

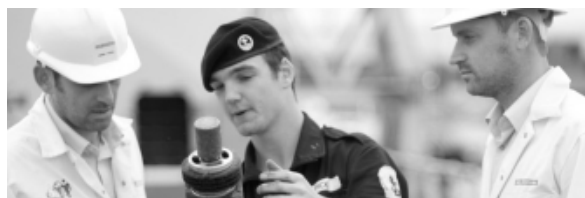
BAE Systems Maritime Services

HMS Victory SHE Induction

CS004814_07_ 03/02/2014

U:\Projects\Victory\003 Health & Safety\Ship Induction

Updated 13th July 2017



Safety First

“I consider that good Safety, Health and Environmental performance and the health and safety of everyone who works for us and with us are critical to the success of our business.....

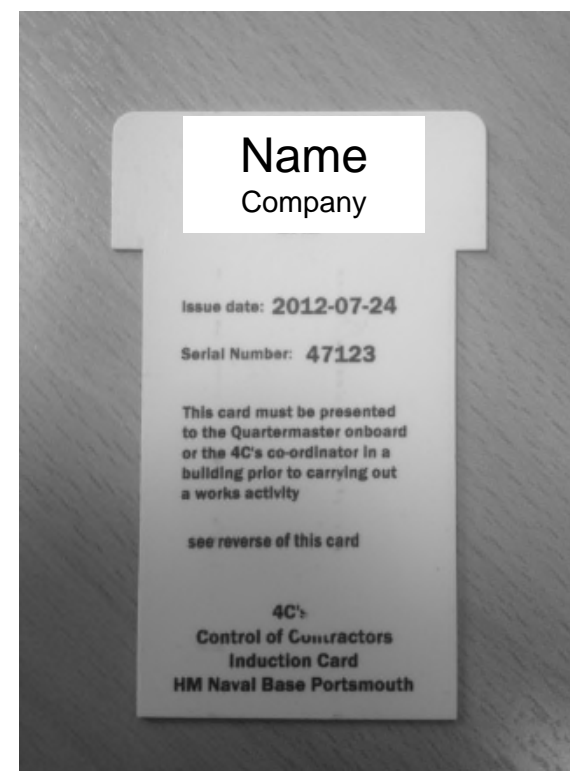
Our goal is simply stated, **“to deliver world class SHE performance through positive leadership and team work”**I empower you to act on any unsafe condition.”



Mike Howarth
Managing Director
BAE Systems Maritime Services

HMS Victory - Access

- Before accessing the ship, all contractors must report to the HMS Victory Project Team Leader in building 1/65a ground floor.
- All BAE employees and contractors must sign in and out of the visitors log.
- Contractors must have undertaken the 4 C's induction and received a white T Card.
- BAE Systems employees will receive a company induction and hold a white T card.
- You must also hold a valid security pass.



HMS Victory – T Card access

- Main point of access for the ship is via the starboard brow.
 - Each member of the team are to present themselves to the duty Quartermaster or Bosuns mate. Check hazard board.
 - Your entry time will be annotated on the Daily Plan & you must view the ships H&S board.
 - T cards are to be placed in rack (note there are separate slots for ship & dock bottom).
 - You must make initial entrance via this brow and inform ships staff if other brows will be used.
 - All visitors without T cards must be signed into the ships visitor log by escort.

T Cards must be removed when you leave the ship!



Initial access point and T Card rack

Dock Bottom And Cobbled Area Access



- The dock side is enclosed by a chained fence line. Entry to this area requires your T Card to be placed in the T Card rack. And signed into the dock bottom log.
- Minimum PPE requirements must be adhered to a hardhat and safety shoes must be worn once past the dockside chains.
- Access the dock bottom by approved routes only. Forward and aft.

- Ensure any removed chain fencing, stanchions and signage, are replaced on completion of work.
- Stay a minimum of 1 metre from dock edge at all times.



HMS Victory - Welfare

- HMS Victory workshop has welfare facilities including toilets and washing services. Be aware that the fire alarms are tested on Tuesday mornings at 0830.
- There is a kitchenette within HMS Victory for BAE employees and contractors to use.
- The Mary Rose Museum has toilets and washing facilities. These should only be used when necessary as they are used by members of the public.

Risk Assessments & Method Statements (RAMS)

- Risk Assessments & method statements must be submitted to the HMS Victory project **before any work is undertaken**.
- If the RAMS are not suitable and sufficient, work will not be permitted to start until agreement is reached on content.
- Submission of RAMS indicates that staff working under the RAMS will adhere to the control measures.
- Any RAMS not taking into account the interface between the work undertaken, the public, ships staff and any other persons will be rejected.
- Consideration of environmental harm such as waste or spills should also be included.

