

PETERHEAD PORT AUTHORITY**FISH MARKET RULES**

These Fish Market Rules apply to Peterhead Fish Market and are made by and on behalf of Peterhead Port Authority (“PPA”) on 22nd November 2024 pursuant to its Bye-Laws Rules and Regulations.

**Graeme Reid, Chief Executive****Capt. Ewan Rattray, Harbour Master**

A. APPLICABILITY AND COMPLIANCE

1. These Fish Market Rules shall apply to all users of Peterhead Fish Market (being all PPA employees, fishing vessel crew, fish selling agents, fish buyers, contractors, other workers, visitors and all other persons entering the Fish Market (the extent of which is delineated in Annex 2 hereto), all hereinafter referred to as “**Market Users**”) and, when applicable, any employer of any such Market User (hereinafter referred to as the “**Employer**”).
2. By entering the Fish Market, each Market User is bound by and required to comply with these Fish Market Rules. Any breach of these Fish Market Rules by a Market User may be subject to the Disciplinary Procedure set out in Annex 1 hereto.
3. All Market Users shall also comply with the food hygiene and all other applicable rules and standards required by the Brand Recognition Through Compliance Global Standards (BRCGS), Aberdeenshire Council, the Food Safety Act and all other applicable legislation and regulations (all as the same may be amended or replaced from time to time including all regulations enacted thereunder).
4. These Fish Market Rules will be published on the PPA website and may be amended by PPA from time to time by publishing an amended version of these Fish Market Rules on the PPA website. PPA also reserves the right to introduce additional measures and policies applicable to the Fish Market due to changes in applicable laws and/or security, health, quality assurance and other risk considerations.

B. HYGIENE**1. Hand / Boot Washing**

- i. Hands must be washed at entry point on each occasion of entering the Fish Market floor.
- ii. All Market Users must enter and leave the Fish Market via the main door and must use the boot wash facility provided by PPA when entering the Fish Market prior to and following the fish sale.



2. Clothing

- i. Hair shall be contained in a hat or appropriate headgear.
- ii. All Market Users shall dress in clean and washable protective clothing (the wearing of warm market jackets is permitted).
- iii. All clothing must be in a good state of repair.
- iv. Boots must be clean and washable.

3. Illness

- i. All Market Users must be fit to work in a food environment.
- ii. Any person with an illness which may be contagious, or symptoms of such an illness, must not enter the Fish Market (the 48-hour rule should be observed).

4. Jewellery and Accessories

- i. Only plain wedding bands shall be worn in the Fish Market.
- ii. Other jewellery must be covered by a blue plaster or plastic glove.

5. Eating, Drinking and Smoking

- i. No food or drink shall be consumed on the Fish Market floor. Food may be consumed only in designated areas for that purpose (Fish Market Cafe).
- ii. No chewing gum is permitted.
- iii. Smoking and the use of electronic cigarettes is permitted only in designated smoking areas.

6. Work Practices

- i. Walking or standing on fish boxes is prohibited.
- ii. Resting of feet on fish boxes is prohibited.
- iii. The use of feet to inspect fish is prohibited.
- iv. The random tipping of fish on the Fish Market floor is prohibited.
- v. Sitting on fish boxes, fish bins and pallet trucks is prohibited.

C. VISITORS

- i. Requests for visitors to the Fish Market (whether by clients, auditors, guests or any other person not engaged in the business of the Fish Market) must be approved by Fish Market Management prior to any visit taking place.
- ii. All visitors to the Fish Market must sign-in on entry and acknowledge they have read and understood these Fish Market Rules and other applicable hygiene rules, to which they will be subject.
- iii. Visitors will be issued with Fish Market PPE (white coats, boots and head covering) which must be worn.
- iv. All visits during the fish sale are normally permitted only between 0645hrs and 0745hrs and visitors must not be present on the Fish Market once the roadside doors are open and fish are being removed from the sale.



- v. All visitors are required to remain above the yellow continuous line at all times and not proceed to walk among the fish sale as it progresses.
- vi. A risk assessment must be completed for all visiting parties and special consideration must be given when any member of the visiting party is below age 18 and is attending the Fish Market as part of a work experience or educational visit.
- vii. Any Market User with visitors attending the Fish Market will be responsible for escorting those visitors at all times and ensuring that those visitors comply with these Fish Market Rules and depart the Fish Market floor before the roadside doors are open.

