



Health & Safety Management System

Reviewed: - August 2023

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RECORD OF AMENDMENTS

DATE	AMENDMENT	Signature
20.05.20	(6.6) Insert new – Pandemic Preparedness and Response Procedure	<i>R. Baird</i>
19.08.20	<p>Roles & Responsibilities (Section 2) ‘Head of Fishing – Commercial’ added to roles. ‘Quality Manager’ amended to ‘Operation & Compliance Manager’.</p> <p>Annex section. Updated Fish Market rules added to section.</p>	<i>R. Baird</i>
27.08.21	<p>Introduction (Page 7) Maintenance Workshop location changed to Baltic Place</p> <p>Roles & Responsibilities (Section 2) (2.4) Senior Assistant Harbour Master removed and replaced with ‘Marine Operations Director’ & ‘Marine Operations Manager’.</p> <p>Annex section. Fish market Rules (Acceptance & Signing) Changed from Mrs. Allison Sherrington to Mr. Peter Duncan (FM Annex 2) All reference to body cameras removed from policy.</p>	<i>R. Baird</i>
22.08.22	<p>Introduction Ice Factory included as internal facility (2.7) Office Manager position replaced with Finance Manager (2.14) Head of Business Development – Energy Transition Added to Roles and Responsibilities</p>	<i>R. Baird</i>
16.08.23	<p>Introduction (Page 4) Tanker Jetty accommodating tanker weight changed to 40,000 dwt. Leisure Marina capacity amended to 160 craft.</p> <p>Introduction (Page 6) In line with ISO 45001 audit guidance, context of Peterhead Port Authority paragraph inserted. (6.7) Insert new – Harbour Patrols</p>	<i>R. Baird</i>

INTRODUCTION

The Port

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

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

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

Within Peterhead Bay ASCO (UK) Ltd operate two oil service bases that provide facilities for the North Sea oil and gas industry. The North Base consists of 2400 m² of land space hosting storage and warehousing. The North Base Jetty is a 1-berth open pile jetty and the North Breakwater provides a further two berths that are protected by a wave-wall on the offshore side. The South Base consists of the South Breakwater (3 berths), the ASCO Quay (five berths) and the Princess Royal Jetty (two berths).

The Tanker Jetty is located close to the South Breakwater and was built to import fuel to the nearby Peterhead Power Station. The Jetty is designed to accommodate tankers up to 40,000 dwt but is also used for offshore industry vessels, cruise liners.

Peterhead Bay Marina is situated in the south-west of the bay and provides pontoon berthing for 160 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 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.

Peterhead Fish market Greenhill Rd

The Fish market has 3,665m² 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.

Maintenance Workshop

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

Canal Junction Bridge

To reduce traffic congestion and provide alternative emergency access, 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.

Ice Factory

The ice factory situated in the inner harbour, produces and provides flake ice to the fishing community, Fish market users and various processing facilities throughout the harbour to ensure that fish produce is maintained in a fresh and healthy condition.

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.

Context of the Peterhead Port Authority

The Peterhead Port Authority are responsible for:

- adding value and improve the working environment of the port during its custodianship.
- the safe and efficient navigation of marine vessels entering the port.
- Monitoring to ensure port activities are carried out in compliance with legal requirements.

The Peterhead Port Authority provide and maintain facilities and infrastructure to mainly accommodate the needs and operations of the fishing community. This includes quayside berthing, ship repair, and cold storage and distribution facilities.

Other major stakeholders in the port are two oil and gas logistic bases, ASCO and Norsesea Group, who have control over leased quayside facility areas in the port.

Regulatory Bodies involved with port activities include – HSE, SEPA, MCA, MAIB, and Local Government Authorities.



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 and injury will be maintained at the lowest reasonably practicable level and the company shall be committed to compliance with all legal requirements. 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.

Signed

Date.

