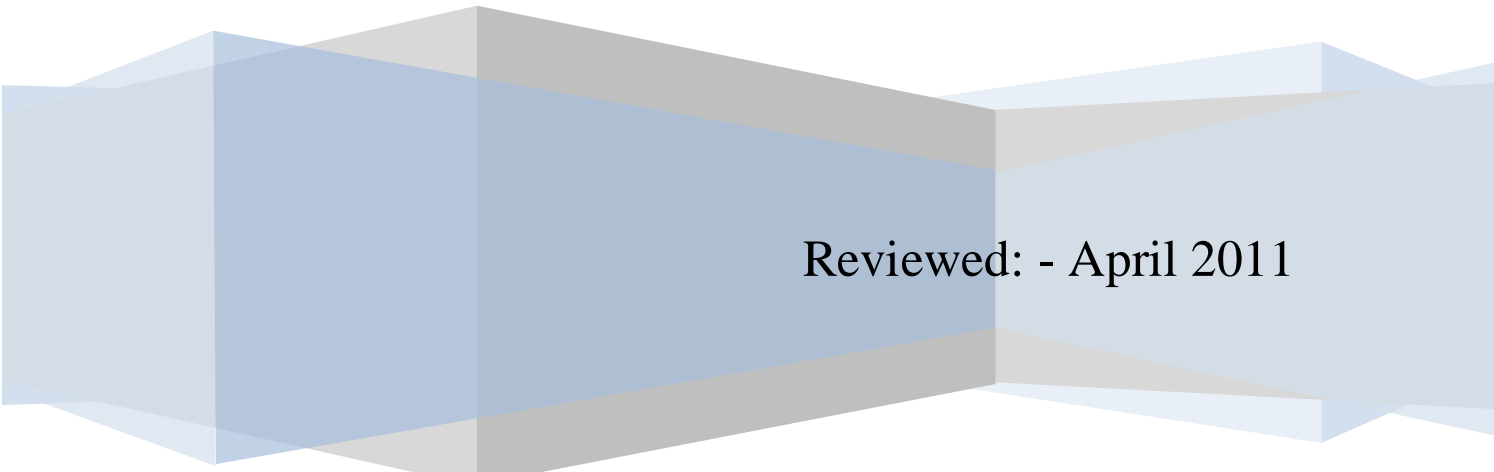




In Compliance with

THE PORT MARINE SAFETY CODE

Marine Policy Management System

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Reviewed: - April 2011

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INTRODUCTION

The Port

The Port of Peterhead is the most easterly deepwater harbour on the Scottish mainland and lies close to the oil and gas fields of the Northern and Central North Sea. The harbour consists of Peterhead Bay, a natural inlet protected from the sea by two breakwaters, and the inner harbour that consists of a series of harbours and basins that provide facilities for the North Sea fishing industry.

Peterhead is one of Europe's largest fishing ports. The inner harbour provides modern facilities to handle all aspects of the industry. Facilities include a temperature controlled fish market, an overflow market, a slipway that can accommodate four fishing vessels, a shiplift that can handle two vessels and a drydock. Additional facilities include two ice factories, net repair facilities, fish box provision, freshwater and fuel. Comprehensive engineering, repair and maintenance facilities including fish processing factories are located at Keith Inch, Albert Quay and the Smith Embankment. Albert Quay also handles bulk shipments of agricultural products, frozen fish and a broad range of other commodities.

Within Peterhead Bay ASCO (UK) Ltd operate two oil service bases that provide facilities for the North Sea oil and gas industry. The North Base consists of a two berth open pile jetty and the North Breakwater that provides a further three berths that are protected by a wave-wall on the offshore side. The South Base consists of the South Breakwater (four berths), the ASCO Quay (five berths) and the Princess Royal Jetty (three berths).

The Tanker Jetty is located close to the South Breakwater and was built to import fuel to the nearby Peterhead Power Station. The Jetty is designed to accommodate tankers up to 50,000 dwt but is also used for offshore industry vessels, cruise liners and jack-up oil rigs.

Peterhead Bay Marina is situated in the south-west of the bay and provides pontoon berthing for 150 leisure craft. The Marina is protected by two rubble mound breakwaters.

Harbour Plans

Plans showing the harbour limits and the Port Berthing numbers are shown in the annex sections **A & B**.

Bay Facilities

Anchorage

Peterhead Bay offers anchorage in depths up to 12.5 meters. The best holding ground is under the lee of the South Breakwater, consisting of fine sand over blue mud or clay with the occasional boulder.

Tanker Jetty

The Tanker Jetty is designed to accommodate vessels of up to 50,000 tonnes deadweight with a draught of 10.5 meters and a length of 280 meters. It is also used for the servicing of North Sea

supply vessels, diving support vessels, survey vessels, cruise vessels and vessels loading grain and other similar bulk cargoes. It may also be available for the short-term lay-up and maintenance of oil rigs.

Princess Royal Jetty

Princess Royal Jetty consists of a 170m long open pile jetty with depths of up to 6 meters and contains three berths supported by warehousing and storage space. Two berths situated on the east side of the jetty are operated by ASCO to complement its facilities at the South Base. The west side incorporates a berth that is operated by the Port Authority and is available for the handling of bulk and general cargoes.

ASCO

ASCO operates two purpose-built North Sea Oil service bases:-

The North Base consists of a two berth open pile jetty with available depths of 6 meters and over. The North Breakwater provides three additional berths with depths of up to 14 meters. The breakwater incorporates a purpose-built rig mooring system designed to accommodate drilling rigs and platforms.

The South Base consists of a 480 meter quay, depths of up to 6.8 meters and contains five berths supported by warehousing and storage space. The South Breakwater provides four unserviced berths with depths of up to 7.8 meters.

Peterhead Bay Marina / Leisure

The marina provides sheltered pontoon berthing for 150 locally based and visiting leisure craft of up to twenty meters in length. Fresh water and electricity are available at most berths. Shower and toilet facilities are provided in the purpose built amenity building. Fuel oil and gas is available by arrangement with the marina manager.

Inner Harbour Facilities

The inner harbour is situated to the east of the town of Peterhead. They are formed by the South, Port Henry and North Harbours and Albert Basin which are bounded by Keith Inch, Greenhill, Port Henry Pier, Seagate, West Pier, Albert Quay and Merchants Quay. Peterhead is the UK's largest white fish and pelagic port. In addition it plays an important role in bulk and break-bulk cargo, palletized cargo and oil tankers.

Smith Quay

The Smith Quay comprises a quay and berthing dolphin, with the provision of 180 metres of all weather berthing capability. The quay has a minimum depth of 10 metres with no tidal restrictions. Adjacent to the quay is a work area of 16,000m². Public access is restricted with secure perimeter fencing enclosing the area. The development of the Smith Quay has greatly enhanced services to clients across all sectors – pelagic, white fish, oil and gas, renewables, commercial, and leisure.

Albert Basin

Albert Quay is 255 meters long and 30 meters wide with a minimum depth of 8.5 meters. General cargo is handled on this quay. Fuel oil is imported by coastal tankers to storage tanks located within the ASCO North Base and at Ship Street. Deep drafted fishing vessels also consign fish to the market from the quay. A licensed berth for handling up to 50 kg of explosives is available.

East Quay

East Quay is situated at the east end of Albert Quay and is 90 meters long. A processing factory, freezing facilities and cold store are situated on the quay. Most pelagic landings take place in this area.

Merchants Quay

Merchants Quay is directly opposite and on the north side of Albert Quay. The quay comprises of 320 meters of working quay and has a minimum depth of 6.2 meters. A temperature controlled fish market, which can process up to 5,000 boxes of fish at sale is located on the quay and pelagic fish landings take place at the finger Jetty at the west end.

South Harbour

South Harbour comprises of 350 meters working quay the minimum depth three meters. Vessels with a draught of 6.1 meters can enter on high water springs. An ice factory is also situated on east side of harbour. The control tower and harbour office are located on West Pier at the entrance to South Harbour.

North Harbour - Alexandra Basin

North Harbour is entered from South Harbour through junction canal which is spanned by a lifting bridge and has 720 meters of quay. The Fish market which is located on the north and east side of the quay is 370 meters long and floor area covers 4,800 square meters. A drydock for vessels up to 58 meters overall length and 10.6 meters beam, a shiplift and covered repair berth, capable of taking vessels up to 40 meters in length and up to 1,500 GT are available in the Alexandra Basin.

Port Henry Harbour

Port Henry Harbour is entered via North Harbour. The harbour comprises of 740 meters of quay space and a Slipway capable of handling four vessels up to 30 meters length and 7.2 meters beam and 300 tonnes. An ice factory and several engineering workshops are also located in this area of the harbour.

The Port Henry basin also accommodates a pontoon marina where 38 berthing spaces are provided for small commercial fishing vessels.



1. MARINE SAFETY POLICY

It is the policy of the Authority to comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and subsequent legislation and to provide and maintain a healthy and safe working environment in which all marine operations are undertaken. The Authority's marine health and safety objectives are to minimize the number of marine incidents and ultimately to maintain an accident free marine environment.

All marine employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objectives.

The Authority recognizes and accepts its duties to protect the health and safety of its marine personnel, vessel crews, passengers, leisure craft users, the public and all other persons who have access to the harbour and who may be affected by marine operations.

While the Authority will do all that is within its powers to ensure the health and safety of their marine personnel, it is recognized that health and safety at work is the responsibility of each and every individual associated with marine operations. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of anyone.

The Authority will provide every marine employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to the Harbour Master or Pilotage Superintendent. An effective marine health and safety system requires continuous communication between marine staff at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardize the well being of themselves or any other person.

All accidents and injuries sustained by a person at work, however small, must be reported to the Safety Officer who will maintain an Incident Record Logbook. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensively maintained.

The Authority's marine health and safety policy will be continually monitored and updated and will be reviewed at least every twelve months.

Signed.....
JOHN E WALLACE, CHIEF EXECUTIVE

Date.....

2. ROLES AND RESPONSIBILITIES

2.1 The Board

Peterhead Port Authority was formed on 1st January 2006 from the merger of Peterhead Bay Authority and Peterhead Harbour Trustees. Peterhead Bay Harbour and Peterhead Harbours are collectively known as the Port of Peterhead. Peterhead Port Authority administer the Port as a Trust Port under the Peterhead Port Authority Harbour (Constitution) Revision Order 2005. The Board of Peterhead Port Authority consists of ten members appointed by the Authority and the Chief Executive who is ex officio.

The Board of Peterhead Port Authority are both individually and collectively deemed as the 'Duty holder'. The role of the Duty holder shall include:-

- maintaining strategic oversight and direction of all aspects of the harbour operation, including marine safety;
- the responsibility for the development of policies, plans, systems and procedures for safe navigation;
- ensuring that assessments and reviews are undertaken as required, to maintain and improve marine safety;
- ensuring that the harbour authority seeks and adopts appropriate powers for the effective enforcement of their regulations, and for setting dues at a level which adequately funds the discharge of all their duties;

The Board has the powers to appoint a Harbour Master with the powers to grant pilot authorization and may properly entrust the operation of the Harbour to such professional people but the duty holder cannot assign or delegate its accountability for compliance with the Port marine safety code.

2.2 Chief Executive

The main function of the Chief Executive is to implement the decisions of the board of management in the most cost effective way. Under the terms of the Authority's Statutory Order (from which it derives its powers), the Chief Executive is a member of the Board and as such is involved in the deliberations of that body including the setting of strategic objectives and the making of strategic policies.

As the Secretary to the Board of the Authority he is responsible for ensuring that the Board is kept up-to-date on all significant matters relating to the harbour undertaking. To accomplish this task, he compiles agendas and calls the meetings of the Board, engages in discussion at Board Meetings, produces a written record of the meeting, executes all deeds and implements all decisions arising there from, liaising with relevant external advisers where appropriate and delegating sections of the workload to the staff under his charge.

As well as setting in train the implementation of the Board's strategic policies and objectives, he will be required to monitor progress in the achievement of these in both physical and financial terms. In this regard he is required to produce business plans where appropriate and ensure that the budget is compatible with short and long-term objectives.

2.3 Harbour Master & Director of Port Operations

The Port Authority has an appointed Harbour Master who is deemed as the 'Designated Person'. The Harbour Master is primarily accountable to the Port Authority Board for the safety of marine operations. Harbour Master means the person appointed as such pursuant to paragraph 51 of the Harbours, Docks and Piers Clauses Act 1847 and includes his authorized deputies, assistants and members of his staff and any other person authorized by the Authority to act in that capacity.

The Harbour Master is appointed under Section 51 of the Harbours, Docks and Piers Clauses Act 1847 as are his authorized deputies, assistants and members of his staff and any other person authorized by the Authority to act in that capacity. His general power under the Act is enumerated in Section 52 as follows:-

- (i) For regulating the time and the manner in which any vessel shall enter, go out of, or lie in or at the Harbour, Dock or Pier, and within the prescribed limits, if any, and its position, mooring or unmooring, placing and removing, while therein,
- (ii) For regulating the position in which any vessel shall take in or discharge its cargo or any part thereof, or shall take in or land its passengers, or shall take in or deliver ballast within or on the harbour, dock or pier,
- (iii) For regulating the manner in which any vessel entering the harbour or dock or coming to the pier shall be dismantled, as well for the safety of such vessel as for preventing injury to other vessels and to the harbour, dock or pier and the moorings thereof,
- (iv) For removing unserviceable vessels, and other obstructions from the harbour, dock or pier and keeping the same clear,
- (v) For regulating the quantity of ballast or deadweight in the hold which each vessel in or at the harbour, dock or pier shall have during the delivery of her cargo, or after having discharged the same.

To exercise those powers effectively and properly, the Harbour Master must be completely familiar with the harbour and its approaches including the depths of water available, the effect of tide and current, the capability of the pilots, the navigational aids, the type and maneuverability of the vessels involved and the expected weather pattern.

The Harbour Master will ensure that the depths of the harbour are regularly surveyed and promulgate the results of such surveys accordingly. (See Section 6.5: Conservancy). In the event that the depth of water is significantly reduced the Harbour Master will issue a Notice to Mariners to that effect.

As Pilotage Superintendent, the Harbour Master will monitor the capability of the pilots over whom he has disciplinary control. In the event of an incident where safety has or may have been compromised the Harbour Master will conduct an inquiry and report his findings to the Board of the Port Authority.

The Harbour Master must at all times have due consideration for harbour works, and by diligent frequent inspection ensure that no damage occurs due to careless or malicious practice by shipping, tenants, staff or the public. He must, however, establish and maintain a good working relationship with all of these. From the foregoing it follows that he must attend the berthing and unberthing of any vessel whose size or unwieldiness makes damage a possibility.

To assist safe navigation, the Harbour Master will ensure that all navigational aids, lights, buoys and daymarks within the harbour are maintained in good working order. He will ensure that regular inspections of all aids to navigation are carried out and in the event that a navigation aid becomes defective he will issue a Notice to Mariners.

