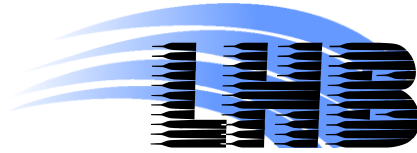


LITTLEHAMPTON HARBOUR BOARD



SAFETY MANAGEMENT SYSTEM

In Compliance With

THE PORT MARINE SAFETY CODE

## HARBOUR BOARD MEMBERS

Mr G Tyler (Chairman)

Mr R Boyce (Vice Chairman)

Mr G Blampied

Mr N Peters

Mr R Brown

Mr P Bush

Mr R Elkins

Mr J O'Flynn

Mr A H Squires

Dr J M Walsh

Mr F Wilkinson

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# **THE LITTLEHAMPTON HARBOUR SAFETY MANAGEMENT SYSTEM**

## **INTRODUCTION**

### **Background.**

The Port Marine Safety Code (PMSC) was first published in March 2000 and revised by the Department of Transport in 2009. It aims to establish an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for the legal powers and duties that they have to run their harbours safely. The format is that of the International Standards Organisation, ISO, for Quality Management Systems. The aim of this document is to describe and direct how the Littlehampton Harbour Board (LHB) complies with the PMSC and how it will continue to do so.

### **Littlehampton Harbour Board**

The plans and policies for the harbour discharge the roles and statutory duties which are placed on the Harbour by the Littlehampton Harbour and Drainage Outfall Act 1927, (as amended) and Part II of the West Sussex County Councils Act, 1972 (as amended).

The Statutory Harbour Authority for Littlehampton Harbour is the Littlehampton Harbour Board, which includes 4 Members appointed by West Sussex County Council, 4 Members appointed by Arun District Council, 1 by the Environment Agency, 1 by the Board to represent Leisure Users of the Port and 1 by the Board to represent Commercial Users of the Port.

The terms of reference of the LHB are to administer Littlehampton Harbour in accordance with the 1927 Act and the principles of governance promoted in Modernising Trust Ports (second edition) published 2009 by the DfT.

The 1927 Act incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Harbour Manager statutory powers concerning the management of the Harbour.

The LHB is a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

### **Managing Littlehampton Harbour - The Safety Management System.**

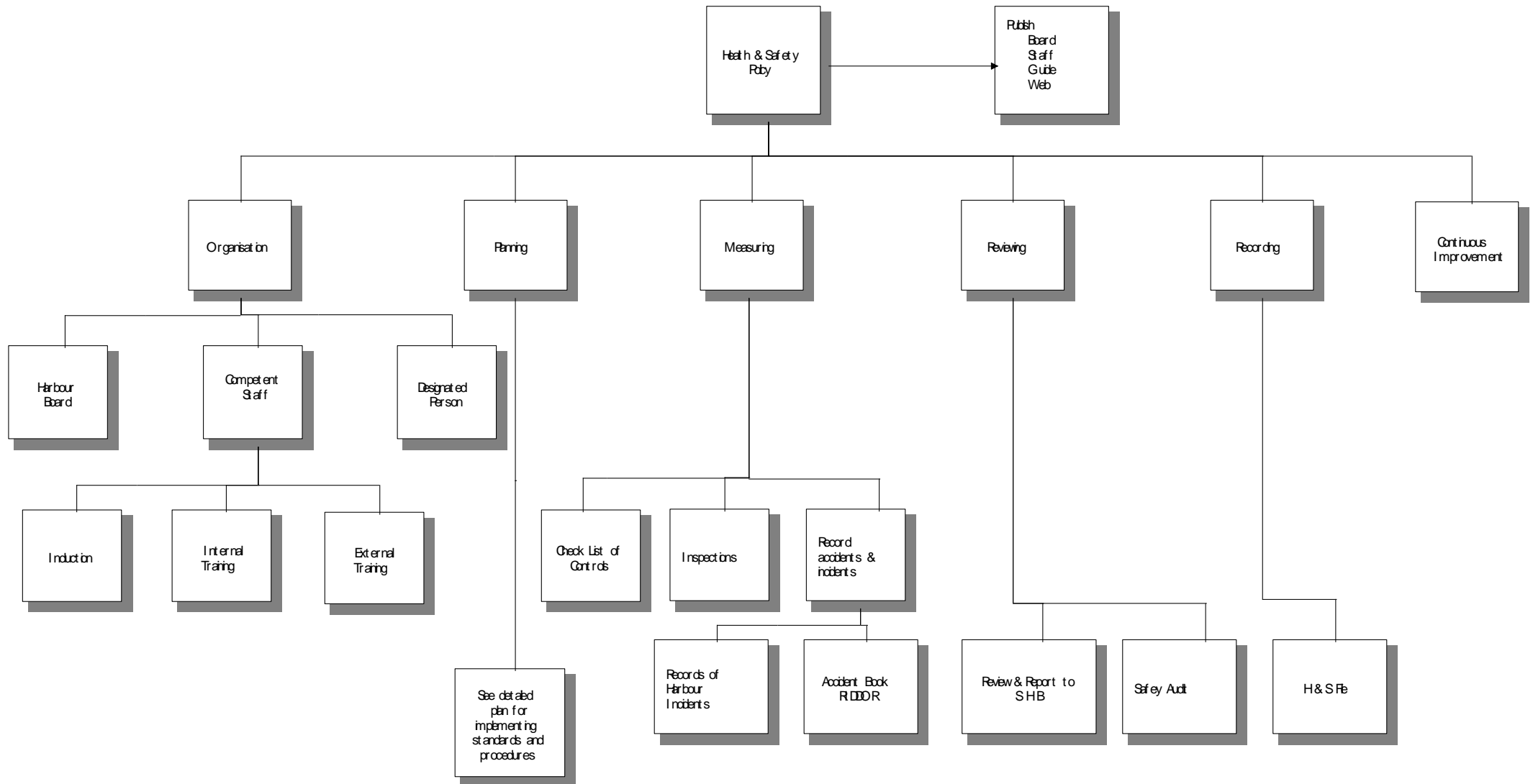
The LHB is a safety conscious and a publicly accountable body. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment. In accordance with the PMSC, members of the Littlehampton Harbour Board are, jointly, the Duty Holder. The Board has an established Safety Management System, the components of which are shown diagrammatically on Page 5.

The safety procedures that form the plan to implement the safety management system are on Page 11.