**JOHN E WALLACE
ACTING 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 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 Marine Operations Director / Manager

The Marine Operations Director and Marine Operations Manager shall both aid and support the Harbour Master in the operation of the port. Both positions are vested with the same statutory discretions as the Harbour Master and are authorised to deputise for the Harbour Master in instances of 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 Port Facilities Manager

The Port Facilities Manager shall be authorised to deputise for the Port Engineer, in their absence.

2.7 Finance Manager

The Office 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 Finance 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 their absence.

2.10 Business Development Manager – Fishing

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

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

2.11 Fish Market Operation & Compliance Manager

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

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

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

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

2.12 Fish Market Foreman

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

2.13 Port Health, Safety & Environmental Officer

The Health, Safety & Environmental Officer's (HSEO) 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.
- 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 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 relevant hazardous activities and hazardous substances used that will impact on the Health and Safety status of the Port. Ensuring Health and Safety risk assessments and controls associated with these hazardous activities and substances have been developed to eliminate or minimise any risks that are detrimental to the Health and Safety status of the port.
- Ensuring that all relevant 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.

2.14 Head of Business Development – Energy Transition

The Head of Business Development is responsible for assisting the Peterhead Port Authority in reaching a carbon net zero status through investigation and communication with business providing the latest technology in reaching this target

2.15 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.

2.16 Collective Responsibility

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

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

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

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

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 every 4 months, 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

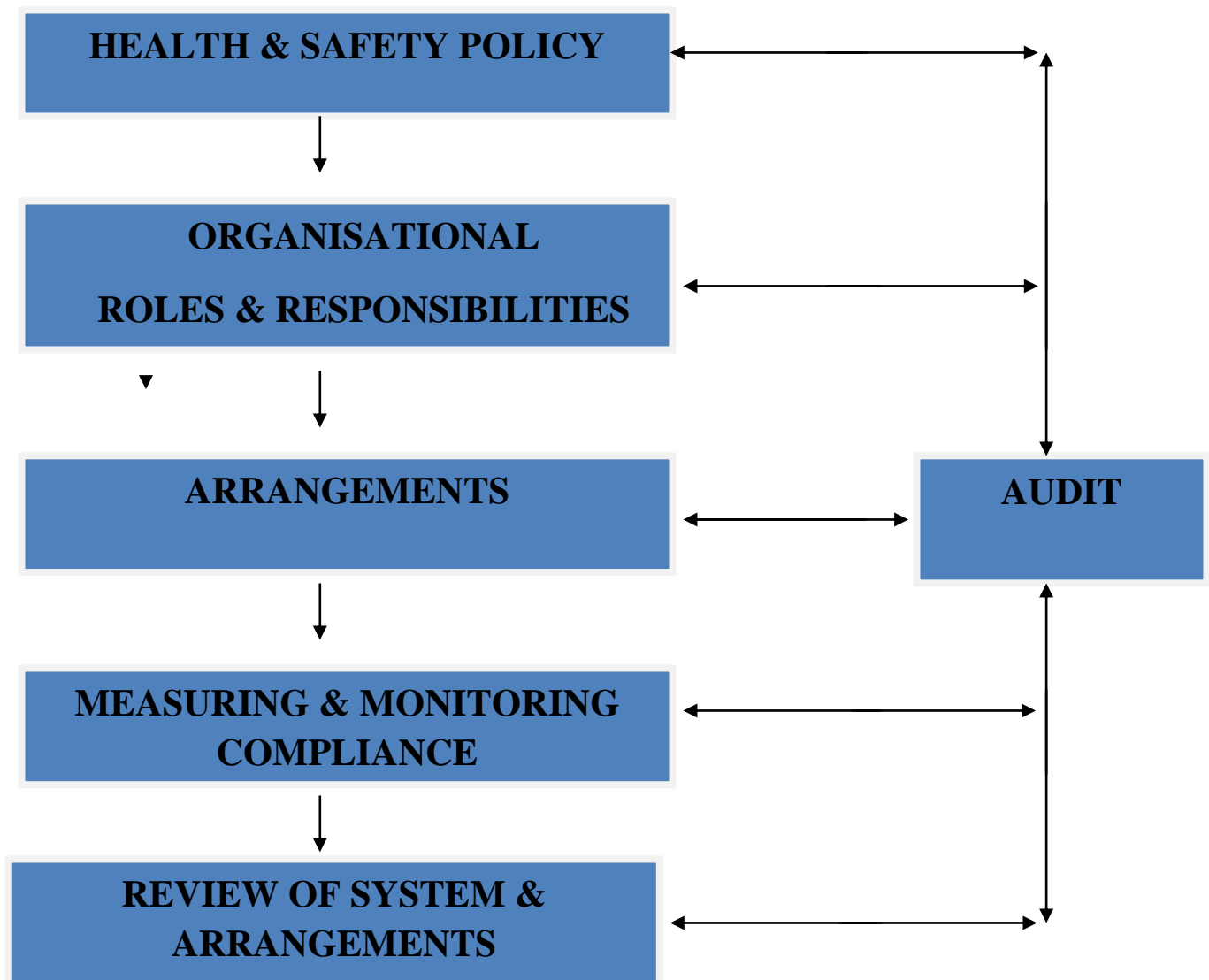
To ensure that Health & safety issues are communicated, and in the event of an incident, responded to in a timely manner, the following communication channels are utilised in the port

