



## Environmental Management System

Reviewed: - September 2017

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## RECORD OF AMENDMENTS

| DATE     | AMENDMENT   | Signature        |
|----------|---|------------------|
| 30.09.13 | <p><b>(Annex D) SHIPLIFT SITE SAFETY RULES:</b></p> <p>Rules updated to integrate HSE requirements with regard to air fed apparatus and CO emitting plant restrictions</p>  | <i>R. Baird.</i> |
| 08.09.14 | <p><b>Introduction</b> - Norsesea Group UK Ltd included in the document intro.</p> <p><b>2.4</b> – Senior Assistant included in title</p>   | <i>R. Baird.</i> |
| 12.08.15 | <p><b>6.4 Dangerous Substance Considerations &amp; Arrangements</b><br/><u>Licensed Berths</u></p> <p>Explosive amounts amended to comply with updated HSE licence.</p>   | <i>R. Baird.</i> |
| 19.09.16 | <p><b>(2.3)</b> ‘Designated Person’ removed from Harbour Master duties.<br/><b>(2.7)</b> Administration Manager changed to Office Manager<br/><b>(2.12)</b> ‘Designated person’ added to HSEO duties.<br/>Annex A &amp; B Limits &amp; Berth Plans updated.</p> | <i>R. Baird.</i> |
| 28.09.17 | <p><b>Introduction</b> – Port Henry marina updated to include 48 berthing spaces.</p> <p><b>(Annex D)</b> – Fish Market site rules updated</p>  | <i>R. Baird.</i> |
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# INTRODUCTION

## *The Port*

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

Peterhead is one of Europe's largest fishing ports. The inner harbour provides modern facilities to handle all aspects of the industry. Facilities include the Port Henry Marina providing 48 berthing spaces for small commercial fishing vessels, a temperature controlled fish market, an overflow market, a slipway that can accommodate four fishing vessels, a commercial marina, a ship-lift that can handle two vessels, a drydock and a maintenance workshop. Additional external facilities to the Peterhead Port Authority include two ice factories, net repair facilities, fish box provision, freshwater and fuel. Comprehensive engineering, repair and maintenance facilities including fish processing factories located at Keith Inch, 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 industry 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 m<sup>2</sup> 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.

## *Harbour Plans*

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

## **Bay Facilities**

### ***Anchorage***

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

### ***Tanker Jetty***

The Tanker Jetty is designed to accommodate vessels of up to 50,000 tonnes deadweight with a draught of 10.5 meters and a length of 280 meters. It is also used for the servicing of North Sea supply vessels, diving support vessels, survey vessels, cruise vessels and vessels loading grain and other similar bulk cargoes. It may also be available for the short-term lay-up and maintenance of oil rigs.

### ***Princess Royal Jetty***

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

### ***ASCO***

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

***The North Base*** has 2400 m<sup>2</sup> of industrial land space including storage and warehousing

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

***The North Breakwater*** provides three additional berths with depths of up to 14 meters. The breakwater incorporates a purpose-built rig mooring system designed to accommodate drilling rigs and platforms.

***The South Base*** consists of a 480-meter quay, depths of up to 6.8 meters and contains five berths supported by warehousing and storage space.

***The South Breakwater*** provides four unserviced berths with depths of up to 7.8 meters.

### ***Peterhead Bay Marina***

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

## **Harbour Facilities**

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

### ***Smith Quay***

The Smith quay and berthing dolphin are protected by a breakwater providing 180 meters of all weather berthing capability. The quay has a minimum depth of 10 meters with no tidal restrictions. Adjacent to the quay is a work area of 16, 000 square meters. Public access is restricted with secure perimeter fencing enclosing the area. The quay is currently controlled by Norse Group UK Ltd. who operate an oil service and logistics base.

### ***Albert Quay***

Albert Quay is 290 meters long and 30 meters wide with a minimum depth of 8.5 meters. General cargo is handled on this quay. Fuel oil is imported by coastal tankers to storage tanks located within the ASCO North Base and at Ship Street. Deep drafted fishing vessels also consign fish to the market from the quay. A licensed berth for handling up to 50 kg of explosives is available.

### ***East Quay***

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

### ***Merchants Quay***

Merchants Quay is on the north side of the Albert Basin. The quay comprises of 320 meters of working quay and has a minimum depth of 6.2 meters. A temperature controlled fish market, which can store up to 6000 boxes of fish at sale is located on the quay and pelagic fish landings take place at the finger Jetty on the west end.