Management of these safety controls and procedures are set out in existing public documents, which, together, form a cohesive web of management. As appropriate, relevant sections of these documents are cross-referenced to PMSC standards:

- Littlehampton and Arun Drainage Outfall Act 1927
- Littlehampton Harbour Board Byelaws, 1936
- Local West Sussex County Council Act, 1972
- Notices to Mariners and the Littlehampton Harbour Guide for 2011
- Littlehampton Harbour Emergency Plan
- Littlehampton Harbour Oil Spill and Contingency Plan, Arunspill.
- Littlehampton Harbour Waste Management Plan, 2007
- The LHB Business Plan, July 2009
- Admiralty Charts 1991 (2000) and 1652 (2005)
- Littlehampton Harbour Health & Safety Management System, Policy and Risk Assessments (2010) with Standing Orders for officers and staff and Standard Operating Procedures.
- Littlehampton Harbour Strategy, adopted by the Councils and LHB, autumn 2009

# OUTLINE CHART OF SAFETY MANAGEMENT SYSTEM



# **1. POLICY - SETTING A STANDARD**

## **Mission statement set by Littlehampton Harbour Board:**

**The LHB will manage the safety and sustainable development of a leisure based harbour and provide a friendly and customer focused service to all harbour users.**

The LHB is committed to run a safe, efficient and welcoming harbour that caters for the needs of the local communities, visitors and the environment. The six core principles that underpin all the activities of the Harbour Board are safety, stakeholder involvement, value for money, environmental stewardship, catalyst for substantial economic development and support for local employment.

The LHB shall identify, quantify and manage the significant marine risks associated with Littlehampton Harbour. This will ensure there is proper control of movements of all vessels by regulating safe arrival, departure and movement within the harbour.

Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or any risk exceeding powers of control.

Plans and reports shall also be published as a means of improving the transparency and accountability of harbour authorities, as well as providing reassurance to the users of port facilities. The LHB shall consider past events and incidents; to recognise potential dangers and the means of avoiding them.

The key principles of Harbour management that the Board has adopted to achieve its objectives are:

- The shore and harbour should be managed together
- There should be a co-ordinated effort between all those with responsibility for the harbour and its surrounding area
- Meaningful consultation should continue
- Change should be monitored and reported
- Action should be taken to prevent the loss or degradation of the resource
- Management strategy should be supported in development plans.

LHB will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. They will ensure the safety of their Harbour by exercising their statutory conservancy functions to a high standard. They will regulate the use of the harbour by maintaining the necessary byelaws and ensuring that these and other statutory regulations are appropriately enforced. The board will ensure such marine services as are required for the safe use of their Harbour are available and are maintained and operated to a high standard.

The board will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

The Policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation.

## **Littlehampton Harbour Board is committed;**

- To ensure that the best channels for navigation are determined, marked and monitored.
- To monitoring lights and marks used for navigation within their jurisdiction.
- To provide hydrographic surveys of the harbour when required for the maintenance of up-to-date charts (including diagrammatic charts of all mooring areas).
- To have an effective system for promulgating navigation warnings affecting the Harbour.
- To consider the effect of weather on harbour safety and promulgate warnings as required.

- To consider the effects on harbour safety of proposed changes in use or harbour works.
- To maintain up to date byelaws in consultation with port users and enforce them so as to effectively regulate harbour use.
- To enforce all relevant statutory Harbour legislation, Health and Safety regulations, the Merchant Shipping Act and Harbour byelaws as necessary.
- To provide suitable resources to deliver effective marine services such as the provision of the pilot boat and harbour launch.
- To carry out all its functions with special regard to the possible environmental impact, protecting the character of Littlehampton Harbour.
- To operate efficiently and safely the Harbour workshops, machinery, plant, equipment, Harbour vessels, pontoons and boat storage compound.
- To ensure that suitable plans for emergency situations are maintained and regularly updated and exercised.
- To keep the duties and powers under review.
- confirm the roles and responsibilities of key personnel at the harbour authority;
- outline present procedures for marine safety within the harbour and its approaches;
- measure performance against targets, after building a database recording incidents, including near misses;
- refer to emergency plans that would need to be exercised; and
- be audited on an annual basis.

**All employees have a duty to;**

- Take reasonable care regarding their own health and safety and that of other harbour users who may be affected by their acts or omissions.
- Comply with all harbour safety procedures laid down by Littlehampton Harbour Board.
- Report hazard, risk, accident, incident or near miss to the Harbour Manager.

**Harbour users operating both commercially and for pleasure are responsible for;**

- Their own health and safety and that of other harbour users insofar as they may be affected by their acts or omissions.
- Complying with byelaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

**Health and Safety Management System;**

The Littlehampton Harbour Board has adopted a health and safety management system in compliance with the principles set out in the Port Marine Safety Code.

The health and safety management system includes policies for emergency plans, conservancy, environment, management of navigation, pilotage and marine services.

### **Nominated Harbour Safety Officer**

The Deputy Harbour Manager is the Safety Officer. In his absence urgent harbour safety matters should be referred to the duty Harbour Manager.

### **Emergencies in the Harbour**

Emergencies where life is in danger must be notified at once to the Coastguard by dialing 999 or through VHF channel 16.

Other emergencies should be notified to the duty harbour Manager by the quickest available means. The nearest hospital is at Worthing.

### **Reporting of Accidents, Incidents and Near Misses**

The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Manager at the Harbour Office, phone 01903 721215

Mr G Tyler (Chairman)  
Littlehampton Harbour Board

Date:

## **2. ORGANISATION**

### **Accountability and Responsibility - The Duty Holder**

The Littlehampton Harbour Board sets the policy and the strategy. The Harbour Manager and staff provide the means of implementing the Policy.

Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues is to be minuted. The Board are responsible for deciding where risks are to be insured, disclaimers issued and notices displayed.

The delegation of responsibility is contained in the detailed job descriptions for all harbour staff. The organisation of the harbour staff is shown in the Organisation Plan on Page 10.

The “Designated Person” as described in the PMSC is Nicholsons Risk Management Limited.

### **Competence Standards.**

The LHB shall assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation. Employees of the Harbour are recruited and selected on their suitability to fill their job descriptions.