D. VEHICLE PARKING

1. All Market Users must ensure that their vehicle is parked in the main Greenhill carpark when accessing the Fish Market.
2. Market Users must not block any access to the Fish Market loading / unloading bays.
3. No parking on double yellow lines.
4. PPA designated parking spaces are for PPA staff only.

E. OPERATIONAL PROCEDURES

1. Fish Sales

- i. Fish that have entered the main building must be presented and stored on the Fish Market floor until the auction sale.
- ii. Fish that are presented for sale shall not be sold ahead of the fish auction once the sale has started; however, fish that have been sold privately by a fish selling agent after the vessel has landed and prior to the sale commencing may only be removed from the Fish Market floor once Fish Market Management has been informed by the fish selling agent.
- iii. Individual fish may not be removed from any box, bin or other display method while on the Fish Market floor (inspection of fish from a box is permitted but the fish must be returned to the original box).
- viii. Fish sold at auction must be removed from the Fish Market as soon as reasonably practicable after the sale but not before the main roadside doors have been opened. In any event, fish may not be removed either manually or by pallet truck if such removal passes through a current ongoing auction.
- iv. Once sold at auction, fish shall only be removed from the Fish Market in fish boxes or bins by the purchaser, agent or authorised representative.
- v. If for any reason the Owner (including Skipper, Crew or Official Representative) of the fish wishes to gift fish to any other person, they may do so under the following conditions:-
 - The fish must be removed from the vessel's main laydown area and placed in the marked area adjacent to the Cafe windows (New Market) or next to middle store (Old Market).
 - These must be clearly marked for the intended person by the Owner.



- If the vessel is still in the process of landing to the Fish Market, the Owner may gift fish to anyone at their discretion outside the main Fish Market building on the quayside.

2. Electronic Pallet Trucks

- i. The electronic pallet trucks in the Fish Market are the property of PPA.
 - ii. All employers of Market Users who operate these trucks shall be responsible for ensuring compliance with this Rule E.2 and have a current risk assessment covering all intended activities.
 - iii. The Employer must ensure that their employees operating pallet trucks are suitably qualified and insured to do so and meet the minimum age requirements.
 - iv. The Employer must ensure that their employees operate the pallet truck in a safe manner giving proper consideration to other Market Users.
 - v. Market Users and/or their Employers using PPA property and equipment will be liable for all damage caused to such PPA property and equipment.
 - vi. Pallet trucks must not leave the Fish Market premises when removing fish from the Fish Market floor.
 - vii. Without prejudice to the above provisions, PPA may require Market Users who operate electronic pallet trucks to enter into a licence entitlement with PPA further regulating such operation.
3. Any person within the Fish Market shall, if requested to do so, supply his / her name and that of his / her Employer to an employee of PPA.
 4. It is a Market User's responsibility to ensure that whilst attending the Fish Market, he / she controls, so far as is reasonably practicable, all risks introduced by their activities.
 5. Fire doors must only be used in an emergency, unless otherwise determined by a PPA employee.
 6. Wooden Pallets must not be used for the display of fish on the Fish Market floor. Wooden pallets can be used for the removal of fish from the Fish Market.
 7. Access to the Fish Market must be through an approved access point only and no access is permitted through roadside loading bay doors.

F. CONDUCT

1. Market Users are subject to PPA's Drug and Alcohol Regulations (available on the PPA website as may be amended from time to time).
2. Market Users must not use, move, remove or tamper with any property which is not their own property. Incidents of theft shall be reported to the police.
3. Market Users must not use any photographic or video equipment without prior written authorisation from PPA. A filming agreement is available from PPA on request.
4. Market Users shall not: -



- i. use insulting, abusive, indecent or obscene language;
- ii. engage in any behaviour at the Fish Market which is discriminatory or constitutes bullying, harassment, racial or sexual harassment or victimisation;
- iii. behave in a dangerous, disorderly, violent, threatening or offensive manner;
- iv. behave in a manner which causes or is likely to cause interference, nuisance, disturbance, annoyance or inconvenience to PPA employees or other Market Users;
- v. deliberately obstruct or cause obstruction to another Market User' or
- vi. deliberately obstruct, prevent, hinder or interfere with any PPA employee or resource in the exercise of any of their duties.

