbour Master of the vessel's draught and of any circumstances which may affect the seaworthiness or handling capacity of the vessel.

### **Navigation of vessels of over 130 metres overall length between sunset and sunrise.**

This direction applies between sunset and sunrise to every vessel of over 130 metres overall length.

- (1) The Master of every vessel to which this direction applies shall not navigate the vessel so as to pass or overtake another vessel to which this direction applies in the following area:
  - (a) In the Medway approach Channel between No.4 navigation buoy and due west of Garrison Point.
- (2) To assist vessels in complying with this direction and navigation generally the traffic Warning Lights at Garrison Point, flashing every seven seconds, are exhibited by day and by night as follows:
  - (a) When an inward bound vessel of over 130 metres overall length is underway in the buoyed navigable channel between the Medway Buoy and Darnett Ness, the lights are exhibited in an upriver direction.
  - (b) When an outward bound vessel of over 130 metres overall length or more is underway in the buoyed navigable channel between the Medway Buoy and Darnett Ness, the lights are exhibited in a seaward direction.

### **Automatic Steering**

- (1) The Master of every vessel underway in the Port or Medway approach area shall ensure that the vessel is not navigated using automatic steering.

- (2) For the purpose of this direction a vessel is using automatic steering when the heading required is being maintained other than by a helmsman.

## **General Notes**

- (6) Owners and Masters of vessels are reminded of their duty under S.71 of the Medway Port Authority Act 1973 and under Regulation 6 of the Dangerous Substances in Harbour Area Regulations 1987, to give notice to the Harbour Master of not less than 24 hours, when practicable, of the nature and quantity of dangerous goods carried in a vessel entering the Port or intended to be placed on board the vessel in Port.

## **OIL SPILL CONTINGENCY**

Any incident of pollution whatsoever shall be reported to the Medway Navigation Service. Tel 01795 663025, VHF Ch 16, 73 and 74 call sign "Medway VTS."

The duty Harbour Master will ensure that HM Coastguard, the MCA, EA and all others on the report list are advised of the spill and kept apprised throughout about the extent, type, source, site, and progress of the spill and clean up operation.

### **The Use of Dispersants**

Peel Ports Medway's Plan includes the provision for the use of dispersant products. Approval for the application of a limited amount (25 litres) of approved dispersant has been granted.

**Vessels within the Medway Ports Area of jurisdiction must not use dispersant products without first contacting the Harbour Master's Office via "Medway VTS".**

**Operation Medspill** is a co-ordinated oil response plan for waterborne oil pollution incidents within the area of Peel Ports Medway jurisdiction. The purpose of the plan is to co-ordinate oil spill planning and response regimes within the Peel Ports Medway Area and to ensure compliance with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-Operation Convention) Regulations 1998, which came into effect on 15th May 1998, and its successors.

**Bunkering Operations:** are required to comply with the provisions of the Peel Ports Medway bunkering regulations: carried out on vessels in the Port

area whether from an alongside bunker barge or quayside road tanker Medway Navigation Service must be given reasonable notification of the intention to carry out bunkering operations.

A full copy of these regulations may be obtained from your agent.

It should be noted that a large proportion of spills originate from internal transfers of oil which are poorly supervised or following mechanical failure.

## **WASTE MANAGEMENT**

The Master must have completed a declaration as required by the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2002 and Article 6 of Directive 200/59/EC, which is handed to Peel Ports Medway shore staff upon arrival.

Sheerness docks operate nine primary ship berths, which are all provided with skips for disposal of ships garbage/ordinary waste. These skips/bins accord with safety and security requirements. Bins are clearly marked to indicate types of waste they are designated for, mixing of waste in skips is to be avoided.

Large container bins are available for dunnage and other dry cargo residues.

It is imperative that all Category 1 waste (galley waste) is disposed of in the appropriately marked and coloured **YELLOW** waste bins provided on the berths. No other bins or skips may be used for this waste. No batteries, paint, thinners or associated hazardous substances and tyres, can be placed in any bins or skips. These substances can only be disposed of by prior arrangement with the Manager Marine Operations (01795 596304) via your agent.

