



Health & Safety Management System

Reviewed: - August 2015

CONTENTS

Record of Amendments

Introduction

1. Health & Safety Policy

2. Health & Safety Roles & Responsibilities

2.1 THE BOARD

2.2 THE CHIEF EXECUTIVE

2.3 HARBOUR MASTER & DIRECTOR OF PORT OPERATIONS

2.4 ASSISTANT HARBOUR MASTER

2.5 SENIOR PORT ENGINEER

2.6 ASSISTANT PORT ENGINEER

2.7 ADMINISTRATION MANAGER

2.8 SHIP REPAIR FOREMAN

2.9 ASSISTANT SHIP REPAIR FOREMAN

2.10 FISHMARKET FOREMAN

2.11 FISHMARKET QUALITY ASSURANCE OFFICER

2.12 PORT HEALTH, SAFETY & ENVIRONMENTAL OFFICER

2.13 PORT AUTHORITY PERSONNEL

2.14 COLLECTIVE RESPONSIBILITIES

3. Legislation & Statutory Obligations

3.1 THE PETERHEAD PORT AUTHORITY HARBOUR ORDER

3.2 BYELAWS

3.3 LOCAL RULES (GENERAL/SPECIFIC)

3.4 STATUTORY REGULATIONS

4. Consultation & Communication

4.1 CONSULTATION

4.2 COMMUNICATION

5. Arrangements and Sub- Policies

5.1 HEALTH & SAFETY MANAGEMENT SYSTEM

5.2 RISK ASSESSMENTS

5.3 METHOD STATEMENTS

5.4 CONTRACTORS SELECTION & COMPLIANCE

5.5 LOCAL SITE RULES

5.6 INSPECTION RECORDS

5.7 FIRE

5.7.1 FIRE SAFETY POLICY

5.7.2 FIRE SAFETY ARRANGEMENTS

5.8 FIRST AID

5.9 WORKPLACE INSPECTIONS

5.10 WORK EQUIPMENT

5.11 CONTROL OF HAZARDOUS SUBSTANCES

5.12 DISPLAY SCREEN EQUIPMENT

5.13 PERSONAL PROTECTIVE EQUIPMENT

5.14 MANUAL HANDLING OPERATIONS

5.15 PROACTIVE REPORTING

5.16 ACCIDENT/INCIDENT REPORTING & INVESTIGATION

5.17 DRUG AND ALCOHOL POLICY & SCREENING

5.17.1 DRUG & ALCOHOL POLICY

5.17.2 SCREENING

5.17.3 REFERRAL

5.18 NON - COMPLIANCE

5.19 TRAINING

5.20 RESOURCES & PROCUREMENT

6. Emergency & Response Arrangements

6.1 RESPONSE STRATEGY

6.2 EMERGENCY RISK REGISTER

6.3 PORT EMERGENCY PLAN

6.3.1 PREPARATION OF PLANS

6.3.2 COMMAND & CONTROL

6.3.3 TRAINING & EXERCISE

6.3.4 CIRCULATION & UPDATING

6.3.5 ACTIVATING THE PLAN

6.4 OIL SPILL CONTINGENCY PLAN

6.5 DANGEROUS SUBSTANCE ARRANGEMENTS

6.5.1 APPLICATION

6.5.2 STORAGE OF DANGEROUS SUBSTANCES

6.5.3 NOTICE OF ENTRY

6.5.4 DANGEROUS SUBSTANCES FROM INLAND

6.5.5 DANGEROUS SUBSTANCES FROM SEA

6.5.6 NOTIFICATION FOR ALL DANGEROUS SUBSTANCES

6.5.7 HANDLING & PACKAGING

6.5.8 REPORTING REQUIREMENTS

6.5.9 APPOINTMENT OF INSPECTORS

6.5.10 EXPLOSIVES

6.5.11 LICENSED BERTHS

6.5.12 SECURITY OF EXPLOSIVES

6.5.13 RECORD OF EXPLOSIVES & AUDITING

7. Monitoring, Audit & Review

7.1 MONITORING PERFORMANCE

7.2 AUDITS

7.3 DOCUMENT REVIEW & CONTROL PROCEDURE

Annex

- A) ACCIDENT/INCIDENT REPORTING FORM**
- B) ACCIDENT/INCIDENT INVESTIGATION FORM**
- C) HAZARD OBSERVATION FORM**
- D) GENERAL SITE RULES & EMERGENCY PROCEDURES**
- E) SHIPLIFT SITE RULES & EMERGENCY PROCEDURES**
- F) SLIPWAY SITE RULES & EMERGENCY PROCEDURES**
- G) FISHMARKET SITE RULES & EMERGENCY PROCEDURES**

RECORD OF AMENDMENTS

DATE	AMENDMENT	Signature
27.08.13	<p>(6.4) OIL SPILL CONTINGENCY PLAN:</p> <p>Original text – Oil spill contingency plans have been developed and are detailed within the Port Marine Safety Plan.</p> <p>Amended text - Detailed oil spill contingency plans have been developed with implementation references contained within the Port Marine Safety Plan and the Port emergency Plan documents.</p>	
27.08.13	<p>(Annex E) SHIPLIFT SITE SAFETY RULES:</p> <p>Insert new – Rule 3: All spray painting operations are to be carried out independently from all other ship repair operations with the area controlled and restricted to painting operatives only. Normal access to the building can only resume once safe clearance times set by painting contractors have past.</p> <p>Insert new – Rule 5(c): Air –fed respiratory protective equipment must be worn by all operatives during paint spraying operations and clearance times.</p> <p>Insert addition to original – Rule 10: ‘or in proximity to paint spraying operations’ added to original rule.</p> <p>Insert addition to original – Rule 15: ‘This exception is withdrawn during paint spraying operations where the building must be restricted to painting operatives only.’ added to original rule.</p>	
14.08.14	<p>INTRODUCTION</p> <p>Norsea Group UK Ltd included in intro.</p> <p>(5.4) CONTRACTOR SELECTION & COMPLIANCE</p> <p>Original text (3rd para down): ‘certain regulations are’</p> <p>Amended text – ‘certain regulations and guidance are’</p> <p>Original text deleted (4th para down) – ‘Dock Regulations 1988’</p> <p>Inserted text – ‘Safety in Docks ACOP’</p> <p>(5.16) ACCIDENT/INCIDENT REPORTING</p> <p>Riddor Regulations date amended from 1995 to 2013</p>	
12.08.15	<p>(6.5.11) Licensed Berths</p> <p>Explosive amounts amended to comply with updated HSE licence.</p>	

INTRODUCTION

The Port

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

Peterhead is one of Europe's largest fishing ports. The inner harbour provides modern facilities to handle all aspects of the industry. Facilities include a temperature controlled fish market, an overflow market, a slipway that can accommodate four fishing vessels, a 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, Albert Quay and the Smith Embankment. 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 service and logistics base from Smith Quay at the mouth to the inner harbour

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 2 berth open pile jetty and the North Breakwater provides a further three berths that are protected by a wave-wall on the offshore side. The South Base consists of the South Breakwater (4 berths), the ASCO Quay (five berths) and the Princess Royal Jetty (three berths).

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

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

Port Land Based Facilities, Operations and Assets

Syncrolift

The Syncrolift facility can accommodate vessels weighing up to 2,000 tonnes for inspection, repair, maintenance or survey. The procedure to raise or lower the ship normally takes less than an hour and the vessel can use either the outside berth or the covered repair hall.