Permits to work

- Permits currently being used on HMS Victory:

Hot Works

Work at Height (Aloft)

Confined Space

- All permits will be raised by HMS Victory project staff or nominated contractor company representative.
- The exception is Confined Space permits which will be raised by a BAE appointed person.
- All permits must be authorised and signed before work commences

**No work can be undertaken unless listed on the Daily Plan
Authorisation Sheet.**

Specialist activity

- All persons working aloft must provide documented proof of competence to work ALOFT (ex. IRATA) to project and ship, if requested.
- All persons undertaking confined space activities must provide documented evidence of confined space training.
- No work on the forward end of the Beak Deck is to take place unless authorisation is obtained from Team Victory Management.
- All persons working on the dockside steps above the broad alter, must provide documented evidence of working at height training. Fall arrest equipment must be worn and attached to the safety line.

Mobile Elevated Work Platform

- All personnel undertaking work using a MEWP must hold a valid licence. A copy will be made and held on file.
- MEWP's must NOT be refuelled while in position on the cobbled area around the ship.
- Plywood sheets must be placed on the cobbles before driving onto them as they are not cemented in.
- While working on a MEWP, you must still put your T-card in the rack.
- There must be sufficient barriers around the base of the cherry picker.
- The MEWP must be in position before 1000, if there is a reason to move after this time then permission must be gained from the project team and use of additional banks men will be required.



Working aloft

- All work aloft is by permit to work
- Exclusion zones below work areas must be in place with clear signage.
- Only trained staff can work aloft. Proof of training is to be provided.
- Undertake Take 5 before starting work.



- All users of access equipment must be clipped on when accessing at height.
- Any damage to the lightning conductors is to be reported to BAE Systems immediately.

Take 5 – Saves Lives

- Before commencing work all BAE staff and contractors will undertake a Take 5 check to ensure they are starting safely and protecting themselves and all those around them.
- HMS Victory has their own specific cards for:
 - Electrical work
 - Hot Works
 - Work at Height (Aloft)
 - Workshop
 - Confined Spaces
- If you answer no to any questions you stop and seek assistance.

Take 5 Card		BAE SYSTEMS	
HMS Victory - Hot Working			
Name:	Time:		
Date:	Company:		
Location of Work: HMS Victory		Compartment/Area:	
Task Being Carried Out:			
Please tick appropriate box:	Yes	No	Not Sure
Are you aware of the Risk Assessment controls for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the method statement controls for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Environment you are in safe to undertake this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the correct equipment for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the correct PPE for this task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEGAL REQUIREMENTS			
Does your hot work permit have the officer of the ship's signature and dated for today?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree with who is undertaking hot work and who isolates the system? (as recorded on permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the colleagues that are to take and charge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of the ship's emergency arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the 30 minute check been completed and signed off on permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the answer to any of the questions is no or you're not sure STOP and contact your supervisor!			