G. CCTV

1. CCTV cameras are in operation within the Fish Market. These recording devices will be operated in line with the PPA CCTV Policy (available on the PPA website and as may be amended from time to time) to which Market Users are subject.

H. ACCESS FOBS

1. Access FOBS may be issued to Market Users at PPA's discretion. These FOBS are the responsibility of the Market Users to whom they are issued. Any sharing of FOBS to unauthorised personnel will result in the Market User having FOB access rights removed. Damaged or lost FOBS must be reported to PPA and a replacement will be issued.
2. Any Market User who does not have a FOB must sign the visitors' register at the Fish Market main reception.



ANNEX 1

DISCIPLINARY PROCEDURE

1. In the event of any alleged breach of the Fish Market Rules or a Direction (as defined in the PPA Byelaws), PPA shall be entitled, without prejudice to the provisions of the PPA Byelaws, to apply this Disciplinary Procedure.
2. In the event of an alleged breach by a Market User of the Fish Market Rules or a Direction, the following procedure (“**the Disciplinary Procedure**”) shall apply: -
 - a) PPA may serve on the Market User a written notice setting out in reasonable detail the circumstances of the alleged breach.
 - b) In the event the Market User disputes the alleged breach, he / she may notify the Head of Fishing - Commercial of the grounds of dispute within 3 days of receipt of the notice and shall indicate whether he / she wishes a personal hearing before the Head of Fishing-Commercial.
 - c) The Head of Fishing - Commercial shall issue a decision in relation to the alleged breach as soon as reasonably practicable after the latest of; (i) expiry of the period of 3 days referred to in paragraph (b) above without any notice of dispute from the Market User; (ii) receipt of the notice of dispute from the Market User in accordance with paragraph (b) above without any request for a personal hearing; or (iii) conclusion of a personal hearing requested by the Market User in accordance with paragraph (b) above, if applicable.
 - d) The Head of Fishing - Commercial may decide that the alleged breach; (i) is not established or (ii) is established, in which event the Head of Fishing-Commercial may issue to the Market User: -
 - i. a written warning;
 - ii. a suspension from attendance at the Fish Market for such period as the Head of Fishing - Commercial shall determine;
 - iii. permanent exclusion from the Fish Market; or
 - iv. such other disposal of the matter as the Head of Fishing - Commercial may decide.
 - e) The Market User may appeal to the Chief Executive against the Head of Fishing – Commercial’s decision by notice of appeal setting out the grounds of appeal and received by the Chief Executive within 3 days of the issue of the Head of Fishing- Commercial’s decision. The notice of appeal shall indicate whether the Market User wishes a personal hearing before the Chief Executive.
 - f) As soon as reasonably practicable following; (i) receipt of the notice of appeal in accordance with paragraph (e) above; or (ii) conclusion of a personal hearing requested by the Market User in accordance with paragraph (e) above if applicable, the Chief Executive shall issue a decision either affirming, overturning or varying the Head of Fishing - Commercial’s decision. The Chief Executive’s decision shall be final and binding.
3. Without prejudice to the provisions of this Disciplinary Procedure, in the event of an alleged breach by a Marker User as referred to in paragraph 2 above, PPA or the Head of Fishing –



Commercial's may by written notice to the Market User suspend the Marker User from attendance at the Fish Market until conclusion of the Disciplinary Procedure. Suspension under this rule is not a disciplinary penalty and will not mean or imply that any decision has already been made about the allegation.

4. At any personal hearing pursuant to the Disciplinary Procedure, the Market User may be accompanied by another person of his / her choice.
 5. In the event any breach of the Fish Market Rules or a Direction is alleged to have been committed by a Market User who is an employee of another party, the Employer may also be subject to the Disciplinary Procedure in respect of the same alleged breach and the provisions of this Rule shall apply *mutatis mutandis*.
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ANNEX 2

PETERHEAD FISH MARKET

For the purpose of these Fish Market Rules, Peterhead Fish Market is shown delineated below. This covers the building and extends to the edge of the quayside in the vicinity of the Fish Market. Also, from the building to include the Fish Market Forecourt at Alexandra Parade and Greenhill.