The hall can take vessels up to 47 metres long and 25.2 meters high. Working indoors allows projects to be completed in a controlled environment whatever the weather conditions. This is a significant benefit for every work scope which includes activities such as painting and welding. Operations in the hall can proceed without delay in a contained and ventilated environment – thereby reducing the risks associated with the weather and non-essential personnel.

Both interior and exterior berths provide ample flat working space around the vessel to accommodate plant and equipment in a safe manner. There is good access to the vessel at various different levels and the facilities are serviced with high capacity power supplies.

Slipway

Peterhead slipway has four berths and accepts vessels with a keel length up to 27.4 metres and beam of 7.2 metres. The maximum weight it can handle is 360 tonnes. Scaffold access is provided for vessels.

Drydock

The drydock is adjacent to the shiplift. It handles vessels up to 57.9 metres in length, 10.6 metres wide and with a maximum draft of 4.5 metres. Special rates are available for long-term projects.

As well as use for ship repair purposes, the facility has proven useful for testing subsea equipment such as pumps and rovs which require secure sheltered water for design, development and testing.

Merchants Quay Fishmarket

The Fishmarket has 2,850 square feet of floor space with temperature control. Vessels and Lorries can discharge immediately upon arrival to a secure environment. The fishmarket has been designed to create optimum conditions for the preservation of the catch with double sealing doors on either side assisting in temperature control. Strict hygiene regulations are in place and executed by Environmental Health Inspectors who check all fish on landing and security cameras oversee all procedures.

Greenhill Fishmarket

The Greenhill Fishmarket facilitates for excessive fish landing periods above the capacity of the Merchants Quay Fishmarket. This market is not temperature controlled and is always used as the secondary option to the Merchants Quay Fishmarket. Preservation of fish landings are maintained through the use of ice in this market.

Maintenance Workshop

The Port is facilitated by a maintenance workshop located at Farmers Lane. Joinery/ engineering maintenance and fabrication projects are carried out in this area in order to maintain and improve the operational integrity and safety of the Port.

Canal Junction Bridge

In order to reduce traffic congestion at peak times, the Port provides access to industrial areas via the canal junction bridge. The bridge is operated by experienced and competent operatives with all safety measures in place to provide a steady flow of both vehicular and vessel traffic.

Weighbridge

Weighbridges are located at both Merchants Quay and the Princess Royal Jetty. Both are operated by fully qualified staff. These are available for cargo being shipped through the port and other contract work. Sampling stations for agricultural products are also available at Princess Royal Jetty and Albert Quay.

Leased Property

The Peterhead Port Authority controls the Lease holdings of buildings on the Port Estate. Maintenance and servicing of these properties are carried out prior to and after occupancy. The Port Authority upholds the responsibility of Health and safety in shared common areas where buildings have multiple occupancy. Tenants and premises are monitored and inspected to ensure compliance with regulatory and local requirements.

Marine Facilities and Operations

All marine facilities, operations and corresponding procedures and arrangements are contained within the Marine Safety Management System document.



1. CORPORATE HEALTH & SAFETY POLICY STATEMENT OF INTENT

Peterhead Port Authority's Board and its management team regard people as our most important asset and as such, accept responsibility for protecting, as far as reasonably practicable, the health and safety of our employees and others who may be affected by the conduct of our undertaking.

We recognise that the maintenance of a safe place of work and safe systems of work are critical to the continued success of the port and, accordingly, we view our responsibilities for health and safety as a priority in conjunction with our other corporate responsibilities. We will operate working practices to safeguard all our work places. We acknowledge that in this respect our responsibilities to the health and safety of third parties.

The objective is to create a coherent structure of policy-related organisational and administrative measures with the aim of identifying and eliminating or mitigating hazards to the health and safety of our employees and third parties. The Board recognises that its objective can be fulfilled by implementing this health and safety policy and making adequate resources available. The procedures for implementation are set out in our health and safety documentation.

By their nature, some of our activities are not without risks but through the implementation of our health and safety policy by managers and employees, risks to health will be maintained at the lowest reasonably practicable level. The management of health and safety is an integral part of every manager's role. All managers and employees are required to comply with the port's health and safety policy and with the objective of identifying and eliminating or mitigating hazards to health and safety.

The Board actively seeks the participation of employees, both formally and informally, through a process of consultation and monitoring so that any issues relating to health and safety are brought quickly to the attention of managers.

The effectiveness of our health and safety policy is monitored and reviewed by the Board annually. We pursue continuous improvements to our health and safety procedures and encourage employees to participate in this process. Managers will bring any changes to the policy or procedures to the attention of all employees.

We would remind all employees of their statutory duty to take reasonable care of the health and safety of themselves and others who may be affected by their actions. This includes co-operating in procedures introduced in the interests of health and safety. Only with the co-operation, involvement and commitment of every employee, can the objectives of this policy statement be successfully achieved.

A handwritten signature in black ink that reads "John E Wallace".

Signed

Date 12/08/15

JOHN E WALLACE, 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 Health and Safety issues;
- The responsibility for the development of policies, plans, systems and procedures to ensure and improve the health and safety status of the Port;
- Ensuring that assessments and reviews are undertaken as required, to maintain and improve Health and safety 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 Health and Safety compliance with all current statutory regulations.
- Raising Health and Safety awareness and installing a positive Health and Safety culture within the Port.
- Ensuring that both staff and management are updated on relevant Health and Safety 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 the 'Designated Person'. The Harbour Master is primarily accountable to the Port Authority Board of Directors for marine operations that can have an impact on the Health and Safety status of 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 authorised deputies, assistants and members of his staff and any other person authorised 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 authorised deputies, assistants and members of his staff and any other person authorised 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 Health and Safety directions and Health and Safety statutory regulations.

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

2.4 Senior Assistant / Assistant Harbour Master

The Authority employs two Assistant Harbour Masters who aid and support the Harbour Master in the operation of the port. The Assistant Harbour Masters are vested with the same statutory discretions as the Harbour Master himself and are 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 Health and Safety directions and Health and Safety statutory regulations.

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

2.6 Assistant Port Engineer

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

2.7 Administration Manager

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

The Administration Manager shall ensure that all staff under their supervision have been provided with sufficient Health and Safety 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 Health and Safety directions and Health and Safety statutory regulations.

The Ship Repair Foreman shall ensure that all staff under their supervision have been provided with sufficient Health and Safety 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 Fishmarket Foreman

The Fishmarket foreman shall ensure that all operations under their supervision are carried out in compliance with all local Health and Safety directions and Health and Safety statutory regulations. The Fishmarket foreman shall ensure that all staff under their supervision have been provided with sufficient Health and Safety training and information relevant to their position.

2.11 Fishmarket Quality Assurance Service

The Fishmarket Quality Assurance officer shall monitor and execute the procurement and selection of chemicals and substances used in the Fishmarket.

The Fishmarket Quality Assurance officer shall monitor and advise on all Fishmarket procedures to ensure compliance with all Health, Safety and Hygiene legislation.

2.12 Port Health, Safety & Environmental Officer

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

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

2.13 Port Authority Personnel

All port authority personnel shall have the responsibility of:

- Familiarising themselves with the contents of the organisations Health and Safety policy and working in accordance with the instructions laid down.
- Undertaking work in a manner that shall not have a detrimental effect on the Health and Safety status of the Port.
- Ensuring that their own acts or omissions will not be detrimental to the Health and Safety status of the Port.
- Reporting all Health and Safety 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 Health and Safety 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 Health and Safety hazards in the workplace.
- Co-operating fully with the organisation to enable them to meet their legal duties with regard to maintaining a healthy and safe status by adopting good working practices and safe systems of work.