Berths in Peterhead Bay may become untenable for shipping in adverse conditions of weather, particularly during south-easterly gales. In anticipation of adverse weather conditions vessels berthed within the Bay may, in addition to providing extra moorings, be required to place moorings “on the bight”. Should it become necessary, after an assessment of the prevailing and anticipated weather conditions to instruct a vessel to evacuate the harbour the Harbour Master shall, in the interests of safety, ensure that this instruction is given in good time.

The Harbour Master will have familiarized himself with the numerous ordinances applicable to his harbour, particularly the byelaws, which he must administer but also the above mentioned Act, the Harbours Act 1964, the Merchant Shipping Act 1995, Pilotage Act 1987, Oil Pollution Act 1978 and all Acts and Regulations which may from time to time be enacted which pertain to Harbours, Docks and Piers and the Acts and Byelaws applicable to the harbour, and to take the initiative in preparing appropriate action against offender.

The Harbour Master, in conjunction with the Port Health, Safety & Environmental Officer, shall have the dual responsibility of determining, through assessment and audit, the effectiveness of the marine safety management system in ensuring compliance with the Port Marine Safety Code.

2.4 Assistant Harbour Master

The Authority employs two Assistant Harbour Masters who aid and support the Harbour Master in the operation of the port. The Assistant Harbour Masters are vested with the same statutory discretions as the Harbour Master himself and are authorized to deputize for the Harbour Master, in his absence.

2.5 Pilots

The Pilotage Act 1987 describes the pilot as “any person not belonging to a ship who has conduct thereof” and has the same meaning as given in Section 742 of the Merchant Shipping Act 1894. Such “conduct” is confined to the process of navigation and therefore the pilot is in charge of the ship only to the extent that he is in sole control of the navigation.

2.5.1 The Role of the Pilot

The pilot has control of the vessel but does not have command thereof. The command of a vessel always remains with the Master. The pilot knows the port but is a stranger to the vessel but has “conduct thereof”, the Master knows his vessel but is a stranger to the port. The pilot has the expert

knowledge of local conditions which will allow him to ‘conduct’ a vessel safely from sea to a berth or anchorage and vice-versa.

2.5.2 Employment of Pilots

The pilots are employed by Peterhead Port Services who has satisfied itself that the pilots employed have the necessary qualifications, skill, experience, training and local knowledge to enable them to carry out their duties in safely piloting vessels within the whole of the Port of Peterhead.

Details of pilot qualifications, training and authorization, together with a more detailed overview of Pilotage is given in Section 6.3: Pilotage Services.

2.6 Port Controllers (VTS Operators)

Whilst on duty in the Control Tower, Port Controllers are ‘Authorized Deputies’ of the Harbour Master. Their duty is to monitor vessel movements by using all resources available and to provide vessels with the necessary information, advice or directions in order to maintain a safe, accident free harbour.

The Authority has set the qualifications, knowledge, training and local knowledge required which will enable them to carry out their duties in a skilful and competent manner so that the safety of vessels entering, leaving or maneuvering within the harbour is ensured.

A more detailed overview of the Port Controllers’ qualifications, training and duties are given in Section 6.1: Management of Navigation.

2.7 Port Health, Safety & Environmental Officer

The Health, Safety & Environmental Officer’s responsibilities are:-

- the effective development and implementation of the Organisations Marine Safety Policy in conjunction with the Harbour master.
- fostering a positive culture within the organisation towards marine safety.
- ensuring that the organisation is aware of and complies with its statutory obligations.
- ensuring that all employees understand, observe and comply with the organisations marine safety rules and procedures.
- ensuring adequate channels exist within the organisation to enable marine safety issues to be effectively communicated throughout.
- ensuring that all levels of staff within the Organisation are given adequate instruction, information and training to carry out their delegated responsibilities and that they are able to effectively implement a safe system of work.
- monitoring the marine safety performance of the organisation to ensure compliance with the marine safety policy and standards set.
- ensuring all personnel is aware of the marine safety equipment and facilities provided by the organisation and are familiar with the procedures for their use.
- undertaking the identification of all hazardous activities carried out and hazardous substances used in marine operations. Undertaking a risk assessment of these hazardous activities and substances and where appropriate producing a safe system of work to

eliminate or minimise any risk of injury to the worker or other persons affected by the work activity or substance.

- ensuring that all injuries, diseases and/or dangerous occurrences are notified to the relevant enforcing authority in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, and records kept.
- carrying out investigations into injuries, cases of work related illness and near misses and identifying in each case why they happened and ensuring that appropriate steps are taken to prevent a re-occurrence.
- regularly reviewing and updating the organisations Marine Safety Policy to take into account any new Health and Safety Legislation, new plant and equipment, new techniques and materials etc.
- ensuring the Ports Environmental practice and performance is 'Fit for purpose' and adheres to the Ecoports Port Environmental Review System (PERS) or any other measure of best practice.

2.8 Port Authority Marine Personnel

Peterhead Port Authority employs trained Marine Operatives as Boatmasters, Berthing Masters and Linesmen. All marine operatives are provided with the appropriate Personal Protective Equipment (PPE) to carry out their duties.

All marine personnel shall have the responsibility of: -

- familiarising themselves with the contents of the organisations Marine Safety Policy and working in accordance with the instructions laid down.
- undertaking work in a safe manner having regard to Health and Safety instructions given and ensuring that items, plant, equipment, tools, materials, facilities etc are properly used and correctly maintained.
- ensuring their own and the Health and Safety of others affected by their acts or omissions whilst at work.
- making full use of protective clothing and equipment where appropriate.
- reporting all accidents, dangerous occurrences and near misses immediately to the appropriate supervisor.
- refraining from drinking alcohol and the use of drugs etc, whilst at work.
- reporting any hazards, defects or omissions in plant and equipment to the appropriate supervisor.
- only operating plant and equipment where they have received adequate training and instruction and are competent to do so.
- attending any training sessions provided to support Health and Safety in the workplace.
- Maintaining a safe and tidy working area, having due regard to all processes, materials, substances etc, used and so far as is reasonably practicable, taking effective measures to prevent hazards in the workplace.
- co-operating fully with the organisation to enable them to meet their legal duties with regard to maintaining Health, Safety and Welfare in the workplace by adopting good working practices and safe systems of work.

2.9 Boatmasters

Boatmasters work under the direction of the Harbour Master as either coxswain/deckhand on the pilot boat or work boat. Each of the Boatmasters holds a Boatmasters License issued by the MCA. Boatmasters have each attended basic First Aid and Basic Fire Fighting courses.

Details of the Boatmasters' duties and training are given in Section 6.4: Marine Services.

2.10 Berthing Masters/Linesmen

Berthing Masters work under the direction of the Harbour Master to ensure the effective and efficient operation of the fish market. They ensure that fishing vessels are securely moored at the market and that the fish is placed in its allotted space. The linesmen are also employed to ensure that commercial vessels using berths other than the fish market are securely moored.

A period of on the job training for new personnel as berthing masters/linesmen is carried out at the port, highlighting hazards, danger zones and involves work site visits.

Risk Assessment covering the mooring of vessels by Berthing Masters and Linesmen are held by the Harbour Master and reviewed annually as a measure of audit.

2.11 Harbour Master's Assistant (Marina Manager)

The Harbour Master's Assistant is employed to ensure the effective and efficient operation of the marina and the Tanker Jetty under the direction of the Harbour Master. He is also employed as the coxswain of the marina work boat.

The Authority is satisfied that the person they have employed as the Harbour Master's Assistant has the necessary skill, qualifications, training, local knowledge and experience to enable him to perform properly and safely the tasks for which he is employed to undertake.

2.12 Marina Manager's Assistant (Part-time)

The main duties of the Marina Manager's Assistant are to assist the Marina Manager in the day-to-day running of the Marina and when required to attend to the Tanker Jetty.

The Authority is satisfied that the person they have employed as the part-time Marine Assistant has the necessary skill, qualifications, training, local knowledge and experience to enable him to perform properly and safely the tasks for which he is employed to undertake.

2.13 Non-PPA Linesmen

ASCO Linesmen provide a service at Harbour berths. Written procedures are available from ASCO.

2.14 Collective Responsibilities

The Authority acknowledges that it has a duty to take reasonable care, to ensure that all who may choose to navigate within the port may do so without danger to their lives or property.

The Authority acknowledges that it has an obligation to conserve, and facilitate the safe use of the harbour; and a duty of care against loss caused by negligence.

The Authority acknowledges that it has an obligation in regard to efficiency and safety of operations in respect to the services and facilities provided.

The Authority acknowledges they it has an express duty to take such actions as it considers necessary or desirable for the maintenance, operation, improvement and conservancy of the harbour.

2.15 Open Port Duty

Peterhead Port Authority acknowledges its obligation to maintain an open port duty whereby upon payment of the amounts published in the Table of Dues to be levied, and subject to the other provisions thereof, the port shall be open to all persons for the shipping and unshipping of goods, and the embarking and landing of passengers.

3. LEGISLATION & STATUTORY OBLIGATIONS

3.1 Peterhead Port Authority Harbour Order

The Peterhead Port Authority Harbour (Constitution) Revision Order (2005) which on 1st January 2006 renames and constitutes Peterhead Bay Authority and Peterhead Harbour Trustees as Peterhead Port Authority.

3.2 Byelaws

The Peterhead Port Authority Byelaws are currently under comment and homologation with Marine Scotland.

3.2 Directions (General/Specific)

Without prejudice to the responsibility of the Master of any vessel, the Authority may issue directions, whether general or specific, in respect of all vessels or a specified class of vessel within the Harbour or any part thereof, and may amend or revoke the same.

Such directions shall be for the purpose of:-

- a)** Ensuring the safety of vessels in the Harbour
- b)** Preventing injury to persons or property within the Harbour
- c)** Securing the efficient management and regulation of the Harbour

The making, amending or revocation of such directions shall as soon as practicable be promulgated in the appropriate publications.

The making, amending of revocation of general directions shall be subject to consultation with the General Council of British Shipping and other port users.

Copies of current directions may be viewed in the Local Rules & Direction section.

3.3 Statutory Regulations

In order to remain current and compliant with all statutory regulations relevant to the Port, regular reference is made to the two regulating bodies, the Health & Safety Executive and the Maritime Coastguard Agency. A concentrated focus is placed on the following regulations:-

The Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

Safety in Docks Regulations 1988

Merchant Shipping Act 1995

Pilotage Act 1987

Environmental Protection Act 1990

4. CONSULTATION & COMMUNICATION

4.1 Consultation

The organisation will provide adequate facilities, time and communication channels for consultation directly with its employees as required by the Health and Safety (Consultation with Employees) Regulations 1996.

The Authority will communicate to all marine employees the Authority's commitment to safety so as to ensure that all marine employees are familiar with the contents of the Marine Safety Policy.

In order to maintain a current consensus from all staff and stakeholders on the effectiveness of the marine safety management system, the following communication channels are provided:-

- Port health, safety & environmental meetings are held quarterly, giving staff the opportunity to express their views, concerns and ideas with regard to Port Health & safety and providing management the opportunity to respond accordingly.
- Port Users' Group meetings provide an insight into the views, concerns and ideas of the Port community, including points relevant to port marine safety. These meetings are held twice a year.
- Reporting documentation provides staff with the opportunity to feedback their findings and observations and enables management to respond accordingly.
- Regular Port tours by management members ensure that current matters regarding health & safety are discussed and resolved in a timely manner.
- Toolbox talks are held prior to the commencement of specific operations, or where concerns for health and safety have been raised. These talks can involve a variation of the following parties; operational staff, supervisory staff, contractors and members of management.
- Peterhead Port Authority's policy statements are made available to all interested parties through introduction to the Port's official website.

In order to prepare this Port Marine Safety Management System, consultations were held with the following organizations, authorities, companies and groups:-

The Board and Officials of Peterhead Port Authority
Peterhead Port Services
Legal Advisers
Holders of PECs
Maritime & Coastguard Agency (MCA)
Royal National Lifeboat Institute (RNLI)
Grampian Police
Aberdeen Service Co (UK) Ltd (ASCO)
Fishermen's Association Ltd (FAL)
Scottish Pelagic Fisherman's Association Ltd (SPFA)
Scottish White Fish Producers Association (SWFPA)
William Whyte Cargo Handling Ltd.
Tug operator (Targe Towing Ltd)
Banff & Buchan College
Nutec Centre for Safety
Peterhead Small Boats Association
Marina Berth-holders
Peterhead Sailing Club
Peterhead Sailing School
Local Jet Ski Group

The Authority is committed to ongoing dialogue with all those listed above so as to ensure the continued updating of this management system.

4.2 Communication Channels utilized in the Port

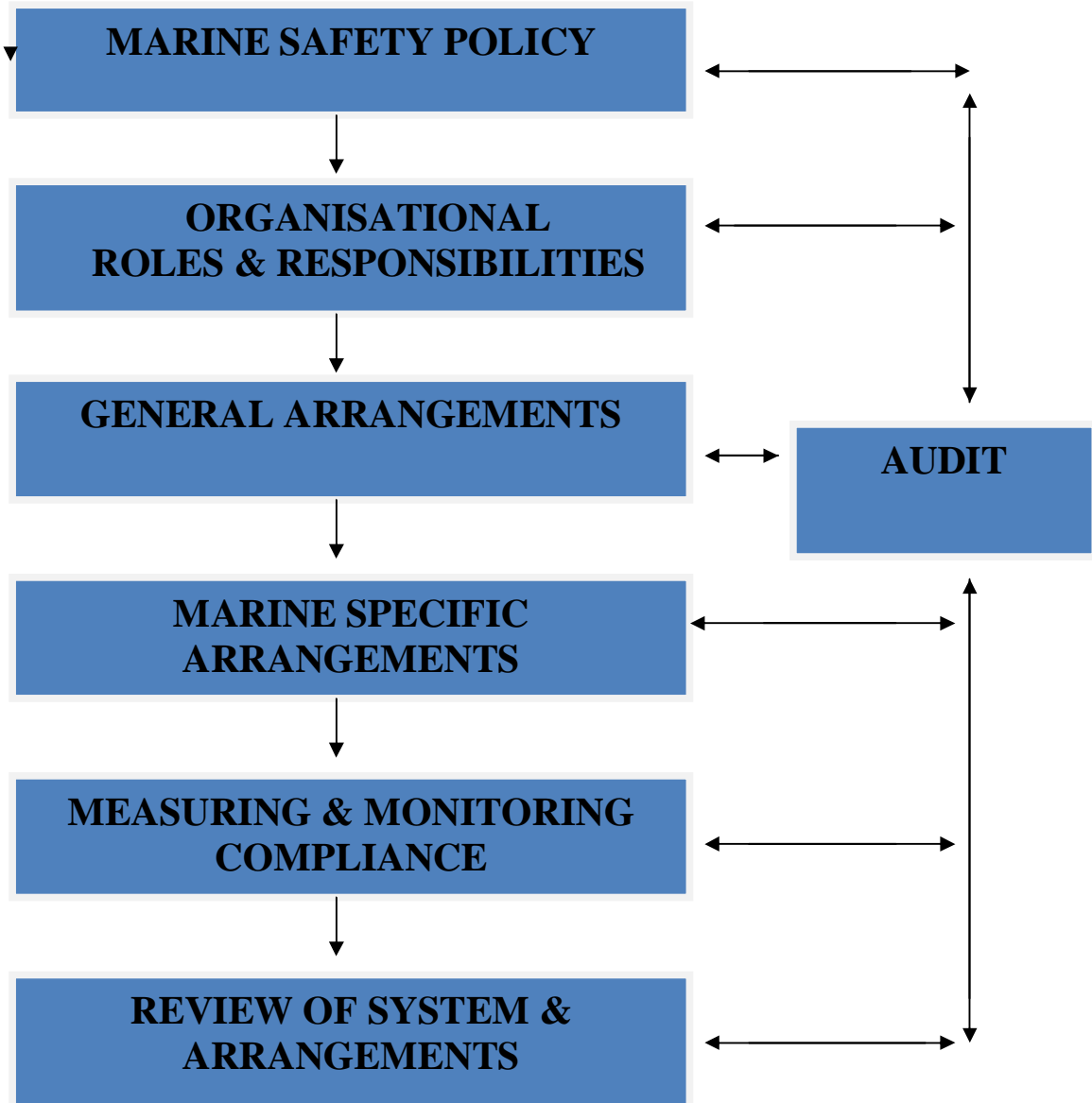
To ensure that marine safety issues are communicated, and in the event of an incident, responded to in a timely manner, the following communication channels are utilized in the port:-

- **24 hour VHF Radio contact**
- **Landline Telephones**
- **Mobile telephones**
- **E mail network**
- **Reporting documentation**

5. GENERAL ARRANGEMENTS & SUB – POLICIES

5.1 Port Marine Safety Management System

A Port Safety Management System is in place to identify Health and Safety hazards and their potential consequences, to implement procedures and provide resources to reduce risk to its lowest possible level and to maintain compliance with all relevant Health & Safety regulations.



