

Port User Information Booklet

January 2010

Contents

<u>PORT USER INFORMATION</u>	Page
Marine Safety Advice Notice - Ardglass	1
- Kilkeel	2
- Portavogie	3
- Ardglass, Kilkeel and Portavogie	4
Health and Safety Policy Statement of Intent	5
Code of Practice for Safe Working	6 - 17
Code of Practice for Ardglass Fish Market	22 - 25
Code of Practice for Kilkeel Fish Market	26 - 29
Code of Practice for Portavogie Fish Market	30 - 33
Safe Guidelines for Kilkeel Fish Market	34
NIFHA Market Rules	35
Safe Operating Procedure for Loading Ice	36
Port Waste Management	37
Rules on 'Redding Up' in the Harbour	39
Safe and Operating Instructions for Fish Market Doors	40
Kilkeel Pontoon Facility	41
NIFHA Contact Details	42
<u>SCHEDULE OF DUES AND CHARGES</u>	43 - 52
<u>HARBOUR BYE-LAWS</u>	53 - 59

Ardglass Harbour (54° 16'N, 5° 36'W)

Marine Safety Advice Notice

Admiralty Chart 2093, 633	Designated Fisheries Landing Port
Harbour Master	John Smyth
Telephone:	Office: 028 4484 1291 Mobile: 079 9064 8274
Normal Working Hours:	Mon - Fri 8am to 4.30pm (Excludes Statutory Holidays)
Radio Watch (vessel to vessel)	VHF Channel 12 must be used on entry to or exit from harbour entrance to avoid collision
South Pier Berthing	Caution at quayside during gales from E to S due to overtopping waves and swell
Tide Time	Belfast + 20 minutes
Navigation Lights	Outer Pier Head Fl R 3.0 sec Lighthouse ISO WRG 4.0 sec
Water depth MLWS	1.8 m at Fishmarket
Fish Auction	n/a
Bye Laws	Posted in Fishmarket and available from Harbour Master
Codes of Practices	Safe Working Fishmarket Fuelling Vessels Loading of Ice
Waste Management	See separate notices

Kilkeel Harbour (53° 03'N, 5° 59'W)

Marine Safety Advice Notice

Admiralty Chart 2800	Designated Fisheries Landing Port
Harbour Master:	Michael Young
Telephone:	Office: 028 4176 2287 Mobile: 077 0257 3879
Normal Working Hours:	Mon - Fri 8am to 4.30pm Sat 8am to 12noon (Excludes Statutory Holidays)
Radio Watch (vessel to vessel)	VHF Channel 12 must be used on entry to or exit from harbour entrance to avoid collision
Harbour Entrance	Access dangerous during winds force 5 or above from 105°N to 225°N i.e. from E to SW due to need to turn across the sea on entering harbour when there is a risk of 'broaching'. Entry or exit is not recommended in these conditions.
Tide Time	Belfast + 10 minutes
Navigation Lights	South Pier Fl WR 2 sec North Breakwater Fl G 3 sec
Water depth MLWS	1.0 m subject maintenance dredging
Fish Auction	Mon to Sat from 07.00 hours
Bye Laws	Posted in Fishmarket and available from Harbour Master
Codes of Practices	Safeworking Fishmarket Fuelling Vessels Loading of Ice
Waste Management	See separate notices

Portavogie Harbour (54° 27'N, 5° 26'W)

Marine Safety Advice Notice

Admiralty Chart 2156	Designated Fisheries Landing Port
Harbour Master	Warnock Edmund
Telephone:	Office: 028 4277 1470 Mobile: 077 1207 4609
Normal Working Hours:	Mon – Fri 8am to 5.00pm Sat 8am to 12noon (Excludes Statutory Holidays)
Radio Watch (Vessel to Vessel)	VHF Channel 14 must be used on entry to or exit from harbour entrance to avoid collision.
Harbour Entrance	Approach with caution in onshore winds force 5 and above.
Tide Time	Belfast + 15 minutes
Navigation Lights	South Pier Head Fl GWR 5 sec West Breakwater Fixed G
Water depth MLWS	2.4 m Outer Basin 3.0 m Inner Harbour
Fish Auction	Mon - Thur 7pm Fri 3pm
Bye Laws	Posted in Fishmarket and available from Harbour Master
Codes of Practices	Safe Working Fishmarket Fuelling Vessels Loading of Ice
Waste Management	See Separate notices

Marine Safety Advice Notice

for

Ardglass, Kilkeel and Portavogie Harbours

- Vessels must not lie in the approaches to the harbour to avoid risk of collision and must at all times obey the International Regulations for Preventing Collisions at Sea.
- Maximum speed in harbour limits is 3 knots.
- Jet Skis (Personal Water Crafts are not permitted within harbour limits).
- Enter / exit the harbour on the starboard side of the channel.
- Berthing / Sailing limits must be assessed by the Harbour Master with due regard to: length of vessel, draft, beam, present weather, weather forecast, number of times vessel / Master has been in the port, availability of berthing space.
- Harbour Master's decision is final on limits to entry.
- Ensure safe access across vessels, especially those with shelter decks.
- No berthing at Fish Market or Ice Plant berths.
- Ensure that up to date details concerning the vessel, including contact names and numbers are with the Harbour Master.
- No dumping of any waste in harbour - all galley waste to be placed in bins provided.
- All waste oil to be collected in drums and transferred to the tank in the harbour yard.
- Vessel owners are responsible for disposing of redundant gear in a proper manner.
- Minimum of 2 competent persons to refuel vessels. No refuelling at fish market berths.
- Mooring procedures:
 - moor only to bollards ashore;
 - no mooring to ladders or other vessels
 - always re-moor outside vessels
 - do not cast vessels adrift
- Only the appropriate navigation lights/shapes should be exhibited.

Health and Safety Policy Statement of Intent

The Health and Safety At Work (NI) Order 1978 highlights the duty of all concerned in Industry and Commerce to play their part in securing the Health, Safety and Welfare of persons at work, and protecting the community at large against risks to Health or Safety arising out of or in connection with the activities of persons at work.

The Northern Ireland Fishery Harbour Authority accepts its responsibility under Health and Safety legislation and it is the Authority's policy to do all that is reasonably practicable to ensure the Health, Safety and Welfare of employees whilst at work and those who may be affected by the Authority's activities.


The Northern Ireland Fishery Harbour Authority is committed as a minimum to meeting all Health and Safety legislative requirements and in many cases exceeding them and we have a policy of continuous improvement.

Our objectives are to ensure:-

- Adequate control of the health and safety risks arising from our work activities;
- All statutory requirements and inspections are identified and complied with.
- Provision of suitable selection, instruction, information, and training to ensure competence of our staff and anyone working for us.
- Suitable and sufficient risk assessment and reviews, as required
- Suitable supervision, inspection, audit, monitoring and review of work activities, procedures and policies to ensure identification of improvement needed.
- The identification and timely implementation of Health and Safety aims and objectives.
- Suitable investigation and analysis of all accidents and incidents to prevent recurrence.
- Health surveillance, for employees as required by legislation or identified by risk assessment.
- Provision of suitable Welfare Facilities for all staff and persons using our site.
- Provision of suitable protective clothing and equipment and ensuring it is worn.
- All plant, or work equipment provided is safe to use and is regularly maintained.
- All articles and substances are handled, stored, transported and used safely.
- Emergency procedures are in place, and fully understood by all persons using the premises.
- Adequate information is made available to and consultation is carried out with staff and others with respect of health and safety

The Northern Ireland Fishery Harbour Authority is committed to the effective management of Health & Safety throughout its operation and to providing the necessary resources and framework to ensure that persons working for the Company or who may be affected by its activities do not suffer injury or ill health. This can only be achieved by its Board Members, Managers and Employees all working together on a programme of continuous improvement, putting in place effective systems to identify hazards and eliminating them before injury or ill health occurs.

This Health and Safety Policy will be reviewed on an annual basis and updated as required.

Signed: 

C M WARNOCK
CHIEF EXECUTIVE

Dated: **26 May 2009**

Date for Review: **25 May 2010**

Code of Practice for Safe Working

1.0 PURPOSE

The Authority regards Health and Safety as being of paramount importance. It recognises the need to ensure that all people who work around the Harbour do so in a way which will maintain their own safety as well as the safety of those around them.

In preparing this Code of Practice the Authority is aiming to give guidance on safe working practice to vessel owners, skippers, contractors, self employed craftsmen or any other person who undertakes a work activity on Harbour Authority property.

2.0 SCOPE

This Code of Practice is applicable to any person carrying out a work activity on Harbour Authority property or within harbour limits.

It is primarily concerned with on shore work activities which are controlled by the Health and Safety Executive for Northern Ireland. Work activities on board vessels are controlled by the Maritime and Coastguard Agency (MCA) and are the responsibility of skippers.

Navigational safety is separately managed by the Authority's Port Marine Safety Management System.

This document does not constitute a "permit to work" or a contractual relationship with any contractor nor does it convey Authority approval or recommendation of any contractor.

3.0 DEFINITIONS

The Authority	-	The Northern Ireland Fishery Harbour Authority.
Contractor	-	Any person conducting work of any kind on Harbour Authority property. (N.B. THIS INCLUDES VESSEL OWNERS AND CREW MEMBERS)
Hazard	-	Any situation which could result in injury or damage.
Risk	-	The likelihood of a particular hazard causing injury or damage.
Workplace Precautions	-	Measures put in place to reduce the risk of an accident.
HSENI	-	Health and Safety Executive for Northern Ireland.

4.0 RESPONSIBILITIES

- 4.1 All contractors must carry out a Risk Assessment in advance of doing any work on Harbour Authority property. This Risk Assessment should be relevant and proportionate to the work they propose to do. Details should be recorded for inspection.
- 4.2 Based on their Risk Assessment all contractors must implement suitable and sufficient safety precautions at all times during the works to comply with the Health and Safety Regulations and Codes of Practice.
- 4.3 The contractor is responsible for complying with the Authority's Bye-Laws and this Code of Safe Working Practice.
- 4.4 The contractor is responsible for all the consequences of his work and any harm, injury or damage caused to any other port user, member of the public or to their property.
- 4.5 The contractor is responsible for his personal safety; the safety of his employees (if any) and the safety of any other person coming into contact with his work or its by- products.
- 4.6 The contractor is responsible for ensuring that equipment used meets the PUWER (PUWER = Provision and Use of Work Equipment) Regulations 1998 i.e. that all equipment used is suitable and safe for the intended use, is maintained in a safe condition and where necessary is certified; is only used by people who have received adequate training and in situations where suitable safety precautions are in place.
- 4.7 The contractor is responsible for ensuring that lifting equipment used meets the LOLER (LOLER = Lifting Operations and Lifting Equipment) Regulations 1998 i.e. that lifting equipment is strong and stable enough for the intended use, is marked with a Safe Working Load (SWL), is suitably positioned and is operated in a planned manner by competent persons.
- 4.8 Mobile Cranes and lifting equipment used on harbour property must have a current Thorough Examination Certificate and must only be operated by a certified operator.
- 4.9 The contractor is responsible for obtaining a Permit to Work for the activities detailed in Section 10 below.
- 4.10 Individuals have a responsibility to follow workplace precautions, to wear Personal Protective Equipment and to bring deficiencies in equipment to the attention of their immediate supervisor or to a member of the Authority's staff.