### ***South Harbour***

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

### ***North Harbour - Alexandra Basin***

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

### ***Port Henry Harbour***

Port Henry Harbour is entered via North Harbour. The harbour comprises of 740 meters of quay space and a Slipway capable of handling four vessels up to 30 meters length and 7.2 meters beam and 300 tonnes. An ice factory is also situated in this basin and several engineering workshops are also in this area of the harbour. A new 38 berth commercial marina hosts the inshore fleet requirements and is located adjacent to the Slipway facility.



## **ENVIRONMENTAL POLICY**

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

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

Furthermore: -

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

**Signed.**

A handwritten signature in black ink, appearing to read "John E Wallace".

**JOHN E WALLACE, CHIEF EXECUTIVE**

Date 17.01.18

# 1. ROLES AND RESPONSIBILITIES

## 2.1 The Board

Peterhead Port Authority was formed on 1<sup>st</sup> January 2006 from the merger of Peterhead Bay Authority and Peterhead Harbour Trustees. Peterhead Bay Harbour and Peterhead Harbours are collectively known as the Port of Peterhead.

Peterhead Port Authority administer the Port as a Trust Port under the Peterhead Port Authority Harbour (Constitution) Revision Order 2005

The Board of Peterhead Port Authority consists of ten members appointed by the Authority and the Chief Executive who is ex officio.

The Board of Peterhead Port Authority are both individually and collectively deemed as the 'Duty holder'.

The role of the Duty holder shall include:

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

## 2.2 Chief Executive

The main function of the Chief Executive is to implement the decisions of the board of management in the most cost-effective way.

Under the terms of the Authority's Statutory Order (from which it derives its powers), the Chief Executive is a member of the Board and as such is involved in the deliberations of that body including the setting of strategic objectives and the making of strategic policies.

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

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

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

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

### **2.3 Harbour Master & Director of Port Operations**

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

Harbour Master means the person appointed as such pursuant to paragraph 51 of the Harbours, Docks and Piers Clauses Act 1847, and includes his authorized deputies, assistants and members of his staff and any other person authorized by the Authority to act in that capacity.

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

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

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

### **2.4 Senior Assistant / Assistant Harbour Master**

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

### **2.5 Senior Port Engineer**

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

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

### **2.6 Assistant Port Engineer**

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

### **2.7 Office Manager**

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

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

### **2.8 Ship Repair Foreman**

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

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

## **2.9 Fishmarket Foreman**

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

## **2.10 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 environmental and hygiene legislation.

## **2.11 Port Health, Safety & Environmental Officer**

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

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

## **2.12 Port Authority Personnel**

All port authority personnel shall have the responsibility of:

- Familiarising themselves with the contents of the organisations environmental policy and working in accordance with the instructions laid down.
- Undertaking work in a manner that shall not have a detrimental effect on the environmental status of the Port.
- Ensuring that their own acts or omissions will not be detrimental to the environmental status of the Port.
- Reporting all environmental accidents/incidents, dangerous occurrences and near misses immediately to the appropriate supervisor.
- Reporting any hazards, defects or omissions in plant and equipment to the appropriate supervisor.
- Only operating plant and equipment where they have received adequate training and instruction and are competent to do so.
- Attending any training sessions provided to support environmental awareness in the workplace.
- Maintaining a safe and tidy working area, having due regard to all processes, materials, substances etc., used and so far as is reasonably practicable, taking effective measures to prevent environmental hazards in the workplace.
- Co-operating fully with the organisation to enable them to meet their legal duties with regard to maintaining a healthy environmental status by adopting good working practices and safe systems of work.

## 2. PORT ENVIRONMENTAL ASPECT REGISTER

### Marine Department

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

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

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

## **3. CONSULTATION & COMMUNICATION**

### **4.1 Consultation**

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

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

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

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

### **ESPO/ECOPORTS**

Peterhead Port Authority are network partners of the ESPO/EcoPorts Foundation. The ESPO/Ecoports foundation offer support, guidance and consultation on environmental issues and legislation. They are the awarding body for the Ports Environmental Review certificate in which the port successfully achieved re-certification in January 2016. This placed the port in the prestigious position of being the only port in Scotland currently accredited with PERS Certification. Certificate renewal is set at every two years.