5.2 Risk Assessments

Risk Assessments have been carried out by the Port Authority so as to identify the risk to health and safety of their employees, harbour users, the public and the environment, arising out of, or in connection with the conduct of marine operations within the port. The assessments identify how the risks arise and how they impact on those affected. This information is used to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportional.

The risk assessment process is carried out by personnel who are sufficiently qualified by training and experience to assess hazards and to decide whether or not a more detailed assessment or risk analysis study is required.

The responsibility and accountability for accepting marine risk assessments and approving identified control measures, existing and additional, shall rest with the Harbour Master and the Port Health, Safety & Environmental Officer.

The responsibility for maintenance, construction and building risk assessments (shoreside) rests with the Port Health, Safety & Environmental Officer.

Fire risk assessments for port offices and workshops are retained centrally and reviewed annually as a measure of audit. These assessments are carried out by the Port Health, Safety & Environmental Officer.

The Risk Assessment Process

The process of risk assessment consists of five stages:-

Stage 1 - Identify the hazards

Stage 2 - Decide who might be harmed and how

Stage 3 - Evaluate the risks and decide on precautions

Stage 4 - Record your findings and implement them

Stage 5 - Review your assessment and update if necessary

Stage 1 - Identify the Hazards

This process identifies known hazards. A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, method of work, the working environment and other aspects of work organisation).

Stage 2 - Decide Who Might be Harmed and How

Each hazard identified will be analysed as to who might be harmed; this will help in identifying the best way of managing the risk. This does not mean listing everyone by name, but rather identifying groups of people. Particular attention will be given to vulnerable groups, e.g. new and young workers, new or expectant mothers and people with disabilities. In each case, the possible types of harm will be identified, i.e. what type of injury or ill health might occur. For example, 'shelf stackers may suffer back injury from repeated lifting of boxes'.

Stage 3 - Evaluate the Risks and Decide on Precautions

The risk analysis is used in order to prioritise the hazard identified and assess their impact on safety. A risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:-

1. The likelihood of that harm occurring;
2. The potential severity of that harm i.e. the resultant injuries and numbers exposed.

Control measures and precautions will be put in place to either eliminate the risk or to reduce it to as low as reasonably practicable.

Stage 4 - Record Your Findings and Implement Them

An assessment of risk is nothing more than a careful examination of what causes harm to people so that, management can weigh up whether they have taken enough precautions or could do more.

Stage 5 - Review Your Assessment and Update if Necessary

Risk Assessments will be reviewed on an annual basis or if there is change to working practices, equipment or as the result of an incident.

The safety system will be continually audited by a proactive system, which searches for any weaknesses and failings in current procedures, and systems. The Port Safety Officer under the directions of the Chief Executive will carry out these safety audits and update where required

Recording, Auditing and Reviewing

Risk Assessments will be reviewed on an annual basis or if there is change to marine operations, working practices, equipment or as the result of an incident.

The safety system will be continually audited by a proactive system which searches for any weaknesses and failings in current procedures and systems. The internal safety audits will be carried out by the Port Safety Officer in conjunction with the Harbour Master.

Safety meetings are conducted at the port every three months with a representative from all departments. These minuted meetings give staff the opportunity to discuss issues of safety with management relevant to their area of operation but also allows the ports Safety Advisers to raise safety awareness issues. Although these meetings allow dialogue with staff and management all staff are reminded that any situation or occurrences that gives rise to a safety concern must be brought to their line managers attention immediately.

An accident record book is maintained at the harbour office.

An Operations log book is maintained in the Control Tower.

Promulgation of Risk Assessments

The findings of risk assessments will be communicated to all marine staff. Documented assessments will be shared between Peterhead Port Authority and all relevant parties, where each party's activities can influence or present a risk to the activities or operations of any other party.

5.3 Method Statements

Where marine operations are considered to be outwith the normal routine, method statements shall be developed prior to commencement of the operation and lodged with both the Harbour Master and the Port Health, Safety & Environmental Officer.

Method Statements shall include:-

- **Consultation process and relevant parties**
- **Working systems to be used**
- **Communication channels required**
- **Arrangements for protecting the safety of all relevant parties Including the risk assessment process.**
- **Plant and equipment to be used**
- **Fall protection**
- **Materials required**
- **Hazardous substances**
- **Training requirements**
- **Personal protective arrangements**
- **Procedures to prevent local pollution**
- **Segregation of specific areas**
- **Procedures to ensure compliance with legal requirements.**

5.4 Confirmation of Compliance Letters

External contractors and agencies that utilise the port facilities are required to submit signed statements of compliance to the Port Authority. The statement shall make reference to the contractors or agencies commitment to carry out all Port operations in compliance with all local Health & Safety directives and all statutory Health & Safety regulations.

5.5 Fire

The following arrangements have been implemented to meet the requirements of The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 and The Merchant Shipping (Fire Protection: Small Ships) Regulations 1998:-

- Procedures shall be put in place to identify, monitor and control all fire hazards within the Port.
- Identified fire hazards shall either be eliminated or reduced to the minimal risk through procedures or controls.
- The organisation shall provide appropriate fire fighting equipment in all workplaces and make arrangements for it to be checked at regular intervals by a competent person.
- Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be established by the organisation at each workplace and effective steps will be taken to ensure that all employees are familiar with the procedures.
- Designated Fire Wardens shall be appointed in concentrated staff areas to coordinate emergency evacuation procedures, monitor and check compliance with the organisations fire safety policy and carry out the testing and checking of alarm systems.
- All alarm tests, compliance checks and incidents are recorded in corresponding fire log books for each location.
- Fire risk assessments shall be reviewed on an annual basis, after an incident or where changes to the structure or procedures of a location have occurred.
- Vessel boatmasters shall be responsible for the checking of fire fighting equipment and escape route integrity on their relevant vessels.

- Annual maintenance inspections of all fire fighting and detection equipment shall be carried out by qualified external specialists.

Supplementary and Underpinning Sources

- **Fire Risk Assessments**
- **log books**
- **Alarm inspection reports from external specialists**
- **Fire extinguisher inspection reports from external specialists**
- **Emergency lighting inspection reports from external specialists**
- **Training database**

5.6 First Aid

The following arrangements have been implemented to meet the requirements of First aid at work. The Health and safety (First Aid) Regulations 1981:-

- The organisation will ensure that adequate facilities and arrangements are provided in respect of First Aid and that these facilities are adequately maintained in a satisfactory condition.
- Employees will be informed of the location and arrangements made for First Aid treatment at all workplaces.
- The organisation will provide training to and appoint designated "First Aiders" as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

Designated "First Aiders" shall:-

- Maintain the contents of the First Aid boxes to the standards recommended in the Approved code of Practice.
- Ensure prescribed notices and statutory guidance for First Aid are displayed.
- Administer, where necessary, basic First Aid treatment and record details of the incident in the organisation's accident book and record details of First Aid Treatment given.

Supplementary and underpinning Sources

- **Accident book**
- **Training database**

5.7 Workplace Inspections

It is the policy of the Authority to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (boats are excluded from the terms of these Regulations). Regular inspections of the workplace will be conducted by the Health & Safety Officer. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Authority's marine operations. Workplace inspections will also provide an opportunity to review the effectiveness of the policy and to identify areas where revision of the policy may be necessary.

5.8 Work Equipment

It is the policy of the Authority to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

The Authority will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All marine employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorized persons.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

5.9 Control of Hazardous Substances

It is the policy of the Authority to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1999 (COSHH99). A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

The Authority will ensure that the exposure of employees to hazardous substances is minimized and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed regularly, whenever there is a substantial modification to the work process and when there is any reason to suspect that the assessment may no longer be valid.

5.10 Personal Protective Equipment

It is the policy of the Authority to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by the Authority will be properly assessed prior to its provision.

All personal protective equipment provided will be maintained in good working order.

All marine employees provided with personal protective equipment by the Authority will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The Authority will endeavor to ensure that all personal protective equipment provided is used properly by its employees.

5.11 Manual Handling Operations

It is the policy of the Authority to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible

5.12 Accident/Incident Reporting & Investigation

It is the policy of the Authority to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR95).

The Authority sees accident/incident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Harbour Master/Port Health & Safety Officer detailing:-

- a) The circumstances of the accident including photographs and diagrams wherever possible.
- b) The nature and severity of the injury sustained.
- c) The identity of any eyewitness.
- d) The time, date and location of the incident.
- e) The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will be used in an attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the Authority's legal advisors who will advise on liability, proceedings and quantum of damages. The Harbour Master/Port Health & Safety Officer will then submit the report to the Authority's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident/Incident reporting forms can be located in the Annex Section B

5.13 Enforcement

If we are to build and maintain a healthy and safe marine working environment, co-operation between marine employees at all levels is essential.

All marine employees are expected to co-operate with the Harbour Master or Pilotage Superintendent and to accept their duties under this policy. Disciplinary action may be taken against any marine employee who violates safety rules or who fails to perform his or her duties under this marine safety policy.

Marine employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Authority.

Discipline and Grievance procedures are in place to deal with matters of non compliance with the Ports Safety Management System, local directions and relevant statutory regulations.

External matters of non-compliance with the Port's Safety Management System and relevant statutory regulations shall result in a verbal/written warning (depending on the severity of the matter) with possible consequences resulting in fines, expulsion from selected Port areas, or in severe cases the offending party shall be reported to the controlling authorities.

5.14 Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every marine employee is trained to perform their jobs effectively and safely. It is the opinion of the Authority that if a job is not done safely then it is not done effectively.

All marine employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for marine employees to express any concerns or improvement ideas.

5 MARINE SPECIFIC ARRANGEMENTS

6.1 Management of Navigation

The Harbour Master has principal operational responsibility for the safety and management of navigation in the port.

6.1.1 General Regulation of Traffic

The Authority has used the powers, conferred on it by its Harbour Order to make Byelaws covering the movement and regulation of vessels within the harbour.

6.1.2 Port Control

A 24 hour, every day of the year, Vessel Traffic Service (VTS), traffic organization and information service is provided so as to ensure vessels using the port are provided with the necessary information, advice or directions in order to achieve a safe passage from sea to berth, vice-versa and from berth to berth. Radar, visual and CCTV monitoring of vessel movements is carried out by the Duty Port Controller based in the Control Tower. Information, advice or directions are relayed to vessels on VHF Channel 14. A listening watch is maintained on VHF Channels 14 and 16. VHF Channels 9 and 11 are port operation channels. VHF Channel 10 is used for Emergency and Oil Pollution Control only.

These arrangements have been implemented through reference to the IMO RESOLUTION A.857(20) - GUIDELINES FOR VESSEL TRAFFIC SERVICES.

6.1.3 Duty Port Controller

Port Controllers are “Authorized Deputies” of and are responsible to the Harbour Master for the regulation of marine traffic. The Port Controllers’ duties include but are not restricted to the following:-

- a) Provide specific navigational advice to vessels entering, leaving or maneuvering within the port.
- b) Advise pilots and pilot boat crew regarding vessels requiring the services of a pilot.
- c) Ensure that all vessels entering, leaving or maneuvering within the port comply with the Collision Regulations and the appropriate Byelaws.
- d) Operate all equipment within the Control Tower.
- e) Track the pilot boat on radar whenever it is on service.
- f) Operate VHF radio using the Standard Marine Communication Phrases (SMCP) for VTS operators.
- g) Monitor, track and gauge the development of potentially dangerous situations and take appropriate action.
- h) Monitor tidal state, record and relay to shipping any resulting constraints on navigation.
- i) Monitor meteorological conditions and issue advice/warning to vessels and berth operators.
- j) Broadcast Special Directions and Notice to Mariners as required.
- k) Provide advice to vessels on where to berth or anchor, after consultation, if necessary with the Harbour Master, Duty Pilot and berth operator.
- l) Implement the Emergency Plans and Oil Spill Contingency Plan of the Port Authority where necessary, and manage the initial response until relieved by the Harbour Master.
- m) Advise the Harbour Master of, and record all breaches of the Byelaws, Directions and Collision Regulations.

- n) Liaise with outside agencies (MCA, emergency services, local health authority etc) as necessary.
- o) Maintain Port Control records and logs as specified by the Harbour Master.
- p) Advise the Harbour Master and record in the log any dangerous or potentially dangerous occurrences which might affect navigation safety or danger to personnel.
- q) Log and report all defects to navigation aids in accordance with the procedure laid down in Section 6.1.6
- r) Log and report all defects to VTS equipment to the Harbour Master as soon as they become apparent.
- s) Marine Circulars are written by the Harbour Master and implemented by the Port Controllers
- t) Issue Permits to Dive.

6.1.4 Duty Port Controller Qualifications

Port Controllers are qualified to V103 standard or equivalent.

6.1.5 Duty Port Controller Training

Training for new Port Controllers consists of six weeks on-the-job training with a fully trained, competent Port Controller. One week stand alone training in which their competence is checked by the Harbour Master and completion of the IALA Model Course V-103/1 VTS Course.