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

3. LEGISLATION & STATUTORY OBLIGATIONS

3.1 Peterhead Port Authority Harbour Order

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

3.2 Byelaws

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

3.3 Local Rules (General/Specific)

Without prejudice to the responsibility of any employer, employee or self-employed persons working within the Port estate, the Authority may issue local rules, whether general or specific, in respect of all facilities and activities carried out within the Harbour or any part thereof, and may amend or revoke the same.

Such rules shall be for the purpose of:-

- a) Preventing injury to persons or damage to property within the Port Estate
- b) Securing the efficient management and regulation of the Port Estate

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

Copies of current rules may be viewed in the Annex section.

3.4 Statutory Regulations

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

The Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

Safety in Docks ACOP (L148)

Merchant Shipping Act 1995

Pilotage Act 1987

Environmental Protection Act 1990

In addition to current legislative updates from the two regulating bodies, the Peterhead Port Authority is subscribed to the Port Skills and safety and the British Safety Council organisations. Both organisations provide online legislative tracker updates ensuring that legal and regulatory information is current and valid.

4. CONSULTATION & COMMUNICATION

4.1 Consultation

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

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

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

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

4.2 Communication Channels utilised in the Port

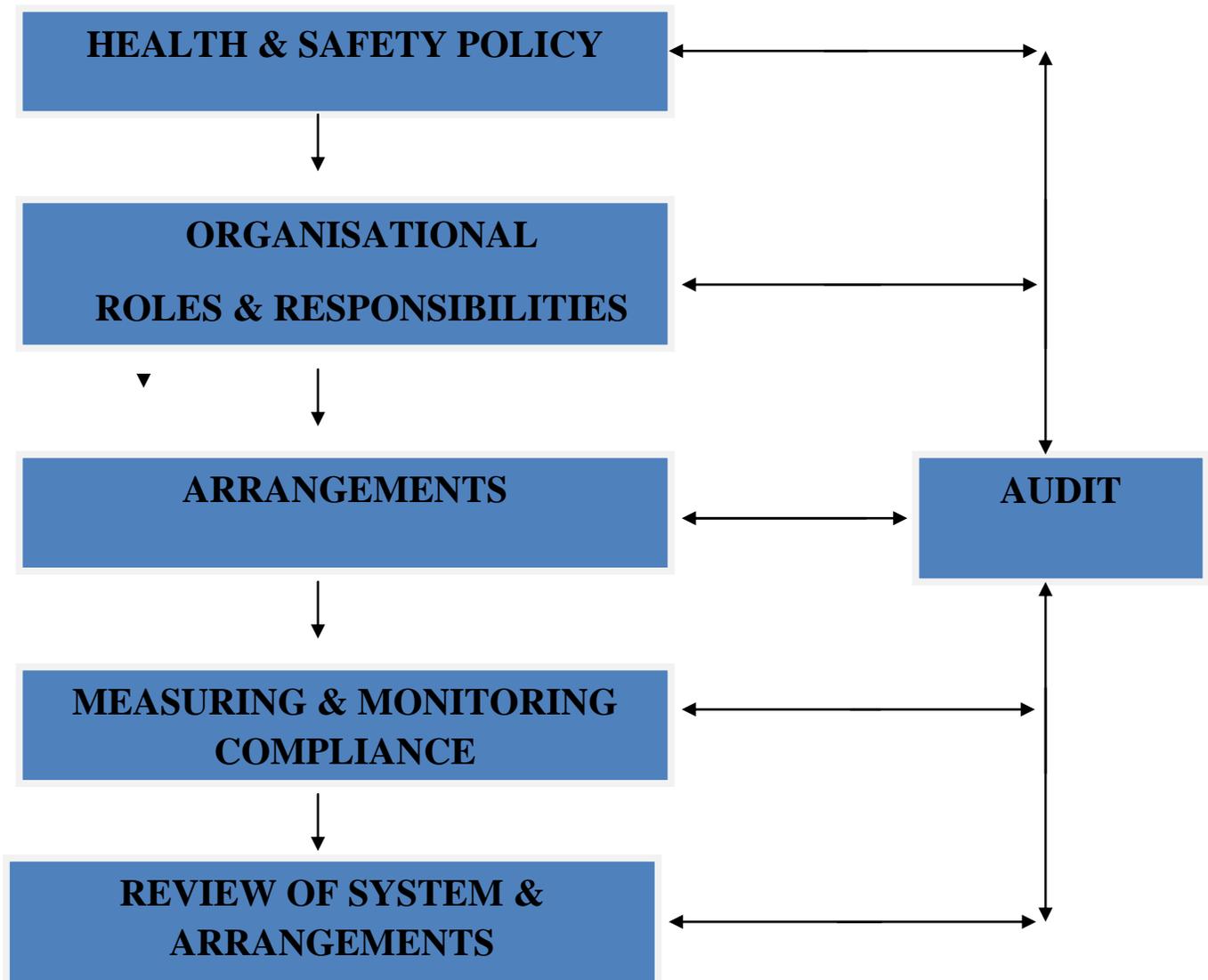
To ensure that Health & safety issues are communicated, and in the event of an incident, responded to in a timely manner, the following communication channels are utilised in the port

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

5. ARRANGEMENTS & SUB – POLICIES

5.1 HEALTH & SAFETY MANAGEMENT SYSTEM

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



5.2 RISK ASSESSMENTS

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

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

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

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

The Risk Assessment Process

The process of risk assessment consists of five stages:

Stage 1 - Identify the hazards

Stage 2 - Decide who might be harmed and how

Stage 3 - Evaluate the risks and decide on precautions

Stage 4 - Record your findings and implement them

Stage 5 - Review your assessment and update if necessary

Stage 1 - Identify the hazards

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

Stage 2 - Decide who might be harmed and how

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

Stage 3 - Evaluate the risks and decide on precautions

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

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

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

Stage 4 - Record your findings and implement them

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

Stage 5 - Review your assessment and update if necessary

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

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

Recording, Auditing and Reviewing

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

The health and safety system will be continually audited by a proactive monitoring programme which searches for any weaknesses and failings in current procedures and systems. The internal health and safety audits will be carried out by the Port Health & Safety Officer.

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

An accident record book is maintained at the harbour office.

An Operations log book is maintained in the Control Tower.

Promulgation of Risk Assessments

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

Fishmarket condenser Risk Assessments

Due to the complexity of the operating system and the expertise required, risk assessments for the fishmarket condenser are assessed and compiled by external technicians who are qualified and competent to provide the required expertise in assessing the risks involved.

5.3 METHOD STATEMENTS

Where operations are considered to be outwith the normal routine of internal staff; and in all cases of contractor operations; method statements shall be developed prior to commencement of the operation and lodged with the Port Health, Safety & Environmental Officer and the Harbour Master/Senior Port Engineer.

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 CONTRACTOR SELECTION & COMPLIANCE

Contractors and agencies working directly for the Peterhead Port Authority are gauged on their past working history, current risk assessments, systems of work, resources and ability prior to any work carried out on the Port Estate in order to assess compliance with Health and Safety regulatory requirements. Before securing the services of any contractor for any maintenance, construction or repair services, Peterhead Port Authority must ensure that, as a minimum requirement, there is co-operation and co-ordination and an exchange of risk assessments and method statements between Peterhead Port Authority and the contractor in compliance with the Management of Health and Safety at Work Regulations 1999.