## **4.2 Communication Channels utilised in the Port**

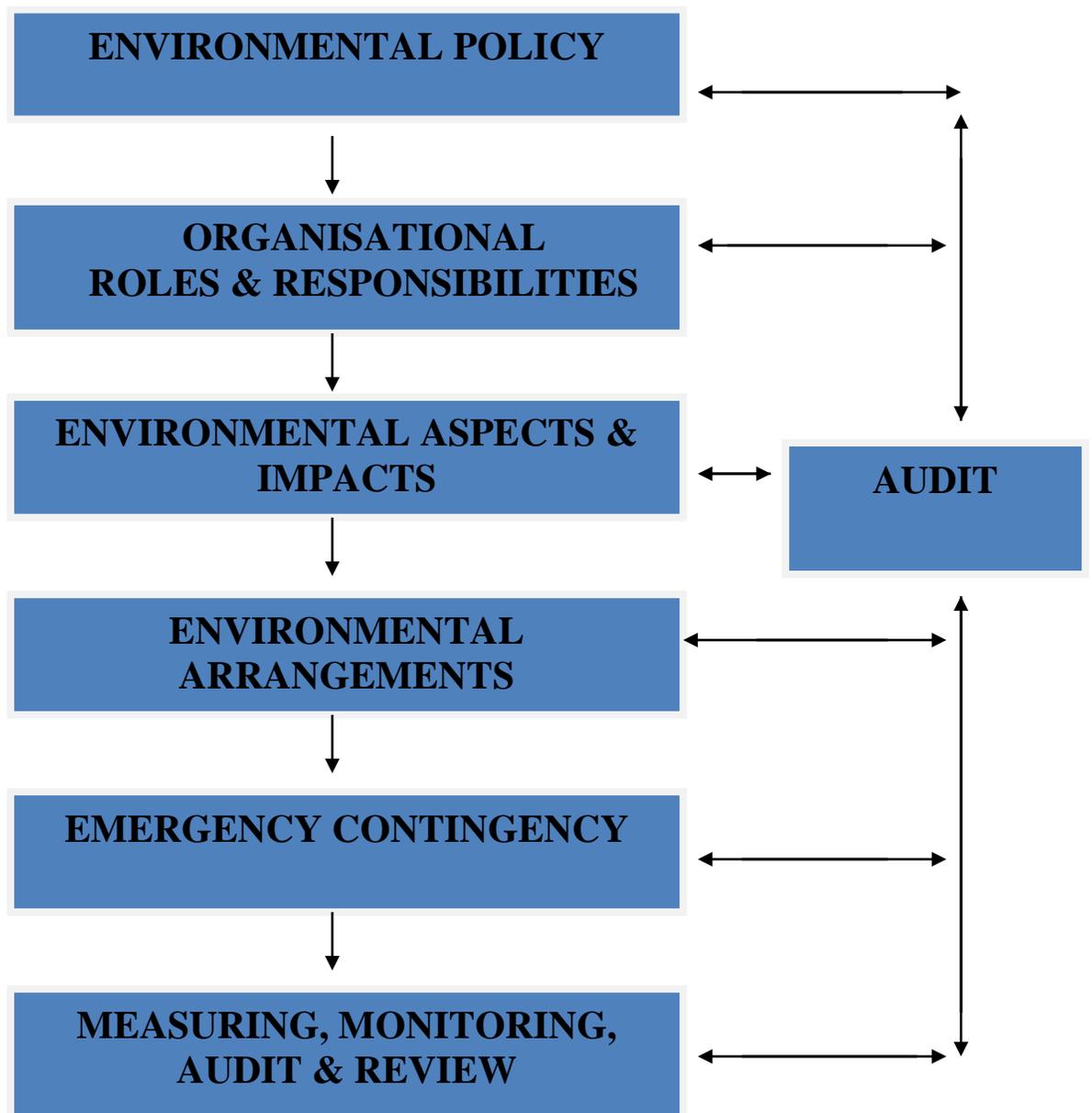
To ensure that environmental issues are communicated, and in the event of an incident, responded to in a timely manner, the following communication channels are utilised in the port

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

## 4. ENVIRONMENTAL ARRANGEMENTS

### 5.1 PORT ENVIRONMENTAL MANAGEMENT SYSTEM

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



## **5.2 ENVIRONMENTAL RISK ASSESSMENTS**

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

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

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

### **Promulgation of Health, safety and environmental Risk Assessments**

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

### **5.3 METHOD STATEMENTS**

Where operations are considered to be out-with the normal routine for internal staff or where external contractors are involved in Port operations, method statements shall be developed prior to commencement of the operation and lodged with the relevant Departmental Supervisor and the Port Health, Safety & Environmental Officer.

