



Environmental Management System

Reviewed: - September 2020

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RECORD OF AMENDMENTS

| DATE | AMENDMENT | Signature |
|----------|---|------------|
| 30.09.13 | (Annex D) SHIPLIFT SITE SAFETY RULES: Rules updated to integrate HSE requirements with regard to respiratory equipment and CO emitting plant restrictions | R. Bairel. |
| 08.09.14 | Introduction - Norsesea Group UK Ltd included in the document intro. 2.4 – Senior Assistant included in title | R. Bairel. |
| 12.08.15 | 6.4 Dangerous Goods Considerations & Arrangements <u>Licensed Berths</u> Explosive amounts amended to comply with updated HSE licence. | R. Bairel. |
| 19.09.16 | (2.3) ‘Designated Person’ removed from Harbour Master duties. (2.7) Administration Manager changed to Office Manager (2.12) ‘Designated person’ added to HSEO duties. Annex A & B Limits & Berth Plans updated. | R. Bairel. |
| 28.09.17 | Introduction – Port Henry marina updated to include 48 berthing spaces. (Annex D) – Fish Market site rules updated | R. Bairel. |
| 27.09.18 | Introduction – Harbour description amended to include new quayside depths and lengths after development project. New Greenhill Fishmarket description included and Reference to Merchants Quay Fishmarket removed. 4.1 Ecoports – Environmental accreditation dates amended to include new recertification date. | R. Bairel. |
| 17.09.19 | (2.10) Fishmarket Quality Assurance Officer title amended to Fishmarket Quality Manager | R. Bairel. |
| 02.09.20 | Section 2. Roles & Responsibilities. Port Facility Manager to replace Assist. Port Engineer title. Head of Fishing title added. Operation & Compliance Manager to replace Quality Manager title. (Annex D) – New Fish Market rules added. | R. Bairel. |

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 the Port Henry Marina providing 48 berthing spaces for small commercial fishing vessels, a temperature-controlled fish market, a slipway that can accommodate four fishing vessels, a commercial marina, a ship-lift that can handle two vessels, a drydock and a maintenance workshop. Additional external facilities to the Peterhead Port Authority include two ice factories, net repair facilities, fish box provision, freshwater and fuel. Comprehensive engineering, repair and maintenance facilities including fish processing factories located at Keith Inch, Sir Albert Quay and the Smith Embankment. Sir Albert Quay also handles bulk shipments of agricultural products, frozen fish and a broad range of other commodities.

Norsea Group UK Ltd. operate an oil industry service and logistics base from Smith Quay / Merchants Quay at the mouth to the inner harbour with 32000m² of storage area to the West side of Smith Quay

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 2400 m² of land space hosting storage and warehousing. The North Base Jetty is a 1-berth open pile jetty and the North Breakwater provides a further two berths that are protected by a wave-wall on the offshore side. The South Base consists of the South Breakwater (3 berths), the ASCO Quay (five berths) and the Princess Royal Jetty (two 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.

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 layout of the harbour and the Peterhead Port Limits are shown in annex sections **A** and **B**

Bay Facilities

Anchorage

There is no anchorage permitted in Peterhead Bay. Anchorage shall only be permitted in cases of emergency when authorized by the duty Harbour Master.

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 250 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.

Princess Royal Jetty

Princess Royal Jetty consists of a 170-metre long open pile jetty with depths of up to 6 meters and contains two berths supported by warehousing and storage space. One berth 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 has 2400 m² of industrial land space including storage and warehousing

The North Base Jetty consists of a one berth open pile jetty with available depths of 6 meters and over.

The North Breakwater provides two 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 three unserviced berths with depths of up to 7.8 meters.

Peterhead Bay Marina

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.

Harbour Facilities

The following areas make up what is collectively known as the Peterhead Harbours.

Smith Quay

The Smith quay and berthing dolphin are protected by a breakwater providing 160 meters of berthing capability. The quay has a minimum depth of 10 meters with no tidal restrictions. Adjacent to the quay is a work area of 16, 000 square meters. Public access is restricted with secure perimeter fencing enclosing the area. The quay is currently controlled by Norse Group UK Ltd. who operate an oil service and logistics base. In addition, Norse Group UK Ltd also operate Merchants Quay (18000 m²) and the Smith Embankment reclamation (30000 m²)

Sir Albert Quay

Sir Albert Quay is 290 meters long and 30 meters wide with a minimum depth of 7.9 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. Fishing vessels also consign fish to the market from this 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 Sir Albert Quay and is 86 meters long. Processing factories, freezing facilities and cold stores are situated on the quay. Most pelagic landings take place in this area.

Merchants Quay

Merchants Quay is on the north side of the Albert Basin. The quay comprises of 166 meters of working quay and has a minimum depth of 7.7 meters.

West Quay Jetty

East side of this jetty is 60 meters and the West side is 85 meters

South Harbour

South Harbour comprises of 350 meters working quay with a minimum depth of 3.2 meters. An ice factory situated on east side of harbour and 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 a junction canal opening of 16.52 meters which is spanned by a lifting bridge and has 720 meters of quay. Located along the North and East side of the quay is the new chilled and temperature-controlled Greenhill Fish market which was opened July 2018. A dry-dock 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 47 meters in length and up to 2000 tonnes 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 is also situated in this basin and several engineering workshops are also in this area of the harbour. A new 38 berth commercial marina hosts the inshore fleet requirements and is located adjacent to the Slipway facility.



ENVIRONMENTAL POLICY

Peterhead Port Authority recognises its environmental responsibilities and shall actively work to minimise pollution and the effects of its activities on the environment. As part of this undertaking, in relation to the activities and operations within the physical limits of the port, we are committed to: -

- Continual improvement of our environmental habitat.
- Prevention of pollution with due regard for nature conservation.
- Comply with environmental good practice and legislative guidelines.
- Provide a framework for setting and monitoring environmental objectives, with provision for regular review making the results available in our annual report.
- Implementing a training program for our staff in order to raise awareness of environmental issues and enlist their support in improving the organisations performance

Furthermore: -

- Periodically revise our environmental policy, and ensure compliance with best practice and current legislation.
- Co-operate with stakeholders, authorities and other participants to fulfil our environmental objectives.
- Consult with the local community and relevant organisations on their environmental programmes.
- Use resources as efficiently as possible, encouraging staff and contractors to do likewise and consider the environment sympathetically.
- Work to prevent environmental incidents and maintain preparedness response to reduce any adverse effects that may occur there from.
- Work to reduce our carbon footprint and improve the sustainability of our environment
- Ensure that the necessary resources are made available to implement and maintain this policy.

Signed.

Date. 15.09.20

**S. G. BREBNER
CHIEF EXECUTIVE**

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 environmental issues;
- The responsibility for the development of policies, plans, systems and procedures to ensure a safe Port environment;
- Ensuring that assessments and reviews are undertaken as required, to maintain and improve environmental safety and conditions;
- 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;

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.

The Chief executive has the powers to appoint a member of the management team with the delegated responsibility of:

- Monitoring and maintaining environmental compliance with all current statutory regulations.
- Raising Environmental awareness and installing a positive environmental culture within the Port.
- Ensuring that both staff and management are updated on relevant environmental issues.