5.0 INSURANCE

All Contractors working on or around Harbour Authority property or anywhere within harbour limits must have the following minimum levels of Liability Insurance cover.

Employers Liability	Indemnity Limit;	£10,000,000
Public/Products Liability	Indemnity Limit;	£ 5,000,000

Evidence of current insurance cover must be provided to the Authority on request.

6.0 RISK ASSESSMENT

The contractor must conduct a Risk Assessment to identify hazards and to put in place precautionary measures before undertaking any work. This should include consideration of:-

- 6.1 Hazards which may lead to personal injury to the contractor while conducting the job.
- 6.2 Hazards which may be created by the contractor during the conduct of the job and which could lead to harm or injury to other people in the vicinity.
- 6.3 Hazards which could pollute the environment i.e. the harbour waters or air-borne pollution which could contaminate the food processing factories in the Harbour Estate.
- 6.4 Based on the Risk Assessment the contractor must adopt suitable and sufficient precautionary and preventative measures to ensure safe working.

N.B. A Risk Assessment template for work activities which are carried out on the slipway is available from the Authority on request.

7.0 APPROACH TO RISK CONTROL (the Risk Control Hierarchy)

Risk control measures should be considered in the following order: -

- Can the hazard be eliminated at source?
- Can the hazard be reduced at source?
- Can the person be removed from hazard?
- Can the hazard be contained by enclosure?
- Can the employee's exposure to the hazard be reduced?
- What are the safe systems of work?
- What Personal Protective Equipment (PPE) can be provided?

8.0 FORK LIFT TRUCKS

Due to the high accident rate associated with fork lift trucks it is essential that they are only driven by trained operators and that they are properly insured and well maintained.

A fork lift truck is only allowed to operate on Harbour Authority property on the following conditions :-

- that the owner/operator has current Employers and Third Party Liability Insurance cover (to be renewed annually)
- that the driver has a current certificate of competency (refresher training required every 4 years)
- that the owner/operator has a current Thorough Examination insurance certificate (to be renewed annually)

Seat belts must be worn and under no circumstances should passengers be carried on a fork lift truck.

Fork Lift Truck Attachments – all attachments and especially man carrying cages must be secured to the fork lift truck in accordance with the manufacturers recommendations and the fork lift truck must be operated in accordance with HSE Guidance note PM28.

Only trained Authority staff are permitted to drive an Authority fork lift truck.

9.0 COMMON HAZARDS ON AUTHORITY PROPERTY AND RECOMMENDED WORKPLACE PRECAUTIONS

The following section includes some examples of hazards which exist on Authority property and details some recommended workplace precautions. This list is provided as general guidance only. It is not exhaustive and is not a substitute for conducting a Risk Assessment for each job or for following the instructions of equipment suppliers.

9.1 **Water** - The risk of drowning is significant. A suitable life jacket should be worn when working over water or on the quayside as determined by Risk Assessment.

9.2 **Working at height** - Falls from working at height are one of the commonest industrial injuries. Special precautions must be taken when working at height. All mobile towers and scaffolding must be fully braced and erected by competent persons in accordance with appropriate codes of practice. In addition, scaffolding must be checked by a competent person on a regular basis.

Mobile elevating platforms should only be used by trained operators and the equipment must have a current Thorough Examination Certificate. A safety harness may also be needed for working on mobile towers, scaffolds or elevated platforms.

9.3 Ladders are to be used for access purposes only, unless the work is of very short duration (e.g. using stepladders to change a light bulb). They should never be used as working platforms. Always check the physical condition of any ladder before using it and note the following general guidelines:-

Ladders

- You should have at least 3 points of contact on a ladder at any one time, i.e. two feet and one hand or two hands and one foot.
- Do not carry items/ materials up ladders (unless in a waist tool belt).
- Do not use a ladder if it is visibly damaged.
- All ladders should be tied into position. If this is not possible, get someone to 'foot' it for you.
- Make sure that the ladders you use extend to a suitable distance above the stepping-off point - you will need a secure handhold at the top.
- Never use a ladder on top of a mobile scaffold tower.

Stepladders

- Where possible mobile scaffold towers or other suitable working platforms must always be used in place of stepladders when other platforms cannot be used.
- If you must use stepladders ensure that the treads, stiles, hinges and restraints (including restraining rope on wooden stepladders) are not damaged.
- Don't work higher than 2/3 the height of the steps - you need the remaining steps to act as a handhold.
- Don't be tempted to lean out/ sideways from steps or ladders.

Trestles

Trestles should not be used on Authority property.

- 9.4 **Electricity** - All power tools should be operated at 110V by using a suitable 'step down' transformer. Power tools should be P.A.T. tested annually. This is most important in relation to working near water.

Contractors must ensure that all leads are constructed of armoured cable, are in sound condition, are capable of taking the load of heavy traffic in the harbour estate (as required by the PUWER regulations) and are electrically safe (with RCD fitted where appropriate).

Power boxes must not be opened - ask harbour staff for assistance. If power boxes are tampered with they will be disconnected.

- 9.5 **Fire** - The following precautions should be taken to prevent fire:-

- Don't hang clothing over heating equipment.
- Only smoke in permitted areas on site.
- Remove all debris regularly and don't let it 'build up' (either inside or outside buildings).
- Don't overload electric sockets.
- Don't let flammable liquids sit in open containers or in areas where they are likely to be knocked over.
- Before using burning, cutting or welding gear, ensure that you have obtained a Permit to Work from the Harbour Master and that you remove all flammable materials (papers, cloths, plastic wrapping etc) from the working area.
- Only trained welders should work with gas welding gear - never interfere with gas cylinders on site.
- Don't keep gas cylinders in enclosed areas - they need to be kept in very well ventilated areas, but away from direct sunlight if possible.
- All gas cylinders must be kept upright and moved around in purpose - built trolleys - they can be damaged if 'rolled' around the site.
- Never smoke in the vicinity of gas welding cylinders on site. A naked flame or spark could cause an explosion.
- A fire extinguisher should be kept at hand.

- 9.6 **Trips** - There are numerous trip hazards present around the harbour; careful note should be made of these. Port Users and Contractors should not create trip hazards and should ensure that all access routes and work areas are kept clear and tidy at all times.
- 9.7 **Unguarded Quay Edges** - There is a risk of persons or vehicles falling into the water or onto the vessels in the Harbour. Life jackets should be worn for quayside working. Vehicles should be parked in designated parking spaces in the Harbour Estate and special attention made to ensure that vehicles are left in gear with the handbrake on.
- 9.8 **Vehicles** - These must be in a roadworthy condition, taxed and insured and driven only by qualified drivers. The seat belt must be worn at all times. Drivers should adhere to the speed limit of 20 m.p.h. and follow the traffic signs around the Harbour Estate. Vehicles should be parked in the designated parking spaces and not parked on top of Fire Hydrants. Clear access to ice plants, fishmarkets, slipways and entrances should be maintained at all times.
- N.B. 25% of all plant/vehicle accidents on site happen as a result of someone reversing.
- 9.9 **Falling Objects** - There is a high risk of tools or equipment being dropped from the quayside or from vessels dry docked on the slipway. Contractors are advised to wear protective head gear at all times in slipway area. Scaffold should be erected with kick boards to reduce this risk.
- 9.10 **Moving Machinery** - The most immediate hazards are forklift trucks, other vehicles and slipway cradles. Forklift trucks must be in good working order, properly insured and only driven by trained personnel. Only authorised personnel may operate the slipway winch, see Slipway Safe Working Code of Practice.
- 9.11 **Fork Lift Trucks** - See Section 8 above.
- 9.12 **Crushing** - There is a small risk of being crushed by a vessel stored on dry land. However, working between berthed vessels or between the vessel and quay is extremely hazardous and this should be avoided. Other crushing hazards exist from lifting and maneuvering heavy objects such as screw propellers. At all times contractors shall ensure that lifting gear is inspected before use and is in sound condition and suitable for the job (LOLER Regulations apply).
- 9.13 **Toxicity** - Many paints and anti foul components are extremely toxic and oils, fuels and cleaning chemicals are hazardous. All chemicals should be handled according to data sheet instructions and COSHH regulations.
- 9.14 **Noise** - Many operations produce noise at levels which can be damaging to hearing. Noise which is loud enough to make a normal conversation difficult at two metres can be enough, over a long period of time, to damage your hearing.

It is important to monitor noise levels. There are two action levels - 80 db and 85 db. Above 85 db, ear defenders must be worn but these must be in good condition, fit properly and be of the correct type for the noise.

Key actions are to keep your exposure time to the minimum, keep as far away as possible from the noise source, to wear suitable ear defenders and to take expert advice if in doubt.

- 9.15 **Paint Spraying** - This operation produces an over-spray of particles which may be toxic, an irritant and a chemical contaminant to food processors around the harbour. In addition paint overspray can be harmful to other port users and can cause damage to property and equipment. Paint spraying must only be carried out on the slipway and under specified conditions. Effective screening must be erected around the working area to the satisfaction of the Harbour Master. Only contractors who agree to abide by the specified conditions will be allowed to carry out spray painting operations.
- 9.16 **High Pressure Water Spraying (HPWS)** - This operation also produces an over spray which may be an irritant and a chemical contaminant. HPWS must only be carried out on a slipway with an environmental trap. Effective screening must be erected around the working area to the satisfaction of the Harbour Master.

SPECIAL PRECAUTIONS FOR PAINT SPRAYING AND HIGH PRESSURE WATER SPRAYING

For Paint Spraying and High Pressure Water Spraying the contractor must ensure effective screening is installed around the work area which will prevent any emissions to the atmosphere which may be hazardous. Contractors shall ensure that while working inside screened off areas they wear suitable personal protective equipment which includes breathing apparatus as necessary and have a helper standing by in case of emergency. Protection must also be provided for the Authority's cradles; in particular the wheels/wheel bearings and hydraulic equipment.

Paint Spraying and High Pressure Water Spraying of vessels must only be carried out on the slipways and High Pressure Water Spraying is restricted to slipways with an environmental trap.

Dry shot, Grit or Wet Aggregate blasting is not permitted on Authority property or anywhere within harbour limits.

- 9.17 **Welding** – this is known as 'Hot Work' which has risks of personal injury and of fire. Electric arc welding flash presents a serious risk to both the welder and anyone observing the flash.

Contractors must ensure that all necessary personal protective equipment is worn and that all necessary precautions are taken to prevent injury to persons or property. All welding operations should be screened off with adequate warning signs to prevent accidental eye damage to other people.