6.1.6 Navigation Aids

The navigation aids within the harbours are shown in the Admiralty List of Lights and on Admiralty Chart No. 1438 Harbours on the East coast of Scotland.

The harbour authority is a Local Lighthouse Authority (LLA) and as such is responsible for the maintenance and accuracy of navigation aids within the port.

The operation of all navigation lights is checked by the Harbour Pilots on each act of Pilotage. Failures are reported immediately to the Control Tower who informs the Harbour Engineer. The time and duration of all navigation light failures are recorded in the "Peterhead Log of Outages" file. A weekly entry is made in the "Navigation Light Log" that lights have been checked and are working satisfactorily. A summary of failures is provided to the Harbour Engineer for forwarding to the Northern Lighthouse Board and Harbour Master.

The sanction of the Commissioners of the Northern Lighthouse Board shall be obtained before the characteristic or position of any existing navigation aid is changed. They also sanction the placement of any new navigation aid.

6.1.7 Promulgation of Navigation Aid Defects

Where any navigation aid becomes defective to any degree, a warning to all mariners will be broadcast, by the duty port controller on VHF Channel 14. This will be followed up by a Notice to Mariners which will be issued to UKHO, Northern Lighthouse Board, berth operators, pilots, PEC holders and shipping agents.

Once a navigation aid is restored a Notice to Mariners will be issued to those mentioned above declaring the defective navigation aid has been reinstated.

6.2 Recreational Navigation

Recreational navigation incorporates a wide range of differing activities and types of vessel. These range from seagoing yachts and power boats to small personal watercraft, canoes and rubber dinghies. These varied craft each have their own requirements and priorities which are often at variance. In addition to the needs of the above mentioned craft the swimmers and bathers of the Lido Beach need to be considered in this Section.

In the south-west part of Peterhead Bay, protected by two stone mound breakwaters is a marina, sailing club, bathing beach and public slipway. The Marina is owned and operated by Peterhead Port Authority whilst the Sailing Club belongs to its members. The beach, above the low water mark is owned by the Local Authority, Aberdeenshire Council.

Note: - The Peterhead Port Authority Byelaws are currently under comment and homologation. The previous Byelaws stipulate the following:-

6.2.1 General Navigation of Small Craft

The following byelaws apply specifically to the operation of small craft (a small craft is defined as including any vessel of not more than 20m in length and whether navigated by sail, oars or internal combustion engine or any other means).

6.2.2 Small Craft Directions

The Small Craft Directions were drawn up to provide additional instructions to ensure safety of the operators of small leisure craft and other harbour users within the harbour. The Directions are displayed at the public slipway and in the marina. Enforcement of the Directions is carried out by the Harbour Master, Port Controllers, Pilot Boat and Marina Manager. A copy of the Small Craft Directions is provided in section 8.9

6.2.3 Organized Events

The organizer of any boat race, regatta, swimming competition, public procession or other public event when a number of vessels are expected to assemble on the water of the harbour or its approaches, shall make an application to the Harbour Master. Every such event must have the prior approval of the Authority and is to be conducted over courses and at times previously agreed by the Harbour Master.

Every application to hold such an event must be accompanied by a risk assessment carried out by the event organizer. In approving the event, the Harbour Master will satisfy himself that any risks to the safety of navigation or other port users have been effectively mitigated.

6.2.4 Speed Limits

Byelaw 9 of the Peterhead Bay Harbour Byelaws directs that the speed limit for vessels in Peterhead Bay Harbour is 5 knots over the ground except in circumstances where the Harbour Master is satisfied that it is unsafe for any vessel to proceed at 5 knots or less. Byelaw 44(d) states that the speed limit imposed by Byelaw 9 will not apply to vessels engaged in water skiing, aquaplaning, kiting or parachute towing, provided the speed in any part of the harbour does not exceed 26 knots over the ground.

The maximum speed limit for vessels within the marina is 4 knots over the ground.

6.2.5 Communications

Every recreational vessel, fitted with a VHF radio, shall establish contact with the duty port controller on VHF Channel 14 call sign “Peterhead Harbour” prior to entering the harbour from seaward or leaving the marina to enter the harbour.

6.2.6 Peterhead Sailing Club

The Sailing Club holds regular sailing races over agreed courses within the bay in accordance with the ‘Bay Sailing Plan’. Prior to laying out their course they shall contact the duty port controller and advise him of the course they wish to sail. The duty port controller will advise them as to projected vessel movements and weather forecast, he will also advise them if their proposed racing course is approved. This will enable the course to be set up so as not to interfere with the navigation of larger vessels. In advance of any relevant ship movements the sailing yachts are to go to the landward side of the course as detailed in the Sailing Plan. The Sailing Club will maintain a listening watch on VHF Channel 14 throughout the racing so that the duty port controller can advise them of any changes to shipping movements or weather. The Sailing Club is responsible for advising the duty port controller prior to the start and on completion of the day’s sailing. Peterhead Sailing Club is responsible for the provision of their own risk assessments and the provision of safety boats and equipment as shown by the risk assessments.

6.2.7 Lido Bathing Beach

The Lido Beach is a popular local bathing area and is contained by the rubble breakwaters that protect the Peterhead Bay Marina. The Authority has a statutory duty to protect the amenity of the Lido Beach. The area is used by leisure craft (both sailing and motorized craft), by jet skis, canoeists and by bathers. The area includes a public slipway and a 4 knot speed limit is in force. Aberdeenshire Council are responsible for ensuring the provision of life belts and other lifesaving operations at the Lido.

6.2.8 Water Skiing, Aquaplaning, Board Sailing etc

Byelaw 44 of the Peterhead Bay Authority Byelaws 1984 governs the use of the above operations within the harbour as follows:-

- a. No person shall engage or take part in water skiing, aquaplaning or board sailing except with the written permission of the Authority given either specifically or generally and only

in such areas as may be designated from time to time by the Harbour Master and no water skiing is to take place within 30 meters of any diving operation or any person bathing.

- b.** A Master whilst using his vessel for the purpose of towing a water skier or a person aquaplaning shall have onboard at least one other person capable of taking charge of the vessel and of giving such assistance as may be reasonably required during the towing and in the recovery of the water skier, and shall carry:-
- c.** For each person on board a life jacket manufactured in accordance with the appropriate British Standard Specifications or a personal buoyancy aid of the Ship and Boat Builders' National Federation approved type, two hand-held distress signals and a fire extinguisher;
- d.** For each person water skiing or aquaplaning, a rescue quoit with line or other sufficient hand thrown rescue device.
- e.** No person shall engage in kiting or parachute towing in the harbour without prior written consent of the Authority given either specifically or generally and in accordance with such reasonable conditions as may be imposed by the Authority.
- f.** The speed restriction imposed by Byelaw 9 will not apply to vessels authorized by the Harbour Master under this Byelaw to engage in water skiing, aquaplaning, kiting or parachute towing. Provided that the master of such a vessel shall not cause or permit his vessel to proceed in any part of the harbour at a speed in excess of 26 knots over the ground.

6.3 Pilotage Services

Peterhead Port Authority is designated the Competent Harbour Authority (CHA) in accordance with the Pilotage Act of 1987 and is authorized to carry out Pilotage activities within Peterhead Harbour and its approaches. This service is available to all vessels irrespective of the requirements of the Pilotage Direction. In practice Pilotage is carried out on behalf of the Authority by Peterhead Port Services. The Harbour Master carries out the role and responsibilities of Pilot Superintendent. Peterhead Port Services employs trains and authorizes the pilots, provides and maintains the pilot boat and administers the day-to-day operations of Pilotage. It is also responsible for the administration of Pilotage Exemption Certificates (PEC) to qualified Masters and Mates.

6.3.1 Pilotage Direction (See Local Rules & Directions Section)

In exercise of the powers conferred by Section 7(1) of the Pilotage Act, 1987 the Authority has produced a Pilotage Direction that describes how Pilotage is applied to vessels using the port.

The Pilotage Direction is published in the Port of Peterhead Handbook and in the booklet "Information for Ship Masters, Owners and Agents" both of which are freely available from the Harbour Office. However, should the Master of any vessel require the services of a pilot this can be arranged upon contact with the Control Tower.

6.3.2 Pilot Qualifications and Authorization

Marine Officers/Pilots are authorized by Peterhead Port Services to pilot vessels inward, outward and within the Port of Peterhead.

Each pilot possesses a suitable Certificate of Competency and has had previous experience as a pilot or attained local navigational knowledge in a senior sea-going position. In addition they are expected to attain the standards set out in the British Ports Industry Training Handbook “Marine Pilotage National Occupational Standards”.

Pilots are authorized, following an oral examination (in Pilotage matters within Peterhead Harbours, Peterhead Bay Harbour and the approaches thereto) and the candidate having undertaken the requisite number of Pilotage acts in effective control of the vessel and as an observer.

6.3.3 Pilotage Training

The training of marine pilots consists of an induction period during which time the trainee will understudy a more experienced pilot. Training will be supplemented by the use of ship simulator facilities and the use of manned models at appropriate stages in the training program.

Pilots are expected to attain the standards set out in the British Ports Industry Training Handbook “Marine Pilotage National Occupational Standards”.

6.3.4 Pilotage Cover

24 hour Pilotage operations are carried out by three pilots using a rotating system whereby one pilot is on duty at all times.

6.3.5 Pilotage Passage and Maneuvering Plan (PPMP) (See Local Rules & Directions Section)

Peterhead Port Services has developed a Pilotage Passage and Maneuvering Plan (PPMP). Prior to each act of Pilotage the Pilot and the Ship’s Master will exchange and discuss the Port Pilotage Passage and Maneuvering Plan, amending the ship’s own passage plan as necessary incorporating a risk assessment.

Whilst the act of pilotage progresses, the PPMP will be under constant review and may be adjusted as necessary. Note, navigation in restricted visibility is not permitted except in circumstances when the vessel / pilot and Port Control have agreed a specific navigation plan.

6.3.6 Boarding and Landing Procedures

The boarding and landing of pilots shall be carried out in accordance with The Embarkation and Disembarkation of Pilots Code of Safe Practice.

Prior to the pilot boat approaching the vessel, the Master of the vessel shall confirm that the means of access is in accordance with The Merchant Shipping (Pilot Transfer Arrangement) Regulations 1999, and the accompanying Merchant Shipping Notice MSN 1716.

In the event that the weather is of such a nature as to make the boarding and landing of a pilot unsafe at the nominated boarding/landing area, the area shall be changed after consultation between Pilot, VTS Operator, Pilot Boat Coxswain and vessel, with all matters of safety having been assessed.

6.3.7 Restricted Visibility

Controllers will in the event of restricted visibility, advise the master of the vessel due (following his initial ETA report) to the present visibility conditions at the Port. Controllers must also inform the pilot if he is required to attend the vessel.

References to procedures considered for Pilotage and towage operations in the occurrence of fog are contained in the port documents; Towage Procedures, Flying Scud working practice, Pilot boat operational procedures and the Ugie Runner working practice. These documents are located on each corresponding vessel and the marine department and are reviewed annually.

6.3.8 Communications

Pilotage operations are normally conducted on VHF Channel 14 or VHF Channel 9. During Pilotage operations the vessel, pilot, pilot boat, tugs, mooring boat, mooring crew and the Control Tower will monitor the same VHF working channel.

6.3.9 Personal Protective Equipment (PPE)

The pilots are issued with the following PPE and are required to wear it where appropriate:-

- a) Sea safe floatation jackets with strobe light and recovery harness
- b) Waterproof trousers
- c) Safety shoes
- d) Safety gloves

6.3.10 Hazardous Material (HAZMAT) Reporting

The Master of any vessel carrying dangerous or polluting goods must provide a checklist in the form set out in Schedule 2 of MSN 1741 (M) Reporting Requirements for Ships Carrying Dangerous or Polluting Goods to the Port Authority. If the checklist is not satisfactorily completed, or if it is not supplied, the Port Authority will report this fact to the MCA.

6.3.11 Vessel Deficiencies

In the event that a vessel has a deficiency that may affect adversely its safe navigation, the pilot must report this fact to the appropriate Harbour Master immediately. The Harbour Master in turn will pass this information to the MCA.

6.3.12 Pilotage Exemption Certificate (PEC) System

Before an application can be made to Peterhead Port Services for a PEC, the candidate will normally be required to complete six inbound and six outbound voyages during the period of twelve months whilst serving as Master or First Mate on the vessel for which the certificate is sought. These voyages shall be undertaken under the supervision of an authorized Pilot. The granting of a PEC is dependent on Peterhead Port Services being satisfied, by oral examination that the applicant's skill, experience and local knowledge are sufficient for the applicant to pilot their vessel safely within the Port of Peterhead.

6.3.13 Qualifications

Applicants for PECs must hold a valid Certificate of Competency which entitles them to hold the position of Master or First Mate of the vessel named in the application. In the interests of safety, it is necessary for each applicant to be able to communicate in the English language.

6.3.14 Application Process

Qualified Masters or First Mates who wish to apply for a PEC shall make that application on the form provided by Peterhead Port Services for that purpose. The application form must be accompanied by two passport size photographs and the required fee.

6.3.15 Granting of PECs

Following the receipt of the completed application the candidate will undergo an oral examination which will demonstrate the candidate's competence in the English language and assess their local knowledge of the port and its approaches.

PECs are valid for one year from date of issue. Renewal depends on Peterhead Port Services being satisfied of the following:-

- a) PEC may take one trip with a pilot so as to ensure that the latest information is held onboard.
- b) With the conduct of the PEC holder.
- c) Their Certificate of Competency remains valid.
- d) They have undertaken a predetermined number of voyages within the Pilotage District during the previous year.

6.3.16 Suspension or Revoking PECs

Peterhead Port Services may suspend or revoke a PEC if it has been shown that the holder has been guilty of incompetence or misconduct. Before so doing written warning of the suspension or revocation shall be given to the holder. The holder shall be given the right to make representations on his behalf to Peterhead Port Services.

6.4 Marine Services

For the purpose of this Code, the term "Marine Services" means the full range of support activities, which assist the Authority to maintain safety of navigation, and to conserve the hydrographic regime.

Harbour Authority Craft

6.4.1 The Pilot Boat - "Blue Toon"

The pilot boat is owned and operated by Peterhead Port Services. Further details are contained in the Vessels operating procedures which are located on each corresponding vessel and at the Harbour Office marine department

Pilot Boat Description

Built in 1993 by Jones Buckie Shipyard to a Murray Cormack design, the boat is of steel construction with a LOA of 17.25m, breadth 5.2m and draught of 1.715m. The boat is fitted with a Mampaey quick release towing hook and pushing fenders on the bow. The boat is rated at 6t bollard pull.

Pilot Boat License

The MCA has licensed the boat as a Pilot Boat under the terms of the Merchant Shipping (Small Work Boats and Pilot Boat) Regulations 1998. The boat is licensed to carry twelve persons including two crew.