- **24-hour VHF Radio contact**
- **Landline Telephones**
- **Mobile telephones**
- **E mail network**
- **Reporting documentation** – All incidents and concerning observations are reported to the relevant Department Manager. Department Manager's shall then forward a written report to Senior Management and the Health & Safety Officer where relevant.

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 too 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 Refrigeration System Risk Assessments

Due to the complexity of the operating system and the expertise required, risk assessments for the fish market refrigeration system 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/ 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.

- **Peterhead Fish Market**
- **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.**
- **Port Maintenance 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, 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":

- The Health, Safety & Environment Officer
- The Ship Repair Foreman
- The Leisure Marina Manager
- Administration Department member
- Maintenance Department member.

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 a lease agreement 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.
- To action concerns raised over tenant activities and / or 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 2002 (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. Department Supervisors shall ensure that all employees involved in 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.

Department Supervisors shall ensure that all employees provided with personal protective equipment shall receive 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

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

Reporting 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 Investigation forms can be located in the Annex Section

5.17 SUBSTANCE ABUSE POLICY

5.17.1 AIM

This policy aims to provide guidance when dealing with substance and alcohol abuse, and the support available to employees who may have substance abuse problems. It is a condition of employment that all employees adhere to this Policy.

This policy applies to all individuals working at all levels and grades including employees, contractors, casual and agency staff (collectively referred to as “staff”). All staff have a responsibility set out in the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of themselves and that of their fellow workers. Management also has a responsibility to be aware of potential problems, and to offer advice and support where possible.

All staff are expected to arrive at work fit to carry out their roles and to be able to perform their duties safely without any limitations due to the misuse of alcohol or drugs. Substance abuse can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from substance abuse may damage our reputation and, as a result, our business. We recognise that some of our employees may have substance abuse problems. We also recognise that such substance dependencies can be successfully treated. We wish to promote a culture which understands and is sympathetic to the problems associated with substance abuse in which employees with dependency problems are encouraged to seek help and are supported.

This policy, except, where indicated, does not form part of any employee’s contract of employment. We may depart from it or vary it at any time.

5.17.2 DEFINITIONS

Substance has a broad meaning and includes legal, prescribed or illegal drugs or other substances including alcohol and solvents.

Substance abuse means the misuse of any substance.

Third party personnel means customers, clients, sub-contractors and vendors, who work, visit or perform services on company premises.

