

Northern Ireland Fishery Harbour Authority

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	Skippers, 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 market / chill he may do so after obtaining permission from the Harbour Master and providing space is available. A storage charge of £1.00/box will be charged to the product owner, per 24 hour period or part thereof commencing at 12 noon 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.

NIFHA Market Rules

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

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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.