Pilot Boat Manning

The pilot boat crew consists of a coxswain and deck hand who assist the pilot in boarding and landing.

Both the coxswain and deck hand of the pilot boat are in possession of a Boatmaster's License issued by the MCA.

A total of eight qualified, licensed boatmasters are employed by Peterhead Port Authority. Their shift rota ensures that there are always two licensed boatmasters on duty at any one time.

6.4.2 Work Boat – “Flying Scud”

The work boat “Flying Scud” is certified as a work boat by the MCA. Further details are contained in the vessel's operating procedures which are located on each corresponding vessel and at the Harbour Office marine department

“Flying Scud” Description

Built in 1981 by Wood & Davidson (Peterhead) Ltd. The boat is of steel construction with a loa of 11.3m, breadth of 3.6m and draught of 1.85m.

Duties

The boat is primarily used in assisting fishing boats into and out of the drydock and slip, line handling during mooring operations, pollution control/clean-up and as a standby pilot boat for which, it has an MCA declaration as a UK Relief Pilot Boat. Application must be made to the MCA on each occasion that the 'Flying Scud' is to be used as the Relief Pilot Boat.

Towing is achieved using the dedicated towing bollard fitted abaft of the wheelhouse.

The 'Flying Scud' Code of Working Practice is issued to the boatmen and can also be located centrally. This Code of practice is reviewed annually unless there are operational changes as a measure of audit.

Manning

The boat crew consists of a coxswain and deck hand. During operations this number will be augmented by supernumerary deck hands.

Both the coxswain and permanent deck hand are in possession of Boatmaster's Licenses issued by the MCA. The supernumerary deck hands may not have Boatmaster's Licenses but are certified as competent by the harbour authority.

6.4.3 Work Boat – “Ugie Runner”

The work boat “Ugie Runner” is certified as a work boat by the MCA. Further details are contained in the Vessels operating procedures which are located on each corresponding vessel and at the Harbour Office marine department

“Ugie Runner” Description

Built in 2008 by Macduff Ship Design Ltd. The boat is of steel construction with a loa of 13.00m, breadth of 2.5m and draught of 1.85m.

Duties

The workboat is primarily used for the towing of vessels within the harbours and bay including oil tankers destined for the tankerjetty, following the risk assessment process. Other duties include but are not limited to; assisting fishing boats into and out of the drydock and slipway, line handling during mooring operations, pollution control/clean-up, standby pilot boat (for which, it has an MCA declaration as a UK Relief Pilot Boat), plough dredging operations and the deployment and recovery of the navigation mark situated at the marina. Application must be made to the MCA on each occasion that the Ugie Runner is to be used as the Relief Pilot Boat.

Towing is achieved using the novel towing system of the Mampaey Dynamic Oval System (DOT). The Ugie Runner is the first vessel to be fitted with the DOT system which makes towing at low and high speeds safe and controlled and when towed side ways the tug cannot capsize optimizing significant safety for the boatmen.

A code of working practice is issued to the boatmen and is also located centrally. This Code of Practice is reviewed annually unless there are operational changes as a measure of audit.

Manning

The boat crew consists of a coxswain and deck hand. During operations this number will be augmented by supernumerary deck hands.

Both the coxswain and permanent deck hand are in possession of Boatmaster's Licenses issued by the MCA. The supernumerary deck hands may not have Boatmaster's Licenses but are certified as competent by the harbour authority.

6.4.4 Work Boat –“ Dell Quay Dory”

Work Boat Description

Purchased in May 1994 the boat is a Dell Quay Fisherman Cuddy 17. The boat is of GRP construction with sandwiched close cell polyurethane foam with a loa of 5.19m, breadth 2.15m and unloaded draught of 40cm. The steering is mechanical through a 55hp Suzuki outboard.

Work Boat Certificate

The boat was granted a Work Boat Certificate by the MCA in November 1999. The boat may carry up to four persons including the crew. A total weight of persons and cargo which can be carried is 400kgs.

Manning

The boat is manned by a crew consisting of coxswain and crew member. All boat personnel have been trained and are experienced in the use of the boat.

Duties

The boat is used for hydrographic surveying (see section 6.5.2.3 for details of hydrographic equipment carried) inspection of harbour structures and fittings, oil pollution clean-up and navigation aid maintenance.

6.4.5 Barge Working Platform

To assist in all quayside maintenance activities, where access is required from the water, a barge working platform has been introduced to ensure safe access is provided. The barge is fitted with an access ladder from the water and a permanent lifebuoy fixture.

Manning

The barge must never be utilized by a lone worker and will accommodate a maximum of three operatives. All operatives must ensure that they are wearing life vests or suitable buoyancy equipment when utilizing the barge.

6.4.6 Marine Risk Assessment & Feedback Loop

Marine Risk assessments for port vessel operations have been allocated reference numbers and issued to the corresponding vessels with copies being retained in the marine department. All work boat operations are discussed prior to commencement with the relevant risk assessments referenced and adhered to. Reporting feedback documents (**See Annex section:D**) are provided to the Health, Safety & Environmental Officer on each marine operation. This procedure not only provides assurances to management that risk assessments are being discussed and adhered to, but also that any concerns, observations or ideas are communicated by marine staff to management. Risk assessments are audited and reviewed annually unless there are changes to the operations of the vessel, concerns have been raised or as reactive measures to an incident.

6.4.7 Vessel Safety Equipment

Details of the safety and fire fighting equipment on board the ports vessels are given in the vessels working procedures and are to the requirements specified in 'The Safety Of Small workboats And pilotboats – A code Of Practice.

6.5 Conservancy

Conservancy means the monitoring and protection of the hydrographic regime within the harbour by controlling construction and dredging projects in order that the safety of navigation is not adversely affected. Conservancy also includes the provision of navigation aids and information, thereby ensuring the safe passage of all vessels.

6.5.1 Responsibility for Conservancy

Peterhead Port Authority is responsible for all conservancy functions within port limits. The Authority is designated as the Local Lighthouse Authority under the provisions of Part VIII of the Merchant Shipping Act 1995 and is responsible to the Northern Lighthouse Board for all Aids to Navigation.

6.5.2 Hydrography

6.5.2.1 Description of the Seabed

The seabed in the area of Peterhead Bay navigable by commercial vessels consists of fine sand/silt with gravel and cobble deposits over clay mud and bedrock. Sand and other detritus materials enter the harbour from seaward mainly as a result of wave action during bad weather conditions. The heavier material settles out in the centre of the bay. The finer materials are carried to the edges of the harbour where the majority of the berths are situated or to the beach and rocks which are situated in the western part of the bay. Elsewhere within the Marina and within the Inner Harbour the seabed consists of sand/silt over clay and rocks. There are no river discharges into the Harbour.

6.5.2.2 Frequency and Types of Hydrographic Survey

Because the seabed within the harbour is not susceptible to rapid changing levels the Authority have formulated an ongoing survey rota whereby every part of the harbour is surveyed at regular intervals. There is also provision to conduct ad-hoc surveys for specific craft such as oil rigs or in the event of grounding or other incident.

6.5.2.3 Survey Equipment

Peterhead Port Authority owns its own transportable survey equipment which may be operated from the Harbour Workboat or Marina Dory. Equipment consists of a single-beam echo-sounder, a GPS receiver and a dedicated hydrographic software package. Surveying and post survey processing is carried out by the Authority's fully trained staff. Local bathymetric surveys are carried out for internal use.

6.5.2.4 Tide Gauge

A tide gauge, manufactured and installed by Sonar Research Ltd, is situated adjacent to the Control Tower. The tide gauge datum is checked on a regular basis using the Ordnance Bench Mark on the lighthouse adjacent to the Peterhead Port Authority's Office.

6.5.2.5 Promulgation of Survey Information

Results of surveys are made available to Pilots, VTS Operators, Port Users and Berth Operators. Where appropriate a Navigational Warning will be issued by the Port Controller to vessels when the depth of water is less than that shown for their specific berth.

6.5.3 Dredging Operations

Dredging operations within the port are undertaken by recognized dredging contractors using their own plant and machinery. The dredging contractor shall carry out his own Risk Assessments, a copy of which must be supplied to the Authority.

6.5.3.1 Maintenance

The seabed within the harbour is reasonably stable however; maintenance dredging is carried out when and where required.

6.5.3.2 Capital Dredging

Capital dredging is carried out when required.

6.5.3.3 Dredging Licenses

Before any dredging, capital or maintenance, the Authority must obtain the following consents and licenses:-

- a) Crown Estate Commissioners - consent to dispose of dredged spoil in a recognized sea dump site.
- b) Scottish Executive Fisheries Research Service - license to dispose of dredged, spoil after checking the spoil for contamination - application requires a Best Possible Environment Options for the disposal.
- c) Department of Transport, Local Government and the Regions - consent to dispose of dredged material under Section 34 of the Coastal Protection Act 1949 as amended.

The UKHO must be advised of both the progress and completion of the works.

6.5.3.4 Promulgation of Dredging Operations

Prior to the start of any dredging operations the Harbour Master will issue a Notice to Mariners identifying the area in which the dredging is to take place, the position of the disposal site, name of the dredger, disposal method (barge or dredger) operating hours and any other relevant information.

The duty port controller will also advise every vessel entering, leaving and maneuvering within the harbour that dredging operations are being undertaken within the port.

6.5.3.5 Dredger Safety Compliance

The master of any dredger shall ensure that his operations are carried out in a safe and secure manner so as not to endanger any vessel or person.

The dredger must exhibit the proper shapes and lights in compliance with the Collision Regulations.

6.5.4 Wrecks

Where any vessel becomes a wreck within the limits of the harbour, the process of removing the wreck will be carried out under the directions of the Harbour Master in accordance with the process laid down in Section 252 of the Merchant Shipping Act 1995 and Section 56 of the Harbours, Docks and Piers Clauses Act 1847. Further details are given in Section 6.5.7

6.5.5 Weather

6.5.5.1 Prevailing Weather

The prevailing wind is from the South-West but on a few occasions during the year - as with all ports on the east coast of Scotland - Peterhead is affected by easterly gales. Advanced warning of these is provided by the Meteorological Office weather forecasts.

6.5.5.2 Weather Forecasts

The Meteorological Office maintains a monitoring station at Peterhead and provides forecasts tailored to the harbour's requirements twice daily. The forecast includes a four day projection and twenty four hour sea state prediction. Details can be obtained by calling "Peterhead Harbours" on VHF Channel 14 and is displayed at the Fishmarket and Bay Marina

6.5.6 Development

The Authority is aware that in some instances, developments within the port or port area may have an adverse affect on the safety of navigation. Where navigation could be so affected include:-

- a) High constructions, which inhibit the line of site of microwave transmitters or the performance of port radar.
- b) Lighting on shore developments in such a manner that the night vision of mariners and port controllers is impeded, or that navigation lights ashore are masked or made less conspicuous.
- c) Works below the high water mark which impedes navigation of vessels.

6.5.6.1 Risk Assessments

Where any works being undertaken within the harbours or harbour area the planning applicant is required to conduct a risk assessment in order to establish that the safety of navigation is not to be put at risk.

6.5.6.2 Works Below the High Water Mark

Where any works are to be carried out below the high water mark the Harbour Master will issue a Notice to Mariners giving details of the works, limits of the works and details of how the obstruction is to be marked.

6.5.7 Salvage

In the event that a vessel is sunk, stranded or abandoned within the limits of the Port of Peterhead in such a manner as, in the opinion of the Authority, to be, or likely to become, an obstruction or danger to navigate, the Authority may exercise those powers set out in Section 252 of the Merchant Shipping Act, 1995.

These powers enable the Authority:-

- a) To require that the owner of the wreck to remove it
- b) To take possession of, raise, remove or destroy the whole, or any part of the vessel, and any other property to which the power extends
- c) To light or buoy the vessel until it is raised, removed or destroyed
- d) to sell the vessel or part of the vessel so raised or removed and any other property recovered during the exercise of the above powers (subject to various restrictions)
- e) To reimburse itself, out of the proceeds of the sale, for the expenses incurred by the Authority in relation to the sale.

In addition to the wreck raising powers set out in Section 252 of the Merchant Shipping Act 1995, Paragraph 56 of the Harbours, Docks and Piers Clauses Act 1847 enables the harbour master to remove any wrecks or other obstruction to the harbour which impedes the navigation of the harbour. The expense of removing the wreck or obstruction shall be repaid by the owner and on non-payment of the expense the Authority may sell the wreck to pay any expenses incurred.

6.5.7.1 Legal Advice

Before the Authority undertakes the removal of a vessel which has sunk, become stranded or abandoned within the harbour it will consult with and be guided by the information provided by their legal advisers.

6.5.7.2 Notice to Mariners

Where a vessel has sunk, become stranded or abandoned so as to cause a hazard to navigation, the Harbour Master will issue a Notice to Mariners detailing the position and nature of the danger to navigation. The Duty Port Controller will advise every vessel entering, leaving or maneuvering within the harbour of the information contained in the Notice to Mariners.

As soon as the vessel is no longer a hazard to navigation the Harbour Master will issue a Cancellation Notice to Mariners.

6.5.7.3 Contingency Planning

In the event of a vessel sinking, stranding or colliding within the port the relevant section of the Port Emergency Plan will be activated by the duty port controller. If the sinking, stranding or collision results in, or there is a threat of pollution then the Oil Spill Contingency Plan will be activated and a pollution control contractor will be engaged to combat pollution from the oil or other matter likely to escape from the vessel, and to remove from the vessel such oil or matter likely to escape.

6.5.7.4 Salvage Plan

Before the owner of any vessel which has sunk or become stranded in the port carries out any salvage operation they must obtain the services of a reputable salvor which is acceptable to the Authority. The agreed salvor will submit to the Authority a detailed salvage plan covering:-

- a) The method of raising the vessel
- b) Temporary lay-by berth for the vessel
- c) Arrangements for limiting environmental damage
- d) Method of dealing with any pollution
- e) Agreed location for beaching/drying berth
- f) Diving operations connected with the salvage operation, and an assurance that all diving operations shall be carried out in accordance with the Diving at Work Regulations 1997 and its Code of Practice.
- g) A suitable plan for the final disposal of the vessel

6.6 Towage

Towage procedures - Unless of any operational changes these procedures are reviewed annually as a measure of audit and are located on relevant vessels and at the marine department.

Guidelines

The towage requirements for vessels using the harbour are based on an assessment of the risk of getting a vessel safely to and from a berth within the harbour.

Risk assessments have determined that vessels over 100m LOA berthing at Albert Quay may require one tug to be in attendance; vessels of 130m LOA and over may require two tugs.

Risk assessments have determined that large tankers delivering fuel oil over the Tanker Jetty for use in Peterhead Power Station, require the assistance of two tugs as detailed below:-

Conventional Propulsion - Minimum Bollard Pull 35t.

Tractor Type Propulsion - Minimum Bollard Pull 30t.