PPA premises means all property owned, operated, leased by or otherwise under the control (in whole or in part) of Peterhead Port Authority.

Third party premises means all property owned, operated, leased by or under the control (in whole or in part) of any customer or client.

5.17.3 OBJECTIVES

The objectives of this policy are to:

- prevent substance abuse amongst all staff wherever possible;
- detect employees with problems at an early stage to allow referral for appropriate advice and treatment;
- encourage employees with such problems to come forward of their own volition and seek help;
- support and encourage rehabilitation of employees with such problems.

We aim to achieve these objectives by:

- alerting staff to the hazards of substance abuse;
- screening for the use of drugs and alcohol and detecting substance abuse problems where appropriate;
- recognising alcohol or drug dependency as a treatable condition, and encouraging voluntary disclosure;
- applying the Disciplinary Procedure where appropriate.

5.17.4 POSSESSION OF SUBSTANCES AT WORK

We have a responsibility to ensure that we provide a safe working environment and therefore the use, possession, concealment, transportation, purchase, production and supply or offer of supply of substances on PPA premises or any third-party premises cannot be tolerated in any form whatsoever.

We reserve the right to search any individual (including staff and third-party personnel) working, visiting or performing services on PPA premises for evidence of any substances or associated items. Any such search may include a search of the individual's personal belongings and work site. Any substances found will be confiscated and in the case of illegal substances, the matter may be reported to the police. As a condition of employment, all employees agree to submit to and fully cooperate with such searches whether on PPA or third-party premises. Failure to submit to a search may result in disciplinary action up to and including summary dismissal.

Any employee found to have used, possessed, concealed, transported, purchased, produced, supplied or offered any substance whether on PPA or third-party premises may be subject to disciplinary action up to and including summary dismissal.

5.17.5 MEDICALLY PRESCRIBED DRUGS

Employees following a course of prescribed drugs while at work are under a duty to inform their Manager so that it can be established if this particular course of medication is compatible with their standard duties. If in doubt, they must ask, since failure to do so may result in disciplinary action being taken.

5.17.6 DRUG SCREENING

We reserve the right to carry out drug screening on any staff and third-party personnel in any of the following situations.

- “With Cause”**
In any situation where an incident or accident occurs, those involved may be required to undergo drug screening.
- On Suspicion**
If we suspect an individual to be under the influence of drugs, or if an individual's performance levels and behaviour have become inexplicably erratic, we may require the individual to undergo drug screening. This may also include instances of staff being absent from work on a frequent basis.
- Random Screening**
From time to time, we may operate a rolling programme of random drug screening.

Employees agree to undergo drug screening as a condition of employment. Failure to cooperate with drug screening including refusal to give a sample or attempting to tamper with a sample may result in disciplinary action up to and including summary dismissal.

Drug Screening Procedure

In addition to onsite testing kits, arrangements are in place for local Medical Resources to carry out short notice drug screening at the request of PPA. Samples shall, in accordance with the chain of custody protocol, be sent to a recognised pathology laboratory who will carry out analysis. Results of screening tests will be forwarded to the relevant member of the management team.

A positive result from PPA drug screening will lead to appropriate disciplinary action being taken up to and including summary dismissal.

5.17.7 ALCOHOL CONSUMPTION

Staff must not report for work under the influence of alcohol. The consumption of alcohol on PPA or third-party premises during working hours is strictly forbidden. Staff are permitted to consume alcohol during PPA organised events and social occasions but are advised to exert moderation in the consumption of alcoholic beverages. Any violations or abuse of this concession will result in disciplinary action being taken and the possible withdrawal of this concession. In addition, staff are reminded that in any circumstances where they are representing PPA, our image and reputation must be upheld at all times and staff should conduct themselves accordingly. If at any time it is felt that our reputation is adversely affected, or that due to the consumption of alcohol the health or safety of any persons or property of PPA is threatened, employees may face disciplinary action up to and including dismissal.