- 9.18 **Confined Space Working** - Never carry out work in a confined space unless you have had the right training for the job. Do not start work in a confined space unless a risk assessment has been carried out and a safe system of work has been drawn up. A Permit to Work must be issued for all confined space working on Authority property.

For work on board vessels contractors are advised to always seek vessel owners permission before entering a confined space. Establish what the space has been used for and whether flammable liquids/gases or toxic gases could be present. Only enter confined spaces wearing suitable personal protective equipment and only with a helper / watchman standing by for emergencies.

9.19 **Manual Handling** - this is one of the most common causes of injury at work. Lifting operations should be carefully planned and if possible a suitable lifting device should be used. Consideration should be given to the type of load, the ground conditions and the capability of the individual. All persons involved in manual handling (e.g. lifting fish boxes) should be trained in safe lifting techniques and sensible handling of loads.

9.20 **Chemical Substances** - these include liquids, solids and gases. Chemical substances can harm you if they get on to your skin or in to your body. You should only use chemicals from clearly labeled containers and when you have read and understood the Safety Data Sheet which should also provide First Aid advice. Where necessary protective equipment such as gloves or goggles should be used. Do not smoke when using chemicals and wash your hands thoroughly after working with chemicals and before eating. The COSHH regulations apply to the handling and use of all chemical substances.

9.21 **General Equipment Guidelines**

- Make sure that you have been shown how to use the equipment and have read the operating instructions.
- Never use a piece of equipment unless you have been authorised to do so - some items can be very dangerous in the wrong hands e.g. cartridge tools.
- Do not leave any engines, machinery or tools running unattended.
- Never use an item of equipment if the guards are damaged (e.g. on concrete saws, portable circular saws).
- If you are using electrical equipment, ensure that all connections, cables and sockets are free from damage. Don't use electrical equipment that has been 'taped up'.
- If necessary wear suitable Personal Protective Equipment - this is often already indicated on the equipment.
- Only use equipment which has a current 'Thorough Examination' certificate or which has been electrically tested i.e. 'PAT tested'.

10.0 **PERMIT TO WORK**

Written *Permit to Work* systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement. These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

Permit to Work systems normally use pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems (e.g. electrical work), and the fitting of locking devices to controls, (e.g. Ice plant).

A *Permit to Work* is required on Harbour Authority property for the following work activities:- diving, hot work, mobile crane lifting operations, underground excavation and confined space working. Other activities may be added from time to time.

***Permit to Work* Forms are available from the Harbour Master.**

11.0 ACCIDENT REPORTING

- 11.1 In accordance with the Bye-Laws all accidents which cause injury to any person or damage to any property must be reported immediately to the Harbour Master.

All reported accidents will be recorded in the Harbour Master's Diary, the Harbour Accident Book and an Accident Report Form will be completed.

- 11.2 It is the duty of the Authority to notify the Health and Safety Executive of accidents and near misses in accordance with the RIDDOR Regulations. (In the case of marine accidents the Maritime and Coastguard Agency will be advised).

12.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

December 2009

Safety Precautions for Slipway Working

Due to the wide range of repair activities which take place on the slipways there is a need for vessel owners, crew members and their contractors to be particularly careful. The following is a list of key safety points for slipway working; this list is not exhaustive and if there is any doubt the HSENI should be contacted for advice.

1. A Slipway Declaration Form must be signed before any vessel will be permitted to use an Authority Slipway.
2. Use a Risk Assessment to assess the job or range of jobs to be carried out and then implement suitable safety precautions. A Risk Assessment template is available from the Harbour Master.
3. Hard Hats and appropriate Personal Protective Equipment must be worn.
4. Use the access equipment provided to board / disembark the vessel.
5. All tools and equipment must be tested and suitable for the task.
6. Working at Height - The correct scaffolding / working platform must be used properly and erected by a competent person. For any work at height special precautions must be taken e.g. the scaffolding or working platform should have handrails and kickboards and where appropriate a safety harness should be used.

The workplace precautions as outlined in section 9.2 of the Code of Practice for Safe Working must be followed.

7. Electrical leads must use armoured cable and portable equipment P.A.T. tested.
8. Report any defects in equipment, etc. to Authority staff immediately.
9. **NO SMOKING** in the slipway area.
10. **FIRE PREVENTION** – Coordinate with contractors working on an adjacent slipway to ensure risks are minimised, e.g. hot work, painting, lifting operation, launching a vessel. Take appropriate precautions. **NO HOT WORK** near painting operations. Ensure portable fire extinguishers are at hand. The precautions detailed in section 9.5 of the Code of Practice for Safe Working should be implemented.
11. No refueling of vessels on the slipway.
12. Alert others to dangers, know where the emergency exit is.
13. Ensure that structural alterations to the vessel do not adversely affect the stability of the vessel on the slipway cradle.
14. All mobile cranes and lifting equipment must have a current test certificate and be operated only by a certified operator.

15. Specific measures for High Pressure Water Spraying (HPWS) and Spray Painting:-
- For High Pressure Water Spraying and Spray Painting the contractor shall erect safe scaffolding or provide a safe platform for working at height.
 - Effective screening around the working area to prevent over spray must be provided to the satisfaction of the Harbour Master.
 - Effective protective covers must be placed over the wheels and hydraulic units of the cradle to prevent damage. This must be done to the satisfaction of the Harbour Master.
 - Spray painting and pressure cleaning will not be permitted in windy/gusty conditions - i.e. force 4 and above.
16. All debris shall be removed from the slipway and properly disposed of off site by the contractor when the job is finished. Failure to do so will result in a charge for cleaning up and waste disposal and under no circumstances is waste to be dumped on Harbour Authority property or in Harbour Authority bins or skips. Any waste material collected in the slipway sumps should also be removed by the contractor.

SHOT BLASTING OR WET AGGREGATE BLASTING IS NOT PERMITTED ON AUTHORITY PROPERTY OR ANYWHERE WITHIN HARBOUR LIMITS. ANTI-FOUL PAINT CONTAINING TBT MUST NOT BE USED.

REFERENCES

- Health and Safety at Work (Northern Ireland) Order 1978.
- The Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
- The Control of Substances Hazardous to Health Regulations (Northern Ireland) 1995 - (COSHH).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 - RIDDOR.
- The Provision and Use of Work Equipment Regulations 1998 (PUWER).
- The Lifting Operations and Lifting Equipment Regulations (NI) 1999 (LOLER).
- Diving at Work Regulations 1997.
- The Construction (Head Protection) Regulations (NI) 1990.
- The Construction (Design and Management) Regulations (NI) 2007.
- Confined Spaces Regulations (NI) 1999.
- The Manual Handling Operations Regulations (NI) 1992.
- The Control of Asbestos at Work Regulations (NI) 1988.
- The Guide to Workplace Health and Safety HSENI 4(99).
- Health and Safety in Construction in Northern Ireland HSENI 0406.
- N.I.F.H.A. Ice Plant Safe Working Code of Practice.
- N.I.F.H.A. Risk Assessments.
- N.I.F.H.A. Permit to Work Form.

Northern Ireland Fishery Harbour Authority

SLIPWAY DECLARATION FORM

Vessel Name: _____ Length: _____

Registration No: _____ Breadth: _____

Skipper/Owner: _____ Displacement: _____
(Please Print)

Date onto Slipway: _____ Time: _____ Slipway No: _____

I declare that:

- I will abide by the Authority's Bye-Laws, Health and Safety Policy and Codes of Safe Working Practice.
- I will ensure that all contractors working on the above vessel will abide by the Authority's Bye-Laws, Health and Safety Policy and Codes of Safe Working Practice.
- I confirm that I have current Employers Liability and Public Liability insurance cover for the above vessel and the copies of these insurance policies have been provided to the Authority.
- I will ensure that all necessary risk assessments will be carried out for the maintenance and / or repair work which is planned for this slipway visit.
- I confirm that I will check the means of access to the vessel once it has been brought up on the slipway to ensure that it is safe. If I am not satisfied that the means of access is safe I will bring this to the immediate attention of the Harbour Master or to a member of the Authority's staff. I will not permit any person to board the vessel until I am satisfied that the means of access is safe.
- I will indemnify the Authority against all claims and losses which may result from work to the vessel while on the slipway except where due to the negligence of the Authority, its servants or agents.
- I declare that the above vessel has been prepared for the slipway, is in a safe condition for slipping and that the gross weight does not exceed the limit advised to the Harbour Master or his deputy.

Signature of Skipper/Owner _____

Date off Slipway: _____ Time: _____

I declare that the above vessel has been relaunched satisfactorily.

Signature of Skipper/Owner : _____ Contact No: _____

Safe access to vessel checked by:- _____ Date/Time: _____
Harbour Master/ Deputy

	<u>Up</u>	<u>Down</u>	<u>Units</u>	<u>Invoice</u>
Electricity Meter Reading:	_____	_____	_____	No. _____

Water Meter Reading :	_____	_____	_____	Amt. _____
-----------------------	-------	-------	-------	------------

Code of Practice for Fuelling Vessels

(At least 2 competent persons are required to fuel vessels)

Prior to Fuel Transfer:

- Skipper / Competent Crewman to ensure sufficient tank space for fuel ordered.
- Competent Crew Member(s) available to oversee operation.
- Absorbent material available / deployed in case of spillage.
- No smoking / other sources of ignition (Galley stoves etc) isolated.
- Fuel tank vents are open and free.
- Tanker positioned as close as possible to vessel being refuelled.
- Tanker hose delivery nozzle shut off facility to be fully operational.
- Number of tanks to be filled and proposed stoppages advised to Tanker Operator.
- Full view and communication procedure with Tanker Operator established.
- Crewman to place and then open nozzle in tank and advise Tanker Operator.

During Fuel Transfer:

- Competent Crewman to remain on board vessel and constantly monitor fuel tanks while refuelling.
- For larger vessels or vessels with shelter decks at least 2 Competent Crewmen may be required.
- Monitor closed tanks in case of isolation valves leaking.
- Sufficient notice given to Tanker Operator to reduce rate or stop operation.
- On completion of transfer close nozzle, ensure delivery pump has stopped.
- Crewman to assist Tanker Operator in rewinding delivery hose and nozzle.

In Case of Spillage:

- Stop operation. Clean area preventing oil running into harbour.
- In case of oil entering harbour, inform Harbour Master immediately.
- Inform Harbour Master for safe disposal of oil impregnated absorbent material.

Additional Advice for Tanker Operators

- Tanker Operator / Driver must be ADR qualified.
- Position tanker as close as possible to vessel to be refuelled.
- Absorbent material should be available in case of spillage.
- Hoses are not to be run through Fish Market or along The Market Quay.
- Competent Crewman must be present at all times throughout the operation.
- Tanker Operator should establish number of tanks to be filled and the method employed in stopping delivery.
- Tanker Operator to set delivery amount and start pump on advice from Crewman.
- During delivery, Tanker Operator must stand in a position where he can stop delivery immediately and be in clear sight of the Crewman at all times.
- On completion, the Tanker Operator should rewind the delivery hose slowly with assistance of Crewman to avoid snagging of nozzle.
- In case of spillage, stop transfer, clean up and inform Harbour Master or Harbour Authority staff for assistance.