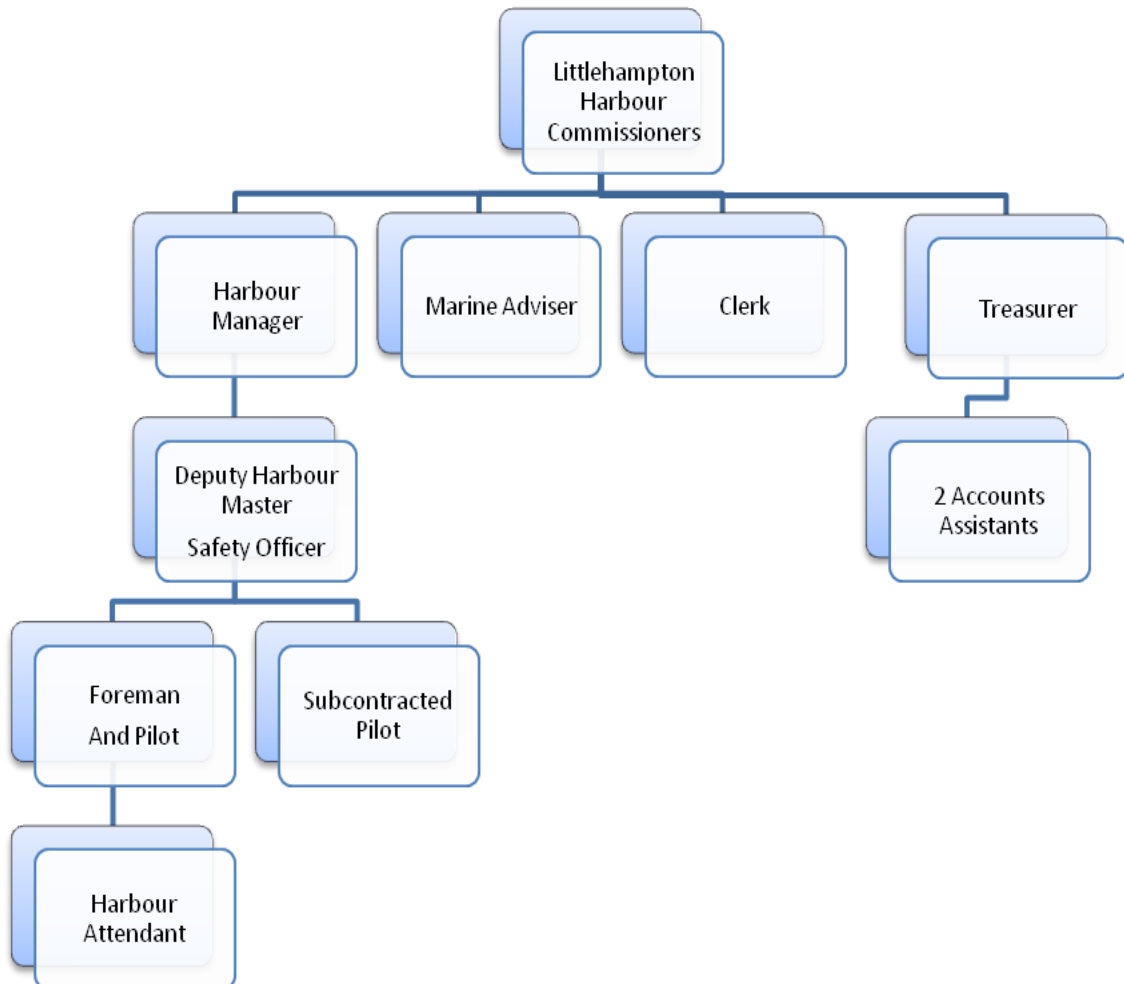
Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed.

Reports on harbour office staff are held in confidential personnel files in the harbour office.

### **Recruitment**

The Harbour Manager recruits suitably qualified staff to fill the roles set out in the following Organisation Plan.

## 2.2 LITTLEHAMPTON HARBOUR BOARD – ORGANISATION PLAN



## **2.3 TRAINING POLICY**

It is recognised that the successful implementation of the Harbour's Safety Management System can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

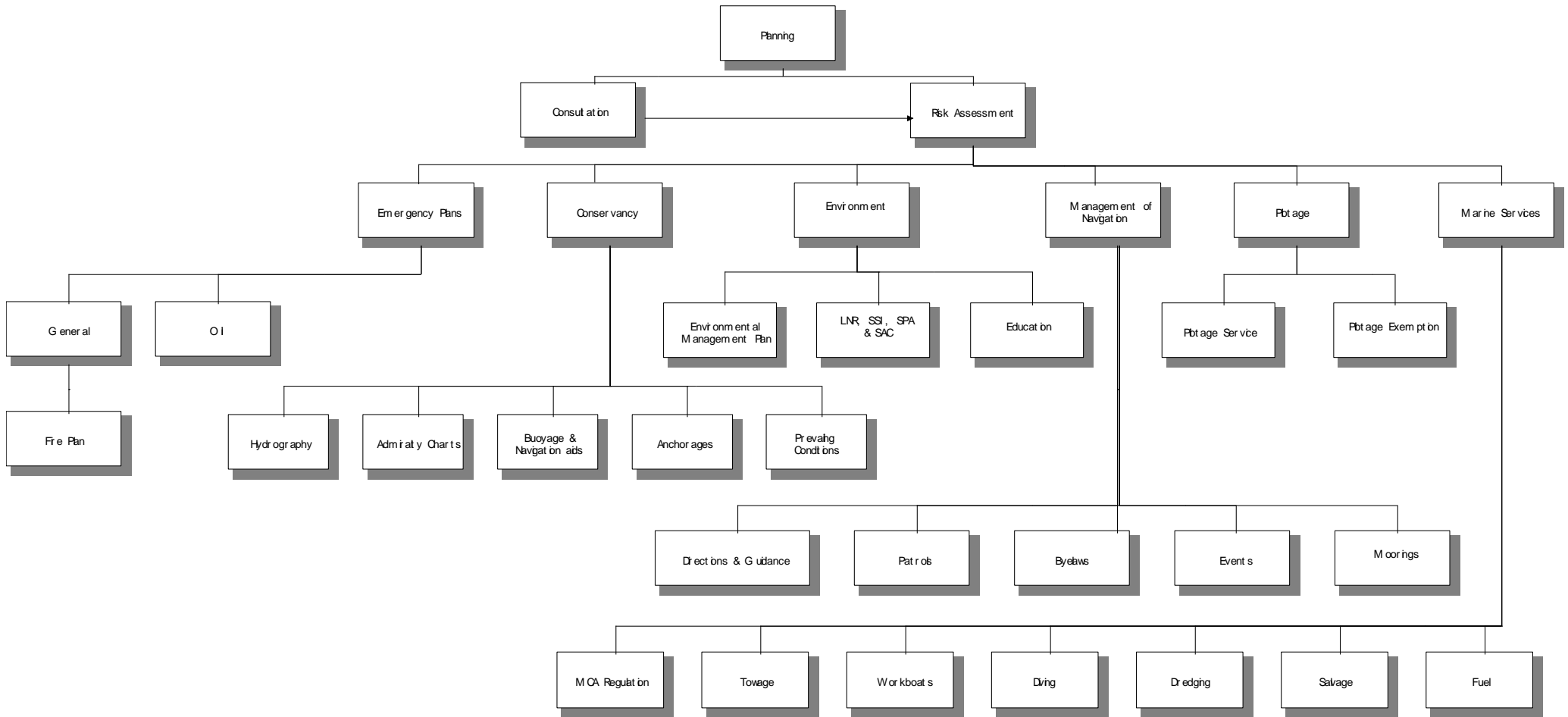
The training policy is to undertake training where appropriate for all members of staff in order to provide the services required by the Board and to meet the required standards. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their roles within the organisation.