2.3 Harbour Master & Director of Port Operations

The Port Authority has an appointed Harbour Master who, in accordance with the Port Marine Safety Code, is primarily accountable to the Port Authority Board of Directors for marine operations that can have an environmental impact on the Port.

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.

The Harbour Master shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Harbour Master shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.4 Senior Assistant Harbour Master

The Senior Assistant Harbour Master is vested with the same statutory discretions as the Harbour Master himself and authorised to deputise for the Harbour Master, in his absence.

2.5 Senior Port Engineer

The Senior Port Engineer shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Senior Port Engineer shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.6 Port Facility Manager

The Assistant Port Engineer shall be authorised to deputise for the Senior Port Engineer, in his absence.

2.7 Office Manager

The Office Manager shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Office Manager shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.8 Ship Repair Foreman

The Ship Repair Foreman shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Ship Repair Foreman shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.9 Assistant Ship Repair Foreman

The Assistant Ship Repair Foreman shall be authorised to deputise for the Ship Repair Foreman, in his absence.

2.10 Head of Fishing - Commercial

The Head of Fishing is responsible for commercial fishing business concerns. They will have the responsibility for the operation of the Fishing Business Unit which includes the Peterhead Fish Market.

The Head of Fishing shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Head of Fishing - Commercial shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.11 Fish Market Operation & Compliance Manager

The Fish Market Operation & Compliance Manager will ensure the timely and efficient operation of the Fishing Business Unit, to manage all resources available in the unit so as to produce optimum results.

The Fish Market Operation & Compliance Manager shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Fish Market Operation & Compliance Manager shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

The Fish Market Operation & Compliance Manager shall monitor and advise on all Fish market procedures to ensure compliance with all environmental and hygiene legislation.

2.12 Fish Market Foreman

The Fishmarket foreman shall ensure that all operations under their supervision are carried out in compliance with all local environmental directions and environmental statutory regulations.

The Fishmarket foreman shall ensure that all staff under their supervision have been provided with sufficient environmental training and information relevant to their position.

2.13 Port Health, Safety & Environmental Officer

The Health, Safety & Environmental Officer's responsibilities include:

- The effective development and implementation of the organisations environmental Policy.
- Fostering a positive culture within the organisation towards environmental awareness.
- Ensuring that the organisation is aware of and complies with its statutory environmental obligations.
- Ensuring that all employees understand, observe and comply with the organisation's environmental rules and procedures.
- Ensuring adequate channels exist within the organisation to enable environmental issues to be effectively communicated throughout.
- The HSEO shall act as the 'Designated Person' and provide an independent overview of the Marine Departments' compliance with the Port Marine Safety Code.
- Ensuring that all levels of staff within the organisation are given adequate instruction, information and training to carry out their delegated responsibilities in compliance with environmental rules and regulations.
- Monitoring the environmental performance of the organisation to ensure compliance with the environmental policy and standards set.
- Undertaking the identification of all hazardous activities and hazardous substances used that will impact on the environmental status of the Port. Undertaking an environmental risk assessment of these hazardous activities and substances and implementing controls to eliminate or minimise any risks that are detrimental to the environmental status of the port.
- Ensuring that all environmental incidents and accidents are notified to the relevant enforcing authority.
- Carrying out investigations into environmental incident reports 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 environmental policy and management system, considering any new environmental Legislation, new plant and equipment, new techniques and materials etc.

2.14 Port Authority Personnel

All port authority personnel shall have the responsibility of:

- Familiarising themselves with the contents of the organisations environmental policy and working in accordance with the instructions laid down.
- Undertaking work in a manner that shall not have a detrimental effect on the environmental status of the Port.
- Ensuring that their own acts or omissions will not be detrimental to the environmental status of the Port.
- Reporting all environmental accidents/incidents, dangerous occurrences and near misses immediately to the appropriate supervisor.

- 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 environmental awareness 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 environmental hazards in the workplace.
- Co-operating fully with the organisation to enable them to meet their legal duties with regard to maintaining a healthy environmental status by adopting good working practices and safe systems of work.

2.15 Collective Responsibility

- 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 that 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 PORT ENVIRONMENTAL ASPECT REGISTER

Marine Department

| ASPECT | IMPACT ON | RESPONSIBLE PERSON/ ORGANISATION | LEGAL & OTHER REQUIREMENTS | CONTROL |
|---------------------------------|---------------|---|---|--|
| Bunkering, Spillage of Fuel/Oil | Land/Water | Harbour Master SEPA Marine Scotland | Control of Pollution Act 1974 Environmental Protection Act 1990 | Containment, Oil spill contingency, Monitoring |
| Ship Movements – Waste Removal | Land/Soil | Harbour Master MCA | UK Port Waste Regulations 2003 | Facility, Monitoring |
| Ship Discharges | Water | Harbour Master SEPA Marine Scotland | Marpol 1973/78 Environmental Protection Act 1990 Merchant Shipping (Prevention of Pollution) Regulations 1983 | Monitoring |
| Port Operations (Noise) | Area Nuisance | Harbour Master | Noise Act 1996 | Monitoring |
| Ship Repair (Noise) | Area Nuisance | Independent Contractors Harbour Master SEPA | Noise Act 1996 Health & Safety at Work act 1974 | Monitoring |
| Waste | Land/Water | Harbour Master MCA | Marpol 73/78 Merchant Shipping and Fishing Vessel (Port waste Reception Facilities) Regulations 2003 | Waste Management Plan Monitoring |
| Operations Cargoes (Dust) | Air/Water | Harbour Master Stevedores | Environmental Protection Act 1990 Water Resources Act Clean Air Act 1993 Health & Safety at Work Act 1974 | Monitoring |
| Ship Operators Cargoes (Noise) | Area Nuisance | Independent Agents Harbour Master | Noise Act 1996 Noise at Work Regulations 2005 Health and Safety at Work Act 1974 | Monitoring |

| Maintenance Department | | | | |
|-----------------------------------|---------------|--|---|--|
| ASPECT | IMPACT ON | RESPONSIBLE PERSON/ ORGANISATION | LEGAL & OTHER REQUIREMENTS | CONTROL |
| Contaminated Waste Water | Water | Harbour Engineer SEPA Marine Scotland | Environmental Protection Act 1990 Anti-Pollution Works (Scotland) Regulations 2003 Control of Pollution Act 1974 IPPC permit | Containment in waste water tanks. Specialist disposal Monitoring |
| Water Blasting (Noise) | Area Nuisance | Harbour Engineer SEPA | Noise Act 1996 Noise at Work Regulations 2005 Health & Safety at Work Act 1974 | Monitoring |
| Water Blasting (Contaminate) | Water | Harbour Engineer SEPA Marine Scotland | IPPC Licence/Permit Environmental Protection Act 1990 | Containment/ monitoring |
| Paint Spraying | Air | Harbour Engineer Contractors/Painters SEPA | Clean Air Act 1993 Health & Safety at Work Act 1974 IPPC permit | Containment/ Monitoring |
| Dredging – Sediment Disposal | Land/Water | Harbour Engineer | Habitats Directive 92/43/EEC Marine Scotland-Licensing | Bi-annually |
| Dredging – Release of Contaminate | Water | Harbour Engineer | Habitats Directive 92/43/EEC Marine Scotland-Licensing | Bi-annually |
| Operations (Construction Noise) | Area Nuisance | Harbour Engineer | Noise Act 1996 Noise at Work Regulations 2005 Health and Safety at Work Act 1974 | Monitoring |
| Operations (Construction Dust) | Air/Land | Harbour Engineer | Environmental Protection Act 1990 Clean Air Act 1993 Health & Safety at Work Act 1984 | Monitoring |