Routine third party contractors and agencies that utilise the port ship repair facilities are required to submit signed statements of compliance to the Port Authority.

The statement shall make reference to the contractors or agencies commitment to carry out all Port operations in compliance with all local Health & Safety directives and all statutory Health & Safety regulations. The Peterhead Port Authority reserves the right to complete sample audits on third party contractors utilizing the port ship repair facilities to ensure regulatory and local compliance.

During this audit, the inspection of risk Assessments and method statements is not considered legal approval of working practices by the Peterhead Port Authority and the contractors and agencies must ensure all regulatory and specific legislation requirements are met within their documentation.

Whilst there is a plethora of regulations applicable to maintenance, construction or demolition work within a harbour area, certain regulations and guidance are likely to be fundamental, namely: -

Construction (Design and Management) Regulations 2015
Construction (Health, Safety and Welfare Regulations) 1996
Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Control of Substances Hazardous to Health 2002
Work at Height Regulations 2005
Lifting Operations and Lifting Equipment Regulations 1998
Electricity at Work Regulations 1989
Confined Spaces Regulations 1997
Safety in Docks ACOP
IEE Electrical Installations Regulations 2001

5.5 LOCAL SITE RULES

The following local site rules ensure that staff, contractors, clients and stakeholders are aware of their responsibilities with regard to health, safety and environmental matters.

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

- **Merchants Quay Fishmarket**
- **Shiplift**
- **Slipway**

Copies of local site rules are detailed in the annex section.

5.6 INSPECTION RECORDS

Routine inspection checklists and audits are carried out, completed and filed by trained, designated members of staff to ensure that the following list of plant and equipment are maintained in a safe operational status:-

- **Fire Alarm Systems**
- **Fire fighting Equipment**
- **First Aid Equipment**
- **Scaffolding**
- **Ladders**
- **Forklifts**
- **Electric barrows**
- **Quayside water-point disinfectant cylinders**
- **Grease applications at Slipway and Shiplift.**
- **Waste water tank levels**
- **Fishmarket refrigeration plant cleansing.**
- **Shiplift ventilation system inspection.**
- **Quayside Inspections**
- **Quayside life-saving equipment inspections**

Routine inspections and analysis are carried out by external specialists on all the following plant and equipment that require external servicing and certification.

- **Gangways**
- **Lifting equipment**
- **Portable appliance testing**
- **Fire and gas alarm systems and detectors.**
- **Potable water quality analysis**
- **Life jackets and vests**

5.7 FIRE

5.7.1 Fire Safety Policy

1. The Peterhead Port Authority recognises that fire can have a devastating effect on life as well as the Port's business and activities. The risk of fire and its consequences will be reduced if this policy and its supporting procedures are followed.

2. It is the policy of the Peterhead Port Authority, so far as reasonably practicable, to:

- Safeguard all persons on the Port's premises from risk of death or injury in the event of fire.
- Minimise the risk of fire and limit the spread of fire if it occurs
- Minimise the potential for fire to disrupt routine Port business, damage buildings and equipment, and harm the environment.
- Comply with the requirements of legislation relating to fire and fire safety.

3. In particular, the Peterhead Port Authority will ensure that:

- All premises are subjected to a fire risk assessment and where risks are identified, action is taken to implement appropriate control measures and remove the risk or reduce it as far as is reasonably practicable. All fire risk assessments will be regularly reviewed especially in light of alterations to buildings or changes in building use.
- Measures are taken to protect life, property and equipment from fire with the provision of a safe means of escape, emergency lighting, means of giving warning and of appropriate fire fighting equipment.
- All new buildings and refurbishments are designed, specified and constructed in accordance with all relevant fire safety legislation.
- Maintenance of buildings is designed, specified and carried out in accordance with all relevant fire safety legislation
- Effective management procedures are in place to respond to any fire or emergency and to deal with aftermath.
- Appropriate instruction is given to all persons on Peterhead Port Authority premises in relation to fire safety and appropriate fire training is given to designated staff that have an active role in the implementation of fire precautions and emergency situations.

4. All staff, tenants, contractors and visitors to the Port must:

- co-operate with managers and supervisors, and those with fire safety responsibilities, and comply with the implementation of the Peterhead Port Authority Fire Safety Policy
- ensure they know what to do in the event of fire and to be familiar with escape routes from their location.
- consider the risk of fire from their activities and reduce or control that risk.
- Do not interfere with or abuse any equipment provided for fire safety.
- Check during the weekly alarm tests whether the fire alarm is audible in their areas of work and report any deficiencies.
- Be familiar with personal emergency evacuation plans in relation to any disabled staff or visitors.

Internal Monitoring:

5. Fire safety arrangements and systems across the Peterhead Port estate will be subject to regular monitoring. This will be done through fire risk assessment, formal audit and general inspections of buildings by Health and Safety personnel. Appropriate records will be kept.

Review and Update Arrangements:

7. This policy will be reviewed annually by the Health and safety officer and revised or updated as necessary.

5.7.2 FIRE SAFETY ARRANGEMENTS

The following arrangements have been implemented to meet the requirements of

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006

- Procedures shall be put in place to identify, monitor and control all fire hazards within the Port.
- Identified fire hazards shall either be eliminated or reduced to the minimal risk through procedures or controls.
- The organisation shall provide appropriate fire fighting equipment and fire detection systems in all workplaces over which it has control with arrangements implemented for it to be checked at regular intervals by a competent person.
- The organisation shall provide appropriate fire fighting equipment and fire detection systems in all communal areas of premises over which it has control with arrangements implemented for it to be checked at regular intervals by a competent person.

- Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be established by the organisation at each workplace and effective steps will be taken to ensure that all employees are familiar with the procedures.
- Designated Fire Wardens shall be appointed in concentrated staff areas to coordinate emergency evacuation procedures, monitor and check compliance with the organisations fire safety policy and carry out the testing and checking of alarm systems.
- All alarm tests, compliance checks and incidents are recorded in corresponding fire log books for each location.
- Fire risk assessments shall be reviewed on an annual basis, after an incident or where changes to the structure or procedures of a location have occurred.
- Annual maintenance inspections of all fire fighting and detection equipment shall be carried out by qualified external specialists.

Supplementary and underpinning Sources

- **Fire Risk Assessments**
- **Fire log books**
- **Internal testing of alarms and inspections of Fire Extinguishers, Emergency lighting, Escape route integrity.**
- **Alarm inspection reports from external specialists**
- **Fire extinguisher inspection reports from external specialists**
- **Emergency lighting inspection reports from external specialists**
- **Training database**

5.8 FIRST AID

The following arrangements have been implemented to meet the requirements of

First aid at work. The Health and safety (First Aid) Regulations 1981

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

Designated "First Aiders" shall:

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

Supplementary and underpinning Sources

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

5.9 WORKPLACE INSPECTIONS

It is the policy of the Authority to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 (boats are excluded from the terms of these Regulations).

Regular inspections of the workplace will be conducted by the Health & safety officer. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of the Authority's operations.