- Safety training is regarded as an indispensable ingredient of an effective Port Marine Safety Management system and programme, as it is with Health and Safety matters. It is essential that all involved in the management and operation of the port are trained to perform their roles safely.
- The main training profile for the Harbour Board is to ensure that all members of staff are qualified to operate the Harbour launches and the many items of equipment used in the daily operation of the Harbour. This includes the re-validation of these qualifications where necessary. Training is seen as continuous to meet the ever-increasing demands made on the Harbour management.
- All permanent members of staff working afloat have undertaken and qualified for the RYA Advanced Powerboat Level II with commercial endorsement.
- There will be induction training for any seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code.
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Staff will not be permitted to undertake tasks without supervision unless they are adequately trained.
- Members of staff are trained both internally and externally to achieve the requisite level of competence. The importance of "on the job" training in the workplace is not underestimated. In house training forms an invaluable part in achieving high standards of safety and of quality.
- Records of training will show clearly the type and the date of training received and a schedule of future training requirements.

Regular staff meetings are held to ensure good communications and quality, both in service and in delivering health and safety.

### 3.1 PLANNING - RISK ASSESSMENTS AND SAFETY MANAGEMENT

The plan of the various procedures for putting the safety policy into practice.





## **3.2 - CONSULTATION**

Consultation is a continuous and wide-ranging process. It includes meetings with all users.

The main vehicle for consultation with harbour users, in line with the Guide to Good Governance, is the Stakeholder Safety Committee Meeting that sits twice a year, with representatives from

- Littlehampton Harbour Board
- Littlehampton Police
- Maritime & Coastguard Agency
- Osborne Boatyard
- Littlehampton Marina
- Ship & Anchor Marina Ford
- Littlehampton Berth Holders Association
- Arun Aqua Youth
- Littlehampton Yacht Club
- The Shipyard
- Harbour Park
- Sea Cadets
- Nautical Training Corps
- Littlehampton Angling Club
- Charter fishermen representative
- RNLI
- Environment Agency
- Commercial fishermen representative
- Arun District Council Foreshore Officer
- West Sussex Fire and Rescue
- Arun Yacht Club

### **3.3 RISK ASSESSMENT**

It is the policy of the LHB to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and to have a formal marine safety management system.

The marine safety management system shall be in place to ensure that all risks are controlled – the more severe ones must either be eliminated or kept “as low as reasonably practicable” (ALARP).

#### **Detailed Risk Assessments.**

The activities and the responsibilities of the LHB are covered in 33 specified areas, for each of which there has been drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to as low as reasonably practicable. Formal risk assessments shall be used to:

- identify hazards and analyse risks;
- assess those risks against an appropriate standard of acceptability; and where appropriate, consider a cost-benefit assessment of risk reducing measures.

The process of compiling the risk assessments is shown in the enclosed flow chart. Each hazard is given a likelihood rating between 1 and 3; 3 being the more likely.

Against each hazard the severity of harm has then been assessed, both in terms of direct injury to people and environmental damage, again using a scale of 1 to 3.

For personal injury a “score” of 3 represents a major injury or a fatality.

For environmental damage, 3 is given if regional assistance is required.

#### **Significant Risks**

Significant risks are identified by those activities that attract a score of 6 or more. These risks must be mitigated by the implementation of specific control measures.

If for any reason the safety management system identifies a control measure that is not effective the activity is to cease until suitable control measures are in place and the risk mitigated to as low as reasonably practical.

#### **Risk Controls**

The safety controls for the risks identified, listed on pages 17 to 20, are to be reviewed and amended where necessary.

#### **Further Controls**

The further measures necessary to bring the risks as low as reasonably practical, and in line with the policy to seek continuous improvement, are listed on pages 32 and 33.

### **3.5 - REMOVE UNACCEPTABLE RISKS**

#### **THE GREATEST RISKS IDENTIFIED IN THE RISK ASSESSMENTS**

There is a preferred hierarchy of risk control principles

- eliminate risks -by avoiding a hazardous procedure, or substituting a less dangerous one;
- combat risks -by taking protective measures to prevent risk;
- minimise risk -by suitable systems of working.

No risk was assessed both as frequently occurring and the consequence being either a serious injury or a pollution incident requiring national assistance.