| Tenants & Organisations | | | | |
|--------------------------------|----------------|--|--|-----------------|
| ASPECT | IMPACT ON | RESPONSIBLE PERSON/ ORGANISATION | LEGAL & OTHER REQUIREMENTS | CONTROL |
| Storage of Bulk Product (Dust) | Air/Land/water | Terminal Operator ASCO | Environmental Protection Act 1990 Control of Pollution Act 1974 Clean Air Act 1993 | Monitoring |
| Water Discharges | Water | Northbay Pelagic Ltd SEPA Marine Scotland | Environmental Protection Act 1990 IPPC permit | SEPA monitoring |
| Water Discharges | Water | Alexander Buchan (Denholm)Ltd SEPA Marine Scotland | Environmental Protection Act 1990 IPPC permit | SEPA monitoring |

3 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 employees the Authority's commitment to upholding its environmental responsibilities so as to ensure that all employees are familiar with the contents of the environmental Policy.

In order to maintain a current consensus from all staff and stakeholders on the effectiveness of the environmental policy and 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 environmental issues 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 the environmental status of the port. 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 environmental matters are discussed and resolved in a timely manner.
- Toolbox talks are held prior to the commencement of specific operation where concerns for environmental issues have been raised. These talks can involve a variation of the following parties; operational staff, supervisory staff, contractors and members of management.
- Peterhead Port Authorities policy statements are made available to all interested parties through introduction to the Ports official website or hard copies lodged at the main harbour office.

ESPO/ECOPORTS

Peterhead Port Authority are network partners of the ESPO/EcoPorts Foundation. The ESPO/Ecoports foundation offer support, guidance and consultation on environmental issues and legislation. They are the awarding body for the Ports Environmental Review certificate in which the port successfully achieved re-certification in April 2018. This placed the port in the prestigious position of being the only port in Scotland currently accredited with PERS Certification. Certificate renewal is set at every two years.

4.2 Communication Channels utilised in the Port

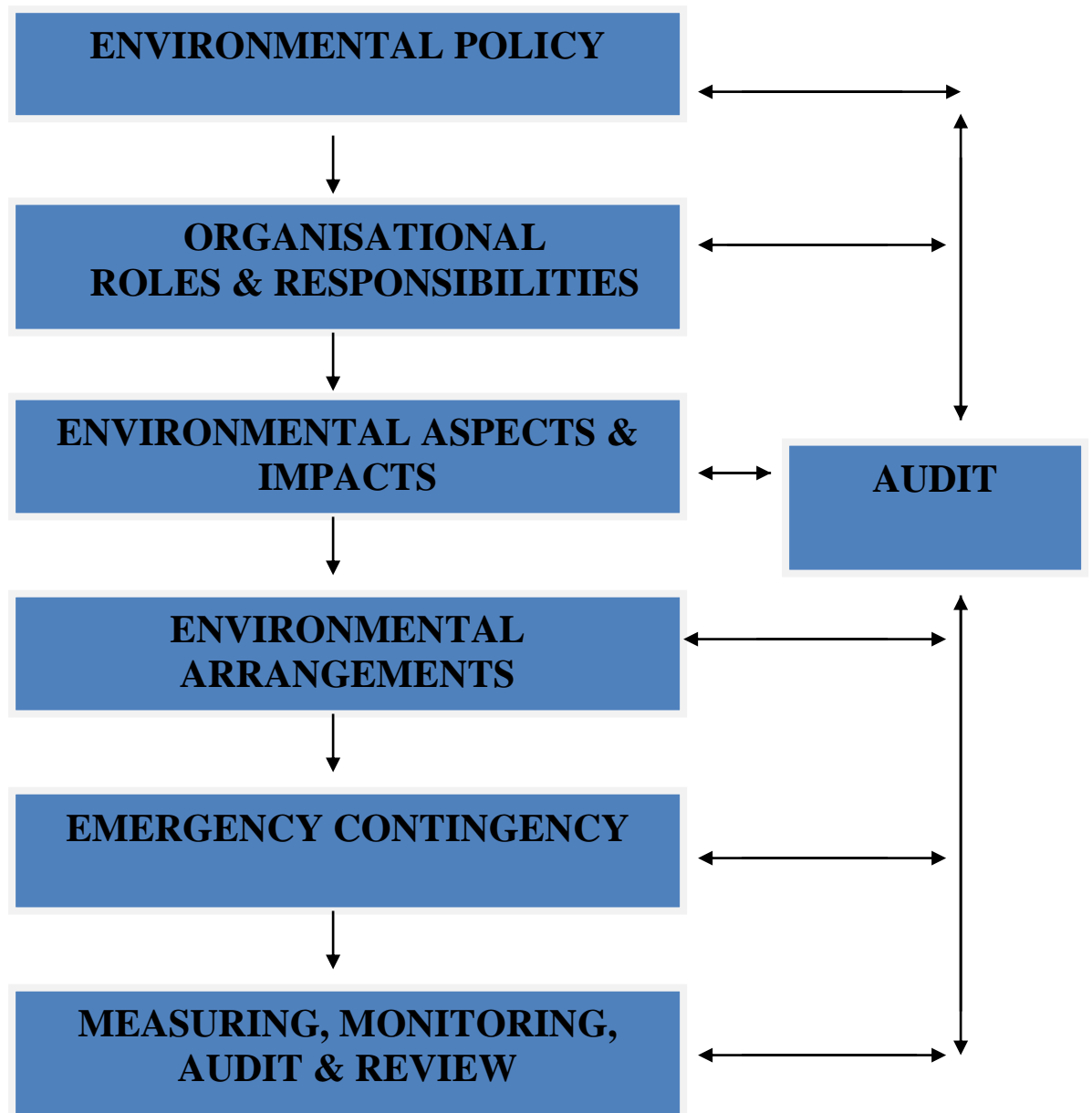
To ensure that environmental issues are communicated, and in the event of an incident, responded to in a timely manner, the following communication channels are utilised in the port

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

4 ENVIRONMENTAL ARRANGEMENTS

5.1 PORT ENVIRONMENTAL MANAGEMENT SYSTEM

A Port environmental management system is in place to identify environmental impacts/hazards and their potential consequences, to implement procedures and provide resources to reduce environmental risk to its lowest possible level and to maintain compliance with all relevant environmental regulations.



5.2 ENVIRONMENTAL RISK ASSESSMENTS

Health, safety and environmental risk assessments have been carried out by the Port Authority so as to identify the environmental risks to the Port arising out of, or in connection with the conduct of operations within the port. The assessments identify how the risks arise and how they impact on the surrounding environment and relevant ecosystems. 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 for developing Health, safety and environmental risk assessments and approving identified control measures, existing and additional, shall rest with the relevant department & the Port Health, Safety & Environmental Officer.

