

Premier Contractor Access System



OVERVIEW

- Your company must be registered to work on any Premier Marina site
- Each employee must also be individually registered to conduct work on your behalf
- Each individual must check in and pay each time they attend any Premier marina
- Your registration and attendance is subject to acceptance of our Marina Regulations



SCAN TO REGISTER

REQUIRED DOCUMENTS

- A copy of your public liability insurance (minimum cover £5 million)
- A written risk assessment and method statement for each type of work you intend to conduct on site
- A copy of your Gas Safe registration (where applicable to proposed works)

REGISTRATION PROCESS

- You must register in advance, through the Safeworks portal, detailed instructions are included within this guide.
- Your application and documents will be reviewed by Premier Marinas management team.
- Please do not attend site until your company has been approved, the marina team are unable to permit access to any unregistered individuals

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Company Registration and Setup

REGISTERING A COMPANY

You must be authorised to enter into an agreement on behalf of your company.

- Visit <http://www.premiermarinas.com/safeworks-contractor-portal>
- Enter the requested information about you, your company and the types of work you may be conducting on our sites.
- If your company is already listed in the dropdown, you need to register as an individual for that company (see registering as an employee)
- If you are a sole trader, please repeat your company name for the company registration number

There is a one-time registration fee for each company and subsequent individuals added to your account which covers the cost of your access card.
You will be prompted for payment by our 3rd party payment processor Global Payments during the registration process.

- Once you have created your account, you will be prompted to log in to the document portal to upload your insurance documentation, risk assessments and method statements (RAMS)
- You will be required to upload RAMS for all the proposed types of works you selected when you completed your registration
- The Premier management team will be notified when new documents are uploaded, these will usually be reviewed within 2 working days of being uploaded.

You will be unable to request access to our marinas if your documentation is missing, incomplete, insufficient or has expired.

REGISTERING AS AN EMPLOYEE

- Visit <http://www.premiermarinas.com/safeworks-contractor-portal>
- Enter the requested information about you and select your company from the list
- Pay the one-time registration fee so you can collect your access card on arrival
- If your companies documents are all in order, you will be able to request site access straight away

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Visiting a Premier Marina

BOOKING A VISIT

- Visit www.premiermarinas.com/safeworks-contractor-portal to log in
- Select the marina, enter the proposed dates and times of your visit and type of work you will be conducting
- For most types of work, your request will be automatically approved immediately
- For a small number of specific types of work, you will also need to complete a permit-to-work request (see controlled works). You will be alerted if your proposed work falls under this category.

Even for pre-approved works, if your documentation has expired or is incomplete your visit will remain unapproved until this has been rectified. If you are not the primary contact for your company, you will need to contact them to request these documents are uploaded or updated.

CHECKING IN

- On the day of your visit, you will need to check in ahead of starting any work
- Visit www.premiermarinas.com/safeworks-contractor-portal to log in
- Accept the terms of access and pay the check-in fee – this will alert the local marina team to your presence on the marina.
- Once you have checked in, your access card will be automatically enabled to allow you to access the pontoons, car parks and other restricted areas within our marinas

Failure to check in will result in immediate removal from site for that day. Premier reserve the right to permanently remove access for individuals and companies for multiple breaches.

CHECKING OUT

- When you leave site for the day, please check out so we are aware you are no longer on the marina
- Visit www.premiermarinas.com/safeworks-contractor-portal and press 'check out' – you can also request future visits from this page if you need to return

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Controlled Works and Further Information

CONTROLLED WORKS

- Certain specific types of work such as work at height, hot works or coatings removal are deemed 'controlled works', in addition to the standard process, you will also need to complete a permit-to-work request every time you wish to complete this type of work
- Once you have made your visit request, you will be prompted to complete a permit-to-work, your visit will not be approved until this has been completed.
- The Premier team will be notified when a new permit-to-work is submitted, these will usually be reviewed within 2 working days.
- You will be unable to check in unless the permit has been approved, please do not arrive at site until you have had approval, the local marina team are unable to access or expedite the approval process

Failure to correctly declare controlled works, or significant deviation from information provided within the permit request will result in immediate removal from site. There is no automatic right to conduct controlled works on site, Premier may at their sole discretion decline requests.

FURTHER INFORMATION

- Video guides for registration, the check in process and requesting access for controlled work can all be found here – <http://www.premiermarinas.com/safeworks-contractor-portal>
- If you are experiencing any technical issues with the system, please email safeworks@premiermarinas.com with as much detail as you can
- Premier are committed to allow customers to have a free choice of companies and individuals to work on their boats and access will not unreasonably be withheld for any company following these processes and using the Safeworks system.
- The Marina Regulations are available here www.premiermarinas.com/Legals/Marina-Regulations



SAFEWORKS

POWERED BY SKYVISITOR