Only absorbent material should be used for clean up. **DO NOT USE DETERGENTS**

**NORTHERN IRELAND FISHERY HARBOUR AUTHORITY
AUDIT OF CODE OF PRACTICE FOR FUELLING VESSELS**

VESSEL _____ **DATE** _____
SUPPLIER _____

YES	NO

At least 2 competent persons to fuel a vessel

Prior to Fuel Transfer

Skipper / Competent Crewman to ensure sufficient tank space for fuel ordered.

No smoking / other sources of ignition (Galley stoves etc) isolated.

Fuel tank vents are open and free.

Tanker positioned as close as possible to vessel being refuelled.

Tanker hose delivery nozzle shut off facility to be fully operational.

Number of tanks to be filled and proposed stoppages advised to Tanker Operator.

Full view and communication procedure with Tanker Operator established.

Crewman to place and then open nozzle in tank and advise Tanker Operator.

During Fuel Transfer

Competent Crewman to remain on board vessel and constantly monitor fuel tanks while refuelling.

For larger vessels or vessels with shelter decks at least 2 Competent Crewmen may be required.

Monitor closed tanks in case of isolation valves leaking.

Sufficient notice given to Tanker Operator to reduce rate or stop operation.

On completion of transfer close nozzle, ensure delivery pump has stopped.

In Case of Spillage

Stop operation. Clean area preventing oil running into harbour.

In case of oil entering harbour, inform Harbour Master immediately.

Inform Harbour Master for safe disposal of oil impregnated absorbent material.

Additional Advice for Tanker Operators

Tanker Operator / Driver must be ADR qualified.

Absorbent material should be available in case of spillage.

Hoses are not to be run through Fish Market or along The Market Quay.

Tanker Operator to set delivery amount and start pump on advice from Crewman

During delivery, Tanker Operator must stand in a position where he can stop delivery immediately and be in clear sight of the Crewman at all times.

On completion, the Tanker Operator should rewind the delivery hose slowly with assistance of Crewman to avoid snagging of nozzle.

In case of spillage, stop transfer, clean up and inform Harbour Master or Harbour Authority staff for assistance.

Code of Practice for Ardglass Fishmarket

1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Ardglass Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Ardglass Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
Midnight to 08.00 and 11.00 to Midnight	Skippers, crew and vessel owners while unloading their catch NIFHA personnel Fisheries Officer Environmental Health Officer (Once cargo is off loaded, vessel crew members should vacate the building)
08.00 to 11.00 (Market closed for cleaning)	NIFHA staff Environmental Health Officer
16.00 to 21.30	Skipper, vessel owners or nominated representative (to observe sale or tend goods; Crew members while unloading) Licensed salesmen Registered buyers NIFHA staff Fisheries Officer PO's grading staff Environmental Health Officer Drivers and transport personnel collecting product shall only enter the market whilst collecting goods for removal from the market

3.0 OPERATING PROCEDURES

- The market shall be closed between 08.00 and 11.00 am each day to allow cleaning and maintenance.
- All product shall be removed from the market within 24 hours of landing.
- Any product which remains in the chillroom after 12.00 hours on the day following the day of landing will be charged at the rate of £1.25 per box per hour or part thereof commencing at 12.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owners risk.
- No Unauthorised Personnel are permitted in the Market.

3.1 PERMITTED ACTIVITIES

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.
- Interim storage of clean boxes for issue to vessels with permission and subject to fee.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Rinsing boxes in the designated area - (cleaning boxes is not permitted within the market and a charge will be made for use of resources).
- Taking on of Drinking Water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

3.2 ACTIVITIES NOT PERMITTED

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).

3.3 HYGIENE AND HOUSEKEEPING

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.
- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.
- Any individual wishing to keep clean boxes in the market for issue to vessels must apply in writing to the Harbour Master. Provision of storage space shall be charged at a rate of £10.00/M3/month or part thereof for port users other than Licensed Salesmen. Space allocated will be subject to availability.
- To facilitate full cleaning of the market all boxes and equipment (with the exception of scales) shall be cleared from the market by 21.30 hours each day.

3.4 FORK LIFT TRUCKS (FLT's)

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operators certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building
- All forklift trucks, pallet trucks or similar shall be removed from the market by 21.30 hours each day and they shall not return before 16.00 hours.

3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
 - These doors must be treated with caution as they open/close automatically.
 - Doors must not be obstructed e.g. kept open by fish boxes.
 - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
 - These are posted in the fishmarket and advice is available from harbour staff.
 - If there is a problem please report it promptly to a member of harbour staff.

4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

5.0 DEFINITIONS

- Primary Sale - The first sale of fish or shellfish
- Secondary Sale - Subsequent sale of a catch following its primary sale.
- Market building - This is the whole raised area of the Market Quay and Vehicle loading bays.

Code of Practice for Kilkeel Fishmarket

1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Kilkeel Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Kilkeel Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
16.00 to 06.30	Skipper, crew and vessel owners while unloading their catch NIFHA personnel Fisheries Officer Environmental Health Officer PO's Grading Staff Licensed Salesmen (Once cargo is off loaded, vessel crew members should vacate the building)
06.30 to 12 noon	Skipper, vessel owners or nominated representative (to observe sale or tend goods; Crew members while unloading) Licensed salesmen Registered buyers NIFHA staff Fisheries Officer PO's grading staff Environmental Health Officer Drivers and transport personnel collecting product shall only enter the market whilst collecting goods
12 noon to 16.00	NIFHA Staff Environmental Health Officer Fisheries Officer

3.0 OPERATING PROCEDURES

- The market will operate in line with the attached Sale Guidelines.
- The market shall be closed between 12 noon and 4.00 p.m. each day to allow cleaning and maintenance.
- All product shall be removed from the market by 12 noon each day.
- Any product which has been through primary sale and is still in the market at 12 noon shall be removed from the building. If the product owner wishes to store the product in the chillroom he may do so after obtaining permission from the Harbour Master and providing space is available. A storage charge of £1.25/box per hour or part thereof will be charged to the product owner commencing at 12.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owners risk.
- No Unauthorised Personnel are permitted in the Market.

3.1 PERMITTED ACTIVITIES

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.
- Interim storage of clean boxes for issue to vessels with permission and subject to fee.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Rinsing boxes in the designated area - (cleaning boxes is not permitted within the market and a charge will be made for use of resources).
- Taking on of drinking water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

3.2 ACTIVITIES NOT PERMITTED

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).

3.3 HYGIENE AND HOUSEKEEPING

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.
- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.
- Any individual wishing to keep clean boxes in the market for issue to vessels must apply in writing to the Harbour Master. Provision of storage space shall be charged at a rate of £10.00/M3/month or part thereof for port users other than Licensed Salesmen. Space allocated will be subject to availability.
- To facilitate full cleaning of the market all boxes and equipment (with the exception of scales) shall be cleared from the market by 12 noon each day.

3.4 FORK LIFT TRUCKS (FLT's)

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operators certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building
- All forklift trucks, pallet trucks or similar shall be removed from the market by 12 noon each day and they shall not return before 06.30am.

3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
 - These doors must be treated with caution as they open/close automatically.
 - Doors must not be obstructed e.g. kept open by fish boxes.
 - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
 - These are posted in the fishmarket and advice is available from harbour staff.
 - If there is a problem please report it promptly to a member of harbour staff.

4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

5.0 DEFINITIONS

- Primary Sale - The first sale of fish or shellfish
- Secondary Sale - Subsequent sale of a catch following its primary sale.
- Market building - This is the whole raised area of the Market Quay and Vehicle loading bays.

Code of Practice for Portavogie Fishmarket

1.0 INTRODUCTION

This Code of Practice is designed to ensure the safe, hygienic and efficient operation of the Portavogie Fishmarket which is a licensed food handling area monitored and controlled by the local Council Environmental Health Officer.

Portavogie Fishmarket is a 'Designated Auction Site for First Sale Fish' under the Registration of Fish Buyers and Sellers and Designation of Auction Sites (Northern Ireland) Regulations 2005.

The Fishmarket is subject to the Authority's Bye-Laws, Code of Practice for Safe Working and to the Market Rules as published by the Authority.

The Harbour Master operates and maintains an approved cleaning schedule for the fishmarket.

2.0 ACCESS TO MARKET BUILDINGS

Access shall be restricted to the following times and people.

Time	Access Restricted To:
Midnight to 08.00 and 11.00 to Midnight	Skippers, crew and vessel owners while unloading their catch NIFHA personnel Fisheries Officer Environmental Health Officer (Once cargo is off loaded the vessel crew members should vacate the building)
08.00 to 11.00 (Market closed for cleaning)	NIFHA staff Environmental Health Officer
16.00 to 21.00	Skipper, vessel owners or nominated representative (to observe sale or tend goods; Crew members while unloading) Licensed salesmen Registered buyers NIFHA staff Fisheries Officer PO's grading staff Environmental Health Officer Drivers and transport personnel collecting product shall only enter the market whilst collecting goods

3.0 OPERATING PROCEDURES

- The market shall be closed between 08.00 and 11.00 am each day to allow cleaning and maintenance.
- All product shall be removed from the market by 21.00 hours each day.
- Any product which has been through primary sale and is still in the market at 21.00 hours shall be removed from the building. If the product is stored in the chillroom a storage charge of £1.25/ box per hour or part thereof will be charged to the product owner, commencing at 21.00 hours each day.
- All materials and product left at any time in the Market shall be left at the owners risk.
- No Unauthorised Personnel are permitted in the Market.

3.1 PERMITTED ACTIVITIES

The following activities are permitted in the market building:-

- Primary sale of catch.
- Weighing, sorting and grading prior to primary sale.
- Interim storage of clean boxes for issue to vessels with permission and subject to fee.
- Transit storage of fish not being offered for sale, with permission and subject to fee.
- Taking on of drinking water from designated standpipes.
- Tipping of fish or shellfish from Auctioneer's box to buyer's box.

The Authority may consider applications for other activities providing they are complimentary to the principal activities of the fish market and in consideration of an appropriate fee.

3.2 ACTIVITIES NOT PERMITTED

The following activities are not permitted (which includes any activity not specified as permitted) in the market building:-

- Operating a business from the market without licence from the Authority.
- Sorting, grading, packing of fish after primary sale.
- Cleaning boxes, vehicles, trucks etc.
- Refuelling of vessels while berthed at the market quay.
- Repair of vessels while berthed at the market quay.
- Secondary sale of catch.
- Using resources or utilities beyond those associated with the agreed permitted activities.
- Giving free product to visitors or general public.
- Activities noted in the NIFHA Market Rules (see attached).