Promulgation of Health, safety and environmental Risk Assessments

The findings of Health, safety and environmental risk assessments shall be communicated to all 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 environmental status of the Port.

5.3 METHOD STATEMENTS

Where operations are considered to be out-with the normal routine for internal staff or where external contractors are involved in Port operations, method statements shall be developed prior to commencement of the operation and lodged with the relevant Departmental Supervisor 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 refer to the contractors or agencies commitment to carry out all Port operations in compliance with all local Health, Safety and Environmental directives and all statutory Health, Safety and Environmental regulations.

Copies of the Compliance Letters can be viewed in the Annex section.

5.5 LOCAL DIRECTIVES

- **General Site Rules for Contractors and Works carried out in the Port.**

Local site rules are displayed at each of the following Port facilities.

- **Greenhill Fishmarket**
- **Shiplift**
- **Slipway**

These directives ensure that staff, contractors, clients and stakeholders are aware of their responsibilities with regard to health, safety and environmental matters.

Copies of the local site rules can be viewed in the Annex section.

5.6 PORT INSPECTIONS

Regular inspections of the Port will be conducted by the Health, Safety & Environmental officer. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Port operations.

Port inspections will also provide an opportunity to review the effectiveness of the Environmental policy and to identify areas where revision of the policy may be necessary.

5.7 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 2002.

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, safety & environmental guidance and our own knowledge of the work process.

The Authority will ensure that the exposure of all parties to hazardous substances is minimized and 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, safety & environmental 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.

TOXIC GAS, LIQUID, HAZARDOUS CHEMICALS & RADIOACTIVE MATERIALS

Port Emergency Plans have been prepared by the Port Authority in accordance with the Dangerous Goods in Harbour Areas Regulations 2016. The aim of the plan is to deal with marine emergencies in which toxic gases, liquids, hazardous chemicals and radioactive materials are involved.

Further details are given in the 'Emergency & Contingency' section 6.

5.8 ENVIRONMENTAL INCIDENT/ACCIDENT REPORTING

It is the policy of the Authority to report all cases of environmental incidents and accidents to the Scottish Environmental Protection Agency (SEPA) and RIDDOR where relevant.

The Authority sees environmental accident/Incident investigation as a valuable tool in the prevention of future incidents/accidents.

The report will be drawn up by the Port Health, Safety & Environmental Officer` detailing: -

- a) The circumstances of the Incident/accident including photographs and diagrams wherever possible.
- b) The nature and severity of the environmental impact.
- 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 incident/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 incident/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 Port Health, Safety & Environmental 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.

5.9 ENFORCEMENT

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

All employees are expected to co-operate with management and to accept their duties under the environmental policy. Disciplinary action may be taken against any employee who violates or fails to perform his or her duties under the environmental policy.

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

External matters of non-compliance with the Ports Environmental 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.

5.10 TRAINING

Environmental awareness training shall be provided to all employees at induction with a focus placed on the environmental issues relevant to their position.

All employees will be trained in relevant safe working practices and procedures with regard given to environmental relevance.

Prior to being allocated any new role or work location, staff will be provided with information and training on all environmental aspects relevant to their role.

Training will include procedures to be followed in the event of an environmental emergency with response training given to relevant staff.

5.11 VESSEL MANAGEMENT & SAFE NAVIGATION

The environmental status of the Port can be severely affected in the event of vessel collision or grounding. The following arrangements have been implemented to prevent such events:

- Use of pilots, or qualified masters holding pilotage exemption certificates.
- Development of passage planning procedures.
- Introduction of effective 24-hour VHF communications.
- For very large tankers, the use of escort tugs where it can be demonstrated these are effective
- To assist with dense traffic, including vessels carrying hazardous cargoes, modern VTS facilities with digital signal processing and display are employed.
- Only Port Controllers who are qualified to V103 standard or equivalent shall be deemed as competent in operating the VTS facilities.

5.12 ACTIVITY ZONING

The zoning of activities shall ensure both marine safety and environmental protection by keeping activities, such as those involving high speed craft (water skiing or power boating) or anchoring vessels, within suitable areas where the impact on port ecosystems will be least damaging. This shall provide all recreational users their own areas of activity within a relatively safe environment.

These zones are enforceable by harbour byelaws.

5.13 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.

Maintenance

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

Capital Dredging

Capital dredging is carried out when required.

Dredging Licenses

Prior to any dredging operation involving, capital, maintenance or disposal activity, the Authority must apply and obtain the relevant license from Marine Scotland.

5.14 DEVELOPMENT

The Authority is aware that in some instances, developments within the port or port area may have an adverse effect on the environmental status of the Port.

Prior to Port development projects, environmental surveys are carried out and assessed on their environmental impact. Plans and operating procedures can then be formulated to eliminate or reduce the detrimental environmental impact.

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.

5.15 WASTE MANAGEMENT

Port Marine Waste Management

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 act against polluters, to initiate clean-up activities and recover costs where appropriate.

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

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.

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

Plan Review

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

LAND BASED WASTE MANAGEMENT

Skips

In addition to the provision of facilities for the reception and disposal of marine generated waste, waste skips have been strategically sited for the reception of all waste generated by land-based operations within the port. The skips are monitored regularly to ensure they can accommodate the generated waste comfortably and disposal is carried out by licensed waste disposal agencies.

Waste water

Ship repair operations can involve the washing down of vessels in preparation for the application of anti-fouling paint. The run-off water from the wash-down can contain contaminants that could impact on the environmental quality of the harbour waters and sediment bed. To prevent this happening, interceptor tanks are provided in the ship repair facilities to collect all wash-down water. The collected waste water levels are measured, recorded and disposed of by licensed waste disposal agencies.

Waste oil

Waste oil generated from both marine and land-based operations is collected and stored in a bunded storage area within a lockable compound. The remaining empty oil containers are rinsed thoroughly in preparation for collection. Both the empty oil containers and waste oil are disposed of by licensed waste disposal agencies.

Marina Recycling

In addition to domestic waste receptacles, recycling bins have been provided for in the ports Bay marina facility. All general waste generated by marina users can be separated into recycling receptacles consisting of paper, glass, cardboard and cans. This has been put in place to accommodate and ensure the most efficient waste streams for waste collection is available for use.

Tyre Fender Disposal

Tyres have traditionally been used as quayside fenders throughout the Port to prevent damage to vessels berthing against the quayside. Damaged tyres are disposed of through a licensed disposal agency who specialise in this area.

5.16 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 act 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 fueling 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 & Contingency' section.

5.17 SPECIFIC ENVIRONMENTAL ARRANGEMENTS

Fishmarket

Due to the complexity of the fish-market temperature control system, external specialists have formulated the relevant risk assessments and operational control procedures for the plant.

Maintenance and calibration of the system are again carried out by external specialists

Ship Repair Facilities

Ventilation and extraction systems have been installed in the Shiplift facility to filter and remove harmful emissions.

A VOC (volatile organic compound) detection alarm system has been installed in the facility with maintenance and calibration carried out by external specialists.

Chemical spill kits are provided in the area with competent staff trained to respond to spills.

Material safety data sheets are provided for reference and guidance.

Maintenance Workshop

Local exhaust ventilation systems are provided to filter and remove harmful emissions generated by workshop operations.