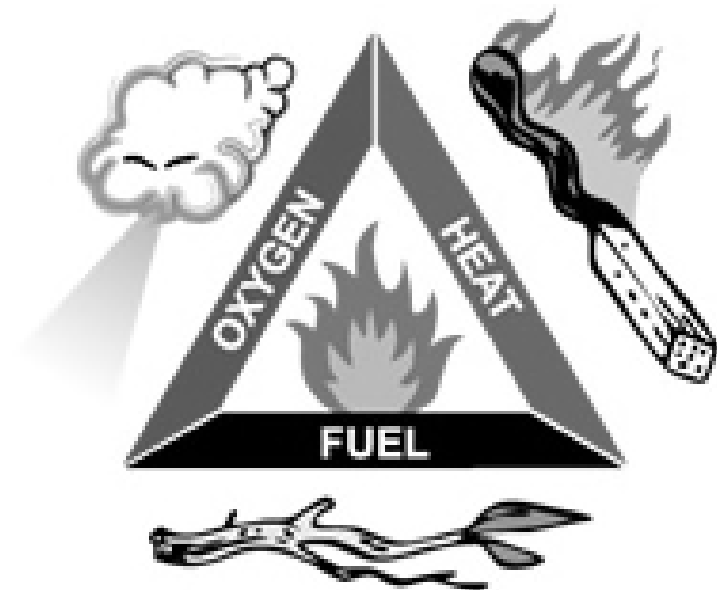
Lead

- HMS Victory is 250 years old and is known to have Lead Containing Materials (LCMs) present. This is mainly within the paint work of the ship.
- A full Lead survey has yet to be completed on the ship, so always assume Lead is present.
- No mechanical removal of paint covered surfaces is permitted.
- Where there is a requirement to take paint covered surfaces back to bare, this must be undertaken by use of scrapers.
- Surfaces that require repainting are only to have the top surfaced keyed.
- Please refer to the Team Victory Lead Risk Assessment.
- Ensure high standards of personal hygiene are exercised at all times.
- Any Lead containing waste must be labelled as hazardous waste and disposed of by contacting the BAE Help Desk. Please inform the BAE Team Leader if you require this.

FIRE

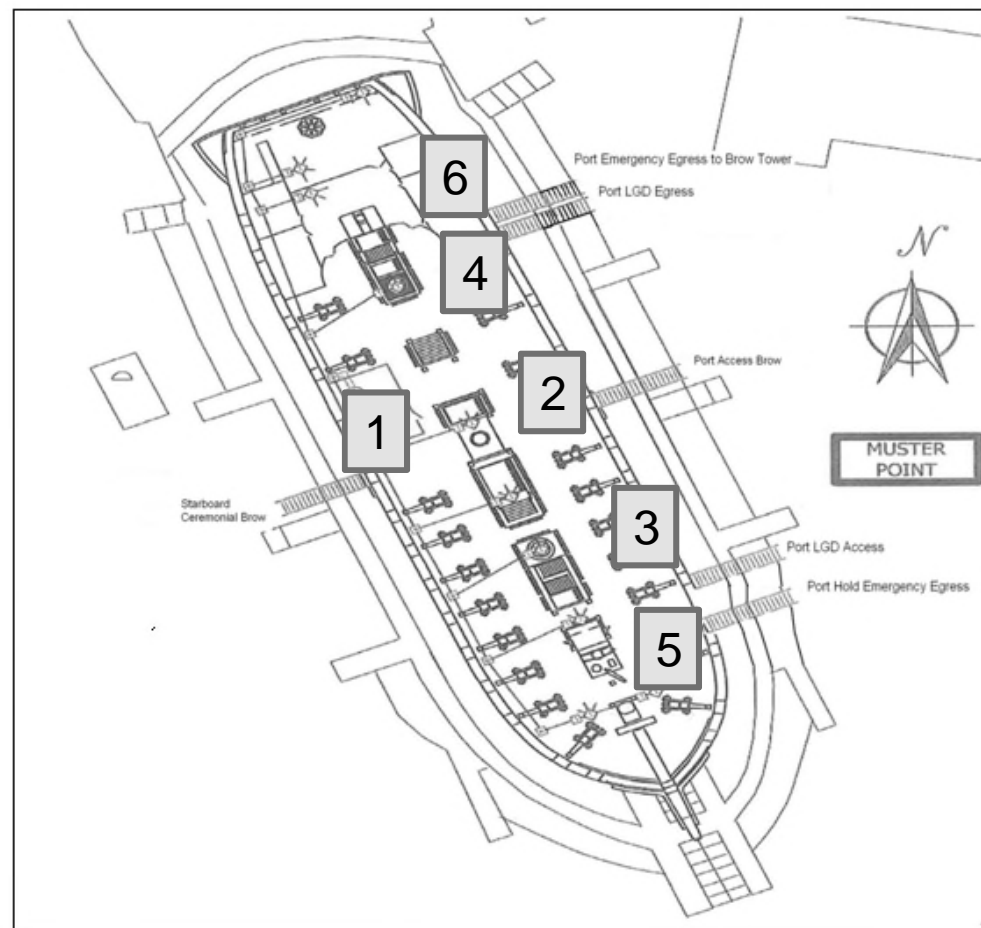
HMS Victory is a internationally important historic ship.