### 3.6 - MANAGEMENT OF SAFETY CONTROLS – CHECK LIST

TYPE	DETAIL OF CONTROL	MEMBER OF STAFF RESPONSIBLE	WHEN TO BE RECORDED
Navigation Buoys Etc	<p>LHB Duties, with quarterly PANAR reports, as implemented in compliance with guidelines of Trinity House, who inspect and audit annually.</p> <p>Navigation marks regularly checked. Vessel reports followed up.</p> <p>Lit navigation marks in harbour approaches.</p> <p>Retro reflective tape / reflective plates.</p> <p>Survey of Channel annually.</p> <p>Siting of channel marks. On board control.</p>	LH  JJ	Quarterly  Daily
Patrol Boats	<p>The Harbour is patrolled during the day in the season and with security patrols in the winter</p> <p>Patrols, as LHB Standard Operating Procedures.</p>	LH	
Notices	<p>Local Notices to Mariners, published by post, on web site and e-mail.</p> <p>VHF Broadcasts.</p> <p>RNLI and foreshore officers display weather forecasts and tidal information. Real time weather reports available on the internet.</p> <p>Signs and warnings, e.g. “Speed Limit 6.5 knots”. “Beware Shallow Water”</p> <p>Bye laws displayed.</p> <p>“No Swimming. Fast Flowing Current.”</p> <p>“No Swimming from Bridge”</p>	AC  JJ  LH	Quarterly
Publications	<p>Web site, <a href="http://www.littlehampton.org.uk">http://www.littlehampton.org.uk</a> with byelaws, weather links and safety advice.</p> <p>Annual Harbour Guide.</p> <p>Admiralty and other charts, Reeds 2010</p>	AC	Quarterly
Inspection	<p>Servicing of power washer, generator, water tank and trailer.</p> <p>Maintained pontoons, moorings - record of maintenance cycle.</p> <p>Ensure suitability of shores and other materials.</p> <p>Electrical Tools: have in date inspection label. Visual examination</p> <p>Restrict workshop access to authorised personnel. Only use if machine and in good working order and guard fitted, where appropriated.</p> <p>Portable equipment tagged in compliance with regs.</p> <p>Routine electrical testing – 5 year cycle.</p> <p>Regular maintenance of company vehicle. No private use.</p>	JJ	scheduled
Personal, Protective Equipment	<p>Life jackets -- worn by harbour staff when afloat or on quay side.</p> <ul style="list-style-type: none"> <li>-- carried as ISAF Rules of Racing</li> <li>-- worn as Club rules</li> <li>-- MCA advice on Safety at Sea, but no legal compulsion</li> <li>-- Life rings</li> <li>-- Boots, gloves, goggles and ear defenders</li> </ul> <p>In summer sun hats, sun cream and sunglasses</p>	JJ & LH	Quarterly

<p>Access and Guards</p>	<p><b>The MCA may inspect ships.</b>  <b>No requirement for guards on sailing boats.</b>  <b>LOLER regulations cover the lifting equipment, such as the Davit.</b>  <b>Those not involved in lifting are kept clear of craning area.</b>  <b>Only LHB's slings used, inspected once a year by qualified engineer and before each time they are used.</b>  <b>Working quays are not normally guarded, as this would negate their function as loading and unloading points.</b>  <b>Rail where fall possible from quay edge down to pontoon.</b>  <b>All walkways with fence protection of harbour edge.</b>  <b>Any open edges marked with yellow lines.</b>  <b>Adequate lighting at working area.</b>  <b>Restrict access to workshops, temporary signage, control barriers if necessary.</b>  <b>Offices: Locks on office doors. Clear access/good housekeeping.</b></p> <p><b>Fuel:-Public have access to a fuel station on the marina.</b>  <b>Workshop has Diesel in bunded tank, Petrol in 5 litre labeled cans behind workshop in flammable store.</b></p>	<p>JJ &amp; LH</p>	<p>When used</p>
<p>Hydrographic Survey</p>	<p>As required by Harbour Manager, normally once a year.</p>	<p>AC</p>	<p>Annually</p>

<p>Qualification Or Permits</p>	<p>Experienced, trained Littlehampton Harbour staff.  <b>Pilotage Directions and procedures, including CERS.</b>  <b>Planned pilotage – Pilot requires advance notice of arrival.</b>  <b>Restricted to tidal window. Passage planning on board vessel.</b>  <b>Guidance Notes from MCA. Full appraisal of weather conditions.</b>  <b>Entry not permitted when visibility dangerously low or wind over Force 5 Southerly.</b>  <b>Guidance: max length 70m.</b>  <b>PECs would be issued according to Littlehampton Harbour Pilotage</b>  <b>Direction: Seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.</b>  <b>Other powered craft are not subject to any official safety check.</b>  <b>No licence or permit required to sail in Littlehampton Harbour.</b>  <b>PWC require licence: Name, address, phone, boat name or Registration number, make, colour, where kept and evidence of 3rd party insurance cover.</b>  <b>Fuelling berth subject to Local Authority licence.</b>  <b>Dredging, Outfalls, Private Jetties, Hards and Sea Defences:- Littlehampton Harbour consent required, after Specific risk assessment drawn up by Contractor, an environmental impact study, Natural England and DEFRA consent.</b>  <b>The conditions of the licence will require safe working.</b>  <b>Bye-law forbids amateurs from diving. Professionals need HM’s permission in Littlehampton Harbour. BSAC and PADI diving registration.</b>  <b>Professional diving requires permit granted by Harbour Manager.</b>  <b>HSE qualifications and practices.</b>  <b>Provide Risk Assessment and Method Statement to HA LHB to inform divers of underwater hazards, e.g. by the bridge.</b>  <b>MCA Certificate requirements for trip and angling boats. The skippers are responsible and hold MCA certificate of competence.</b>  <b>No plant to be operated by untrained personnel</b>  <b>Chain saw qualified workshop staff</b>  <b>Record of inspections to be held and additional requirements reported.</b></p>	<p>PILOT</p> <p>AC</p> <p>AC</p> <p>AC</p>	<p>Every time</p>
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<p>Supervision &amp; Instruction</p>	<p>Capable and responsible Littlehampton Harbour management  The MCA require evidence of qualification, training, first aid, fire fighting and sea survival.  The public using Littlehampton Harbour need no qualification, training or ability.  Responsible Harbour Staff manage the harbour operations, with job descriptions and procedures.  Reports in daily log include accidents and near misses. HM follows up with investigation, warning letter or prosecution, as appropriate.</p> <p>Responsible organisers such as the sailing clubs and the sailing schools, with responsible race officers, who are trained (RYA courses). Choice of race areas suitable for wind and tide, particularly for juniors. Good communication between clubs and LHB staff.  Safety boats.  Slipways cleaned where this is necessary by District Council:  PPE/COSHH, Training, Restrict access with temporary signs.  Use machine where risk of injury is considered unacceptable or where quantity of material to be moved exceeds capacity of manual workers.  LHB vehicle not used to launch or to recover boats.</p> <p>Davit: Trained LHB staff are in charge.  Each of the 3 contractors used have: Crane Inspection documentation in date, Driver's certification, method statement and insurance certificate.</p>	<p>AC</p> <p>LH &amp; JJ</p>	<p>Annually</p> <p>Daily</p>
<p>Harbour Office Work Instructions</p>	<p>Lines kept clear of propellers  Rope cutters on propellers.  Clothing and equipment Use of LHB vessels - guidance to staff  Vessel operating procedures Harbour Patrols.  Slipways cleaned where this is necessary.  PPE / COSHH, Training,  Lifting:Use machine where risk of injury is considered unacceptable or where quantity of material to be moved exceeds capacity of manual workers.  Power Washer, generator, water tank and trailer  PPE, Training.  Littlehampton Harbour Health &amp; Safety SOPs  No Smoking in premises – only in the workshop yard.  Appropriate FFE at hand during welding operations.  Welding operations undertaken in buildings, behind screen, away from flammable materials.  No Flammable materials permitted in vicinity of grinding or drilling operations.  Only keep minimal quantities of fuel and stored in approved container  Regularly remove waste to trolley with lid.</p>	<p>LH &amp; JJ</p> <p>LH &amp; JJ</p> <p>JJ</p>	<p>When used</p> <p>When used</p> <p>When used</p>