Material safety data sheets are provided for reference and guidance.

6. EMERGENCY & CONTINGENCY

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.

6.1 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 & Environmental Officer, Harbour Master |
| 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 & Environmental 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. Firefighting equipment | Medium | Low | Maintain staff training in fire awareness. Weekly fire alarm testing. Monthly firefighting equipment inspections. | Health, Safety & Environmental Officer |

6.2 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 / Explosion in vessel
- (b) Sinking / Stranding vessels
- (c) Collision - vessels
- (d) Cargo emergency on board – Vessel alongside / underway
- (e) Pollution / Environmental spill
- (f) Emergency at premises within harbour area
- (g) Fuel storage site emergency
- (h) Ice factory / Cold store / Fishmarket plant emergency
- (j) Harbour roads emergency
- (k) Shiplift / Slipway / Drydock emergency
- (l) Port Henry Marina / Bay Marina emergency
- (m) Security incident

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) Specialised 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

Preparation of Plans

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

Command and Control

The emergency plan details the duties of the Main Controller (Harbour Master) and the Incident Controller (Assistant Harbour Master). 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.

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.

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.

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.

6.3 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.

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 considers 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.

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 organisation. 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.

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 organising and arranging these exercises rests with the Harbour Master.

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.

Interface with Other Contingency/Emergency Plans

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

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

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.

6.4 Dangerous Goods Considerations & Arrangements

Application

‘Dangerous goods’ means goods meeting the criteria for classification as dangerous in the International Maritime Dangerous Goods (IMDG) Code.¹

The Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1990 defines the various categories of goods classified as dangerous and refers to the International Maritime Dangerous Goods Code (IMDG) for individual definition and classification.

Storage of Dangerous Goods

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

Notice of Entry

24-hour prior notification is required to be given to the Harbour Master before any dangerous goods 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.

Dangerous Goods from Inland

For dangerous goods 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.

Dangerous goods from Sea

For dangerous goods coming into the harbour or harbour area from sea, the master should provide the designated name, UN number, the quantity and classification of the goods.

Notification for all dangerous goods 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.

Handling and Packaging

All dangerous goods 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 Goods in Harbour Areas Regulations 2016, and the IMDG code.

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).

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.

Explosives

The Port Authority has a License, granted by the Health and Safety Executive, for the purpose of regulation 20 of the Dangerous Goods in Harbour Areas Regulations 2016, 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.

Licensed Berths

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

| | |
|-------------------|------------|
| Berths 1 | 650 kgs |
| Berths 2 | 1,200 kgs |
| Berth 4, 5, 6 | 50 kgs |
| Berth 7 | 300 kgs |
| Berth 8 | 450 kgs |
| Berth 10 | 10,000 kgs |
| Berth 11 | 27,000 kgs |
| Berth 12 | 18,000 kgs |
| Berth 13 | 4,000 kgs |
| Berth 15 | 3,000 kgs |
| Tanker Jetty | 250 kgs |
| Sir Albert Quay A | 50 kgs |
| Smith Quay | 50 kgs |

See appendix B for the numbered berth locations

Security of Explosives

In accordance with the Dangerous Goods in Harbour Area Regulations 2016, the Authority has appointed Explosives Security Officers to ensure that adequate precautions are taken at the berths they control, to secure explosives against loss, theft or wrongful use.

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.

7. MEASURING, MONITORING, AUDIT & REVIEW

7.1 MEASURING THE ENVIRONMENTAL STATUS

The following Port Environmental indicators are monitored and measured in order to determine the environmental status of the Port:

- The volume of waste generated by Port activities (both marine and land based)
- Potable water consumption and quality testing
- Waste water disposal
- Energy consumption
- Oil spill and other environmental incident reports
- Volatile organic compound and gas alarm incidents
- Environmental improvements
- Harbour water quality testing
- Sediment analysis
- Development
- Environmental training
- CO2 Emissions (carbon footprint)
- Habitat & Ecosystem reports

7.2 MONITORING PERFORMANCE

Regular inspections of all port operations are carried out by the Port Health, Safety & Environmental Officer and members of the management team. The purpose of the inspection is to ensure compliance with the Ports Environmental management system, the effectiveness of the management system and compliance with all Environmental statutory regulations.

The performance of the Environmental Management system shall be measured by a combination of both proactive and reactive measures.

These measures are:

Proactive – Periodic Audits, Reviews, Environmental Inspections, Environmental 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 Environmental 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.

7.3 AUDITS

Monthly area audits of the Port's compliance with the Environmental management system are carried out and actioned by the Port's Health, Safety & Environmental Officer.

The audit findings are documented and presented at the quarterly Health, Safety & Environment Committee meetings.

7.4 DOCUMENT REVIEW & CONTROL PROCEDURES

All Port Management System documents are reviewed and updated annually in line with any legal or procedural changes. Amendments are presented to Department Managers and the Chief Executive for approval.

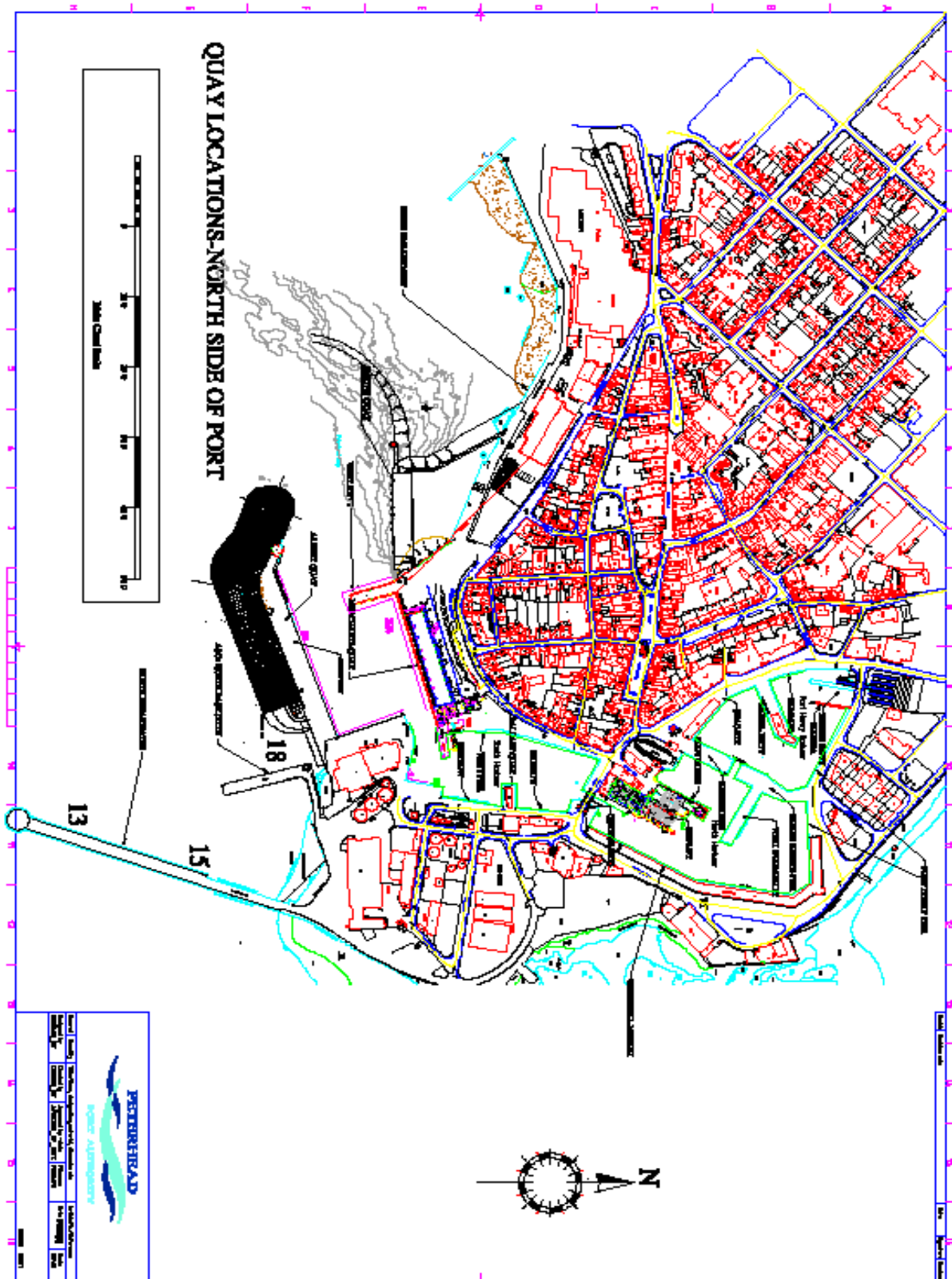
This Environmental Management System, associated operating procedures and standard reporting forms are controlled documents ensuring that the contents are accurate, current, valid and that the most recent information is available to the relevant personnel.