- Any fire on board could be catastrophic.
- The key is prevention not detection.
- Adhere fully to all hot work permit requirements.
- Minimise all flammable materials and ignition sources you bring on board.
- In the event of a minor fire which does not activate the alarm, the RN staff and the NMRN are to be notified immediately.
- Depending on the type of work you are undertaking, there are caps for the detector heads. These need to be signed out from the Quarter Master and signed back in once work is completed. **DAILY!**



FIRE EXITS

1. Starboard ceremonial brow.
(Egress from MGD and UGD)
2. Port Ceremonial Brow. (Egress from MGD and UDG)
3. Port Forward Lower Gun Deck brow. (Egress from LGD and Orlop)
4. Port After Lower Gun Deck brow. (Egress from LGD and Orlop)
5. Port Hold emergency brow. (Egress from Orlop and Hold)
6. Port emergency egress to brow tower. (Egress from UGD and Upper deck)



MUSTER POINTS

- HMS VICTORY has two muster points, denoted by yellow stars on the picture shown.
- One located in the port arena, adjacent to the HMS Nelson figurehead.
- The second located in the starboard arena, adjacent to M33 Monitor, south side of No.1 Dock.
- In the event of an evacuation, DO NOT COLLECT YOUR T-CARD FROM THE RACK, T-card will be returned at the muster point.



Slips, Trips & Falls

- HMS Victory was not built to eliminate slips and trip hazards.
- There are uneven surfaces, ring bolts, low deck heads (ceilings) and beams throughout.
- Use staff only ladders were possible, for more information see transiting risk assessment.
- Caution to be taken when transiting ladders (stairs) due to their inclination.
- Do not add to the hazards already on board.
- Keep you work space tidy and think of others.
- Use your Take 5 card before starting.



Working in public areas

- Members of the public are a real and present risk.
- Every BAE member of staff and BAE contractor has a duty of care to everyone to ensure the safety of others in their work area.
- Use your take 5 card to record you have all measures in place.
- Excluding other people from the work area is the key control measure.
- Endangering the public, ships staff, ships visitors and our own staff **will not be tolerated.**
- **Ensure you have read and signed the Team Victory Transiting Risk Assessment.**



Working in public areas cont.

- Swearing and inappropriate conduct will not be tolerated.
- Although smoking is permitted within the arena's of HMS victory. All contractors should smoke outside of the arena. For any reason where contractors cannot leave the arena, then please smoke out of public view at the back of the museum. Annotated by the star.



Critical Systems – HMS Victory

- Under no circumstance can work be carried out on the following systems without direct authorisation from the project and NMRN.
 - Emergency Lighting.
 - Fire Protection Systems.
 - Fire Alarm Systems.
 - Fire Water Mains. Fire Suppression System.
 - Public Address Systems.
 - Lightning conduction system.
- Authorisation must be obtained from the BAE project team before the isolation of any prime system, that by its closure, will cause the loss of any of the above systems.

Security.

- HMS Victory is situated within the historical section of HM Naval Base Portsmouth.
- The current 'Bikini' state of the naval base is at a heightened level until further notice.
- Security within this particular part of the naval base is of upmost importance due to ease of access.
- Anything you feel is out of the ordinary, people acting strangely, unattended objects, for example backpacks then you **MUST** report this to the QM, OOD or the nearest guide.

Emergency Arrangements

- Emergency Telephone Numbers
- If you are calling from Support, internal dial : 2222
- If you are calling from a mobile, dial: 023 927 22228
- State your name, location, your nearest telephone number and the nature of the enquiry

For any medical incident in an industrial environment contact the Base Emergency Response Team on 02392 725323

- Please refer to your Emergency Card.



Accident and Incident Reporting

- An ACCIDENT is an event that results in personal injury or property damage.
- A NEAR MISS is an incident where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.
- All accidents and near misses that involve any personnel must be recorded, including, but not exclusively, RN personnel, visitors, MoD civilian staff, NMRN staff, contractors and those attending events.
- If an accident or near miss occurs you must first attend to the injured party, or resolve the near-miss issue.
- Firstly the accident or incident needs to be reported to the QM who will then contact the NMRN Duty Manger. At the same time contact BAE Team Leader and or the BAE Project Manager.
- If you were a witness or involved in the event you may be asked to assist in completing the accident form and or an OSHENs report.

HMS Victory - Check list

- ☐ Sign in and out of Victory Workshop.
- ☐ Access and egress to and from the ship is via the starboard brow. T Cards must be used. Sign into Dock Bottom Log if required.
- ☐ Check the hazard board on the ship.
- ☐ Victory Workshop has welfare facilities and amenities.
- ☐ Security – anything you feel is out of the ordinary then alert someone, we prefer false alarms as opposed to major incidents.
- ☐ Remember you are working in a public area.
- ☐ Do not turn off critical systems without prior authorisation.
- ☐ Become familiar with the fire exits and muster points.
- ☐ Report all accidents and incidents to the NMRN and BAE.

Thank you

BAE Systems Maritime Services

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