5.17.8 DRIVING UNDER THE INFLUENCE OF ALCOHOL

Anyone who is assigned a PPA or leased vehicle must be particularly aware of the dangers of drinking and driving. Responses are seriously impaired after minimum levels of alcohol consumption, additionally, vehicle insurance may be affected. Any employee found to be over the legal drink drive limit, as defined in the Road Traffic Act 1988, whilst in charge of a PPA vehicle may be subject to disciplinary action up to and including dismissal. If an employee is convicted of drink driving and this leads to the employee being banned from driving and driving is an integral part of the employee's job, this may result in disciplinary action up to and including dismissal.

5.17.9 BREATH TESTING

We reserve the right to insist upon staff or any third-party personnel to submit to testing for alcohol, at any time, but will normally conduct such testing in the following situations:

- a) **“With Cause”**
In any situation where an incident or accident occurs for instance, where any individual is refused permission to board a vessel because he/she is suspected to be under the influence of alcohol or immediately following an accident on our or third-party premises;
- b) **On Suspicion**
Upon reasonable suspicion by us, or any third party that an individual is under the influence of alcohol, and / or has consumed alcohol whilst on our premises or third-party premises;
- c) **Random Screening**
We may operate a rolling programme of random breath testing.

We believe that the legal limit of alcohol is a reasonable level to be used to determine if an employee is considered under the influence of alcohol for the purposes of employment. It is consistent with Scottish law and is a widely accepted level used to determine a person's ability to operate machinery and conduct themselves in a manner consistent with health and safety requirements. This is not the case with anyone with a blood level above the legal limit of alcohol. Any test result above the legal limit of alcohol will therefore be considered a fail.

Failure of a breath test or refusal to submit to breath testing will lead to disciplinary action up to and including dismissal.

5.17.10 REHABILITATION OF EMPLOYEES WITH SUBSTANCE ABUSE PROBLEMS

Employees who believe they have a substance dependency are strongly encouraged to seek medical advice and to inform us. We may offer assistance and support to any employee in overcoming a substance related problem. This support will vary depending upon the circumstances and may be in the form of time off to attend special clinics, or leave of absence for in-patient treatment, and will be subject always to the following conditions;

- it is for a set period, usually 3 months in the first instance;
- the employee must adhere strictly to any appropriate treatment regime determined by his / her own doctor or specialist, in conjunction with our own medical advisor;
- the employee is normally required to remain abstinent and may be subject to regular drug screening or breath testing;
- there is regular review by our medical advisor who will provide a progress report to us;
- extension of support beyond the initial period is at our sole discretion, and will depend on satisfactory progress being made;
- following initial recovery, if a relapse occurs, provision of further support is entirely at our discretion.

If the employee fails to comply with any of the above requirements and/or fails or refuses subsequent drug screening or breath testing, the Disciplinary Procedure will apply, which may ultimately lead to termination of employment.

The objective of our support is to return the employee to full effectiveness in their duties. The employee's performance and progress will continue to be monitored closely, and will be reviewed on a regular basis by our medical advisor.

5.17.11 THIRD PARTY PERSONNEL

Any breach of this policy by third party personnel including a refusal to submit to a search, drug screening or breath test or a failure of any such drug screening or breath test may result in the third-party personnel's exclusion from PPA premises and/or the termination of the third party's engagement. They will then only be permitted to return to PPA premises at our discretion and with our prior, written permission.

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 / Harbour Master
Safety management systems failure	High	Medium	Health & Safety Adviser/ Harbour Master monitoring & review ensuring audit & reporting programmes	Medium	Low	To review annually unless there are changes to operations 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 Facility Manager

6.3 PORT EMERGENCY PLAN

Emergency plans have been prepared in compliance with the requirements of Regulation 10 of the Dangerous Goods in Harbour Areas Regulation 2016. The incidents with which the plans are concerned involve the response procedures for: -

- (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

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 Harbour Master (Main Controller) and Assistant Harbour Master (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, Norse Group, 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 GOODS CONSIDERATIONS & ARRANGEMENTS

6.5.1 Application

In accordance with the ‘Dangerous Goods in Harbour Areas Regulation 2016, “Dangerous goods” means goods or cargoes, whether packaged or in bulk, which meet the criteria in the IMDG Code for classification as dangerous goods.