Method Statements shall include:

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

### **5.4 CONFIRMATION OF COMPLIANCE LETTERS**

External contractors and agencies that utilise the port facilities are required to submit signed statements of compliance to the Port Authority.

The statement shall make reference to the contractors or agencies commitment to carry out all Port operations in compliance with all local Health, Safety and Environmental directives and all statutory Health, Safety and Environmental regulations.

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

### **5.5 LOCAL DIRECTIVES**

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

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

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

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

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

## **5.6 PORT INSPECTIONS**

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

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

## **5.7 CONTROL OF HAZARDOUS SUBSTANCES**

It is the policy of the Authority to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

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

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

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

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

## **TOXIC GAS, LIQUID, HAZARDOUS CHEMICALS & RADIOACTIVE MATERIALS**

Port Emergency Plans have been prepared by the Port Authority in accordance with the Dangerous Substances in Harbour Areas Regulations 1987. The aim of the plan is to deal with marine emergencies in which toxic gases, liquids, hazardous chemicals and radioactive materials are involved.

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

## **5.8 ENVIRONMENTAL INCIDENT/ACCIDENT REPORTING**

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

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

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

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

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

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

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

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

## **5.9 ENFORCEMENT**

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

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

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

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

## **5.10 TRAINING**

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

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

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

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

## **5.11 VESSEL MANAGEMENT & SAFE NAVIGATION**

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

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

## **5.12 ACTIVITY ZONING**

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

These zones are enforceable by harbour byelaws.

### **5.13 DREDGING OPERATIONS**

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

#### **Maintenance**

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

#### **Capital Dredging**

Capital dredging is carried out when required.

#### **Dredging Licenses**

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

### **5.14 DEVELOPMENT**

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

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

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

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

## **5.15 WASTE MANAGEMENT**

### **Port Marine Waste Management**

#### **Legislation**

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

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

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

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

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

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

#### **Waste Management Plan**

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

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

### **Special Waste**

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

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

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

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

### **Plan Review**

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

## **LAND BASED WASTE MANAGEMENT**

### **Skips**

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

### **Waste water**

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

### **Waste oil**

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

### **Marina Recycling**

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

### **Tyre Fender Disposal**

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

## **5.16 PREVENTION OF OIL POLLUTION**

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

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

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

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

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

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

## **5.17 SPECIFIC ENVIRONMENTAL ARRANGEMENTS**

### **Fishmarket**

Due to the complexity of the fishmarket condenser system, external specialists have formulated the relevant risk assessments for the plant.

The handling and installment of Ammonia bottles for the plant, is again carried out by external specialists' due to the nature of this dangerous gas.

Material safety data sheets are provided for reference and guidance.

Gas detection alarms are installed in the facility with maintenance and calibration carried out by external specialists

### **Ship Repair Facilities**

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

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

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

Material safety data sheets are provided for reference and guidance.

### **Maintenance Workshop**

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

Material safety data sheets are provided for reference and guidance.

## **6. EMERGENCY & CONTINGENCY**

The following risk register has been compiled to identify hazards that could have a significant impact on the health, safety and environmental integrity of the Port.

Proactive mitigating controls have been implemented to reduce the risk of the identified hazards.

Contingency and emergency plans have been implemented to reduce the impact to its lowest practicable level and to ensure a timely response to emergency situations.

## 6.1 EMERGENCY RISK REGISTER

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

## 6.2 PORT EMERGENCY PLAN

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

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

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

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

### **Preparation of Plans**

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

### **Command and Control**

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

### **Training and Exercise**

For the emergency plan to be effective all personnel involved must be competent to fulfill their roles.

All members of the Participants response teams have received initial training in their roles in the event of an emergency.

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

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

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

### **Circulation and Updating**

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

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

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

### **Activating the Plan**

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

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

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

## 6.3 OIL SPILL CONTINGENCY PLAN

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

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

### **Aims and Objectives**

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

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

The principle objectives being: -

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

### **Training Policy**

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

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

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

Marine Staff have been trained to MCA Level 1.

### **Exercise Policy**

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

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

### **Circulation and Updating**

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

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

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

### **Interface with Other Contingency/Emergency Plans**

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

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

### **Activating the Plan**

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

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

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

### **Risk Assessments**

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

## **6.4 Dangerous Substance Considerations & Arrangements**

### **Application**

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

### **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.

### **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.

### **Dangerous Substances from Inland**

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

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

### **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.

### **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.

### **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.

### **Reporting Requirements**

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

### **Appointment of Inspectors**

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

## **Explosives**

The Port Authority has a License, granted by the Health and Safety Executive, for the purpose of 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.