3.3 HYGIENE AND HOUSEKEEPING

- Clean empty fish boxes may be stored in designated areas by written agreement with the Authority. Storing boxes in the chill rooms is not permitted.

- Any boxes outside the agreed area or dirty boxes shall be removed from the market. Dirty Boxes must not be left on the loading bays.
- Any individual wishing to keep clean boxes in the market for issue to vessels must apply in writing to the Harbour Master. Provision of storage space shall be charged at a rate of £10.00/M3/month or part thereof for port users other than Licensed Salesmen. Space allocated will be subject to availability.
- To facilitate full cleaning of the market all boxes and equipment (with the exception of scales) shall be cleared from the market by 21.00 hours each day.

3.4 FORK LIFT TRUCKS (FLT's)

- For safety and insurance reasons the Authority will only approve a limited number of FLT's to operate in the market building. No FLT can operate in the fishmarket without specific approval from the Authority.
- The operators of this truck must provide evidence of a current FLT operators certificate, current Public Liability insurance to a value of £10m and Employers Liability insurance to £5m and a current Thorough Examination Certificate.
- All FLT's must adopt the Authority's 'Safe System of Working' as per attached schedule.
- Only gas or electric fork lift trucks shall be permitted in the market building
- All forklift trucks, pallet trucks or similar shall be removed from the market by 21.00 hours each day and they shall not return before 16.00 hours unless permission has been obtained from the Harbour Master.

3.5 FISHMARKET DOORS

- Chill Room doors must be closed immediately after use and kept closed as much as possible.
- Electrically powered doors - safety instructions
 - These doors must be treated with caution as they open/close automatically.
 - Doors must not be obstructed e.g. kept open by fish boxes.
 - Controls, wiring or any door equipment must not be tampered with.
- Electrically powered doors - operating instructions
 - These are posted in the fishmarket and advice is available from harbour staff.
 - If there is a problem please report it promptly to a member of harbour staff.

4.0 DISCLAIMER

The Northern Ireland Fishery Harbour Authority does not accept responsibility for any loss or damage to property howsoever caused, occurring on Northern Ireland Fishery Harbour Authority property or as a result of any activity carried out by the Northern Ireland Fishery Harbour Authority, its servants or agents or those using the Harbour facilities.

5.0 DEFINITIONS

- Primary Sale - The first sale of fish or shellfish
- Secondary Sale - Subsequent sale of a catch following its primary sale.
- Market building - This is the whole raised area of the Market Quay and Vehicle loading bays.

Sale Guidelines for Kilkeel Fishmarket

- Order of Sale to proceed from Chill end of Market seaward i.e. from the west end to the east end.
- *Authority Fish to be auctioned before **Non-Authority Fish and Late Landers
- Non-Authority Fish and Late Landers to be stocked towards the seaward end of Market
- No jumping of Sale order by Buyers
- No jumping of Sale order by Late Landers
- The Authority to manage door closure during Auction
- Prawn sale to start at 7.00am sharp and subsequent sales to follow on promptly in above order.
- Late Landings to be stocked at East end of Market and doors left open to facilitate this.
- Late Landings to be auctioned at the end of the Sale.
- Market Rules and Code of Practice to apply.
- Safe System of Working for Fork Lift Trucks to apply (see attached)
- All product to be removed from Market by 12 noon on the day of sale.
- All Market Users to be responsible for keeping Loading Bay Doors closed as much as possible.
- Trading weight is Kilograms.
- Auctioneers to 'consolidate' boxes of same or similar species.

* Authority Fish – fish or shellfish landed at one of the Authority's 3 Ports i.e. Ardglass, Kilkeel or Portavogie

** Non Authority Fish – (or Overlanded Fish) – fish or shellfish which is not landed at an Authority Port.

NIFHA Market Rules

- Authorised Users only allowed in Market Hall
- All Market Users must wear clean protective clothing
- Eating, Drinking, Smoking or Spitting are totally forbidden
- Animals and Pets are not permitted in the Market
- No tipping boxes onto Market floor
- No walking on boxes
- Feet must not be used to inspect catch
- Catch must not be washed in the Harbour
- Vessels must not refuel whilst berthed at the Market Quay
- Market floor must be cleared by 12 noon for cleaning

Safe Operating Procedure for Loading Ice

A Risk Assessment has been carried out for the delivery of Ice to vessels. **The Loading of Ice is a two man operation.**

It is recommended that vessels use the following procedure when loading Ice:-

- One person on the quayside to control the position of the vessel and flow of Ice.
- The second person on the vessel to control the intake of Ice.

Port Waste Management

- Keep your harbour clean for the safety and benefit of all Port Users
- Place all garbage on the quayside for collection
- Do not pump waste oil into the Harbour - Place it in a drum or container and leave it on the quayside for removal by harbour staff
- Used oil filters should be wrapped in plastic bags and also placed on the quayside for removal.
- If you have an oil spill contact the Harbour Master immediately
- Store nets and gear safely as directed by the Harbour Master.

Rules on 'Redding Up' in the Harbour

- No 'redding up' within harbour limits except in bad weather
- No Washing of prawns or any fish with water taken from the harbour
- Quayside tap water may be used to wash prawns or fish in bad weather only
- No 'redding up' or tailing at the North Harbour, Ardglass, the Outer Harbour, Kilkeel or at the Outer Pier, Portavogie
- No 'redding up' at any fishmarket or ice loading berth
- No dumping of heads or fish waste or waste of any kind in harbour water
- Prawn or fish waste can be taken back to sea for disposal provided it never leaves the vessel. Otherwise it should be brought ashore and taken to an approved disposal site - it must not be dumped on harbour property
- Environmental Health Officers will seize any product washed in harbour water as this is prohibited under the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations (NI) 1998
- As per Bye-Laws the Harbour Master's decision is final and binding
- These rules will be reviewed on a regular basis

Waste Oil and Oil Filters

PLEASE put your waste engine oil and hydraulic oil in a drum or container and place it on the quayside for removal by harbour staff.

Used oil filters should be wrapped in plastic bags and also placed on the quayside for removal.

Do not dump ANY WASTE OIL OR ANY USED OIL FILTERS in the harbour. This is illegal and causes pollution which means that THE AUTHORITY IS NOT ALLOWED TO DREDGE THE HARBOUR.

Please help the Authority to help you.

Safety and Operating Instructions for Fishmarket Doors

SAFETY

- These doors can close automatically, treat with caution.
- Keep doors clear from obstructions at all times.
- Do not push fish boxes or other objects against the doors or the walls directly beside the doors.
- Do not in any circumstances tamper with any of the controls, wiring or equipment.
- If there is a problem report it as soon as possible to NIFHA staff.
- **In an emergency press the Red Stop Button** ●

OPERATING INSTRUCTIONS FOR ROLLER SHUTTER DOORS

<u>Loading Bay Doors (Inside)</u>	<i>Push buttons located inside (3 button type).</i>
Open	Press the top button ↑ – door will open to a pre-set limit.
Close	Press the bottom button ↓ – door will close to a pre-set limit.
Stop Button	Press the red button ● to stop door travel. To reset stop turn the red button.
<u>Quayside Doors (Inside)</u>	<i>Push buttons located inside (3 button type).</i>
Open	Press the top button ↑ – door will open to a pre-set limit.
Close	Press the bottom button ↓ – door will close to a pre-set limit.
Stop Button	Press the red button ● to stop door travel. To reset stop turn the red button.
<u>(Outside)</u>	<i>Push buttons located outside (2 button type).</i>
Open	Press the single green button ● – door will open to a pre-set limit.
Stop	Press red button ● for door to stop.

- Automatic Closing - Doors inside and outside will close automatically 4 minutes after the last person or vehicle has passed through.
- Door Not Working - Report to NIFHA and / or gain alternative access.
- Power Cut - Contact NIFHA to engage manual operation or use alternative access.
- Locked Doors - For security, operational or safety reasons NIFHA may disengage power to some or all of the doors.

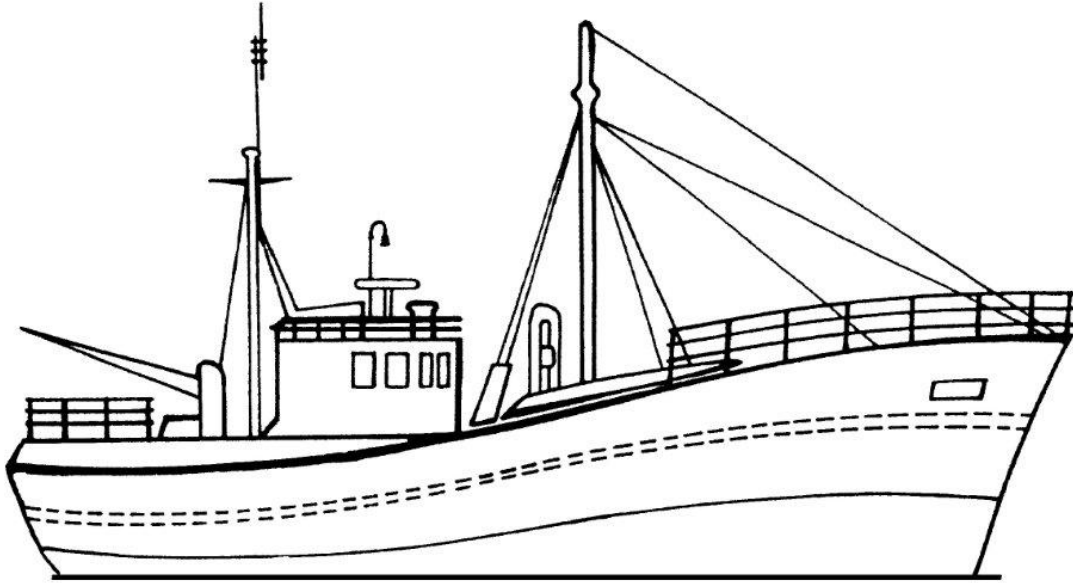
CHILL ROOM DOORS

Sliding Doors must be closed immediately after use. If door is not working report to NIFHA.

Kilkeel Pontoon Facility

General Condition of Use

1. Authority Bye-Laws and Codes of Practice apply.
2. All berths to be paid for in advance in accordance with separate schedule of charges.
3. Vessel weight limit 10 tonnes and vessels must only use berths suitable for their overall length.
4. Vessels to use allocated berths. Berths may not be lent or transferred without the permission of the Authority.
5. Vessels to approach and depart from berths at very low speed i.e. 1 knot or less. N.B. Harbour speed limit is 3 knots.
6. Damage to pontoon or any associated facilities will be recoverable from the vessel owner to whom the berth is allocated.
7. All pontoons, access ramps and walkways to be kept clear at all times. No gear or equipment or waste to be stored on pontoons, access ramps and walkways.
8. All waste to be disposed of by vessel owner / user / skipper.
9. Only temporary berthing i.e. up to one hour is permitted at base of access ramp.
10. All vessels using the facility must be adequately fendered.
11. Only minor running repairs or minor routine maintenance is permitted at the pontoon facility. Painting, varnishing or similar or associated work on the outside of vessel hulls is not permitted at the facility.
12. Dogs, pets or other animals are not permitted on the facility.
13. The Authority will terminate any berthing arrangement and/or will remove a vessel from the pontoon facility if any of the above conditions are not met.
14. Berths are provided on the basis that the facility will periodically require dredging. Disruption will be kept to a minimum and advance notice will be given.
15. The Harbour Master's decision on berthing arrangements and the use of the facility is final.