6.5.2 Storage of Dangerous Goods

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

6.5.3 Notice of Entry

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

6.5.4 Dangerous Goods from Inland

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

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

6.5.5 Dangerous Goods from Sea

For dangerous goods coming into the harbour or harbour area from sea, the Master must provide the designated name, UN number, quantity and classification of the goods as determined in accordance with the IMDG code.

6.5.6 Notification for all dangerous goods should include: -

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

6.5.7 Handling and Packaging

All dangerous goods brought into, handled, loaded or unloaded within the harbour or harbour area, are to be packaged, labeled and handled in accordance with the relevant sections of the Dangerous Goods in Harbour Areas Regulations 2016, and the IMDG code.

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 an Explosives License, granted by the Health and Safety Executive, in accordance with regulation 15 of the ‘Dangerous Goods in Harbour Areas Regulation 2016’.

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

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

6.5.12 Security of Explosives

In accordance with regulation 20 of the Dangerous Goods in Harbour Area Regulations 2016, 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

In accordance with regulation 24 of the Dangerous Goods in Harbour Area Regulations 2016, 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.

6.6 PANDEMIC PREPAREDNESS AND RESPONSE PROCEDURE

Introduction

This Pandemic Preparedness and Response Procedure states the action steps the Authority shall take in response to a live or potential pandemic in our community. In the event of a pandemic, the Peterhead Port Authority will implement these measures to protect our employees' health and safety as well as limiting the negative impact on the local community.

Step 1

Establish a Pandemic Planning Committee with the responsibility to develop, maintain and put into action an appropriate pandemic preparedness and response procedure.

Step 2

Determine the potential impact of the pandemic outbreak on the Authority's usual activities and services.

Step 3

Develop contingency controls for the performance of all critical functions of the Authority during a pandemic.

Step 4

Develop arrangements to extend timely and factual information about the pandemic to our employees and stakeholders.

Step 5

Identify at risk people who are vulnerable / special needs (e.g., elderly, disabled, pregnant or with immune deficiency), and include their needs in the response and preparedness procedure.

Step 6

Develop plans to coordinate the pandemic preparedness and response procedure with external organisations and agencies. This includes working with public health agencies, emergency responders, local health care facilities, and other organisations.

Step 7

Continue to review and update information about the pandemic preparedness and response actions with staff and stakeholders.

6.7 HARBOUR PATROLS

The safety, security and good order of the port is monitored and maintained through harbour patrols. The patrols involve a purpose land vehicle with two marine operatives present at all times of the patrol. The patrol covers 11 fixed port location points which are logged in on IT system.

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.

7.1 B OBJECTIVES

Company objectives are set and reviewed annually by senior management.

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

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

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 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	Annually	Marine Dept
Emergency / Contingency Plans	Harbour Master	Bi Annually	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	Annually	Work Boats/ Marine Dept
Port Maintenance Inspections	Port Facilities Manager	Monthly	Maintenance Dept
Marine Circulars	Harbour Master	Annually	Control Tower
Bye laws	Harbour Master	3yrly	Centrally
Waste Management Plans	Harbour Master	3yrly	Marine Dept

ANNEX

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



A)

Report Form

Use this form to report any workplace accident, incident, dangerous occurrence, or observation.
Return completed form to your Department Supervisor, or relevant Management.