Storage of Petrol for own use	<p>Provision of approved, locked storage compartment remote from building</p> <p>Quantity of stored Petrol limited to 250 litres by Petroleum Regulations</p> <p>Provision of Dry Powder fire extinguisher in proximity of stored petrol</p> <p>Identification and demarcation of storage facility with signs.</p> <p>Prohibition of smoking, naked flames etc with approved notices</p> <p>Remove possible sources of ignition and maintain electrical installation to prevent sparking.</p>	JJ	continuous
Transport of petrol	<p>Small containers transported by car in 10 litre tanks</p> <p>Fire extinguishers provided for Land Rover and RIB</p>	JJ	continuous
Command, Control & Coms	<p>Littlehampton Harbour Office monitors channels 71, 67 and 16, during the working day and is on call to the HMCG 24 hours a day.</p> <p>Support from LHB patrol boats – as above.</p> <p>Race Officer phones Harbour Office to enquire of shipping movements</p> <p>Harbour Patrol staff warn any swimmers of the dangers.</p> <p>HM monitors boatyards for gross infringements of safety law and inform HSE if necessary.</p>	LH & JJ	continuous
Environment & COSHH	<p>Littlehampton Harbour Oil Spill and Contingency Plan</p> <p>Waste Management Plan, MCA approved.</p> <p>Notification requirements for hazardous cargo and vessel defects.</p> <p>Power wash only, no cleaning fluid.</p> <p>Painting: Ensure proper ventilation.</p> <p>COSHH assessment where appropriate. Thinners, petrol, diesel and oils.</p>	AC	Annual
Law	<p>The Harbours, Docks and Piers Clauses Act, 1847. International Regulations for the Prevention of Collisions at Sea [IRPCS]</p> <p>Pilotage direction s.9</p>	AC	Annual
Bye Laws	<p>Littlehampton Harbour Board bye-laws, including Speed Limit and Care &amp; Caution.</p>	AC	Annual
Direction	<p>As authorised by: Littlehampton and Arun Drainage Outfall Act 1927, Merchant Shipping Act 1894, Harbour, Docks &amp; Piers Clauses Act 1847, Harbours Act 1964 and Pilotage Act 1987.</p> <p>No boat to race within 5metres of a berthed boat</p>	AC	Annual
Harbour Policy	<p>Harbour Management Plan and Business Plan - DDA compliant.</p>	AC	Annual
H & S Policy	<p>H &amp; S Policy for Harbour staff and PMSC Policy</p>	AC	Annual
H & S Management System	<p>Management System for the LHB</p>	AC	
Training Programme	<p>Annual training programme.</p>	AC	Annual
Procedures	<p>LHB Standard Operating Procedures (SOPs)</p> <p>Escorts for commercial shipping in summer to prevent conflict with small craft.</p> <p>Subcontracted maintenance of East Beacon Light</p>	ALL	continuous

<p>Emergency Plans</p>	<p><b>Notification requirements for hazardous cargo and vessel defects. H M Coastguard and RNLI emergency resources.</b>  <b>Littlehampton Harbour Oil Spill and Contingency Plan, with regular staff training exercises and reviews. Supported National Contingency Plan.</b>  <b>Regulated VHF procedures and channel allocation.</b></p> <p><b>Fire Plan</b>  <b>The premises are provided with appropriate FFE in each working space.</b></p> <ul style="list-style-type: none"> <li>• <b>There is a regular maintenance contract for the servicing and inspection of FFE</b></li> <li>• <b>The premises are signed to indicate escape routes.</b></li> <li>• <b>The premises are fitted with a smoke/fire alarm system which is tested regularly</b></li> <li>• <b>Water pumps on workboats</b></li> <li>• <b>Procedure when faced with a boat on fire</b></li> </ul>	<p>AC</p>	<p>Annual</p>
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## **3.6.2 EMERGENCY PLANS**

### **Emergency Policy of the LHB:**

**The safety management system will include preparations for emergencies – and these should be identified as far as practicable from the formal risk assessment. Emergency plans need to be published and exercised.**

### **Emergency Organisation and Management Responsibility**

The Littlehampton Harbour emergency plans detail the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies.

The emergency response relies on the regulated VHF procedures and channel allocation.

They are held by all emergency services and local authorities.

The various emergency plans, in addition to the general Littlehampton Harbour Emergency Plan, comprise:-

- Littlehampton Harbour Fire Plan, afloat and ashore.
- Littlehampton Harbour Oil Spill and Contingency Plan (Arunspill).
- H M Coastguard and RNLi emergency plans and resources, with two inshore lifeboats.
- National Contingency Plan
- Life saving apparatus on pontoons
- Harbour Office and Harbour Workshop:
  - Fire drill and fire practices
  - First aiders and first aid boxes.

### **3.6.3 - CONSERVANCY**

#### **Conservancy Policy of the LHB:**

- A. LHB recognises its duty to conserve the harbour so that it is fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it.**
- B. LHB will aim to provide users with adequate information about conditions in the harbour.**
- C. LHB recognises the extent of its duty and powers as a Local Lighthouse Authority; and specific powers in relation to wrecks.**

#### **Conservancy Organisation and Management Responsibility**

##### **Hydrography.**

Hydrographic records of channels in the harbour are maintained by the harbour office. The authority has not undertaken maintenance dredging that required a Defra FEPA licence, though a licence may be required from the new Marine Management Organisation. The navigation channels are monitored by echo sounder and other methods as appropriate and surveyed as required.

The Hydrographic Office receives all hydrographic information and Local Notices to Mariners produced by the Harbour.

Admiralty Charts 1991 (2000) and 1652 (2005) of Littlehampton Harbour is kept up to date.

##### **Works and Dredging Licences.**

Licences for dredging, if required, would be obtained from the Marine Management Organisation

##### **Buoyage and Navigation Aids.**

The harbour has a comprehensive, well maintained and modern system of aids to navigation based on risk assessment and installed in consultation with Trinity House.