**Further information is available on the Authority Website (www.nifha.co.uk)
or
by contacting our Downpatrick Office on 028 4461 3844**

Schedule of Dues and Charges

Effective 1 January 2010

1. PORT CHARGES FOR VESSELS

1.1 Fishing Vessels

1.1.1. Composition Rate Dues for Licensed Vessels which land regularly

For vessels normally and regularly landing fish in NIFHA harbours a composition fee will apply according to the length of the vessel and subject to the payment of a minimum level of Landing Dues. The term "regularly landing fish" refers to active fishing vessels only and is defined for each length category of fishing vessel by the achievement of a minimum level of Landing Dues in a calendar year. Details are given in the table below:-

Vessel Length	Harbour Dues £ per Annum	Minimum Landing Dues £ per Annum
0 - 6m	£69.00	£135.00
over 6m - 12m	£85.00	£205.00
over 12m - 18m	£138.00	£410.00
over 18m	£160.00	£820.00

Vessels which have paid composition rate dues and which have no landings in the previous 6 month period will forfeit the right to Composition Rate Dues and will be charged on a "per metre per week" basis as per section 1.1.5.

Composition Rate Dues are payable in advance, for each calendar year, and the term Minimum Landing Dues refers to the same calendar year.

If after paying the composition fee, the vessel Owner fails to achieve the stated level of Minimum Landing Dues within that calendar year then the vessel owner will be invoiced for the difference between the appropriate level of Minimum Landing Dues as specified in the table above and the actual landing dues received by the Authority for that vessel in the calendar year. This invoice will be for payment by 31 January following the calendar year for which the shortfall of Landing Dues has been determined.

A pro-rata adjustment to the Minimum Landing Dues will be made when a licensed fishing vessel is sold or acquired during the year. Full details must be supplied in writing to the Authority and the responsibility for Minimum Landing Dues rests with the Vessel Owner.

Vessel Owners may be required, on demand, to furnish proof of the payment of Landing Dues as specified under Section 2.1 below.

Vessels which have paid Composition Rate dues and which lease out either all or part of their fishing quota or their allocation of "days at sea" will be charged on a "per metre per week basis" as per section 1.1.5 for any period

when they are berthed in an Authority harbour during the period of lease of their quota or “days at sea” allocation. Minimum landing dues for these vessels will apply on a pro-rata basis for any period in the calendar year when landings are being made into an Authority Harbour.

Any vessel which leases out its quota or “days at sea” allocation and which is berthed in an Authority Harbour must advise the Harbour Master of the start and end date of the leasing arrangement.

Owners of more than one licensed fishing vessel will be entitled to the following abatements on their Minimum Landing Dues:-

Vessel 1	0%
Vessel 2	10%
Vessel 3	15%
Vessel 4+	20%

In order to maximise these abatements the highest abatement can be set off against the largest vessels which have the highest level of Minimum Landing Dues.

1.1.2 Pontoon Berths at Kilkeel Harbour (Vessels up to 10 metres in length)

Annual Contracts

Composition Rate Vessels £500.00 per annum

Non Composition Rate Vessels £720.00 per annum

All Annual contacts are payable monthly by standing order

6 Monthly Contract (as available)

£372.00 for 6 months payable quarterly in advance

Monthly Contract (as available)

£65.00 per month payable in advance

1.1.3 Visitor Vessels

Visitor Vessels which are Licensed Fishing Vessels and which are landing fish at an Authority Harbour will be charged Harbour Dues at the rate of **£30.00** per week or part thereof payable on entering the harbour and weekly in advance thereafter. Landing dues are payable as per Section 2 below. Visitor Vessels which do not land fish will be charged as per section 1.1.5 below.

1.1.4 Small Vessels under 6.0m

Small Fishing Vessels under 6.0m in length may opt to pay a fixed fee of **£30.00** per month or part thereof payable in advance for non pontoon berths. Landing dues are payable as per Section 2 below.

1.1.5 All other Vessels

Fishing Vessels which are not regularly landing fish (i.e. they have **no** landings in the previous 6 month period) or do not hold an official fishing licence or which are laid up or parked up will pay Harbour Dues according to the length of the vessel and on the basis of a per metre per week charge, paid weekly in advance, as specified in the following table:-

Vessel Length	Charge per metre per week (or part thereof)
0 - 6m	£1.50
6 - 12m	£1.75
over 12m - 18m	£2.00
over 18m	£2.50

After 6 months the above rates will be increased by 50%

1.2 Cargo Vessels and Other Commercial Craft per gross Tonne

1.2.1 For vessels arriving from inside the EC
(For each period of 7 days or part thereof during which the vessel is in the Harbour) £0.38

1.2.2 For vessels arriving from outside the EC
(For each period of 7 days or part thereof during which the vessel is in the Harbour) £0.44

1.2.3 For vessels remaining in the harbour for any cause there will be paid in advance for each week or part thereof in which such vessels will remain in the harbour after the expiration of 7 days from their arrival. £0.88

1.3 Yachts and Pleasure Craft (Non Pontoon Charges)

Harbour Dues will be charged at the rate of **£7.50** + VAT per 24 hours or part thereof payable on entering the harbour and daily in advance thereafter.

NB: Berthing space for these vessels is subject to availability and is at the discretion of the Harbour Master.

2. **PORT CHARGES FOR GOODS**

2.1 **Fish**

	Paid By	Rate	per £ value
Fish landed by vessel into the Harbour	Vessel	2.20%	of 1st sale
Fish overlanded into the Harbour	Vessel	1.10%	of 1st sale
Fish purchased through the Harbour (1st sale)	1st buyer	0.55%	of 1st sale

The overlanded rate will only be applicable when proof of landing at a non-Authority port is provided.

Minimum purchase dues are **£2.00**.

In line with Bye Law number 5 any subsequent trading of fish i.e.: 2nd, 3rd sale on Authority Property is subject to a charge of 0.55% of the gross value of each transaction, details of which must be submitted to the Harbour Master within 7 days.

2.2 **Goods landed or loaded (other than specified in 2.1)**

The greater of the following with the charge on each class of goods to be calculated separately:-

Measured by Weight **£1.30** per tonne

Measured by Volume **£1.30** per cubic metre

2.3 **Storage**

2.3.1 **General**

Except where licence or permission is obtained to store Goods under Bye-Law 20 all Goods, including fish, located on harbour property for more than 24 hours will be charged at 25% of the appropriate rate for landing or loading goods of that type for each 12 hour period until removed. All storage charges are the responsibility of the owner of the goods.

2.3.2 **Chillroom Storage**

Fish stored in a chillroom will be charged at the rate of **£1.25** per box per hour or part thereof if it is not removed as follows:-

- Ardglass** - By 12.00 hours on the day following the day of landing
- Kilkeel** - By 12.00 hours on the day of the primary sale
- Portavogie** - By 21.00 hours on the day of the primary sale

2.3.3 Hardstanding Storage

Hardstanding area for storage will be charged at the rate of £0.50 per square metre (or part thereof) per day (or part thereof) payable weekly in advance. The Harbour Master's decision on which areas can be used, and the period and terms and conditions of usage is final.

2.3.4 Small Boat Storage Rates

In Kilkeel and Portavogie there are designated areas for the storage of 12m and under boats. The charge is **£25.00** per vessel per month or part thereof payable in advance and space is subject to availability.

2.4 Vessel to Vessel Transfer of Goods

The transfer of goods from one vessel to another within the harbour will be charged at 50% of the appropriate rate for landing goods of that type.

3. SLIPPING CHARGES

3.1 Charges for Composition Rate Vessels

Length	1st 24 hours including slipping and unslipping	Each succeeding 24 hours or part thereof up to 3 Days	Each succeeding 24 hours or part thereof after 3 days
0 - 11.99m	£178	£71	£100
12 - 17.99m	£215	£80	£105
18 - 24.99m	£226	£87	£107
25 - 29.99m	£347	£104	£112
> 30m	£405	£112	£112

For "one day" slips the 1st 24 hours rate will apply provided the vessel comes off the slip no later than the same high tide on the following day.

3.2 Charges for Non Composition Rate Vessels

Rates as per 3.1 above plus **10%**.

3.3 Miscellaneous Slipway Charges

In the event that a slipway booking is cancelled within 24 hours of its pre-arranged date, the Authority reserves the right to charge a cancellation fee of 50% of the first 24 hours slipping/unslipping charge.

At the discretion of the Authority a deposit of up to £2,500 may be requested and must be paid by a vessel owner before the Authority will agree to take a vessel up on the slipway. Reasons for requesting a deposit may include, but are not limited to, concerns about payment for the slipway service or concerns that Slipway Rules and Codes of Practice may not be followed.

If an unauthorised activity (as detailed in the Authority’s Bye Laws or Code of Safe Working Practice) is carried out on the slipway then the person or persons who carried out the unauthorised activity and the owner of the vessel involved will be banned from the slipway facility forthwith.

In accordance with Bye Law 47 a labour charge of £50.00 for cleanup and a waste removal charge of £150.00 will be made if the slipway is not cleared after use. Separate clean up charges will apply for any hazardous waste (e.g. paint tins) which has not been removed following the repair or maintenance of a vessel on a slipway (costs on application to Harbour Master).

In Kilkeel the charge for extending a cradle to provide additional keel support will be as follows:-

One vessel - single use	£800 per vessel
Consecutive use by two vessels	£400 per vessel
Consecutive use by three or more vessels	£300 per vessel

For out of hours slipping/unslipping an additional charge will be applied. This will be at the rate of **£72.00** per hour with the minimum charge being one hour and thereafter charges will be for minimum half hour periods at the rate of **£36.00**.

Normal Working Hours are as follows:-	From	To
Monday – Friday	08.00	16.30

Water usage at the slipway will be charged as per Section 7 below.

Damaged Keel Blocks - damaged Keel Blocks or new Keel Blocks will be charged at cost (cost on application to Harbour Master)

Any payment of Slipway Charges in Euros (€) will incur an additional charge of €30.00 to cover bank charges.

4. **ICE SALES**
 Cost per Tonne of Ice Supplied **£55.00 + VAT**

5. **HIRE OF FORK LIFT TRUCKS (AS AVAILABLE)**

Charged at the rate of **£12.00** + VAT per half hour or part thereof including certified Authority Driver.