## **Licensed Berths**

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

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

**See appendix B for the numbered berth locations**

## **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.

## **Record of Explosives and Auditing**

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

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

# **7. MEASURING, MONITORING, AUDIT & REVIEW**

## **7.1 MEASURING THE ENVIRONMENTAL STATUS**

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

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

## **7.2 MONITORING PERFORMANCE**

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

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

These measures are:

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

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

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

## **7.3 AUDITS**

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

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

#### **7.4 DOCUMENT REVIEW & CONTROL PROCEDURES**

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

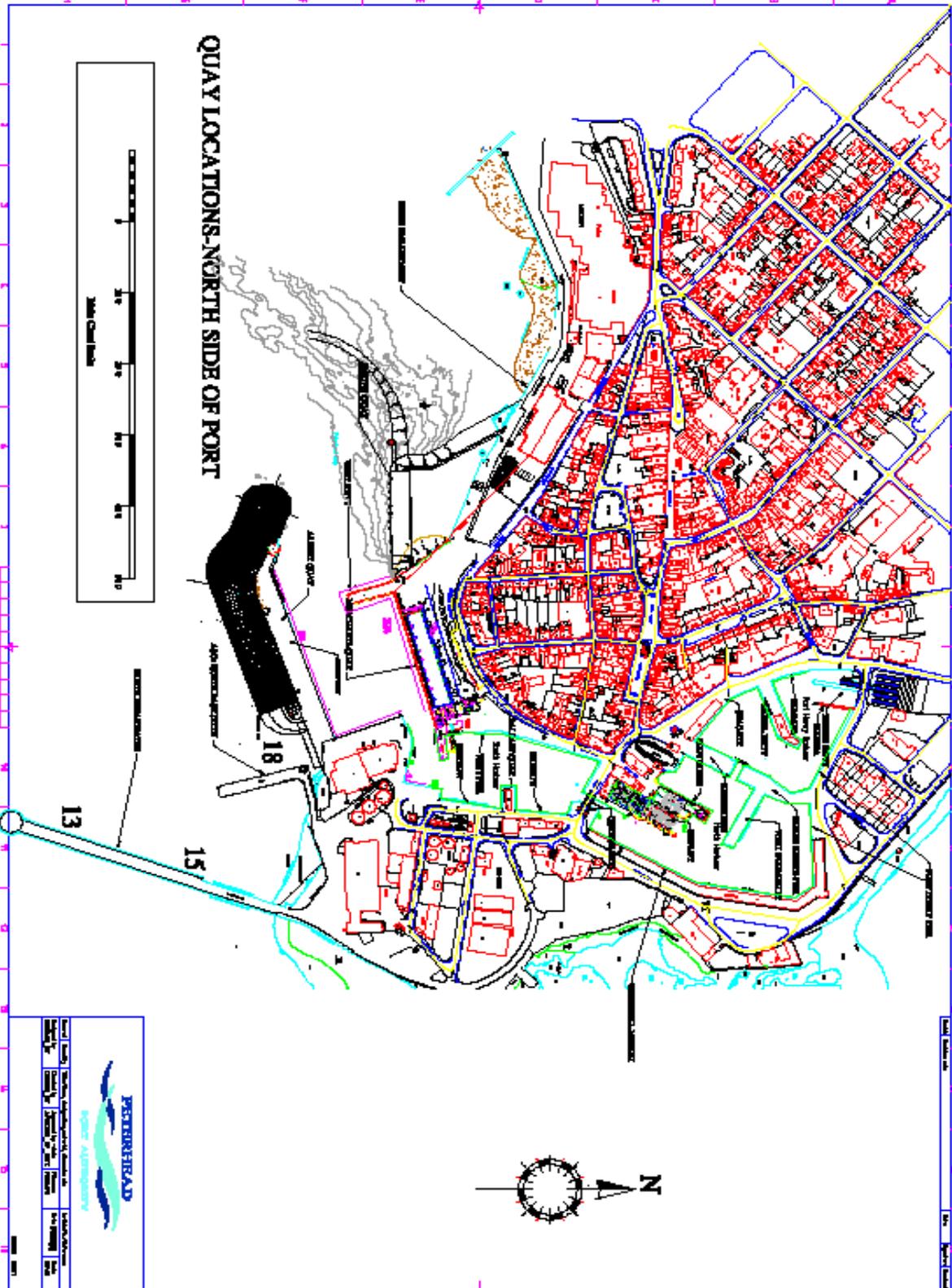
The following list is a reference to the documents incorporated within the Ports Health, Safety & Environmental Management Systems. Information alongside each document reference (given in no particular order) identifies where each document can be found, the audit and review schedule and the person responsible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

## **ANNEX**

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



B





C.



