



Defence Infrastructure Organisation

Sponsor: Head of Establishment

12 August 2020

FORT BLOCKHOUSE SUPPORT UNIT TEMPORARY MEMORANDUM 02/20

REGULATIONS FOR PERSONS STAYING OVERNIGHT ON YACHTS AT FORT BLOCKHOUSE

Reference:

- A. RNSA/ ASA Combined Safety Policy and Regulations for the use of Fort Blockhouse Marina by Berth Holders, Visiting Crew Members and Contractors.

INTRODUCTION

1. This aim of this document is to clarify the Establishment Policy with regards to persons staying aboard yachts overnight within the Fort Blockhouse Marina.

DURATION OF STAYS

2. Duration of stay for Berth Holders and Yacht Crews is not to exceed 3 consecutive nights on any occasion.

NOTIFICATION OF STAYS AND SECURITY ARRANGEMENTS

3. All persons staying overnight on yachts are to be registered in and out in the Overnight Stay Yacht Log (Annex A), held at the Main Gate reception.
4. In exceptional circumstances when a yacht returns very late at night, the skipper may log themselves and their crew in via telephone to the MGS reception on 02392 765206, they must also ensure all persons are logged out at the Main gate on departure.
5. All visitors to the Marina are to be notified to the Main Gate 24 hours in advance of their visit, using the Fort Blockhouse Visitor Notification Form (Annex B). These forms can be submitted via email to mgs-fortblockhouse-reception@mod.gov.uk, by fax 02392 765791 or submitted in person at the reception.
6. Failure to submit a visitor notification in accordance with this policy may result in persons being denied access to the Fort Blockhouse site.

LIMITATIONS OF MOVEMENT ON SITE

7. All persons using the Marina are granted limited access to the following designated locations on site, in addition to the Marina:

Medway Galley/ Shop

Sword Building

Toilet Block (adjacent to Vulcan Block)

Shower Block (Building 6a, located between Adamant Block and the Main Sea Wall Road)

7. Marina users are not permitted to enter any other building on site without prior authorisation.

SAFETY ARRANGEMENTS FOR BERTH HOLDERS, VISITING CREW MEMBERS AND CONTRACTORS.

8. Safety arrangements for all persons using the Fort Blockhouse Marina are contained within Reference A.

9. All persons on the Fort Blockhouse site are required to comply fully with any specific safety/ security instructions issued by any member of the DIO Site Management Team or MOD Guard Service.

RESPONSIBILITY OF HOST SAILING ASSOCIATIONS

10. RNSA/ASA are to provide a comprehensive list of yachts that have permission to berth within Fort Blockhouse marina. The Pass Office will provide berth holders with a Boat Pass which is to be placed in a window of the boat or in a visible location.

CONCLUSION

11. It is intended that this document provides clear, consistent and cohesive policies for the safe use of the Fort Blockhouse Marina for all persons undertaking activities in this area.

12. Individuals are to comply at all times, with the instructions contained within this policy statement and supporting documents. Failure to adhere to this policy may result in access rights to the site being withdrawn from any individual.

13. Berth Holders are responsible for ensuring the compliance of all visitors they are hosting, for the duration of the visit on site.

{Signed on original}

Ian Eggar
Head of Establishment

Enclosures:

References:

- A. RNSA/ ASA Combined Safety Policy and Regulations for the use of Fort Blockhouse Marina by Berth Holders, Visiting Crew Members and Contractors.

Annexes:

- A. Overnight Stay Yacht Log
- B. Visitor Notification Form

Distribution
All FB (including Lodger Units) *
File.



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FORT BLOCKHOUSE VISITOR NOTIFICATION

To: Fort Blockhouse Reception (Tel 02392 765206) **Fax:** 02392 765791 **E Mail:** MGS-FortBlockhouse-
Reception@mod.gov.uk

VISITORS DETAILS

UNESCORTED/ESCORTED* (*Please delete as appropriate)

Date(s) of Visit:	From:	Number of		Time of	
	To:	Days:		Arrival:	

Surname	Forename	Rank/ Grade /Title	Nationality	ID Military MOD	Purpose of Visit/ Company name/ Sailing etc..	VRN

SPONSOR/ESCORT DETAILS

Rank/Grade/ Title:		Full Name of Sponsor:	
Department:		Contact No:	
Destination:		Sponsors Signature:	
Escorts Name:		Escorts Contact No:	
NOTES			

***MGS USE ONLY: - SISYS INPUT DATE:**

BY CSO:

NOTES:

- 1) All visitor notifications are to be with the MGS Reception **24 hrs prior to the date of visit**, if Foreign National **7 Days prior**. Failure to inform this office may result in delays or ACCESS being DENIED.
- 2) Escorted Guests are to be escorted '**AT ALL TIMES**'. At the end of the visit they are to be escorted off site.
- 3) DIO Security Advice Notice Issue No. 44 must be adhered to.
FAILURE TO COMPLY MAY RESULT IN DELAYS OR ACCESS BEING DENIED.

Date: 27 July 2020

GUIDANCE FOR RNSA & ASA MEMBERS STAYING ONBOARD YACHTS MOORED IN DOLPHIN POOL, FORT BLOCKHOUSE

It is not intended that the moorings within Dolphin Pool, Fort Blockhouse be used for extended periods of leisure accommodation by service sailing association members or service crews. Whilst it is understood that owners, charterers and crew may need to stay onboard to conduct maintenance, prepare their yacht for sea and shelter from adverse weather, where possible this should be kept to a minimum.

The measures outlined below are for your safety and part of ensuring mutual support between Fort Blockhouse staff and berth holders. The following direction for crews staying onboard applies to all yachts in the marina at all times and form part of your conditions of mooring.

1. No owner shall use, or permit the use of, their yacht as accommodation within Fort Blockhouse for more than 3 consecutive nights.
2. No owner shall use or permit the use of their vessel in the Marina as the only or main place of abode of any person.
3. Any yacht entering the marina with crew aboard who do not hold an in-date MOD 90 or Fort Blockhouse visitors pass must inform the guardroom by phone to arrange a temporary pass.
4. All owners and crew staying onboard must sign the "Overnight Stay Yacht Log" held within the Guardroom. Any yacht returning from sea between sunset and sunrise who intend to remain onboard must inform the Guardroom by phone and, if necessary, physically sign in the following morning.
5. Where an owner, charterer or crew are staying onboard alone (and cannot buddy up with other lone occupants) they must follow the extra procedures outlined below during the hours of darkness (defined as sunset to sunrise):
 - wear personal floatation devices whilst working above deck, away from the cockpit.
 - inform the guardroom via phone that the occupant has ceased working and is safe within their vessel and on commencing work the following morning must inform the guardroom if this is outside normal working hours.
 - display a masthead white light or anchor light.

Note - Nothing in this document should be seen as preventing any yacht whose normal home port is Fort Blockhouse to return to her mooring at any time.