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

The Peterhead Port Authority has the following responsibilities in ensuring that Health, Safety and Environmental standards are met with regard to its commercial leased properties:

- Ensuring that new commercial tenants are provided with an induction package informing them of their responsibilities and requirements to meet and maintain compliance with Health, Safety and Environmental regulations
- Ensuring that Gas and Electrical systems are compliant with regulatory requirements prior to and after occupancy.
- Where several businesses operate in the same building and they share the use of common areas, the main responsibility for fire safety compliance in such areas shall rest with the Peterhead Port Authority. The Peterhead Port Authority is responsible for maintaining and checking shared fire safety equipment, such as fire alarm systems covering the whole building.
- The monitoring of tenant activities and building integrity in order to maintain compliance with Health, Safety and Environmental regulatory requirements.

5.10 WORK EQUIPMENT

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

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

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

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

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

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

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

5.11 CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of the Authority to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1999 (COSHH).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on the manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

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

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

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

5.12 DISPLAY SCREEN EQUIPMENT

It is the policy of Peterhead Port Authority to comply with The Health and Safety (Display Screen Equipment) Regulations 1992.

Peterhead Port Authority will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the authorization of the workstation is substantially modified.

5.13 PERSONAL PROTECTIVE EQUIPMENT

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

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

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

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

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

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

5.14 MANUAL HANDLING OPERATIONS

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

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

Mechanical lifting equipment shall be provided and utilized where practicable.

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

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

5.15 PROACTIVE REPORTING

Hazard observation forms are provided throughout the organisation with the purpose of encouraging staff to report ideas, solutions or observations that need consideration to reduce or eliminate the risk of hazards and prevent the occurrence of future accidents and incidents.

Hazard Observation Forms are detailed in the Annex section.

5.16 ACCIDENT/ INCIDENT REPORTING & INVESTIGATION

It is the policy of the Authority to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

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

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

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

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

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

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

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

Accident/Incident Investigation forms can be located in the Annex Section

5.17 DRUG AND ALCOHOL POLICY AND SCREENING

5.17.1 Drug and Alcohol Policy

Employees must not consume alcohol **at any time** during working hours, including during meal-breaks or before work whenever work performance will be adversely affected. Examples include: driving, use of dangerous or potentially dangerous work equipment, working at heights, handling loads, working with dangerous substances and any activity identified by risk assessment.

Employees must not use drugs during working hours or before work whenever work performance will be adversely affected. Employees who are prescribed by their doctor drugs that may affect their ability to work should inform their manager.

Possessing, using or supplying controlled drugs at work is prohibited. The organisation is obliged to comply with the Misuse of Drugs Act and notify the police if any such activity (including reasonable suspicion of it) takes place on company premises.

Any breaches of this policy will be dealt with under the company's disciplinary procedure. While the recognised disciplinary procedures are appropriate to deal with the irresponsible and deliberate misuse of alcohol or drugs, the organisation accepts that in some cases an employee may have a health problem as a result of dependence on alcohol or drugs. If the employee and the organisation accept that the alcohol- or drug- related problem may be resolved through appropriate specialist treatment, all efforts shall be made by the organisation to provide guidance and advice on obtaining such treatment.

5.17.2 Screening

Following any incident where there is a suspicion that drugs and/or alcohol may have been a contributory factor, the company reserves the right to have tests carried out on employees. Where testing takes place the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a breathalyser sample, will be considered to be a breach of these rules and may lead to disciplinary action being taken.

5.17.3 Referral

The company will promote an environment in which those with alcohol- or drug- related problems are encouraged to obtain guidance and advice. Referral to specialist agencies will always be with the agreement of the employee with the alcohol or drug problem and self-referral may be the most effective way of addressing the problem.

The following legislation is applicable:

- **The Health and Safety at Work Act (etc) 1974** gives employers responsibility for the health, safety and welfare of their employees.
- **The Road Traffic Act 1988** makes it an offence for anyone who drives whilst unfit through the drink or drugs.
- **The Misuse of Drugs Act 1971** makes it an offence to produce, supply or possess controlled drugs. Employers can be liable under this act if they knowingly allow the production, consumption or supply of controlled drugs on their premises.
- **The Data Protection Act 1998** gives employers responsibilities for acquiring, managing and retaining information on workers health.

5.18 NON-COMPLIANCE

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 first line supervisors and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this Health & safety policy.

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

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

External matters of non compliance with the Ports Safety Management Systems 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.

Non-compliance reports relevant to health and safety shall be recorded and include information on corrective and preventative action. Re-occurring issues and trends shall be reviewed at quarterly health and safety committee meetings.

5.19 TRAINING

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

All new employees to the organisation shall be provided with induction training. This training shall highlight the importance the organisation places on Health & Safety in the Port environment with reference to the implemented Management Systems and Policies. In addition the training shall focus on the relevant risks associated with the individual's scope of work, the conduct and requirements expected from the individual and the Emergency Arrangements the organization has in place.

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

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

5.20 RESOURCES AND PROCUREMENT

The Port Authority shall ensure so far as is reasonably practicable, that effective resources and equipment are provided in order to maintain compliance with all Health and Safety regulatory requirements and where possible improve the Health and Safety status of the Port's working procedures and surrounding environment.

The procurement process of selecting resources and equipment shall be based on the following criteria:

- Compliance with Health, Safety and Environmental regulatory requirements and Quality Assurance standards.
- Suitability and effectiveness.
- Cost
- Sustainability and aftercare.
- History and Reputation.

6. EMERGENCY & RESPONSE ARRANGEMENTS

Peterhead Port Authority has prepared emergency plans in accordance with the Port Marine Safety Code and as part of its safety management system. Specific responsibilities also arise from the Dangerous Substances in Harbour Areas Regulations 1987 and as part of the Civil Contingencies Act 2004, under which Peterhead Port is designated as “Category 2”.

The Emergency Plan is intended to provide a response to any emergency that may occur within the jurisdiction of Peterhead Port Authority. The Plan may be implemented in whole or in part depending upon the nature of the particular incident/emergency situation. It is recognised that it is not possible to plan for every contingency that may arise, therefore the plan remains flexible, but ensures that an effective response will be initiated in all circumstances. The Emergency Plan and subsequent Port Authority response will integrate with, and where necessary, co-ordinate the response of the emergency services and other participants.

Definition of Emergency

An emergency is any unplanned incident that may result in personnel injury, pollution of the environment or damage to vessels or property.

Area of Responsibility

The area of responsibility for this Emergency Plan is defined as the sea area, foreshore and port estate.

Types of Emergencies

Emergencies may be categorised as Marine Incidents or Land-Based Incidents.

6.1 RESPONSE STRATEGY

Purpose and Priorities

The purpose of the Plan is to ensure that:

- a) the alarm is raised without delay,
- b) early provision of pertinent information is made available
- c) there is proper control and direction of personnel and resources in conjunction with the Emergency Services and other Participants in the Plan.

Minor incidents may rapidly develop into major incidents if the appropriate action is not quickly taken. It is therefore essential that any incident is dealt with as a matter of urgency no matter how trivial it may at first appear. All incidents are to be treated as an emergency until a full assessment of the situation has been made by the appropriate personnel.

The priorities for action in an emergency are as follows:

- a) Save life
- b) Protect the environment
- c) Protect property and maintain the safety of navigation within the harbour.

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.