This report is documenting an:

- Accident / Incident Dangerous occurrence Hazard or Non-Compliance Observation

Person Completing Report: _____ Date: _____

Event Details (If relevant)

Date & Time of Event: _____

Location of Event: _____

Witnesses or person/s involved: _____

Description of Events or Observation (For event details, please describe tasks being performed, sequence of events and corresponding times):

CONTINUE OVERLEAF.....

TO BE COMPLETED ONLY IN CASES OF FIRST AID OR MEDICAL TREATMENT	
Name of Injured person	
Type of injury sustained:	
Cause of injury:	
Was professional medical treatment necessary?	Yes_____ No_____ If yes, name of hospital or physician:

Signature of Reporting Employee: _____ Date: _____

Signature of Receiving Supervisor / Manager: _____ Date: _____



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 must 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.....
 Home Address Age.....
 Employee Agency Temp Contractor Visitor Youth Trainee

Witness statement obtained? Yes/No

C)

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

D) SHIPLIFT SITE SAFETY RULES

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

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

E) **SLIPWAY SITE SAFETY RULES**

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

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

F) PETERHEAD PORT AUTHORITY

FISH MARKET RULES

These Fish Market Rules apply to Peterhead Fish Market and are made by and on behalf of Peterhead Port Authority (“PPA”) and the Head of Fishing-Commercial of PPA

A. APPLICABILITY AND COMPLIANCE

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

B. HYGIENE

1. Hand / Boot Washing

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

2. Clothing

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

3. **Illness**

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

4. **Jewellery and Accessories**

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

5. **Eating, Drinking and Smoking**

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

6. **Work Practices**

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

7. **Visitors**

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

C. **VEHICLE PARKING**

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

D. OPERATIONAL PROCEDURES

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

E. CONDUCT

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

F. CCTV

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

G. ACCESS FOBS

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

H. ACCEPTANCE AND SIGNING

1. By signing below, each Market User and Employer confirms that they have read and fully understand and accept these Fish Market Rules including the Disciplinary Procedure and acknowledge that any breach of these Fish Market Rules may result in the Market User and/or the Employer being subject to the Disciplinary Procedure.
2. It is the responsibility of the Employer to ensure that any new employee who is to become a Marker User is fully aware of these Fish Market Rules prior to entry into the Fish Market. In that event, the Employer must submit to PPA another set of these Fish Market Rules signed by the new employee.
3. These Fish Market Rules are to be signed by each Market User and Employer and returned to Head of Fishing, Mr. Peter Duncan, Peterhead Port Authority, Harbour Office, West Pier, Peterhead AB42 1DW (Email address: Peter.Duncan@peterheadport.co.uk) by original or scanned copy.

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

Employer Name and Address	Authorised Signature	Date
Employee Name	Signature	Date

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

3. Without prejudice to the provisions of this Disciplinary Procedure, in the event of an alleged breach by a Marker User as referred to in paragraph 2 above, PPA or the Head of Fishing – Commercial's may by written notice to the Market User suspend the Marker User from attendance at the Fish Market until conclusion of the Disciplinary Procedure. Suspension under this rule is not a disciplinary penalty and will not mean or imply that any decision has already been made about the allegation.
 4. At any personal hearing pursuant to the Disciplinary Procedure, the Market User may be accompanied by another person of his / her choice.
 5. In the event any breach of the Fish Market Rules or a Direction is alleged to have been committed by a Market User who is an employee of another party, the Employer may also be subject to the Disciplinary Procedure in respect of the same alleged breach and the provisions of this Rule shall apply *mutatis mutandis*.
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FM ANNEX 2

Peterhead Port Authority Closed Circuit Television Policy

Scope:

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

Operation:

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

Disclosure:

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

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

The Peterhead Port Authority will: -

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

Retention:

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

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

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 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 Fire signs)
- Contact the Fire Emergency Service on **(999)**, stating the address '**Greenhill 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)** sounds:

- Evacuate the building immediately in a safe manner to the **Assembly Point-** (indicated on Fire signs)
- 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 '**Greenhill 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