If extra skips are required, contact:

Marine Officer on 01795 596304

Medway Navigation Service on 01795 663025

Or the Ship's Agent

All other waste e.g. bilge water, sewage or waste oil can be disposed of via approved contractors. Arrangements to be made in advance with the Manager Marine Operations Office or Ship's Agent.

The vessel's garbage record book can be presented to the Manager Marine Operations or his representative for signature.

Where vessels elect to retain waste onboard for discharge at the next port of call this fact will be recorded on the vessel's waste records.

## **DIVING**

Diving on your vessel within the Peel Ports Medway area of jurisdiction may only be undertaken by a Peel Ports Medway Approved Diving Contractor.

A diving permit is required to be completed as per form attached and submitted to Medway Navigation Service in advance of any commercial diving within Peel Ports Medway area of jurisdiction.

Your ship's agent will be able to arrange all your diving requirements.

## **PERMIT TO WORK (HOT WORK PERMIT)**

A permit to work is required from the Marine Officer prior to the vessel undertaking any hot work repairs or maintenance, carried out by ships crew or contractors. Contact The Marine Officer (01795 596304).

Sheerness Docks Byelaw 14 states that no person shall undertake on any quay or wharf any work connected with the repair of a vessel, except with permission of the Harbour Master/Docks Manager.

The permit to work will only be issued provided conditions are deemed safe following an inspection by Medway Ports Marine Officer.

**Complete copies of the following documents, “Medway Ports River Byelaws 1991”, “General Directions for Navigation 1991”, “Medway Ports Authority Sheerness Docks Byelaws 1976”, “Diving Permit”, “Permit to Work”, “Safety Management System”, “Waste Management Plan” can be obtained from your Local Agent or Medway Navigation Service.**

# **USEFUL TELEPHONE NUMBERS**

**24 hour only where stated**

## **Medway Ports**

Harbour Master	01795 596593
Deputy Harbour Master	01795 596548
Pilots	01795 662276
Security	01795 596540
Security for emergency 24hrs	01795 596300
Medway Nav Service 24hrs	01795 663025/ VHF Ch 74 "Medway VTS"

## **Hospitals**

St Bartholomew's Hospital	01634 810900
Maidstone Hospital	0845 1551000
Medway Maritime Hospital	01634 830000
Sheppey Community Hospital	01795 879100

## **Customs**

Sheerness	01795 580111
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## **Tugs**

Svitzer	01795 664311
Murray	01795 580998

## **Coastguard**

Thames	01255 675518
Dover	01304 210008
MCA (Port State) 24hrs	0870 600 6505

## **Emergency Services**

Police 24hrs	999
Fire 24hrs	999
Ambulance 24hrs	999

## **Sheerness Travel**

Working day	01795 667777/666666
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## **“Stella Maris” Apostleship of the Sea**

Deacon Daniel Mulcahy

Mobile 0796 319 9924

Stella Maris Telephone Room Open 24/7. Facilities snooker table, coffee/tea machine and small library. Access code for digital door is **C2478Z**.

In the event of any seafarer going into Hospital or needing any help or advice please contact the above.

### **Taxi Local**

A 2 B

01795 666644

AAA

01795 666524

Sheppey Taxis

01795 580200/664444

Val's Cars 1998 Ltd

01795 661000/661515

### **Dental Surgeons (Local)**

Dr S. Biant

01795 662569/663817

Sheerness Dental Centre

01795 660553

### **Dental Technicians (Local)**

Island Ceramics

01795 580638

### **Doctors Medical (Local)**

Drs Ahmed & Fahmy

01795 580909/583828

Dr Chandran

01795 585001/580380

Drs Prasad & Sahu

01795 876016/580402

### **Opticians**

John Frewin

01795 662818/662694

L Jackson

01795 667255

W&K Pope

01795 662460

### **Ship Chandlers**

Starbuck

01474 350671

### **Yacht Chandlers**

Boat Bits Shop

01634 844114

Gillingham Marina

01634 280022

Pirates Cave

01634 295233



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