6.2

EMERGENCY RISK REGISTER	Inherent Assessment		CONTROLS IN PLACE	Residual Assessment		PLANNED MONITORING LEVELS	RESPONSIBILITY
	Risk	Impact		Likelihood	Impact		
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	<i>Ensure emergency plans are up to date and revalidated at required intervals</i>	Harbour Master

RISK	Inherent Assessment		CONTROLS IN PLACE	Residual Assessment		PLANNED MONITORING LEVELS	RESPONSIBILITY
	Impact	Likelihood		Impact	Likelihood		
Explosion/fire on tanker discharging/loading	High	Medium	Monitor & stop any observed risk. Ensure emergency plans are current	Medium	Low	Monitor tanker operations ensure systems in place with appropriate signage	Harbour Master
Pedestrian & traffic convergence resulting in an accident	High	High	Pedestrian routes, speed restriction signage, speed humps and pedestrian crossings are in place,	Medium	Low	Monitor control measures in place to ensure effectiveness. Put in place further walkways/ pedestrian routes and speed limits as required	Health & Safety Officer
Safety management systems failure	High	Medium	Health & Safety Adviser/ Harbour Master monitoring & review ensuring audit & reporting programmes	Medium	Low	To review annually unless there are changes to operations or in response to incidents.	Health & Safety Officer / Harbour Master
Major Oil Spill	High	Medium	Oil spill contingency plan and resources.	Medium	Low	Maintain training levels for oil spill response staff. Ensure oil spill emergency resources are sufficient.	Harbour Master

RISK	Inherent Assessment		CONTROLS IN PLACE	Residual Assessment		PLANNED MONITORING LEVELS	RESPONSIBILITY
	Impact	Likelihood		Impact	Likelihood		
Fire in Port building or facility	High	Medium	Direct fire alarm connection to control tower telephone. Fire risk assessments. Fire wardens. Fire fighting equipment	Medium	Low	Maintain staff training in fire awareness. Weekly fire alarm testing. Monthly firefighting equipment inspections. Annual fire drills.	Health & Safety Officer

6.3 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 involve the response procedures for:-

- (a) Fire
- (b) Explosion
- (c) Escape of toxic gas, liquid or hazardous chemicals
- (d) Radioactive material
- (e) Collision, sinking, stranding

6.3.1 Preparation of Plans

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

6.3.2 Command and Control

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

6.3.3 Training and Exercise

For the emergency plan to be effective all personnel involved must be competent to fulfill their roles. All members of the Participants response teams have received initial training in their roles in the event of an emergency.

To ensure that this plan is able to deal efficiently with the consequences of an emergency it is essential that the plan should be exercised to ensure it functions as expected.

A series of exercises, live and tabletop, will be carried out at irregular intervals to ensure that the emergency plan together with the contingency plans of ASCO, Fire Service, Police, Ambulance Service, Coastguard Agency, local Health Service and all other Participants are suitable for dealing with an emergency within the port.

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

6.3.4 Circulation and Updating

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

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

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

6.3.5 Activating the Plan

In the event of an emergency, the person discovering the emergency should try to contact the relevant emergency services and 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.

6.4 OIL SPILL CONTINGENCY PLAN

Detailed oil spill contingency plans have been developed with implementation references contained within the Port Marine Safety Plan and the Port emergency Plan documents.

6.5 DANGEROUS SUBSTANCE CONSIDERATIONS & ARRANGEMENTS

6.5.1 Application

Dangerous Substances are defined as “any substance which, when in a harbour or harbour area, creates a risk to the health or safety of any person”. The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) defines the various categories of substances classified as dangerous and refers to Annex I the Dangerous Substances Directive (67/548/EEC) for individual definition and classification.

6.5.2 Storage of Dangerous Substances

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

6.5.3 Notice of Entry

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

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

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

6.5.4 Dangerous Substances from Inland

For dangerous substances coming into the harbour or harbour area from inland, the information should include the designated name given in the Dangerous Substances Directive, 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.

6.5.5 Dangerous Substances from Sea

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

6.5.6 Notification for all dangerous substances should include:-

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

6.5.7 Handling and Packaging

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

6.5.8 Reporting Requirements

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

6.5.9 Appointment of Inspectors

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

6.5.10 Explosives

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

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

6.5.11 Licensed Berths

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

Berths 1	650 kgs
Berths 2	1,200 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
Albert Quay A	50 kgs
Smith Quay	50 kgs

Numbered berths locations are detailed in the Marine Safety Management System.

6.5.12 Security of Explosives

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

6.5.13 Record of Explosives and Auditing

The Authority keeps records of explosives which are handled within the harbour area. These records distinguish between export and import and are retained by the Authority for a minimum period of five years. To ensure that explosives shipments are correctly handled, packaged and carried, irregular audits are carried out by the Port Explosives Security Officer. Records of these audits are maintained by the Authority.

7. MONITORING, AUDIT & REVIEW

7.1 MONITORING PERFORMANCE

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

The performance of all Port operations will be measured by a combination of both proactive and reactive measures.

These measures are:

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

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

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

7.2 AUDITS

Annual audits of the Port's compliance with the Health & safety management system shall be carried out by the Port's Health & Safety Officer.

The standard for the scope of the audit shall be agreed prior to commencement. The audit findings shall be documented and the final report presented to the Board for consideration.

7.3 DOCUMENT REVIEW & CONTROL PROCEDURES

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

The following list is a reference to the documents incorporated within the Integrated Safety Management System (ISMS). Information alongside each document reference (given in no particular order) identifies where each document can be found, the audit and review schedule and the person responsible in this respect to the document

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

<i>Document</i>	<i>Responsibility</i>	<i>Audit/Review</i>	<i>Locality</i>
Port Health & safety Management System	HS&E Officer	Annually	All Departments
Port Environmental Management System	HS&E Officer	Annually	All Departments
Port Marine Safety Management System	Harbour Master / HS&E Officer	Annually	HS&E Dept/ Marine Dept
Emergency / Contingency Plans	Harbour Master	Bi Annual	Marine Dept
Fire action plans/ fire risk assessments	HS&E Officer	Annually	HS&E Dept/ Relevant area
Port Health & Safety risk assessments	HS&E Officer	Annually	HS&E Dept/ Relevant area
Marine Safety risk assessments	Harbour master / HS&E Officer /	Annually	Work Boats/ Marine Dept
Building inspections	Port Engineer / HS&E Officer	Annually	Maintenance Dept HS&E Dept
Quayside Life-saving Equipment Inspections	HS&E Officer	Monthly Area Audits	HS&E Dept
Quayside Inspections	Asst. Port Engineer HS&E Officer	Monthly	Maintenance Dept HS&E Dept
Marine Circulars	Harbour Master	Annually	Control Tower
Bye Laws	Harbour Master	3yrly	Centrally
Waste Management Plans	Harbour Master	3yrly	Marine Dept

ANNEX

- A) ACCIDENT/INCIDENT REPORTING FORM**
- B) ACCIDENT/INCIDENT INVESTIGATION FORM**
- C) HAZARD OBSERVATION FORM**
- D) GENERAL SITE RULES & EMERGENCY PROCEDURES**
- E) SHIPLIFT SITE RULES & EMERGENCY PROCEDURES**
- F) SLIPWAY SITE RULES & EMERGENCY PROCEDURES**
- G) FISHMARKET SITE RULES & EMERGENCY PROCEDURES**

A)



Accident / Incident Report

Date: _____

Reported by: (print name) _____

Contact Phone: _____

Date of occurrence: _____ Time: _____

Location: _____

Description of incident:

If injury, detailed description of injury:

Department Manager:

Witnesses and contact details:

1)

2)

3)

Please submit this document to the Department Manager or the Health, Safety & Environmental Officer, Harbour Office.