The Board inspects navigation marks under its jurisdiction in accordance with availability criteria laid down by the General Lighthouse Authority and effects maintenance and repairs as necessary. The alteration of existing marks and establishment of new marks is kept under review by the Board. As Local Lighthouse Authority the Board communicates its requirements and the requirements of Trinity House to other bodies with responsibilities for maintenance of navigation marks in the harbour.

Aids to navigation under its jurisdiction are variously maintained by:

- a) Littlehampton Harbour Board
- b) Southern Water
- c) Arun District Council

### **Anchorage.**

The Littlehampton Harbour Board has authority under the 1847 Act and harbour byelaws to regulate anchoring, should that be necessary.

### **Prevailing Conditions.**

The RNLI displays weather forecasts and tidal predictions by the public slipway. The weather forecast is displayed at the harbour office.

The Foreshore Officers of Arun District Council also display this information at the Foreshore Office by the coastguard tower.

Further information is available from the Harbour Office. Information is readily available in the media and on the web

### **3.6.4 - ENVIRONMENT**

#### **Environment Policy of LHB:**

**The LHB recognises its duty to exercise its functions with regard to nature conservation and other related environmental considerations.**

**The Board will undertake and regulate all harbour activities in a manner sympathetic to the environment and in accordance with the best principles and practice of conservation**

#### **Environmental Management Plan.**

The policy and functional objectives for managing Littlehampton Harbour are contained in the Littlehampton Harbour Management Plan. It sets out how the harbour will be managed in an environmentally responsible and sustainable way to take account of its close proximity to the West Beach Local Nature Reserve (LNR) which is part of the West Beach Site of Special Scientific Interest (SSSI).

The Harbour Manager maintains good liaisons and working links with Natural England and the Environment Agency, who are consulted on potentially damaging operations (PDO's).

Emergency plans have been drawn up to deal with accidents that might potentially threaten the environment.

The Board regulates all harbour operations in accordance with local, national and international requirements for nature conservation.

Environmental works undertaken by the Board are subject to risk assessment and training needs will be identified by performance appraisal.

#### **Waste Management**

The Board maintains a waste management plan which is reviewed every three years.

Waste transfer records are maintained by the wharf operators.

Three separate bins are provided for visitors; a dry mixed recycling bin, glass recycling bin and a bin for household waste.

The Board complies with regulations controlling the disposal of certain wastes.

#### **Education.**

The Harbour Manager and the Deputy Harbour Manager offer environmental education, both formal and informal. This includes a range of awareness raising initiatives, including talks to school, university and community groups.

All known educational activities in the harbour are subject to risk assessments and are led by

competent staff.

### **3.6.5 - MANAGEMENT OF NAVIGATION**

#### **Policy for Management of Navigation:**

- A. The LHB has rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.**
- B. The LHB recognises its duty to make proper use of powers to make byelaws, and to give directions and to regulate all vessel movements in its waters.**
- C. These powers shall be exercised in support of the policies and procedures developed in the LHB's safety management system, and should be used to manage the navigation of all vessels.**
- D. The LHB has clear policies on the enforcement of directions, and would monitor compliance.**
- E. If they were appropriate in a particular case, the powers of direction would be used to require the use of a port passage plan.**

#### **Management of Navigation Organisation and Management Responsibility**

The Board endeavours to provide a fair and balanced opportunity for all recreational sectors to enjoy the harbour in safety through the application of local rules and directions, zoning and, where applicable, permits and licences.

The Board will apply restrictions and controls in accordance with risk assessments for specific activities and will in so far as this is practicable consult with user groups in identifying and imposing control measures.

#### **Events**

The Board requires full information on all harbour events (in compliance with harbour byelaws), including risk assessments where applicable. The Harbour Manager works closely with all sailing clubs and organisations who use the harbour. Where necessary special arrangements, are made to promote the safety of the events they run.

#### **Marina**

The Board through the Harbour Manager liaises on safety issues with Littlehampton Marina.

#### **Plan: Directions and Port Passage Guidance.**

There is no standing requirement for any vessel in Littlehampton Harbour to file a port passage plan. The Board has a power of Special direction under the Pilotage Act, 1987.

#### **Patrols.**

The Harbour maintains a patrol presence on the Harbour to enforce byelaws and other directions during the day in the season and with security patrols in the winter.

There are procedures for the conduct of patrols and for enforcement in accordance with Police and Criminal Evidence Code.

#### **Byelaws.**

The Littlehampton Harbour Board has byelaws that provide effective control measures to manage the

hazards identified in the risk assessments.

### **3.6.6 - PILOTAGE**

#### **Policy for Pilotage:**

**The LHB has a duty to keep the need for pilotage and any service provided under constant and formal review.**

#### **Organisation and Management Responsibility**

The LHB is fully Consolidated European Regulatory System [CERS] compliant. It provides a safe and efficient pilotage service and has powers to conduct or require pilotage, as both a Competent Harbour Authority (CHA) and a Statutory Harbour Authority (SHA).

There is a Pilotage Direction for Littlehampton Harbour where pilotage is compulsory for all vessels over 50 gt.

Ship reports are logged for each arrival and information passed, as CERS, to the relevant authorities.

The Board has set out pilotage arrangements, regulations, procedures, directions and records to ensure operating procedures keep the risks as low as reasonably practical.

#### **Pilotage Exemption Certificates (PECs)**

Pilotage Exemption Certificates would be issued in accordance with the Board's Regulations for Pilotage.

## **3.6.7 MARINE SERVICES**

### **Policy for Marine Services:**

- A. The LHB safety management system shall cover the use of harbour craft and the provision of pontoons.**
- B. The formal safety assessment shall be used to identify the need for, and potential benefits for safety management of harbour craft.**
- C. The LHB shall ensure that Board vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.**
- D. The LHB shall ensure that byelaws and the power to give directions are available for these purposes.**

### **Marine Services Organisation and Management Responsibility**

#### **Craft Regulation**

- MCA or Local Authority Certification is required for commercial vessels, including trip boats, venturing outside the Harbour Limits.
- Vessels and Skippers of chartered boats or passenger vessels operating for commercial gain and venturing outside the Harbour are regulated according to MCA Codes of Practice.

#### **Towage**

Only those staff who have successfully completed a towage training course are permitted to take vessels in tow.

#### **Workboats.**

There are Standard Operating Procedures for the safe operation of the Board's workboat and pilot boat, based on risk assessments for these operations.

#### **Diving**

Diving within the harbour requires the Harbour Manager's written consent.