During the tanker's stay in the harbour, both tugs may be required to remain on standby within the harbour at the Harbour Master's discretion so as to enable the tanker to evacuate the berth or, hold

the tanker alongside in the event that there is the probability that the weather will move outside the safety parameters indicated in the risk assessment.

6.7 Diving Operations

Diving operations within the port come under two headings “Commercial Diving” and ‘Recreational Diving’.

6.7.1 Commercial Diving

All commercial diving operations carried out within the port must be conducted in accordance with the Diving at Work Regulations, Approved Code of Practice (ACOP) for Commercial Diving Projects Inland/Inshore.

Before any diving operation takes place within the limits of the ports the diver must complete and return to the Harbour Master a Permit to Dive form which is available from the Control Tower. Divers engaged in commercial operations must be qualified to HSE recognized standards and operate within the ACOP.

In the event that the Authority commission work with diving companies it should:-

- (a) Ensure they appoint a diving contractor who is competent to undertake the work.
- (b) Ensure that the site is safe to use.
- (c) Identify known hazards to the diving contractor, such as tides, currents, location of sluices or other underwater obstructions.
- (d) Support the diving supervisor and diving contractor in the event of an emergency.
- (e) A risk assessment for the intended operation. A method statement may also be requested prior to the start of the diving operation.

Where the Authority is not the client, the Harbour Master shall, before any diving takes place within the harbour limits ensure the following:-

- (a) Ensure that the diving contractor is aware of known hazards within the diving area (sluices, intakes, ship movements, underwater obstructions, currents and tide etc).
- (b) Maintain records of meetings with diving contractors.
- (c) Follows the guidance on the Diving at Work Regulations contained in the PSO document Port Industry Guidance on the Diving at Work Regulations 1997.

Reference should be made to the PSO’s Port Industry Guidance on the Diving at Work Regulations 1997.

A copy of the “Permit for Diving Operations” form is included in the Annex Section E.

6.7.2 Recreational Diving

The Recreational Diving Projects ACOP applies when one or more of the divers engaged in the project “are at work”.

6.7.3 Permission for Diving Operations

Clearing fouled propellers, scrubbing the bottom of boats, checking underwater fittings or recovering items lost overboard in the marina, would normally be considered to be a “work activity”. However, if the work is undertaken by a sports diver who says they receive no payment or, is the owner of the boat then this usually places them outside the scope of the Diving Regulations. However, before anyone carries out any diving operation within the marina they must obtain the prior permission of the Harbour Master.

6.8 Waste Management

PORT WASTE MANAGEMENT

6.8.1 Legislation

Peterhead Port Authority follows procedures for the disposal, carrying or receiving of special waste set down in the Special Waste Regulations 1996. The Authorities comply with the “duty of care” as laid down in Section 34 of the Environmental Protection Act 1990.

The Merchant Shipping (Prevention of Pollution by Garbage) Regulations 1988 apply to ships including small craft and yachts and fishing vessels using the Port of Peterhead. They prohibit the disposal of all plastics anywhere and control the disposal of material such as nets, dunnage, paper, rags, glass, wood, other maintenance wastes and galley wastes within specified distances from the nearest land. The Maritime and Coastguard Agency is responsible for their implementation.

The Merchant Shipping (Port Waste Reception Facilities) Regulations 1997 requires the Authority to provide adequate facilities for the reception of prescribed wastes from ships using the Authorities’ facilities. The term “adequate” is interpreted as “without causing undue delay to, and according to the needs of those ships”. Prescribed wastes are garbage, oil and oily mixtures and noxious liquid substances.

Part IV of the Environmental Protection Act 1990, requires the Authority to keep their own and adjacent land clear of litter and refuse as far as possible.

Section 31 of the Control of Pollution Act 1974 (as amended by the Water Act 1989) makes it an offence to cause or permit any polluting matter to enter controlled water unless a discharge license has been obtained. The Authority has obligations to take action against polluters, to initiate clean-up activities and recover costs where appropriate.

Waste food may only be landed in Scotland under general license IAPPP0/GEN/85/4.

6.8.2 Waste Management Plan

The object of the Port Waste Management Plan is to ensure all port users are made aware of the provisions provided within the port for the reception and disposal of waste from ships, all other seagoing vessels and offshore installations.

It is the responsibility of the waste producer to ensure that domestic and non-domestic waste is adequately segregated prior to disposal.

6.8.3 Special Waste

Special wastes are those products which are defined in Part 1 of Schedule 2 of the Special Waste Regulations 1996.

All ships within the port must comply fully with the Special Waste Regulations 1996. Special waste shall not be removed from ships within the port without a completed Consignment Note.

Ship Masters wishing to dispose of special waste shall make the necessary arrangements for its uplift through their agents, berth operator or licensed disposal contractor. The ship will be charged either directly or indirectly by the berth operator, agent or disposal contractor.

Fishing vessels using the inner harbour may place drums containing waste oil on the quay for collection and disposal by the Port Authority

6.8.4 Plan Review

The Port Waste Management Plan is updated every three years with amendments being forwarded to the MCA. Amendments were submitted in June 2007. The Harbour Master has the responsibility for ensuring the plan is updated. The plan is located in the Marine Department.

7 ENVIRONMENTAL MANAGEMENT

7.1 Port Environmental Policy

It is the policy of Peterhead Port Authority to commit to the protection and conservation of the environment. The Authority shall seek to maintain and improve, wherever possible, high environmental quality through the strict adherence to UK and Scottish environmental legislation and internationally agreed convention, resolutions and directives intended to protect the environment. The Authority recognizes the need to conserve the natural environment of the port under their control through sound environmental management. Environmental policies for the Port will ensure, wherever possible, that duties carried out by Authority employees and commercial and recreational activities within their areas of jurisdiction will take place without an adverse effect on the quality of the environment. To this end published copies of the Authority's Policy and Environmental Objectives are freely available at the Harbour Offices.

There are no Sites of Special Scientific Interest (SSSI), areas of outstanding natural beauty, Heritage Coast or Special Areas of Conservation within the port. It is the Authority's policy to work closely with the various environmental agencies to ensure that the quality of the environment is improved upon, thereby enhancing the natural resources for future generations.

The Authority shall encourage users of the port and suppliers of services to the port to adopt practices compatible with the aims of the environmental management system. The Authority considers that educating and training employees, as well as, port users and the public, on the importance of conserving and enhancing the port environment will contribute to achieving environmental goals.

7.2 Environmental Objectives

The aim of the Authority in all their activities, whether in port operations or property development, is to ensure that any adverse effects on the environment are reduced to a practicable minimum.

7.3 Relevant Environmental Regulations.

Section 31 of the Control of Pollution Act 1974 (as amended by the Water Act 1989) makes it an offence to cause or permit any polluting matter to enter controlled water unless a discharge license has been obtained. Details of discharge licenses are held by Scottish Environmental Protection Agency.

Part IV of the Environmental Protection Act 1990, requires the Authority to keep their own and adjacent land clear of litter and refuse as far as possible.

7.4 Environmental Arrangements

The Master of a vessel in the harbour loading or discharging cargo shall exercise due diligence to ensure that he neither causes nor suffers any part of that cargo to be thrown or to fall into the harbour, but in the case of accidental loss shall request permission of the Harbour Master to recover such cargo in accordance with the provisions of the Byelaws.

Tankers discharging or loading bulk oils such as fuel oil and bunkers shall be guided by the advice contained in the International Safety Guide for Oil Tankers and Terminals (ISGOTT) with particular regard to the section on pollution and safety precautions against fire and explosions.

7.5 Prevention of Oil Pollution

Pollution of the harbour from any source is strictly prohibited. The Authority has duties and obligations under the Prevention of Pollution Acts to take action against polluters, to initiate clean-up activities and recover costs where appropriate.

Vessel masters must take the greatest care to ensure that no pollution of any kind originates from their vessel, particularly during fuelling operations.

The Peterhead Oil Spill Contingency Plan sets out the arrangements for dealing efficiently with the consequences of oil pollution within the port.

Oil Spill Contingency Plans have been prepared by the Authority in accordance with the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation Convention) Regulations 1998. The aim of the Plan is to set out the arrangements for dealing efficiently with the consequences of oil pollution which might affect the Port.

Copies of the Plan may be viewed at the harbour offices during normal working hours.

Further details are given in the 'Emergency Preparation & Response' section.

7.6 Toxic Gas, Liquid, Hazardous Chemicals and Radioactive Materials

Port Emergency Plans have been prepared by the Port Authority in accordance with the Dangerous Substances in Harbour Areas Regulations 1987. The aim of the plan is to deal with marine emergencies in which toxic gases, liquids, hazardous chemicals and radioactive materials are involved. Copies of the plans may be inspected at the harbour offices during normal working hours.

Further details are given in the 'Emergency Preparation & Response' section.

7.7 Ships' Waste

The Port Waste Management Plan has been prepared by the Port Authority in accordance with the Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, for the reception of prescribed wastes from ships using the Authority's berths.

Further details are given in the 'Marine Specific Arrangements' section.

A copy of the plan may be examined at the harbour offices during normal working hours.

7.8 Harbour Development Works

Before any harbour development work is undertaken which may have substantial environmental effect, both during construction and subsequently, the Authority may commission an Environmental Impact Assessment (EIA) and Environmental Statement (ES) which will conform to all the requirements of either the Environmental Impact Assessment (Scotland) Regulations 1999 or the Harbours, Docks, Piers and Ferries, The Harbour Works (Environmental Impact Assessment) Regulations 1999, whichever applies.

Copies of current EIAs and ESs may be examined at the harbour office during normal working hours.

7.9 ESPO/Ecoports

Peterhead Port Authority is network partners of the ESPO/EcoPorts Foundation. The ESPO/Ecoports foundation offer support and guidance on environmental issues and they are the awarding body for the Ports Environmental Review certificate. The port successfully achieved this certification in May 2008, being only the second port in Scotland to achieve the PERS Certificate. Certificate renewal has been altered to every two years.

8 LOCAL RULES AND DIRECTIONS

8.1 Safety Rules

General

1. All marine employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to their line manager.
3. All employees under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardize the health and safety of any other person are forbidden.
5. Any employee whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardize the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by the Harbour Master.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
8. No employee should undertake a job which appears to be unsafe.
9. No employee should undertake a job until he or she has received adequate instruction and is authorized to carry out the task.
10. All injuries must be reported to the Harbour Master.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Safety Officer, Harbour Master or the Pilotage Superintendent.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

8.2 Working Environment

1. Work site must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

8.3 Walkways

1. Walkways, gangways and passageways must be kept clear from obstructions at all times.
2. Trailing cables are a trip hazard and should not be left in any walkway, gangway or passageway.

8.4 Tools and Equipment Maintenance

1. Machinery and tools owned by the Authority are only to be used by qualified and authorized personnel. It is the responsibility of their line manager to determine who is authorized to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Employees using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

8.5 Personal Protective Equipment

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to the Safety Officer, Harbour Master or Pilotage Superintendent.

8.6 Manual Handling

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

8.7

**PILOTAGE DIRECTION
BY
PETERHEAD PORT AUTHORITY**

In exercise of the powers conferred on us by Section 7(1) of the Pilotage Act 1987, we Peterhead Port Authority (hereinafter referred to as “the Authority”) incorporated under The Peterhead Port Authority Harbour (Constitution) Revision Order 2005 having its Principal Office at Harbour Office, West Pier, PETERHEAD AB42 1DW, being a competent Harbour Authority within the meaning of the said Act, hereby make the following Pilotage Direction:-

1. This direction may be cited as the Peterhead Port Pilotage Direction and shall come into force on the day on which it is approved by the Authority.
2. Notwithstanding the terms of clauses 3 to 6 hereof inclusive, pilotage shall be compulsory within Peterhead Port Harbour, as defined in Schedule 2 to the original Order, as amended by article 13 of the Revision Order, in relation to all vessels which, in the opinion of the Authority’s Harbour Master or any of his authorised deputies ought not to be navigated without a pilot having due regard to the interests of safety and the risk of pollution.
3. Clause 4 hereof shall apply to that part of Peterhead Port which is landward of a straight line drawn between the seaward extremities of the North Breakwater and the South Breakwater (which part is hereinafter referred to as “the Area”).
4. Pilotage shall be compulsory within the Area in relation to:-
 - (a) All tankers engaged in the trade of carrying oil in bulk as cargo within the meaning of Sections 153 and 170 of the Merchant Shipping Act 1995, or any statutory modification or re-enactment thereof.
 - (b) All vessels whose gross registered tonnage exceeds 3,500 tonnes.
 - (c) All vessels which, in the opinion of the Authority’s Harbour Master or any of his authorised deputies are defective, damaged or handicapped to such an extent that they ought not to be navigated without a pilot, having due regard to the interest of safety.
 - (d) All vessels which, in the opinion of the Authority’s Harbour Master or any of his authorised deputies ought not to be navigated without a pilot, having due regard to the interests of safety, where an obstruction has been caused within the Area due to the occurrence of an accident, or the presence of a wreck, or other similar cause.
 - (e) All vessels carrying more than one tonne of explosives of IMO Class 1 category.
 - (f) All vessels carrying hazardous cargoes or dangerous goods in bulk in quantities of 100 tonnes or more.
 - (g) All vessels whose gross registered tonnage exceeds 200 tonnes entering the inner Harbour.

5. Clause 4 hereof shall not apply to any vessel falling within any of the descriptions contained in Clause 4 hereof, whose Master or Mate holds a valid Pilotage Exemption Certificate in respect of that vessel.
6. Clause 4 hereof shall not apply to ships of less than 20 metres in length or to fishing boats of which the registered length is less than 70 metres.
7. Pilots may board vessels within or outwith the port at places designated from time to time by the Authority. In normal circumstances, pilots will board arriving vessels and leave departing vessels in an area of the North Sea within two miles of the South Breakwater Light.
8. Upon this direction coming into force, all previous Pilotage Directions issued by the Authority shall cease to have effect.

**Harbour Master
Peterhead Port Authority**

8.8

PILOTAGE PASSAGE & MANOEUVRING PLAN

Arrival

Vessels must inform the Harbour at least 1 hour before estimated time of arrival to the Port.

In general terms, inbound vessels will normally be aligned with the leading marks (two fixed red lights vertically disposed by night and two orange triangles apex together by day) on a bearing of 314°T which marks the centre of the navigation fairway in the Bay Harbour.

The Pilot will normally board the vessel 2 miles outside the port to ensure clearance of the Breakwaters. Where conditions necessitate that boarding shall be carried out within the Bay, awareness must be given to the proximity of the breakwaters and any other potential hazards before boarding can commence.

Thereafter navigation under pilot's advice to the allocated berth will commence.

Tidal Data

The flood tides sets South. The ebb tide sets North.

The tide across the breakwater entrance and up to three cables offshore (depending on tidal range) is usually as follows:-

South Setting Flood – starts approximately 0.5 hours to one hour before LW Peterhead.

North Setting Ebb – starts approximately one hour to two hours before HW Peterhead.