B)



INCIDENT/ACCIDENT INVESTIGATION REPORT

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

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

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

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

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

Signature of manager making report..... Date / /
 Copies – Chief Executive, Harbour Master & Harbour Engineer
 INJURED PERSON: Surname..... Forenames..... Male/Female
 Home Address Age.....
 Employee Agency Temp Contractor Visitor Youth Trainee

Witness statement obtained? Yes/No

C)

Ref.

HAZARD OBSERVATION FORM

Name (PLEASE PRINT):

Date:

Acting Supervisor:

UNSAFE ACT OR UNSAFE CONDITIONS OBSERVED:

CORRECTIVE ACTIONS RECOMMENDED:

TO BE COMPLETED BY HS&E OFFICER.

HAZARD OBSERVATION REVIEWED WITH EMPLOYEE:

YES

NO

ADEQUATE CONTROL MEASURES ACTIONED:

YES

NO

CONTROL MEASURES IMPLEMENTED

HS&E OFFICER SIGNATURE..... DATE.....

D)

**COMPLIANCE AGREEMENT FOR CONTRACTORS AND WORKS CONDUCTED
ON THE PORT ESTATE**

- ALL OPERATIONS RELEVANT TO MY BUSINESS AND CARRIED OUT WITHIN THE PORT ESTATE SHALL BE RISK ASSESSED BY A COMPETENT PERSON PRIOR TO COMMENCEMENT.
- ALL OPERATIONS RELEVANT TO MY BUSINESS AND CARRIED OUT WITHIN THE PORT ESTATE SHALL HAVE SAFE METHODS OF WORK ESTABLISHED PRIOR TO COMMENCEMENT.
- ALL DOCUMENTED RISK ASSESSMENTS AND SAFE METHODS OF WORK SHALL BE MADE AVAILABLE TO THE PORT HEALTH, SAFETY & ENVIRONMENT OFFICER UPON REQUEST.
- ALL OPERATIONS RELEVANT TO MY BUSINESS SHALL BE CARRIED OUT IN ADHERENCE TO RELEVANT LEGISLATIVE HEALTH & SAFETY REGULATIONS.
- ALL EMPLOYEES UNDER MY SUPERVISION SHALL BE COMPETENT AND SUITABLY TRAINED TO CARRY OUT THEIR RESPECTIVE TASKS SAFELY.
- ALL PLANT AND EQUIPMENT RELEVANT TO MY BUSINESS OPERATIONS SHALL COMPLY WITH THE 'P.U.W.E.R REGULATIONS 1998' AND THE 'L.O.L.E.R' REGULATIONS 1998
- ALL OPERATIVES UNDER MY SUPERVISION SHALL BE PROVIDED WITH AND WEAR SUITABLE AND RELEVANT PERSONAL PROTECTIVE EQUIPMENT WHEN REQUIRED TO DO SO BY LEGISLATION OR LOCAL DIRECTIVE.
- PETERHEAD PORT SPEED RESTRICTIONS AND TRAFFIC INSTRUCTIONS SHALL BE ADHERED TO AT ALL TIMES BY ALL PERSONNEL UNDER MY SUPERVISION.
- ENVIRONMENTAL LEGISLATIVE REGULATIONS SHALL BE ADHERED TO AT ALL TIME WITH A CONCENTRATED FOCUS PLACED ON HAZARDOUS CHEMICAL AND SUBSTANCE SPILLAGE.
- OPERATIONS AND STORED ITEMS DEEMED HAZARDOUS SHALL BE ADEQUATELY RESTRICTED BY MEANS OF LOCKABLE CONTAINERS, 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 PORT ESTATE OPERATIONS, THE RELEVANT AREA OF WORK SHALL BE LEFT SAFE, CLEAN, TIDY AND FREE OF OBSTRUCTIONS.
- THE PORT SENIOR ENGINEER AND HEALTH, SAFETY & ENVIRONMENT OFFICER SHALL 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 SHALL CARRY INSURANCE COVERAGE APPROPRIATE TO THE WORK AND RISKS INVOLVED.

EMERGENCY PROCEDURES

- WHEN OPERATING WITHIN THE CONFINES OF PETERHEAD PORT AUTHORITY CONTROLLED FACILITY SITES AND BUILDINGS, I WILL ENSURE THAT ALL PERSONNEL UNDER MY SUPERVISION SHALL COMPLY WITH ALL DISPLAYED LOCAL SITE RULES, EMERGENCY PROCEDURES, SIGNAGE AND PORT AUTHORITY STAFF INSTRUCTION.
- ALL OPERATIONS CARRIED OUT AT OTHER AREAS OF THE PORT ESTATE AND RELEVANT TO MY BUSINESS, SHALL HAVE FORMULATED EVACUATION AND ASSEMBLY PLANS PRIOR TO WORK COMMENCEMENT AND RELEVANT TO THE AREA OF WORK.
- IN THE EVENT OF AN EMERGENCY SITUATION THE RELEVANT EMERGENCY SERVICES SHALL BE CONTACTED IMMEDIATELY. THE PORT CONTROL TOWER SHALL BE CONTACTED IMMEDIATELY AFTER THE EMERGENCY SERVICES AND INFORMED OF THE INCIDENT OR SITUATION.
- PROVISIONS SHALL BE IN PLACE TO PROVIDE FIRE FIGHTING EQUIPMENT AND FIRST AID REQUIREMENTS PROPORTIONATE TO MY BUSINESS OPERATIONS.

THE COMPLIANCE AGREEMENT SIGNATURE MUST BE PROVIDED BY SOMEONE IN A SUPERVISORY OR MANAGEMENT CAPACITY.

I ACCEPT THE FOREGOING CONDITIONS

SIGNATURE..... DATE

(PLEASE COMPLETE IN BLOCK CAPITALS)	
PRINT NAME.....	POSITION.....
COMPANY NAME.....	

Please return completed form to the HS&E Dept., Harbour Office, West Pier, Peterhead AB42 1DW

E) 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 approved by the Peterhead Port Authority Health & Safety Officer or his representative. 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.
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 on external berths.
5. Normal access to the building can only resume once safe clearance times set by painting contractors have past.
6. (a) The wearing of hardhats, 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 incidents involving near misses and accidents must be reported immediately to the Port Authority Health & Safety officer or his representative.
10. 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.
11. The Shiplift building is a no smoking premises. It is an offence to smoke or knowingly permit smoking in these premises.
12. 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.
13. 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.
14. 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.
15. Carbon monoxide emitting power plant such as compressors must be sited externally to the building.
16. 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.
17. Where practical, electrically powered access plant must be utilised as an alternative to diesel powered plant.
18. At no time will vessels be used for accommodation purposes while sited in the ship repair facilities with the exception of one designated watchman. This exception is withdrawn during paint spraying operations where the building must be restricted to painting operatives only.

SHIPLIFT EMERGENCY PROCEDURES

IT IS THE RESPONSIBILITY OF ALL CONTRACTORS AND CREWMEMBERS TO APPOINT A DESIGNATED PERSON WITH THE DUTY OF ACCOUNTING FOR ALL RESPECTIVE PERSONNEL PRESENT AT ANY TIME WITHIN THE SHIP REPAIR FACILITIES.