The following list is a reference to the documents incorporated within the Ports Health, Safety & Environmental Management Systems. 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.

ANNEX

- A) PORT MAP (BOUNDRIES)**
- B) PORT MAP (BERTH NUMBERS)**
- C) CONFIRMATION OF COMPLIANCE LETTERS**
- D) LOCAL SITE RULES AND DIRECTIVES**

B





C.



SHIP REPAIR DECLARATION FORM

As an employer, I can confirm that I have been provided with a copy of the Peterhead Ship Repair Code of Practice document.

I confirm that I understand and agree to comply with the requirements contained within the document

As an employer, I will ensure that all employees and conditions under my supervision shall be compliant with the requirements contained within the document.

Signed..... Date.....

Print Name..... Position.....

Please complete in Block capitals.

| | |
|--------------|--|
| Company name | |
| Address | |
| Telephone: | |

Please return this confirmation page to:

R. Baird
Health, Safety & Environment Officer
Harbour Office,
West Pier
AB42 1DW.

D. GENERAL SITE RULES FOR CONTRACTORS AND WORKS CONDUCTED AT THE PORT

- ALL OPERATIONS CARRIED OUT WITHIN THE PORT SHALL BE RISK ASSESSED BY A COMPETENT PERSON WITH CONSIDERATION GIVEN TO OTHER OPERATIONS IN PROXIMITY OF INTENDED WORK.
- ALL OPERATIONS SHALL BE CARRIED OUT IN ADHERANCE TO RELEVANT LEGISLATIVE HEALTH, SAFETY AND ENVIRONMENTAL REGULATIONS.
- ALL OPERATIVES MUST BE COMPETENT AND SUITABLY TRAINED TO CARRY OUT THEIR RESPECTIVE TASKS SAFELY.
- ALL PLANT AND EQUIPMENT USED IN THE PORT MUST COMPLY WITH THE 'PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998'.
- ALL OPERATIVES MUST BE PROVIDED WITH SUITABLE AND RELEVANT PERSONAL PROTECTIVE EQUIPMENT WHEN OPERATING WITHIN THE PORT.
- PORT SPEED RESTRICTIONS SHALL BE ADHERED TO AT ALL TIMES.
- ENVIRONMENTAL LEGISLATIVE REGULATIONS SHALL BE ADHERED TO AT ALL TIMES WITH A CONCENTRATED FOCUS PLACED ON HAZARDOUS CHEMICAL AND SUBSTANCE SPILLAGE.
- OPERATIONS AND STORED ITEMS DEEMED HAZARDOUS TO THE PUBLIC SHALL BE ADEQUATELY RESTRICTED BY MEANS OF BARRICADES, FENCING OR MANNED SECURITY.
- THE PORT CONTROL TOWER MUST BE CONTACTED DAILY BY CONTRACTORS WORKING ON THE PORT BREAKWATERS TO ASCERTAIN THE NEED TO REMOVE ALL PLANT, MATERIALS AND EQUIPMENT IN THE EVENT OF INCLEMENT WEATHER CONDITIONS.
- ON COMPLETION OF ALL OPERATIONS THE AREA OF WORK MUST BE LEFT SAFE, CLEAN, TIDY AND FREE OF OBSTRUCTIONS.
- THE PORT HEALTH & SAFETY OFFICER / DEPUTY MUST RECEIVE NOTIFICATION OF ALL MAJOR PORT CONTRACTS OR WORKS PRIOR TO COMMENCEMENT, OR WHERE THE SCOPE OR INITIAL WORK PROCEDURES HAVE BEEN CHANGED.
- ALL OPERATIONS CONDUCTED AT THE PORT MUST CARRY INSURANCE COVERAGE APPROPRIATE TO THE WORK AND RISKS INVOLVED.

EMERGENCY PROCEDURES

- ALL OPERATIONS MUST HAVE FORMULATED EVACUATION AND ASSEMBLY PLANS PRIOR TO COMMENCEMENT AND RELEVANT TO THE AREA OF WORK.
- IN THE EVENT OF AN EMERGENCY SITUATION THE EMERGENCY SERVICES MUST BE CONTACTED IMMEDIATELY.
- ONCE THE EMERGENCY SERVICES HAVE BEEN CONTACTED THE PORT CONTROL TOWER MUST BE INFORMED OF THE SITUATION.
- PROVISIONS MUST BE IN PLACE TO PROVIDE FIRE FIGHTING EQUIPMENT AND FIRST AID REQUIREMENTS PROPORTIONATE TO THE TASK.

I ACCEPT THE FOREGOING CONDITIONS:

SIGNATURE.....PRINT NAME.....

DATE.....

COMPANY NAME.....

(PLEASE COMPLETE IN BLOCK CAPITALS)

PRINT NAME..... POSITION.....

COMPANY NAME.....

COMPANY ADDRESS.....

.....

TEL. N^o EMAIL.....