Tidal stream rates vary between one and three knots but stronger currents can be experienced occasionally due to weather effects.

Inside the breakwaters there is no appreciable tidal stream.

Departure

Vessels shall notify the control tower at least 1 hour prior to departure. Navigation outward bound is generally the same as described in the foregoing but in reverse. Except for Skerry rock and surrounding shoals, there are no off-lying dangers and departing vessels can plan a clear course eastward with confidence at any state of the tide.

Vessels should be aligned with the centre of the channel on a course of 134°T and proceed through the breakwater entrance. When the vessel is clear of the breakwaters the pilot will normally disembark immediately, provided the Master is satisfied that the vessel is in a safe position.

Radio Monitoring

At all times during Arrival/Departure/Shifting operations the vessel, the pilot, tugs, mooring boats, the pilot boat and the vessel traffic management centre should monitor the same VHF working frequency. This is normally Channel 14 but Channel 9 may be used when two pilotage operations are being undertaken simultaneously, or in other exceptional circumstances.

Large Vessels

Large vessels, oil rigs and where appropriate barges undertow may only enter at slack water periods but can normally leave at any state of tide. Careful consideration when doing so should be given by the ship's Master to the effects of cross currents at the harbour entrance. These occur at all times other than slack water and sufficient leeway should be allowed to clear the downstream breakwater.

Safety of Navigation

All vessels entering the Port of Peterhead must comply with all SOLAS navigational directives and all normal practices of good seamanship.

WEATHER PRECAUTIONS

Vessels Berthed at Breakwaters

- (a) During periods of easterly gales seas can break over the exposed part of the North and South Breakwaters. After prolonged periods of easterly weather, a swell can develop within the harbour and in past times this has caused the mooring lines of large vessels moored alongside to part.
- (b) Vessels which are berthed at the North and South Breakwaters must, on receipt of a bad weather forecast, ensure that moorings are secured "on the bight" (i.e. the end with the spliced eye is passed ashore round the bollard and back to the vessel) in order to dispense with the need for personnel to be present on the breakwaters to let go moorings, should the necessity to shift the vessel arise.
- (c) From 1st October until 31st March, any vessel loading or discharging a bulk cargo at the breakwaters (e.g. grain, frozen fish, bulk pipes), must be mooring with ropes on a bight, irrespective of the weather forecast and such vessels must not berth at the breakwaters unless they can comply with this requirement. Pilots are requested to ensure that these safety requirements are stringently complied with.
- (d) In the event of any conflict of radio advice to vessels between the Tower and berth operator, the advice issued by Tower staff will prevail.

(e) Tug Attendance

Vessel masters are advised that in adverse weather conditions tugs may be required to assist the vessel to stay alongside or, where this is not practicable, to sail the vessel to sea.

Vessel masters should ensure that effective standby arrangements are made with the tug company, which is based in Aberdeen, when a bad weather forecast is received.

(f) Engine Immobilisation

Between 1st October and 31st March, no vessel berthed at the North or South Breakwater may immobilise its engines. At other times of the year, such immobilisation may only take place with the permission of the Harbour Master and under conditions sanctioned by him.

Backwash Effects

During gales from the North-East to South-East quadrant, the sea area to the East of the North and South Breakwaters can become extremely turbulent due to waves being reflected from the solid wall of the breakwaters. Turbulence is greatest at close proximity to the structures.

Small vessels attempting to enter Peterhead Port in these conditions should navigate along the leading line marked by the Kirktown Leading Lights from a position 0.5 miles South-East of the breakwater entrance. Similarly, vessels leaving the harbour should keep the leading lights dead astern until they reach this position before setting course.

SMALL CRAFT DIRECTIONS

These Directions apply to all craft of not more than 20 metres in length.

- ÿ No water-skiing, jet skiing or high speed boating may take place within the marina area.
- ÿ Maximum speed for all small craft within the marina area is 4 Knots.
- ÿ Except in the case of an emergency no small craft, speedboat or jet ski may navigate in the exclusion zone shaded Red on the adjacent plan of the harbour.
- ÿ All small craft must be navigated in such a manner so as to ensure the safety of all other persons and craft.
- ÿ Small craft being used for the purposes of towing a water skier or a person aquaplaning shall have onboard at least one other person capable of taking charge of the vessel and of giving such assistance as may be required during the towing and in the recovery of the water skier, and shall carry two hand held distress signals, fire extinguisher and for each person water skiing or aquaplaning a rescue quoit with line or other sufficient hand thrown rescue device.
- ÿ All persons onboard any small craft must wear appropriate safety clothing and LIFE JACKET/BUOYANCY AID AT ALL TIMES.
- ÿ The operator of any small craft must ensure that the craft does not carry more persons than it is designed to carry.
- ÿ The area shaded Blue on the adjacent plan may be obstructed due to the existence of fishing floats and related equipment. The operators of small craft must keep well clear of this area.
- ÿ Persons water skiing must wear a buoyancy aid at all times.
- ÿ All small craft must keep clear of persons swimming, bathing or paddling. GIVE THEM A WIDE BERTH.
- ÿ All small craft should be aware of sea anglers fishing from the main breakwaters.
- ÿ Before launching your small craft you should carry out appropriate Safety Checks.
- ÿ If you see another person in danger you should Dial 999 and ask for the Coastguard or call "Peterhead Harbours" on VHF Channel 16 or 14.

PLEASE HELP US TO KEEP THE PORT OF PETERHEAD SAFE FOR ALL WATER USERS

9 EMERGENCY PREPARATION & RESPONSE

The following risk register has been compiled to identify hazards that could have a significant impact on the health, safety and environmental integrity of the Port. Proactive mitigating controls have been implemented to reduce the risk of the identified hazards. Contingency and emergency plans have been implemented to reduce the impact to its lowest practicable level and to ensure a timely response to emergency situations.

9.1 Emergency Risk Register

RISK	Inherent Assessment		CONTROLS IN PLACE	Residual Assessment		PLANNED MONITORING LEVELS	RESPONSIBILITY
	Impact	Likelihood		Impact	Likelihood		
Collision Vessel Traffic	High	Medium	Trained VTS Operators implementing traffic organisation & information services	Medium	Low	Maintain training levels for VTS staff and ensure VTS equipment remains operational as far as is practicable	Harbour Master
Grounding Vessel Traffic	High	Medium	VTS monitoring vessel traffic image throughout	Medium	Low	Ensure VTS have up to date charts and other datum at all times	Harbour Master
Evacuation of a part loaded vessel from berth	High	Medium	Assess 24hr+ forecast prior to vessel loading and ensure cargo/vehicles available for prompt loading/discharge	Medium	Low	Maintain up to date forecast with met office. Ensure terminal operator works to port procedures	Harbour Master
Vessel fire onboard	High	Medium	Ensure personnel trained and aware of emergency plans	Medium	Medium	Ensure emergency plans are up to date and revalidated at required intervals	Harbour Master
Explosion/fire on tanker discharging/loading	High	Medium	Monitor & stop any observed risk. Ensure emergency plans are current	Medium	Low	Monitor tanker operations ensure systems in place with appropriate signage	Harbour Master
Pedestrian & traffic convergence resulting in an accident	High	High	Pedestrian routes, speed restriction signage, speed humps and pedestrian crossings are in place,	Medium	Low	Monitor control measures in place to ensure effectiveness. Put in place further walkways/ pedestrian routes and speed limits as required	Health & Safety Officer
Safety management systems failure	High	Medium	Health & Safety Adviser/ Harbour Master monitoring & review ensuring audit & reporting programmes	Medium	Low	To review annually unless there are changes to operations	Health & Safety Officer / Harbour Master
Major Oil Spill	High	Medium	Oil spill contingency plan and resources.	Medium	Low	Maintain training levels for oil spill response staff. Ensure oil spill emergency resources are sufficient.	Harbour Master
Fire in Port building or facility	High	Medium	Direct fire alarm connection to control tower telephone. Fire risk assessments. Fire wardens. Fire fighting equipment	Medium	Low	Maintain staff training in fire awareness. Weekly fire alarm testing. Monthly fire fighting equipment inspections.	Health & Safety Officer

9.2 Port Emergency Plan

Emergency plans have been prepared in compliance with the requirements of Regulation 26 of the Dangerous Substances in Harbour Areas Regulation 1987. The incidents with which the plans are concerned may involve:-

- (a) Fire onboard any class of vessel
- (b) Explosion onboard any class of vessel
- (c) Escape of toxic gas, liquid and hazardous chemicals
- (d) Radioactive material
- (e) Collision, sinking, stranding

And may involve any of the following classes of vessels which visit Peterhead:-

- (a) Tanker vessels carrying petroleum and chemicals
- (b) General cargo vessels
- (c) Bulk carrying vessels e.g. grain, phosphates, fertilizers etc.
- (d) Specialized vessels for the carriage of such products as liquefied petroleum gas, oil rig support, roll on - roll off vessels, drilling rigs, survey vessels and diving support vessels
- (e) Cruise vessels
- (f) Fishing vessels
- (g) Leisure craft
- (h) MOB – Government agency, tugs, port Authority and RNLI craft

9.2.1 Preparation of Plans

The emergency plans have been prepared in consultation with the appropriate emergency services. In addition, the Authority has consulted with companies/organizations likely to be involved in its operation. These companies/organizations are listed as Participants in the Plan.

9.2.2 Command and Control

The emergency plan details the duties of the Main Controller and Incident Controller. They also give details of the command structure and the areas of control/responsibilities for the emergency services and all other Participants of the Plan.

9.2.3 Training and Exercise

For the emergency plan to be effective all personnel involved must be competent to fulfill their roles. All members of the Participants response teams have received initial training in their roles in the event of an emergency. To ensure that this plan is able to deal efficiently with the consequences of an emergency it is essential that the plan should be exercised to ensure it functions as expected. A series of exercises, live and tabletop, will be carried out at irregular intervals to ensure that the emergency plan together with the contingency plans of ASCO, Fire Service, Police, Ambulance Service, Coastguard Agency, local Health Service and all other Participants are suitable for dealing with an emergency within the port.

Exercises are planned and executed in conjunction with the Participants of the Plan. The planning of emergency exercises is the responsibility of the Harbour Master. A record of emergency exercises is maintained by the Harbour Master.

9.2.4 *Circulation and Updating*

Numbered copies of the plan have been circulated to all Participants of the Plan who are required to advise the plan originators with updated information regarding call-out telephone numbers/day/night and the names of contacts etc.

The plans are updated annually with replacement pages being sent to all plan holders.

The responsibility for ensuring the plan is updated rests with the Harbour Master.

9.2.5 *Activating the Plan*

In the event of an emergency, the person discovering the emergency should raise the alarm by one of the following means:-

1. Calling “Peterhead Harbours” on VHF Channel 14 or 16;
2. Telephoning “Peterhead Harbours” on 01779 483630

Stating the nature and location of the emergency. This will be sufficient to activate the Emergency Plan.

9.3 Oil Spill Contingency Plan

Ports, Harbours and Oil Terminals within the UK are required to develop Oil Spill Contingency Plans in accordance with the Merchant Shipping (Oil Pollution Preparedness Response and Co-operation) (OPRC) Regulations 1998.

The Oil Spill Contingency Plans of Peterhead Port Authority has been prepared in accordance with “The Oil Spill Contingency Plan Guidelines for Ports, Harbours and Oil Handling Facilities” issued by the Maritime and Coastguard Agency (MCA) who is responsible for applying the regulations in the United Kingdom.

9.3.1 *Aims and Objectives*

The aim of the plan is to set out the arrangements for dealing efficiently with the consequences of oil pollution within port limits.

The Plan details a three-tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with established oil transfer operations; the nature of the oils that could be spilt, the prevailing meteorological and hydrographic conditions and the environmental sensitivity of the port and surrounding area.

The principle objectives being:-

- (a) To permit the rapid dissemination of information through established lines of communication,
- (b) To clarify the roles of the authorities, agencies, organizations and companies listed as participants in the plan through defined responsibilities.
- (c) To ensure procedures are in place for dealing with all contingencies
- (d) To define arrangements for setting up the Pollution Control Centre.
- (e) To ensure all relevant authorities, agencies, organizations and companies listed as participants in the plan are kept informed or consulted as necessary throughout the operation.
- (f) To minimize the environmental impact of any oil pollution incident.
- (g) To ensure information, guidance and recommended action is available as necessary on anti-pollution measures.
- (h) To disseminate information to government departments and the general public and to maintain and control media links.
- (i) To ensure rapid mobilization of staff and resources.
- (j) To ensure such samples as may be necessary are taken to support any future legal action or claim.
- (k) To maintain a comprehensive record of events.
- (l) To maintain a comprehensive financial record.

9.3.2 Training Policy

For the oil spill response plan to be effective all personnel involved must be competent to fulfill their roles.

All members of the oil spill response team have received initial training from an accredited training organization. A record of Personnel Training is held by the Harbour Master and is available for inspection by the MCA.

Harbour Masters and Assistant Harbour Masters have received training to MCA level 4p.

Marine Staff have been trained to MCA Level 1.

9.3.3 Exercise Policy

To ensure that the plans are able to deal efficiently with the consequences of oil pollution it is essential that the plans are exercised.

A series of exercises will be held annually to ensure that the various elements of the plan (communications, call-out, equipment deployment etc) operate efficiently. The responsibility for organizing and arranging these exercises rests with the Harbour Master.

9.3.4 Circulation and Updating

Numbered copies of the plans have been circulated to all Participants of the Plan. Participants are required to advise the plan's originator with updated information regarding changes to call-out telephone numbers day/night and the names of contacts etc.

The plans are updated annually with replacement pages being sent to all plan holders. The responsibility for updating the plan rests with the Harbour Master and is located centrally.

Major changes to the plan must be approved by the MCA.

9.3.5 *Interface with Other Contingency/Emergency Plans*

The Oil Spill Contingency Plan interfaces with the following plans:-

- (a) National Contingency Plan
- (b) Peterhead Port Authority Emergency Plan
- (c) Peterhead Port Authority Waste Management Disposal Plan
- (d) ASCO plc Safety Procedures and Oil Spill Contingency Plan
- (e) Scottish and Southern Energy, Peterhead Power Station Oil Spill Plan
- (f) Port of Peterhead Major Incident Plan
- (g) Grampian Joint Emergency Executive Major Oil Pollution Contingency

9.3.6 *Activating the Plan*

In the event of an oil spill the person discovering the incident should immediately raise the alarm by one of the following means:-

1. Calling “Peterhead Harbours” on VHF Channel 14 or 16;
2. Telephoning Peterhead Harbours on 01779 483630

Giving a description and stating the location of the pollution. This will be enough to activate the Oil Spill Contingency Plan.

Risk Assessments

Oil pollution risk assessments are contained in the relevant Oil Spill Contingency Plan.

9.4 Dangerous Substance Considerations & Arrangements

9.4.1 *Application*

Dangerous Substances are defined “as any substance which, when in a harbour or harbour area, creates a risk to the health or safety of any person”. The Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1990 defines the various categories of substances classified as dangerous and refers to the International Maritime Dangerous Goods Code (IMDG) for individual definition and classification.