FIRE AND GAS EMERGENCIES

If **FIRE** breaks out:

- Operate the nearest fire alarm call point immediately and shout **FIRE**.
- If safe to do so get help to control the fire but **DO NOT TAKE RISKS**
- Evacuate the building immediately in a safe manner to Assembly Point- (indicated on Evacuation Plan)
- Contact the Fire Emergency Service on **(999)**, stating the address ‘**Shiplift building, Scotts Pier, Peterhead Harbour**’.
- Contact the **Harbour Tower** on **483626** to confirm the fire and that the emergency services have been contacted.
- Do not re-enter the building until it has been deemed safe to do so by the Fire Service.

If the **FIRE ALARM (continuous) / GAS ALARM (intermittent) Level RED** sounds:

- Evacuate the building in a safe manner to the Assembly Point- (indicated on Evacuation Plan)
- Contact the **Harbour Tower** on **483626** to confirm the alarm and any witnessed sighting of fire or danger.
- The tower will contact the relevant Emergency Service.
- Do not re-enter the building until it has been deemed safe to do so by the Fire Service or Fire Warden.

ACCIDENT / INJURY EMERGENCIES

- Carry out on the spot first aid or get help from your nearest first aider but do not move the injured person unnecessarily.
- Contact the Emergency Services on **(999)**, stating the address ‘**Shiplift building, Scotts Pier, Peterhead Harbour**’.
- Contact the **Harbour Tower** on **483626** to confirm the situation and that the Emergency Services have been contacted.

OTHER EMERGENCY SITUATIONS

- Contact the **Harbour Tower** on **483626**, stating the type of emergency, or if in imminent danger, evacuate the building in accordance with the Fire Procedure.

EMERGENCY TELEPHONE NUMBERS

1. Emergency Services – 999
2. Peterhead Health Centre – 01779 474841
3. Coastguard – 01224 592334
4. Control Tower – 01779 483626

F) **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 approved by the Peterhead Port Authority Health & Safety Officer or his representative. 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.
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, 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 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 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.
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 Ship repair site must conform to the legal standards required, and remain safe and 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.

SLIPWAY EMERGENCY PROCEDURES

IT IS THE RESPONSIBILITY OF ALL CONTRACTORS AND CREWMEMBERS TO APPOINT A DESIGNATED PERSON WITH THE DUTY OF ACCOUNTING FOR ALL RESPECTIVE PERSONNEL PRESENT AT ANY TIME WITHIN THE SHIP REPAIR FACILITIES.

FIRE EMERGENCIES

If **FIRE** breaks out:

- Raise the alarm by shouting '**FIRE!**'
- If safe to do so get help to control the fire but **DO NOT TAKE RISKS**
- Evacuate the area immediately in a safe manner to the **Assembly Point-** (indicated on Evacuation Plan)
- Contact the Fire Emergency Service on **(999)**, stating the address '**Slipway Facility, Port Henry Pier, Peterhead Harbour**'.
- Contact the **Harbour Tower** on **483626** to confirm the fire and that the emergency services have been contacted.
- Do not re-enter the area until it has been deemed safe to do so by the Fire Service or Fire Warden.

ACCIDENT / INJURY EMERGENCIES

- Carry out on the spot first aid or get help from your nearest first aider but do not move the injured person unnecessarily.
- Contact the Emergency Services on **(999)**, stating the address '**Slipway Facility, Port Henry Pier, Peterhead Harbour**'.
- Contact the **Harbour Tower** on **483626** to confirm the situation and that the Emergency Services have been contacted.

OTHER EMERGENCY SITUATIONS

- Contact the **Harbour Tower** on **483626**, stating the type of emergency, or if in imminent danger, evacuate the area in accordance with the Fire Procedure.

EMERGENCY TELEPHONE NUMBERS

1. Emergency Services – 999
2. Peterhead Health Centre – 01779 474841
3. Coastguard – 01224 592334
4. Control Tower – 01779 483626

G) **FISH MARKET SITE SAFETY RULES**

1. All personnel involved within the Fish market must familiarise themselves with all site rules and emergency procedures.
2. All personnel involved within the Fish market 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.
3. (a) The wearing of life vests is mandatory in all quayside operations that take place 1 meter or less from the quayside edge.
(b) When required by current Health & Safety legislation, the use of all other personal protective equipment must be followed to the required legal standard.
4. All personnel operating within the Fish market site must be experienced or trained to carry out any operation competently (including the use of pedestrian barrow trucks)
5. All incidents involving near misses and accidents must be reported immediately to Fish Market employees.
6. All contractor operations undertaken in the Fish market shall be risk assessed, with a safe system of work agreed before commencement.
7. All operational passageways must be kept free from obstruction at all times.
8. All personnel involved within the Fish market site must comply with any instruction provided by the Peterhead Port Authority staff in regards to maintaining safety.
9. The Fish Market is a no smoking premises. It is an offence to smoke or knowingly to permit smoking in the premises.
10. All market users shall operate in accordance with all Government and British Retail Consortium hygiene, health and safety regulations. (No spitting, clean protective clothing, head/hair covering and footwear worn at all times)
11. No standing or walking on fish boxes.
12. Goods vehicles must be parked and level with loading bay before electric barrow trucks can be used.
13. No eating or drinking permitted within the Fish market.

R. Baird
HS&E Officer
Peterhead Port Authority

FISHMARKET EMERGENCY PROCEDURES

IT IS THE RESPONSIBILITY OF ALL CONTRACTORS, CREWMEMBERS AND MARKET USERS TO APPOINT A DESIGNATED PERSON WITH THE DUTY OF ACCOUNTING FOR ALL RESPECTIVE PERSONNEL PRESENT AT ANY TIME WITHIN THE FISHMARKET FACILITY.

FIRE & GAS EMERGENCIES

If **FIRE** breaks out:

- Operate the nearest fire alarm call point immediately and shout **FIRE**.
- If safe to do so get help to control the fire but **DO NOT TAKE RISKS**
- Evacuate the building immediately in a safe manner to the **Assembly Point-** (indicated on Evacuation Plan)
- Contact the Fire Emergency Service on **(999)**, stating the address '**Merchants Quay Fish market, Peterhead Harbour**'.
- Contact the **Harbour Tower** on **483626** to confirm the fire and that the emergency services have been contacted.
- Do not re-enter the building until it has been deemed safe to do so by the Fire Service or Fire Warden.

In the event that the **FIRE ALARM (intermittent)** or **GAS ALARM (rapid intermittent)** sounds:

- Evacuate the building immediately in a safe manner to the **Assembly Point-** (indicated on Evacuation Plan)
- Contact the **Harbour Tower** on **483626** to confirm the alarm and any witnessed sighting of fire or danger.
- The tower will contact the relevant Emergency Service.
- Do not re-enter the building until it has been deemed safe to do so by the Fire Service or Fire Warden.

ACCIDENT / INJURY EMERGENCIES

- Carry out on the spot first aid or get help from your nearest first aider but do not move the injured person unnecessarily.
- Contact the Emergency Services on **(999)**, stating the address '**Merchants Quay Fish market, Peterhead Harbour**'.
- Contact the **Harbour Tower** on **483626** to confirm the situation and that the Emergency Services have been contacted.

OTHER EMERGENCY SITUATIONS

- Contact the **Harbour Tower** on **483626**, stating the type of emergency, or if in imminent danger, evacuate the building in accordance with the Fire Procedure.

EMERGENCY TELEPHONE NUMBERS

1. Emergency Services – 999
2. Peterhead Health Centre – 01779 474841
3. Coastguard – 01224 592334
4. Control Tower – 01779 483626