Please return completed form to the HS&E Dept., Harbour Office, West Pier, Peterhead AB42 1DW
Or Email to richard.baird@peterheadport.co.uk

SHIPLIFT SITE SAFETY RULES

1. All work procedures and operations must be risk assessed to a suitable and sufficient standard by the contractor before any work begins and evidenced when requested by any representative of the Peterhead Port Authority. Focus must also be placed on the proximity of other ongoing operations to maintain a safe working environment. (E.g. Risk of fire from hot work being too close to painters' flammable substances).
2. All personnel involved within the ship repair facility must familiarise and comply with all site rules and emergency procedures with all accidents and dangerous occurrences reported.
3. All personnel involved within the ship repair site must take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
4. All spray- painting operations inside the facility are to be carried out independently from all hot work activities. Contractors are responsible for maintaining a safe distance between these two activities. Crewmembers are not permitted to carry out any hot work activities within the facility.
5. Normal access to the Shiplift building can only resume once safe clearance times set by painting contractors has passed.
6. (a) The wearing of hardhats, coveralls, high visibility clothing and safety footwear are mandatory throughout the Shiplift site.
(b) When required by current Health & Safety legislation, the use of all other personal protective equipment must be followed to the required legal standard.
(c) Painting contractors must ensure that the appropriate level of respiratory equipment is worn by operatives during painting operations and that all other persons remain segregated from hazardous painting activity through the use of barriers and relevant signage.
7. All personnel operating within the ship repair site must be competent and trained to the required legal standard in carrying out any operation.
8. All certificates of training, company risk assessments and safety data sheets must be provided if requested by any representative of the Peterhead Port Authority.
9. All personnel involved within the shiplift site must comply with any instruction provided by any representative of the Peterhead Port Authority with regards to maintaining safety.
10. The Shiplift building is a no smoking premises. It is an offence to smoke or knowingly permit smoking in these premises.
11. All flammable or dangerous materials and substances used by contractors must be removed from the site at the end of each working shift or on completion of operation.
12. During the Syncrolift procedure all access and works will be restricted while the tow-tractor is in operation. Contractors working on adjacent vessels will be permitted to continue, provided their actions do not restrict or endanger the procedure in any way.
13. Contractors must ensure that their activities, plant, equipment or materials do not restrict Port Authority operatives or others from carrying out their duties.
Any lost time or damage costs incurred as a result of failure to comply with this notice, shall be met by the relevant contractor.
14. Carbon monoxide emitting power plant such as compressors must be sited externally to the building.
15. Plant, equipment, materials and substances within the Shiplift site must conform to the legal standards required, and remain safe, with access restricted to authorised and qualified personnel only.
16. Where practical, electrically powered access plant must be utilised as an alternative to diesel powered plant.
17. At no time will vessels be used for accommodation purposes while sited in the ship repair facilities with the exception of one designated watchman. It is the responsibility of relevant contractors to ensure that the designated watchman is not exposed to health and safety risks as a result of their activities.
18. It is the responsibility of the person/party leasing the ship repair facility to ensure that the vessel is not being utilised for unauthorised accommodation purposes and that the facility remains secure from unauthorised access.

SLIPWAY SITE SAFETY RULES

1. All work procedures and operations must be risk assessed to a suitable and sufficient standard by the contractor before any work begins and evidenced when requested by any representative of the Peterhead Port Authority. Focus must also be placed on the proximity of other ongoing operations to maintain a safe working environment. (E.g. Risk of fire from hot work being too close to painters' flammable substances).
2. All personnel involved within the ship repair facility must familiarise and comply with all site rules and emergency procedures with all accidents and dangerous occurrences reported.
3. All personnel involved within the ship repair site must take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
4. (a) The wearing of hardhats, coveralls, high visibility clothing and safety footwear is mandatory throughout the ship repair site.
(b) When required by current Health & Safety legislation, the use of all other personal protective equipment must be followed to the required legal standard.
(c) Painting contractors must ensure that the appropriate level of respiratory equipment is worn by operatives during painting operations and that all other persons remain segregated from hazardous painting activity through the use of barriers and relevant signage.
5. All personnel operating within the ship repair site must be competent and trained to the required legal standard in carrying out any operation.
6. All certificates of training, company risk assessments and safety data sheets must be provided if requested by the Peterhead Port Authority Health & Safety Officer or his representative
7. All personnel involved within the ship repair site must comply with any instruction provided by the Peterhead Port Authority staff in regards to maintaining safety.
8. All flammable or dangerous materials and substances used by contractors must be removed from the site at the end of each working shift or on completion of operation.
9. During the slipway procedure all access and works will be restricted while the winch is in operation. Contractors working on adjacent vessels will be permitted to continue, provided their actions do not restrict or endanger the procedure in any way.
10. Contractors must ensure that their activities, plant, equipment or materials do not restrict Port Authority operatives or others from carrying out their duties.
Any lost time or damage costs incurred as a result of failure to comply with this notice, shall be met by the relevant contractor.
11. Plant, equipment, materials and substances within the Slipway site must conform to the legal standards required, and remain safe, free of risk with restrictive access to authorised personnel only within the site.
12. At no time will vessels be used for accommodation purposes while sited in the ship repair facilities with the exception of one designated watchman. It is the responsibility of relevant contractors to ensure that the designated watchman is not exposed to health and safety risks as a result of their activities.
13. It is the responsibility of the person/party leasing the ship repair facility to ensure that the vessel is not being utilised for unauthorised accommodation purposes and that the facility remains secure from unauthorised access.

DRYDOCK SITE SAFETY RULES

1. All work procedures and operations must be risk assessed to a suitable and sufficient standard by the contractor before any work begins and evidenced when requested by any representative of the Peterhead Port Authority. Focus must also be placed on the proximity of other ongoing operations to maintain a safe working environment. (E.g. Risk of fire from hot work being too close to painters' flammable substances).
2. All personnel involved within the ship repair facility must familiarise and comply with all site rules and emergency procedures with all accidents and dangerous occurrences reported.
3. All personnel involved within the ship repair site must take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
4. (a) The wearing of hardhats, coveralls, high visibility clothing and safety footwear is mandatory throughout the ship repair site.
(b) When required by current Health & Safety legislation, the use of all other personal protective equipment must be followed to the required legal standard.
5. All personnel operating within the ship repair site must be competent and trained to the required legal standard in carrying out any operation.
6. All certificates of training, company risk assessments and safety data sheets must be provided if requested by the Peterhead Port Authority Health & Safety Officer or his representative
7. All incidents involving near misses and accidents must be reported immediately to the Port Authority Health & Safety officer or his representative.
8. All personnel involved within the ship repair site must comply with any instruction provided by the Peterhead Port Authority staff in regards to maintaining safety.
9. All flammable or dangerous materials and substances used by contractors must be removed from the site at the end of each working shift or on completion of operation.
10. During the Dry-dock procedure all access and works will be restricted while the pump-house is in operation.
11. Contractors must ensure that their activities, plant, equipment or materials do not restrict Port Authority operatives or others from carrying out their duties.
Any lost time or damage costs incurred as a result of failure to comply with this notice, shall be met by the relevant contractor.
12. Plant, equipment, materials and substances within the Dry-dock site must conform to the legal standards required, and remain safe, free of risk with restrictive access to authorised personnel only within the site.
13. At no time will vessels be used for accommodation purposes while sited in the ship repair facilities with the exception of one designated watchman. It is the responsibility of relevant contractors to ensure that the designated watchman is not exposed to health and safety risks as a result of their activities.
14. It is the responsibility of the person/party leasing the ship repair facility to ensure that the vessel is not being utilised for unauthorised accommodation purposes and that the facility remains secure from unauthorised access.