The hire charge to move nets in or out of the Net Racking Storage Facilities is **£5.00** + VAT per movement

6. **ELECTRICITY CHARGES**

Electricity meters card charges are as follows:-

5 Unit Card	£1.45 + VAT
10 Unit Card	£2.90 + VAT

Supplies of electricity on the slipway will be on the basis of units used at the rate of **18.50p** per unit + VAT.

7. **WATER CHARGES**

7.1 **Quayside Supplies of Water**

All vessels using an Authority harbour will be levied a fixed annual charge to cover the use of quayside supplies of water. Charges per year or part year are as follows:-

Vessel Length	Charge per Annum
0 - 6m	£24.00
over 6m - 12m	£36.00
over 12m - 18m	£54.00
over 18m	£72.00

Composition Rate vessels will be invoiced for water charges along with their Harbour Dues. For Vessels allocated a pontoon berth on a 12 month contract basis the annual water charge will be payable monthly by standing order.

In addition and on a harbour by harbour basis an additional annual charge will be levied when the aggregate of the above fixed annual charges for a harbour do not meet the actual annual cost of “quayside” supplies of water for that harbour. This additional “balancing charge” will be levied on all 12m and over vessels as well as any vessels which have live-on board crew at any time during the year. Vessels with live-on board crew will pay twice as much as vessels with no live-on board crew.

Visitor vessels will pay a water charge of **£25.00** per week or part thereof while berthed in an Authority harbour.

7.2 Slipway Supplies of Water and Waste Water Removal

All vessels using an Authority slipway will be charged at the rate of **£2.70** per m³ or part thereof + VAT based on the volume of water used.

7.3 Fishmarket Supply of Water

£8.00 + VAT per hour or part thereof.

7.4 Miscellaneous Water Charges

Vessels which have on-board Ice Making Equipment will be charged an additional amount depending on usage to be determined by the Harbour Master.

Any sewerage charge levied by Water Service will be passed on if applicable.

All other supplies of water will be charged at the rate of **£1.35** per m³ or part thereof + VAT.

8. NET STORAGE RACKING

Minimum charge of **£13.00 + VAT** per bay per quarter (13 weeks) payable in advance.

N.B. One Bay is a top rack and a bottom rack and all nets placed in racked storage should be boxed.

9. WASTE DISPOSAL

No Charge for packaged galley waste, waste oil or oil filters from fishing vessels provided this waste is packaged in sealed containers and left on the quayside for collection by harbour staff.

The charge for removing items of non hazardous waste e.g.: fishing gear or scrap metal will be **£75.00** per fork lift truck bin load or part bin load or as charged by an external contractor.

It is the responsibility of the vessel owner to remove from the harbour any hazardous waste which arises from the use, maintenance or repair of his/her vessel or from any other activity. Any hazardous waste which is removed by the Authority will be charged at cost from a specialist waste contractor.

Examples of hazardous waste are:- paint tins, tyres, oil drums (plastic and metal), solvents, aerosols, oil filters and oil rags.

10. **CHARGES FOR THE REMOVAL OF EQUIPMENT OR GEAR**

Equipment or gear which is not stored in accordance with the Harbour Master's instructions will be removed to a compound and the charge for release of the equipment will be **£70.00** per item.

After 1 week in the compound storage will be charged on the equipment at the rate of **£20.00** per item per week or part thereof up to a maximum of 2 months from the date of removal. If not claimed after 2 months the equipment will be considered abandoned and may be disposed of as the Harbour Master thinks fit (see Bye Law 8).

11. **USE OF LORRY OR BOX WASH FACILITY**

Charges for use of the Lorry or Box Wash facility in Kilkeel Harbour will be available in the Harbour Masters office.

12. **CHARGES FOR THE ISSUE OF BREACH OF BYE-LAW NOTICE**

The charge for issuing a Breach of Bye-Law Notice is **£70.00**.

13. **PAYMENT TERMS**

All rates, dues and charges are payable on demand i.e. by the Friday of the week following the week in which the service was supplied.

Rents payable under Lease or Licence to Occupy Agreements are payable according to the terms of the relevant Agreement.

Late payments will be charged interest in accordance with the Late Payment of Commercial Debt (Interest) Act 1998.

General Conditions applying to all Dues and Charges

1. All rates, dues and charges are payable on demand.
2. The term "Fish" shall include shellfish, crabs, lobsters, etc. Other terms e.g.: vehicles, Goods are as per the Authority Bye-Laws.
3. **Declarations**
 - 3.1 Skippers of Vessels landing or loading cargo at any of the Authority's harbours must declare the value, and the weight or volume of the cargo to the Harbour Master directly or through the vessels agent.
 - 3.2 Skippers of Fishing Vessels paying harbour dues under any of the above rates must declare the value of the catch landed to the Harbour Master and pay the

appropriate fish landing dues either directly to the Authority or through the fish salesman or purchaser.

4. All charges will be valid for all harbours under the control of the Authority unless stated otherwise.
5. Fishing Vessels not paying the composition fee in advance will be charged as per section 1.1.5 until payment is made.
6. Annual charges relate to each calendar year and retrospective payments will be charged in January of the following year.
7. Composition Rate Dues are non refundable.
8. Gross tonnage is defined as Gross Registered Tonnage as determined in accordance with the requirements of the International Convention on Tonnage Measurement of Ships 1969.
9. Length is Length Overall as detailed in the Certificate of Registry, an authoritative Industry Reference Book or as measured by the Harbour Master. The decision of the Authority is final.

10.1 **Insurance Cover**

It is a condition of berthing in an Authority harbour that a vessel has adequate insurance against liability, loss or damage. This includes cover for Hull and Machinery, Third Party/Public Liability and Employers/Crew Liability. Vessel owners will be required to sign a declaration to this effect. Vessel owners who wish to use an Authority slipway must also confirm that they have the above Insurance covers in place before using the slipway.

10.2 **Safety Risk Assessments**

Safety Risk Assessments should be prepared for all repair work carried out on Authority property and must be provided to the Harbour Master on request.

11. Fishing vessels of under 15 tonnes gross are subject to VAT at the appropriate rate. Where gross tonnage has not been ascertained under the Merchants Shipping Acts it will be calculated in accordance with the VAT regulations.
12. Dues and charges on yachts and pleasure craft will be charged VAT at the appropriate rate.

Harbour Bye-Laws

Northern Ireland Fishery Harbour Authority

Harbour Bye-Laws

The Northern Ireland Fishery Harbour Authority in exercise of the powers conferred upon it by Article 9(1) of the Northern Ireland Fishery Harbour Authority Order (Northern Ireland) 1973 hereby make the following Bye-Laws for the harbours of Ardglass, Kilkeel and Portavogie.

The Harbour Bye-Laws made under the Common Seal of the Northern Ireland Fishery Harbour Authority on 24th Day of December, 1974 and confirmed by the Department of Agriculture for Northern Ireland on the 2nd Day of January, 1975 are hereby revoked.

1. **Interpretation**

In these Bye-Laws the following words and expressions shall have the several meanings hereby assigned to them respectively, viz:-

“Harbour” means those areas at Ardglass, Kilkeel and Portavogie respectively within which the Harbour Authority has authority by virtue of Article 24 of the Northern Ireland Fishery Harbour Authority Order (Northern Ireland) 1973.

“Harbour Authority” means the Northern Ireland Fishery Harbour Authority.

“Harbour Master” means the person appointed by the Harbour Authority to perform the duties of Harbour Master and Collector of Rates and shall include any of his Assistants.

“Harbour Property” means the land, quays, wharfs, buildings, machinery, life-buoys, lamp posts, railings, lights, slipways and other property and structures at the harbour provided by and under the control of the Harbour Authority.

“Vehicle” includes Motor Car, Motor Lorry, Horse drawn Lorry, Car, Cart, Carriage, Caravan, Trailer and Motor Cycle.

“Master” when used in relation to any vessel, means the person having the command or charge of the vessel for the time being.

“Owner” when used in relation to Goods, includes Consignor, Consignee, Shipper or Agent for sale or custody of any goods or articles, and when used in regard to a vessel, includes the Owner, Agent, Master, Manager or other person in charge of such vessel.

“Goods” includes wares and merchandise of every description and fish, animals and livestock of all descriptions.

“Vessel” includes ship, boat, lighter and craft of every kind whether navigated by sail or steam or otherwise.

2. **Obstruction of Officers & Workmen**

No person while in the Harbour shall obstruct, impede, molest, threaten or interrupt the Harbour Master or any other officer, workman, agent or person whosoever employed by the Harbour Authority in the pursuance of his duties or in the execution of any works or use offensive or obscene language to the annoyance of any person.

3. **Compliance with Orders and Directions**

All persons in or at the Harbour shall obey the lawful orders and directions of the Harbour Master and every person having charge of any vehicle while on Harbour Property shall at all times comply with any directions of the Harbour Master with respect to the Loading, discharging, maneuvering and removal thereof and shall not, without the permission of the Harbour Master, leave the vehicle unattended anywhere within the Harbour.

4. **Speed of Vehicles**
No person having charge of a vehicle shall allow that vehicle to proceed on Harbour Property at a speed greater than 20 miles per hour.
5. **Trading**
Any person who shall purchase, sell, convey or deal in goods in, or across the Harbour, shall report the total gross value of such transaction to the Harbour Master when required for the purpose of calculation the amount of any such charges as may be due to the Harbour Authority.
6. **Payment of Harbour Dues, etc.**
The rates, tolls, dues and charges payable to the Harbour Authority shall be paid on demand to the Collector of Rated and in such manner as the Harbour Authority may direct.
7. **Dumping Prohibited**
No person shall deposit or discharge any oil, rubbish, garbage, offal or other waste material whatsoever or permit or allow such material to be deposited or thrown, dropped, pumped, discharged, shoveled, or to flow onto harbour property or into the waters of the harbour.
8. **Placing Gear on Harbour Property**
No person shall place ropes, nets, trawls, machinery or any other type of vessel's equipment on Harbour Property or allow such gear to remain on Harbour Property without the prior consent of the Harbour Master. Any property so placed without permission may be removed by the Harbour Master at the cost of the owner and if not claimed within two months of such removal will be considered abandoned and may be disposed of as the Harbour Master thinks fit.
9. **Obstruction of Quays, Roads and Slips**
The roads, quay, slipways and other approaches on Harbour Property shall at all times be kept entirely free from every obstruction that may in any way affect free passage thereon.
10. **Interfering with Harbour Property**
No person shall misuse, interfere, deface, disfigure or tamper with any Harbour Property nor unless for a legitimate purpose remove from its place any life buoy, ladder, chain, lifeline, or apparatus for saving life.
11. **Access to Buildings**
No person shall enter any building provided by the Harbour Authority unless he has lawful business therein.
12. **Accident to be reported**
Any person involved in an accident whilst in the Harbour whereby injury is caused to any person or property shall immediately report the accident to the Harbour Master.
13. **Removal of material**
No unauthorised person shall remove rocks, stones, sand, gravel or other material from the harbour.
14. **Laying moorings and other tackle**
No person shall cast any net, line, creel, mooring buoy, stake or other tackle in the waters of the harbour without the prior consent of the Harbour Master.