9.4.2 *Storage of Dangerous Substances*

Apart from fuel oil, only small amounts of dangerous substances are stored within the various transit sheds, open storage and waste storage areas. Sites within the harbour do not come within the COMAH Regulations.

9.4.3 *Notice of Entry*

24 hour prior notification is required to be given to the Harbour Master before any dangerous substance is brought into the harbour or harbour area.

The notice should be in writing unless the harbour master agrees to some other form of communication.

Notice may be given up to six months in advance so as to assist regular consignments of dangerous substances passing through the harbour.

9.4.4 *Dangerous Substances from Inland*

For dangerous substances coming into the harbour or harbour area from inland, the information should include the designated name given in the IMDG Code, UN number, the quantity or weight and the appropriate classification.

The responsibility for the notification of dangerous substances coming from inland rests with the operator of the transport mode.

9.4.5 *Dangerous Substances from Sea*

For dangerous substances coming into the harbour or harbour area from sea, the master should provide the designated name, UN number, the quantity and classification of the substance as determined in accordance with the Merchant Shipping (Dangerous Goods) Regulations or Schedule 1 of the Dangerous Substances in Harbour Areas Regulations.

9.4.6 *Notification for all dangerous substances should include:-*

- a) The name and call sign of the vessel;
- b) Nationality of the vessel;
- c) Overall length, draught and beam of the vessel;
- d) The intended destination within the harbour area;
- e) The estimated time of arrival at the intended destination or pilot station, as required by the harbour authority.

9.4.7 *Handling and Packaging*

All dangerous substances brought into, handled, loaded or unloaded within the harbour or harbour area, are to be packaged, labeled and handled in accordance with the relevant sections of the Dangerous Substances in Harbour Areas Regulations 1987, and the IMDG code.

9.4.8 *Reporting Requirements*

The Master of any vessel carrying dangerous or pollutant goods must complete a check list in the form set out in Schedule 2 of MSN 1741 (M) (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods).

9.4.9 Appointment of Inspectors

In accordance with Section 19(1) of the Health and Safety at Work Act 1974 (the 1974 Act) the Authority has appointed suitably qualified persons to exercise the power of an Inspector specified in Sections 20, 21, 23 and 25 of the 1974 Act.

9.4.10 Explosives

The Port Authority has a License, granted by the Health and Safety Executive, for the purpose of Part 1 of the Dangerous Substances in Harbour Areas Regulations 1987, permitting explosives to be brought into and carried and handled within the harbour or harbour area.

The notification of intended entry of explosives into the harbour area, packaging, handling, loading and unloading shall be the same as other dangerous substances except that when loading of a vessel or a vehicle with explosives has been completed, the master of the vessel or the operator of that vehicle, as the case may be, shall ensure that vessel or vehicle is taken out of the harbour area as soon as is reasonably practicable. To ensure this happens explosives are to be the last load onto or, the first load off a vessel berthed within the harbour.

9.4.11 Licensed Berths

Under the terms of the License the quantity of explosives of Division 1.1 which may be present at those licensed berths are:-

Berths 1	650 kgs
Berths 2	1,000 kgs
Berth 3&4	500 kgs
Berth 5,6,7& 8	125 kgs
Berth 9	20,000 kgs
Berth 10	40,000 kgs
Berth 11	65,000 kgs
Berth 12	44,000 kgs
Berth 13	7,600 kgs
Berth 14	4,700 kgs
Berth 15	2,200 kgs
Berths 17&18	1,400 kgs
Tanker Jetty	250 kgs
Albert Quay	50 kgs
Smith Quay	50 kgs

See appendix B for the numbered berths locations

9.4.12 Security of Explosives

In accordance with Regulation 37 of the Dangerous Substances in Harbour Area Regulations 1987, the berth operators (ASCO plc) and the Authority has appointed Explosives Security Officers to ensure that adequate precautions are taken to secure explosives against loss, theft or wrongful use.

9.4.13 Record of Explosives and Auditing

The Authority keeps records of explosives which are handled within the harbour area. These records distinguish between export and import and are retained by the Authority for a minimum period of five years.

To ensure that explosives shipments are correctly handled, packaged and carried, irregular audits are carried out by the Port Explosives Security Officer. Records of these audits are maintained by the Authority.

10 MONITORING, AUDIT & REVIEW

10.1 Monitoring Performance

Regular inspections of all port operations are carried out by the Port Health & Safety Officer and members of the management team. The purpose of the inspection is to ensure compliance with the Ports Safety management system, the effectiveness of the management system and compliance with all Health & Safety statutory regulations. The performance of Marine Operations will be measured by a combination of both proactive and reactive measures.

These measures are:-

Proactive – Periodic Audits, Reviews, Safety Inspections, Safety Committee Meetings.

Reactive – Accident/Incident/Near Miss Reporting, Accident/Incident Investigation, Formal/Informal Reporting and Observations.

These performance indicators shall be measured on a regular basis to ensure that the operating procedures documented within the Safety Management System are functioning correctly. From these findings the Port will evaluate performance and identify any lessons learnt and improvements to be made to operational procedures and resources.

10.2 Audits

Annual audits of the Port's compliance with the marine safety management system shall be carried out by the Harbour Master and designated Marine personnel in conjunction with the Port's Health & Safety Officer. The inclusion of the Health & Safety Officer in the process shall provide an independent and unbiased outlook to the findings. The standard for the scope of the audit shall be agreed prior to commencement. The audit findings shall be documented and the final report presented to the Board for consideration.

10.3 Document Review & Control Procedures

This Safety Management System associated operating procedures and standard reporting forms are controlled documents ensuring that the contents are accurate, current, and valid and that the most recent information is available to the relevant personnel.

The following list is a reference to the documents incorporated within the Integrated Safety Management System (ISMS). Information alongside each document reference (given in no

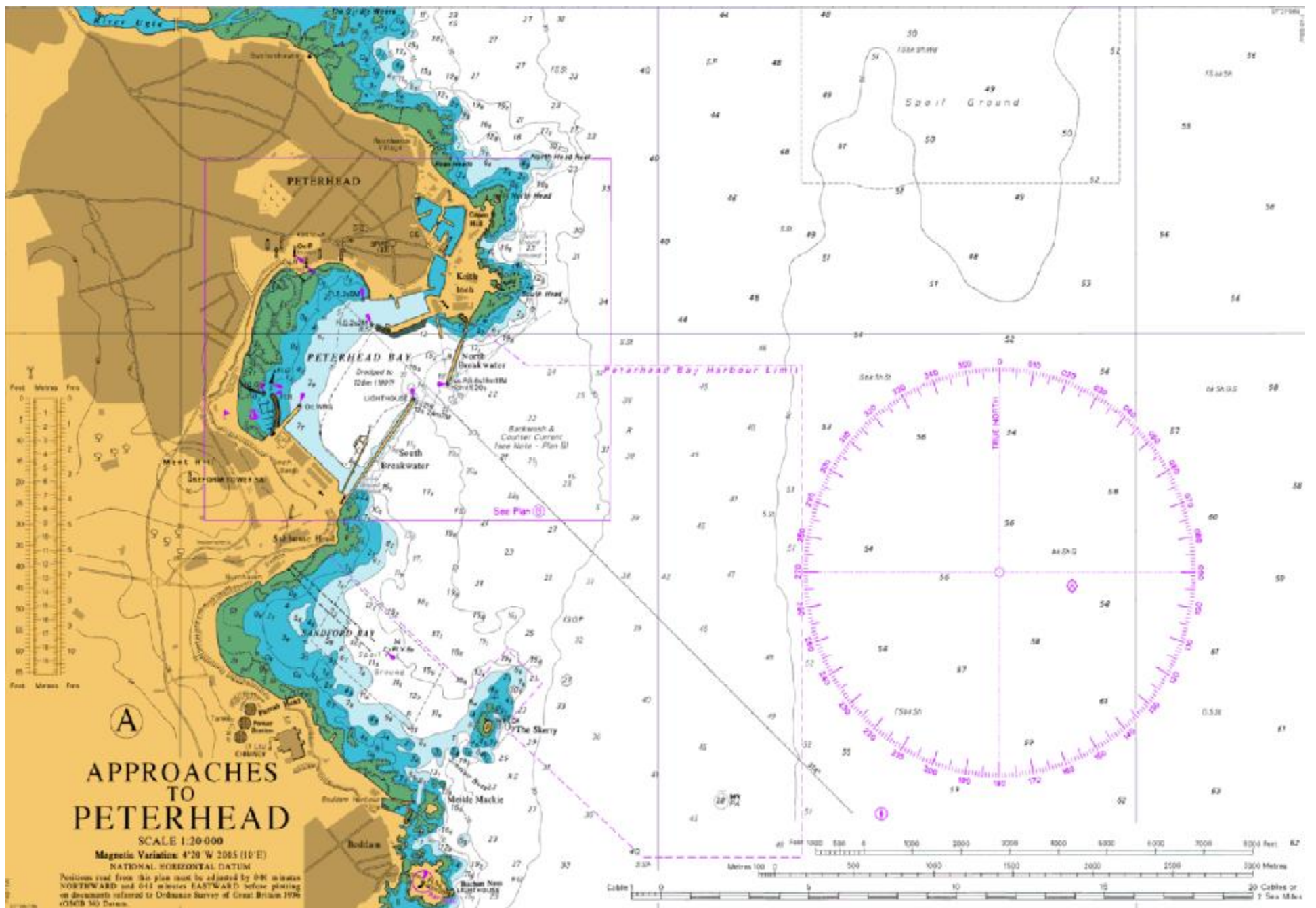
particular order) identifies where each document can be found, the audit and review schedule and the person responsible in this respect to the document.

Unless there are changes to operational procedures these documents will be reviewed within the stated periods.

<i>Document</i>	<i>Responsibility</i>	<i>Audit/Review</i>	<i>Locality</i>
Port Marine Safety Management System	H&S Adviser/ Harbour Master	Annually	HSE Dept/ Marine Dept
Emergency Plans	Harbour Master	Bi Annual	Marine Dept
Contingency Plans	Harbour Master	Bi Annual	Marine Dept
Fire action plans/ fire risk assessments	H&S Adviser	Annually	HSE Dept/ Relevant area
Maintenance and quayside Work Areas/ risk assessments	H&S Adviser	Annually	HSE Dept/ Relevant area
Marine risk assessments	H&S Adviser/ Harbour Master	Annually	Work Boats/ Marine Dept
Navigation Lights Log	Harbour Master	On going	Marine Dept
Operations Log	Controllers	On going	Control Tower
Building inspections	H&S Adviser/ Port Engineer	On going	HSE Dept/ Engineering Dept
Quayside Safety Equipment Inspections	H&S Adviser	Monthly	HSE Dept
Quay Inspections	Senior Assistant Harbour master	Monthly	Marine Dept
Marine Circulars	Harbour Master	Annually	Control Tower
Pilot Boat Operational Procedures and Code of Practice	Harbour Master/ Pilot Superintendent	Annually	Work Boats/ Marine Dept
Flying Scud Work Boat Code of Practice	Harbour Master	Annually	Work Boats/ Marine Dept
Ugie Runner Work Boat Code of Practice	Harbour Master	Annually	Work Boats/ Marine Dept
Towage Procedures	Harbour Master/ Pilot Superintendent	Annually	Work Boats/ Marine Dept
Hazardous Goods/ Explosives	Senior Assistant Harbour Master	Documents retained for min 5yrs	Marine Dept
ISPS Port Security Plan	Port Facility Security Officer(proformas retained for 3yrs)	Annually	Marine Dept
Bye Laws	Harbour Master	3yrly	Centrally
Waste Management Plans	Harbour Master	3yrly	Marine Dept

ANNEX

- A) PORT MAPS (APPROACHES & LIMITS)**
- B) PORT MAPS (BERTH NUMBERS)**
- C) ACCIDENT/INCIDENT REPORTING FORMS**
- D) MARINE RISK ASSESSMENT FEEDBACK REPORTS**
- E) PERMIT FOR DIVING OPERATIONS**



C



INCIDENT/ACCIDENT REPORT

INJURED PERSON Date of Accident / / Time am/pm
 POSITION Place of Incident
 DEPARTMENT.....Details of Injury
 Investigation carried out by
 PositionEstimated Absence

Brief details of accident (A detailed report, together with diagrams, photographs and any witness statements should be attached where necessary).

Immediate Cause	Underlying Cause
------------------------	-------------------------

Conclusions (How can we prevent this kind of incident/accident occurring again?)

Remember that accidents involving major injuries or dangerous occurrences have to be notified immediately by telephone to the HSE/Local Authority.

Signature of manager making report..... Date / /

Copies – Chief Executive & Harbour Engineer

INJURED PERSON: Surname Forenames Male/Female
 Home AddressAge

.....

Employee Agency Temp Contractor Visitor Youth Trainee

Witness statement obtained? Yes/No

D

REF:

PORT OPERATIONAL RISK ASSESSMENT FEEDBACK

PORT AUTHORITY VESSEL:

DATE:

OPERATION DETAILS	TIME	RISK ASSESSMENTS THAT HAVE BEEN REVIEWED AND DISCUSSED.	STAFF INVOLVED IN OPERATION

OPERATION DETAILS	TIME	RISK ASSESSMENTS THAT HAVE BEEN REVIEWED AND DISCUSSED.	STAFF INVOLVED IN OPERATION

DO THE REVIEWED RISK ASSESSMENTS PROVIDE ADEQUATE SAFETY CONTROLS:

YES

NO

FURTHER CONTROLS REQUIRED:

.....
.....
.....
.....

POST OPERATIONAL COMMENTS:

.
.....
.....
.....
.....

RETURN TO HEALTH & SAFETY OFFICER, MAIN OFFICE ON A WEEKLY BASIS.



Harbour Office
West Pier
Peterhead
Tel No: 01779 483630
Fax No: 01779 471292

**PETERHEAD PORT AUTHORITY
PERMIT FOR DIVING OPERATIONS**

Authority is hereby granted by Peterhead Port Authority to carry out Diving Operations within Port limits.

By granting this permit the Harbour Authority does not accept responsibility for any accident, damage or claim which may arise from, or as a result of the use of this permit.

This permit is not transferable, is valid only for the Diving Operations stipulated and the period for which it has been granted, must be produced on demand, and may be withdrawn at any time.

All Diving work must be carried out in accordance with the Diving at Work Regulations 1997. The appropriate flags or signals be exhibited in order to warn shipping of the presence of divers and V.H.F. radio watch kept on the Port working Channel 14.

Name of Diving Company

Name of Supervisor

Nature of Diving Operation

Diving Location

Diving Team Name	HSE Diving No	Medical Certificate Expiry Date
.....
.....
.....
.....

Signed Diving Supervisor

Date & Time of Issue Date..... Time

Duty Officer Port Authority Signature

Valid until Date Time.....