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”) and the Head of Fishing-Commercial of PPA

A. APPLICABILITY AND COMPLIANCE

1. These Fish Market Rules shall apply to all users of the Fish Market (being all fishing vessel crew, salesmen, buyers, contractors, other workers, employees, visitors and all other persons entering Peterhead Fish Market, hereinafter referred to as “**Market Users**”) and, when applicable, the Employers of such Market Users (hereinafter referred to as the “**Employer**”).
2. All Market Users shall comply with the food hygiene and all other applicable standards required by the Brand Recognition Through Compliance Global Standards (BRCGS), Aberdeenshire Council, the Food Safety Act (as the same may be amended or replaced from time to time including all regulations enacted thereunder) and all other applicable legislation and regulations.
3. Any breach of these Fish Market Rules may be subject to the Disciplinary Procedure set out in FM Annex 1.

B. HYGIENE

1. Hand / Boot Washing

- Hands must be washed at entry point on each occasion of entering the Fish Market floor.
- 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

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

3. Illness

- All Market Users must be fit to work in a food environment.
- 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

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

5. Eating, Drinking and Smoking

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

6. Work Practices

- Walking or standing on fish boxes is strictly forbidden.
- Resting of feet on fish boxes is strictly forbidden.
- The use of feet to inspect fish is strictly forbidden.
- Spitting is strictly forbidden.
- The random tipping of fish on the Fish Market floor is strictly forbidden.
- Sitting on fish boxes, fish bins and pallet trucks is strictly forbidden.

7. Visitors

Any visitor to the Fish Market must complete the visitors' hygiene rules and sign in before entering the Fish Market.

C. 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.

D. OPERATIONAL PROCEDURES

1. No fish which is presented for sale shall be sold ahead of the fish auction.
2. Market Users shall not engage in any bid-rigging or other cartel offence in relation to the sale or purchase of fish at the Fish Market.
3. Fish sold at auction must be removed from the Fish Market as soon as reasonably practicable.
4. 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.
5. The electronic pallet trucks in the Fish Market are the property of PPA: -
 - All Employers of Market Users who operate these trucks shall be responsible for ensuring compliance with this Rule and have a current risk assessment covering all intended activities;
 - The Employer must ensure that their employees operating pallet trucks are suitably qualified and insured to do so and that they operate the pallet truck in a safe manner giving proper consideration to other Market Users; and
 - Market Users and/or their Employers using PPA property and equipment will be liable for all damage caused to such PPA property and equipment.
 - Pallet trucks must not leave the fish market premises when removing fish from the auction floor;
6. 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.
7. It is the 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.
8. During the sales period, no unauthorised visitors are permitted on the Fish Market floor due to the potentially hazardous movement of pallet trucks and fish boxes.
9. All contractors involved in the transportation of fish are required to wear Hi-Viz clothing.
10. No fish is to be removed from the Fish Market floor if such removal passes through a current ongoing auction.
11. Fire doors must only be used in an emergency, unless specified by PPA staff.

E. CONDUCT

1. Market Users must not be under the influence of alcohol or any drugs, other than a drug prescribed for his or her medication on condition that the prescribed drug does not make the person unsafe to undertake work at the Fish Market.
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 video equipment without prior written authorisation from PPA. A filming agreement is available from PPA on request.
4. Market Users shall not: -
 - use insulting, abusive, indecent or obscene language;
 - engage in any behaviour at the Fish Market which is discriminatory or constitutes bullying, harassment, racial or sexual harassment or victimisation;
 - behave in a dangerous, disorderly, violent, threatening or offensive manner;
 - behave in a manner which causes or is likely to cause interference, nuisance, disturbance, annoyance or inconvenience to PPA employees or other Market Users;
 - deliberately obstruct or cause obstruction to another Market User; or
 - deliberately obstruct, prevent, hinder or interfere with any PPA employee in the exercise of any of his / her duties.

F. CCTV

Surveillance cameras are in operation within the Fish Market. These recording devices will be operated in line with the PPA CCTV policy (see FM Annex 2). Any stakeholder wishing to view their footage must first seek permission from management at the Fish Market.

G. ACCESS FOBS

Access FOBS are issued to Market Users as per PPA requirements. The FOBS are the responsibility of these Market Users. Any sharing of FOBS to unauthorised personnel will result in the FOB having access rights removed. Damaged or lost FOBS must be reported to PPA and a replacement may be purchased at an appropriate charge.

H. ACCEPTANCE AND SIGNING

1. By signing below, each Market User and Employer confirms that they have read and fully understand and accept these Fish Market Rules including the Disciplinary Procedure and acknowledge that any breach of these Fish Market Rules may result in the Market User and/or the Employer being subject to the Disciplinary Procedure.

2. It is the responsibility of the Employer to ensure that any new employee who is to become a Marker User is fully aware of these Fish Market Rules prior to entry into the Fish Market. In that event, the Employer must submit to PPA another set of these Fish Market Rules signed by the new employee.
3. These Fish Market Rules are to be signed by each Market User and Employer and returned to Allison Sherrington, Peterhead Port Authority, Harbour Office, West Pier, Peterhead AB42 1DW (Email address: Allison.sherrington@peterheadport.co.uk)

By Your admission to Peterhead Fish Market, entering or attempting to enter the Fish Market, you will be taken to have accepted these Fish Market Rules.

| Employer Name and Address | Authorised Signature | Date |
|---------------------------|----------------------|------|
| | | |
| Employee Name | Signature | Date |
| | | |
| | | |
| | | |
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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 is; (i) not established; or (ii) is established, in which event the Head of Fishing-Commercial may issue to the Market User: -
 - a written warning;
 - a suspension from attendance at the Fish Market for such period as the Head of Fishing - Commercial shall determine;
 - permanent exclusion from the Fish Market; or
 - such other disposal of the matter as the Head of Fishing - Commercial shall 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; and
 - 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. 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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Peterhead Port Authority Closed Circuit Television Policy

Scope:

The use of CCTV & body cameras by the Peterhead Port Authority will be for the purpose of maintaining safety and crime prevention. CCTV & body camera coverage shall be limited to the property of the Authority and stakeholder's property i.e. boats creels etc. Any peripheral coverage of adjacent buildings will be incidental and from such a distance as to not interfere with privacy. Captured images/recordings will be monitored by authorised personnel only.

Operation:

The Peterhead Port Authority is committed to the principles of the Data Protection Act and understands best practice for managing information.

Disclosure:

The Peterhead Port Authority may need to disclose CCTV & body camera images for legal reasons - for example, crime detection as well as for Insurance purposes. Images will only be disclosed where an organisation has confirmed that they too will adhere to the Data Protection Act in their handling of the images.

The Peterhead Port Authority may be obliged to pass recordings to the police or other statutory authority if a crime has been committed but there is no intention to process or publish recorded information unless it is for the benefit of the harbour users.

In particular the Peterhead Port Authority will: -

- display signage informing people that CCTV & body cameras are being used and for what reason.
- be able to provide images within 30 days provided the person involved has made a written request, can provide a specific date and time when he/she was on site and no other person's identity is infringed.
- share images with the authorities, e.g. the police, when requested.

Retention:

CCTV coverage data will be held for 30 days unless the Peterhead Port Authority determine that a longer retention period is necessary based upon our legitimate interests, such as the data's use in a legal investigation.

The Peterhead Port Authority will not keep retained images for more than 12 months unless part of an ongoing criminal/insurance investigation/claim.