15. **Bathing in Harbour**
Bathing shall not take place in any part of the waters of the Harbour without the consent of the Harbour Master.
16. **Meetings**
No part of the Harbour shall be used for the purpose of demonstrations or meeting for political or other purposes or amusement without the sanction in writing of the Harbour Authority.
17. **Launching Vessels**
No ship builder or other person shall launch or allow to be launched any vessel into the Harbour without giving to the Harbour Master three days previous notice and obtaining his permission to launch such vessel at such time and place as the Harbour Master shall determine.
18. **Refuelling**
When a vessel is taking on liquid fuel of any description, smoking or the use of naked flame either on board or in the immediate vicinity is strictly prohibited and the Master of such vessel shall provide suitable and efficient fire extinguishers on board and ready for immediate use.
19. **Fires and use of Naked Flame**
Every person who shall have, or cause to be had, any Fire or Naked Flame of any description on Harbour Property or on board any vessel in the Harbour shall cause such fire or Naked Flame to be tended at all times by a responsible person who must have suitable and efficient fire extinguishing equipment readily available for immediate use.
20. **Storage**
No person shall, except with the written licence or permission of the Harbour Authority, store or allow to be stored any Goods or other commodity or thing whatsoever on Harbour Property.
21. **Gutting, Curing and Packing of Fish**
No person shall, except with written licence of the Harbour Authority gut, pack, or cure fish of any kind on Harbour Property, or allow to be placed thereon empty packages except for the purpose of being, and unless they shall be instantly, filled and taken away.
22. **Control of Animals**
No person shall allow any animal belonging to him or under his control to cause a nuisance on Harbour Property.
23. **Discharge and Shipment of Goods**
The Master of any vessel and the Consignees and Consignors of any cargo shall use proper and effective means for preventing any goods from falling into the waters of the Harbour and shall not allow goods for shipment or discharge to remain on the quays for a longer period than 24 hours unless permitted to do so by the Harbour Master.
24. **Depth of Water**
No vessel shall attempt to enter or leave the Harbour or navigate within the Harbour unless there shall be sufficient depth of water for the draught of such vessel.

25. **Movement of Vessels**
A vessel shall not be propelled, towed or moved within the Harbour at a greater speed than three nautical miles per hour and such vessel shall regulate its propeller in such a manner as not to endanger any other vessel or displace the harbour bottom or quay foundations.
26. **Availability of Crew**
The Master of a seagoing vessel whilst in the Harbour shall cause a competent person to be readily available at all times to receive any order or direction from the Harbour Master and shall immediately on receiving such order or direction find sufficient men to carry it into effect.
27. **Sufficiency of Crew**
Except with the permission of the Harbour Master, the Master of a vessel shall at all times when his vessel is alongside the Fish Market in any Harbour have sufficient crew or other competent persons onboard to comply with any directions of the Harbour Master for unmooring, mooring or moving of the vessel.
28. **Harbour Master may remove Vessel**
Where the Master of any vessel shall, after being directed by the Harbour Master, refuse or delay to remove his vessel from the berth or lying place at which it may be for the time, to any other berth or lying place within the Harbour, the Harbour Master may remove such vessel, and the Master and Owners shall be liable in the expense of such removal, and that without prejudice to the liability of all concerned for the penalty for such refusal or delay.
29. **Willfully cutting Moorings**
Every person other than the Harbour Master, or other person authorised by him, who shall wilfully cut, break, destroy, or cast off or loose the mooring or fastening of any vessel lying in the Harbour, shall forfeit and pay for the damage thereby occasioned, in addition to any fine on conviction.
30. **Access and Egress for Vessels**
The Master of every vessel shall allow free passage across or over the deck of such vessel for discharging or loading the cargo of any other vessel or vessels lying further off from the quay, and for conveying to and from such other vessel or vessels all articles or things for ballasting, refuelling, storing or repairing the same; and shall, for any of the said purposes, give on such vessel of which he is the Master, every facility for the placing by the Master of such other vessel or vessels of gangways, planks, or ladders, and also, if required by the Harbour Master, for the rigging on any tackle.
31. **Vessels to be properly berthed**
Every vessel shall be berthed and moored by the Master to the satisfaction of the Harbour Master and the Master shall ensure that the said vessel is securely moored and provided with proper fenders so as to prevent damage to Harbour Property and to persons, vessels or goods within the Harbour.
32. **Not to make fast to unauthorised objects**
No vessel shall make fast any rope, chain, or tackle to any lamp-post, ladder or to anything on Harbour Property other than the bollards, mooring posts, or rings provided for the purpose.

33. **Repair of Vessels**
A vessel shall not be repaired, dismantled or broken up in the Harbour except in such position as the Harbour Master may appoint for that purpose and subject to such terms and conditions as he shall impose.
34. **Abandonment of vessels prohibited**
Any vessel which in the opinion of the Harbour Master is laid by, neglected or abandoned as unfit for sea service, in the Harbour, shall be removed or dealt with as directed by the Harbour Master and the expense of removal may be recovered from the Owner.
35. **Vessels to be kept in moveable condition**
The Master of a vessel shall not, except where his vessel is lying aground, take any action to render his vessel incapable of movement without first notifying the Harbour Master and giving him any further information which the Harbour Master may reasonably require.
36. **Inspection Facilities**
The Master of a vessel shall so far as may be required by the Harbour Master in the exercise of his duties, afford the Harbour Master access to any part of the vessel and provide all reasonable facilities for its inspection and examination.
37. **Reporting address etc..**
The owner of any unmanned vessel in the Harbour will furnish the Harbour Master with the name, address and telephone number of a competent person readily available at all times to receive any order or direction from the Harbour Master.
38. **Vessels not to cause obstruction**
No vessel shall lie or moor in the entrance to the harbour or in the entrance to any basin dock or slipway in such manner as to cause obstruction to any other vessel or impede the free passage of any lifeboat station in the Harbour.
39. **Placing of Posters, etc.**
No person shall fix, display, exhibit or paint any placard, poster, notice, banner, flag, decoration, emblem or sign whatsoever on or in Harbour Property without the previous consent in writing of the Harbour Authority.

FOR REGULATING THE USE OF THE SLIPWAYS

40. **Booking of Slipway by vessels regularly landing fish**
For all vessels for which the composition rate of Harbour Dues apply and has been paid a booking list of vessels wishing to make use of the slipway will be compiled by the Harbour Master. The Master of the vessel should inform the Harbour Master of the approximate date he wishes to make use of the slipway, the period he wishes to use thereof and the nature of work to be undertaken.
41. **Booking of Slipway by other vessels**
For all vessels for which the composition rate of Harbour Dues does not apply a separate booking list of vessels wishing to make use of the slipway will be compiled by the Harbour Master. Such vessels may be called for slipping only in the event of the slipway not being booked for use by vessels under Bye-Law 40.

42. **Change of booking list**
Masters of vessels may by mutual agreement exchange places on the booking list by informing the Harbour Master accordingly.
43. **Neglect to come forward when called**
Should a vessel neglect to come forward for slipping when called it will be at the discretion of the Harbour Master to rearrange its position on the booking list by taking into account all the relevant facts.
44. **Repairs to be expedited**
No vessel shall be slipped other than for the purpose of being examined, graved or repaired, and the work, whatever it may be, shall be commenced immediately after the vessel is placed in position on the slipway, and if it is not so, and another vessel is placed in position on the slipway, and if it is not so, and another vessel has been booked and is awaiting use of the slipway, the vessel that is on it shall not be allowed to remain, but shall be removed therefrom by the Owners, or by the Harbour Master at their expense, so as to allow the vessel next in turn to be taken on the Slipway; and in every case the work shall be done with proper dispatch.
45. **Delays in repairing vessel**
If at any time it shall appear to the Harbour Master that graving or repairs shall take longer than was originally estimated for, the Harbour Master shall have the power to order the Owners or Master to effect such temporary repairs as shall make the vessel watertight and to remove the vessel from the Slipway within twenty-four hours of such order being given or such longer period as the Harbour Master may allow.
46. **Urgent and essential repairs**
Where it can be demonstrated to the Harbour Master's satisfaction that a vessel requires to be slipped for urgent and essential repairs affecting its sea-going qualities such slipping will take priority over all bookings.
47. **Clearing rubbish**
The Owners or Master of all vessels taken onto the Slipway shall be bound to remove from it the rubbish occasioned by the repairing of such vessel.
48. **Replacement of cut timber shores and blocks**
If all or any timbers for supporting vessels on the Slipway, supplied by the Harbour Authority, are cut, lost or destroyed, the Owners of the vessel using the Slipway at the time shall be liable for such loss and shall be charged replacement costs of such timber.
49. **Ebbing-out and obstructing slipway**
No vessel shall ebb-out on the slipway works or in any way obstruct the operations or use of the slipway.
50. **Fuelling**
No vessel shall refuel whilst on the slipway works.

FOR REGULATING THE USE OF THE FISHMARKET

51. **Vessels to be ready to land**
No fishing vessel shall, without the permission of the Harbour Master approach the Fish

Market for the purpose of discharging its catch until the catch is in all respects ready for landing.

52. **Unloading**

The Master of every fishing vessel, after his vessel is berthed at the Fish Market, shall cause the unloading of his vessel to commence immediately and be carried on continuously unless the Harbour Master may allow or permit the goods to be discharged otherwise. The Master of every such vessel shall also cause the vessel to be removed from the Fish Market immediately after discharge has ceased unless permitted by the Harbour Master to remain there.

53. **Articles not to be left in Fish Market**

No person shall leave on any part of the Fish Market or quay, any fish or any box, barrel, tub or other article for a longer period than permitted by the Harbour Master.

54. **Animals not allowed in Fish Market**

No person shall allow any dog or other animal belonging to him, or under his control to enter into or remain in the Fish Market.

55. **Conduct in the Fish Market**

No person shall throw fish, ice or any other missiles, or hinder any officer of the Fish Market or employee of the Harbour Authority while in the execution of his duties or otherwise behave in a disorderly manner.

56. **Preserving Order**

Every person using the Fish Market shall promptly obey the directions of the Harbour Master for the purpose of preserving order and regularity and facilitating the despatch of business of the Fish Market.

57. **Not to interfere with lighting, doors, etc.**

No person shall deface or disfigure any part of the Fish Market or interfere in any way with the lighting arrangements, doors, locks or other things provided at the Fish Market.

58. **Prevention of litter and contamination**

Except with the permission of the Harbour Master no person shall bring into the Fish Market, nets, creels, oils or fuels of any description.

Given under the common seal of the Northern Ireland Fishery Harbour Authority on the fourteenth day of December 1988.

F. LEDWIDGE

R. FITZSIMONS