HSE Commercial Diving standards and practices must be complied with.

#### **Dredging**

Dredging is subject to DEFRA licensing and by the MMO in the future.

#### **Salvage**

Only experienced staff would be authorised, following risk assessment, to get involved in a salvage operation.

#### **Fuel**

The Littlehampton Marina supplies fuel to the public. The Harbour has a bunded diesel tank and some petrol cans in a fire resistant cabinet outside the workshop.

## **4. MEASURE COMPLIANCE**

### **Measuring Policy**

**The LHB will measure health and safety performance against predetermined standards.**

**Performance in complying with the LHB safety management system will be required to meet the national standards as laid down in the Port Marine Safety Code.**

**Appropriate performance indicators will be set.**

**All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Harbour Safety Management System.**

### **Recording accidents and incidents**

Major incidents are subject to immediate investigation to establish cause and to validate control measures.

The reporting requirements of RIDDOR and of the MAIB are followed.

A daily diary is maintained by the duty officer. Incidents, accidents, complaints and contemporaneous information are recorded here.

The Harbour Manager keeps a log of shipping movements, weather and any exercise undertaken.

A Near Miss book is maintained.

There is a file of Incident Reports, which can be used to identify trends. The most frequent cause of an incident in 2009 was the failure to carry out basic maintenance of a boat or of its engine.

The Board records follow-up action in the daily log and on file where appropriate

### **Safety Inspections and Checklist of Controls.**

There is also a checklist of control measures. Against each control is stipulated when each control measure is to be checked and by whom.

## **5. REVIEW**

**The LHB will monitor, review and audit the marine safety management system on a regular basis. Performance of the system shall be assessed against internal performance indicators and where appropriate, by benchmarking against other ports that have adopted good practice.**

### **Procedure for Reviews**

The Harbour Manager will include both in his staff meetings and in the Board Meetings a review of any accidents, incidents or near misses.

Investigations by the Harbour Manager of marine incidents have two essential purposes:

- a) to determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar); and
- b) to determine if an offence has been committed: if so, there may be the need on the part of a harbour authority to initiate enforcement action that may lead to prosecution in their own right or through an agency of another authority such as the Police or the MCA.

By ensuring that a robust, rigorous, independent investigation has been carried out, the LHB as the duty holder can be assured that their obligations for compliance have been addressed.

Any conclusions from investigations or lessons learned will be included in the minutes together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Harbour Board, Arun District Council's Health and Safety Officer and/or the MAIB, to the chief inspector and any other appropriate authorities, by the quickest means available.

Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident, but could also be triggered by other indicators of noncompliance.

### **Annual Review and Report.**

Every year Nicholsons Risk Management Limited will conduct an audit of the Safety Management System. A report will be given to the Board each year giving an overview of accidents and failures during the year, with recommendations for addressing shortcomings.

Notwithstanding this report, the system will be kept under continuous appraisal and immediate action taken where necessary. Such appraisals will include

- Safety inspections
- Continuous appraisal
- On-going Hazard Identification
- Evaluation of Standard Operating Procedures and their effectiveness
- Assessment of incident/accident reports
- Re-evaluation of risks
- Input of informal observations and reports.

In addition to the continuous management of the system described above, the SMS will be subject to annual review against the background of staff appraisals and performance monitoring. For this purpose the Board will:

- Review job descriptions in accordance with the changing needs of the Board
- Provide advice and training where necessary to meet objectives
- Ensure that reporting and recording procedures are sufficient to meet the needs of the SMS
- Provide resources to ensure that the SMS is effective and evolutionary. Resources will be made available to enable an external audit of the SMS when appropriate.

Once every three years, the MCA will ask the duty holder to confirm in writing if LHB is complying with the Code.

## **6. RECORD AND PUBLISH**

**The Harbour is careful to maintain due diligence records. This Safety Management System is itself clear evidence of care and commitment. The risk assessments provide considerable further examples of how the safety policy has been put into practice.**

### **Publication of Plans and Reports**

To demonstrate LHB's commitment to maritime safety and ensure the involvement of harbour users, the safety plan for marine operations shall be published every year at an LHB meeting open to the press and the public. The plan shall illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. It shall commit the authority to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public and the environment. It shall refer to commercial activities in the harbour; the efficient provision of specified services and the effective regulation of vessels. It shall also explain how commercial pressures would be managed without undermining the safe provision of services and the efficient discharge of its duties.

The LHB, as duty holder, will also publish an assessment of the harbour authority's performance against the plan. Information gathered from the monitoring and auditing of the marine safety management system, shall be used to support the analysis and conclusions

## 7) CONTINUOUS IMPROVEMENT

**The object is to make continual improvement to the quality of the harbour management system and to provide customer satisfaction, which will be measured.**

LHB shall establish, document, implement and maintain a management system and continually improve its effectiveness.

The specific improvements proposed for 2011 are as follows,

1. Complete the training and formal adoption of Kevin Stewart as the second pilot.
2. Decide how a third pilot, to act as reserve, is recruited and trained.
3. Harbour levelling.
4. Review the Emergency Plan dated 24 August 2008.
5. Draft a Crisis Management Plan for handling the consequences and the communications following a major incident
6. Build up the necessary Standard Operating Procedures, in particular for pilotage and shipping, showing clearly whose responsibility it is to do what and how documents might be distributed using the latest technology.
7. Continue to review risk assessments in Team Meetings and then sign off each one before next year's interim PMSC audit.
8. Add to the LHB Standing Instructions booklet the Safety Policy, the accompanying rules and regulations that refer to health and safety and reference to the Standard Operating Procedures, as they are developed.
9. Review the risks of lone working and the controls and procedures that might be introduced.
10. Now that the Commissioners have decided that the level of activity in the slipway seldom justifies the employment of a dedicated supervisor, see how the harbour patrol staff can monitor and on occasion manage the public using the slipway. It can be a dangerous area.
11. Keep under review the age of those allowed to drive motorboats and PWCs.
12. Edge protection:  
Fit a gate above Nelson's Steps  
Consider whether improved lighting is needed for berthing at the wharf at night.

13. Keep a record of subjects in John's toolbox talks. Now Gavin has done two.
14. Record a COSHH review and consider the poster style shown on the example provided.
15. Seek assurance that the Marina is complying with the terms of its licence to supply fuel – see letter to David Finnamore

Longer term project.

Assess the condition of harbour infrastructure and develop a maintenance plan and capital investment plan for harbour infrastructure.