## SHIP REPAIR DECLARATION FORM

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

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

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

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

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

Please complete in Block capitals.

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

Please return this confirmation page with your insurance details to:

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

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

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

### **EMERGENCY PROCEDURES**

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

I ACCEPT THE FOREGOING CONDITIONS:

SIGNATURE.....PRINT NAME.....  
 DATE.....  
 COMPANY NAME.....

|                                     |               |
|-------------------------------------|---------------|
| (PLEASE COMPLETE IN BLOCK CAPITALS) |               |
| PRINT NAME.....                     | POSITION..... |
| COMPANY NAME.....                   |               |
| COMPANY ADDRESS.....                |               |
| .....                               |               |
| TEL. N <sup>o</sup> .....           | EMAIL.....    |

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

# SHIPLIFT SITE SAFETY RULES

1. All work procedures and operations must be risk assessed to a suitable and sufficient standard by the contractor before any work begins and 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.

# 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.

# FISHMARKET RULES

## HYGIENE

1. Hands should be washed on entry to the Fish market.
2. All Market Users shall dress in clean, washable, protective clothing and footwear at all times. Attire shall be in a good state of repair. Hair shall be contained in a hat or appropriate headgear.
3. Jewellery – Only plain rings and sleeper earrings should be worn; all other jewellery should be kept to a minimum and be kept covered.
4. There shall be no smoking or spitting in the Fish market.
5. There shall be no eating or drinking in the Fish market.
6. There shall be no walking or standing on fish boxes.
7. There shall be no random tipping of fish onto the market floor. Inspection of fish at the point of sale will be permitted using dedicated boxes subject to immediate repacking.
8. Use of feet to inspect fish is prohibited.
9. All Market users shall operate in accordance with the standards of food hygiene required by Aberdeenshire Council Environmental Health Dept. and the British Retail Consortium (BRC).
10. It is the Market Users responsibility to ensure that whilst attending the market they, and any staff employed by them, are fit for work. Any persons with symptoms of vomiting, diarrhoea or infection should NOT attend the market.

## OPERATIONAL

11. No fish which is presented for sale shall be sold ahead of the fish auction.
12. Fish sold at auction must be removed from the Fish-market within three hours of purchase.
13. No fish shall be removed from the Fish-market other than in fish boxes or bins by the purchaser or his agent.
14. Fish-market equipment must only be used by Market Users who have received the appropriate training and are authorised to do so.
15. Any person within the Fish-market shall, if requested to do so, supply his/her name and address and that of his/her employer to an official of the Authority.
16. It is the Market Users responsibility to ensure that whilst attending the market they, and any staff employed by them, comply with all relevant rules and regulations.
17. It is the Market Users responsibility to ensure that whilst attending the market they, and any staff employed by them, control, so far as is reasonably practicable, all risks introduced by their activities.
18. During the sales period, no unauthorised / unnecessary visitors are permitted on the market floor due to the potentially dangerous movement of barrow trucks and fish boxes.
19. All contractors involved in the transportation of fish are required to wear Hi-Viz vests unique to their company through either colour or company brand

## CONDUCT

20. Market users must not be under the influence of alcohol or any drugs other than a drug prescribed for his or her medication. This is on condition that the prescribed drug does not make the person unsafe to undertake work at the market.
21. Market Users must not use, move, remove or tamper with any property that is not their own property. Incidents of theft shall result in exclusion from the market and may be reported to the police.
22. Market Users must not use any electrical, mechanical, video or photographic equipment without authorisation from the Authority in the first instance.
23. Market Users shall not:
  - a) use insulting, abusive, indecent or obscene language;
  - b) engage in or tolerate any behaviour at the Market that is discriminatory or constitutes bullying, harassment, sexual harassment or victimisation;
  - c) behave in a dangerous, disorderly, violent, threatening or offensive manner;
  - d) behave in a manner that causes or is likely to cause interference, nuisance, disturbance, annoyance or inconvenience to Authority employees or other market users.
  - e) deliberately obstruct or cause obstruction to another market user;
  - f) deliberately obstruct, prevent, hinder or interfere with any Peterhead Port Authority employee in the exercise of any of his or her functions.

**Please note that any breach of rules could result in suspension or indefinite exclusion from the Market**