



*Issued in compliance with the PMSC*

## **1. Introduction**

The Port Marine Safety Code (PMSC or ‘the Code’) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the port marine environment. As required by the PMSC, Littlehampton Harbour Board (LHB) publishes its Safety Plan for Marine Operations in Littlehampton Harbour every three years; this plan covers the period 2021 to 2023 inclusive. This plan confirms LHB’s commitment to undertaking the proper management and regulation of marine operations within the scope of its powers and authority, according to the ‘Littlehampton Harbour Acts and Orders 1927 to 2015’.

LHB has an Open Port Duty and a common law duty to conserve the harbour so that is reasonably fit for use as a harbour. This provides responsibilities to maintain safe access for vessels, provide hydrographic survey of navigable channels and the placement of navigation marks for harbour users. LHB also has various duties and responsibilities for the environment. In managing the safety of navigation and the provision of marine services, LHB always has the safety of life as its highest priority.

## **2. Marine Safety Management System**

LHB achieves compliance with the Code through the implementation, compliance, review and monitoring of its Marine Safety Management System (MSMS). The MSMS is comprised of a suite of policies, manuals, procedures and reports that seek to enhance safety. This is achieved through identifying hazards and applying appropriate procedures, policies, and control measures to reduce the risk to a point considered to be ‘as low as reasonably practicable’ (ALARP). LHB employs appropriately trained and competent staff and engages with suitably skilled and vetted contractors. The latest version of the LHB MSMS can be viewed here: [www.littlehampton.org.uk/safety-management-system](http://www.littlehampton.org.uk/safety-management-system)

## **3. Policies**

LHB has developed a set of policies in support of the management and regulation of marine operations that aim to safeguard the harbour, its users, the public and the environment within harbour limits. Policy is set by the Board, as Duty Holder, and implemented by the Operational Team, led by the Harbour Master. These policies (including Conservancy, Navigational Safety, Enforcement, etc.) are described in the separately published MSMS.

#### 4. Marine Procedures

Marine processes, Standard Operating Procedures (SOPs) and guidance governing the provision of LHB’s marine services and operations are developed and maintained by the Harbour Master; drawing on policies as required. All processes and procedures are reviewed routinely at three yearly intervals and as necessary following incidents.

#### 5. Compliance Review and Reporting

Compliance with the Code and the effectiveness of the MSMS is reviewed through an ongoing audit process. LHB has appointed an independent Designated Person, who is responsible for monitoring the effectiveness of the MSMS and reports directly to the Board, as Duty Holder. The Designated Person provides and delivers a report on PMSC compliance to the Board following annual audit. The Board confirms compliance with the Code every three years to the Maritime and Coastguard Agency.

#### 6. Improvement Plan

In order to achieve continuous improvement in marine safety, LHB has created an improvement plan which sets out marine safety objectives.

Objective	Action	Measure Of Success
1 – Plan for and Respond to Emergencies	Hold three-yearly Oil Pollution Incident Management Exercise (IME) with Tier 2 Oil Spill Contractor	Successful IME with participation from other partner agencies
	Emergency Plans reviewed as necessary within the MSMS three-year audit schedule	Up to date, widely understood and tested emergency plans
2 – Port Marine Safety Code Auditing	Annual external PMSC audit	No non-compliances with the PMSC
3 – Conservancy: Provide a Safe and Navigable Harbour	Respond to defective Aids to Navigation and rectify within 48 hours.	Maintain availability target threshold set by IALA (recorded via Trinity House’s PANAR system)
	Maintain a survey programme and share this information with the UK Hydrographic Office and harbour users as appropriate	Biannual survey of approaches, targeted channel and berth surveys as required. Supply of survey information to UKHO
	Issue Local Notices to Mariners in a timely manner, provide a periodic Local Ports Service and produce annual port information booklet	Local Notice to Mariners Annual port information booklet
4 – Provide Safe and Efficient Pilotage Service	Provide a pilotage service of trained, qualified and authorised pilots supported by appropriate recruitment, and the provision of a Pilotage Exemption Certificate (PEC) system	All requests for Pilotage responded to. PEC system in place with a transparent application process
	Review Pilotage Directions	Consulted upon, modernised and re-issued directions suited to current commercial shipping trade and increasingly regular barge operations

	Publish harbour towage guidelines	Safer harbour towage operations across the spectrum from leisure users assisting each other through to barge tows under pilotage
<b>6 – Enforce Regulations</b>	Maintain an enforcement capability to manage minority of irresponsible harbour users and carry out internal post-season audit of enforcement activity	Regulations and patrol staff are well respected with a decline in rate of breaches and necessary prosecutions
<b>7 – Engage with Stakeholders</b>	Establish Littlehampton Harbour Advisory Body (LHAB)	Regular and effective consultation with appointed LHAB members representing 16 user groups
	Hold Annual General Meeting for Stakeholders	Annual update to stakeholders. Opportunities for stakeholders to ask questions
	Water Safety Forum meetings with volunteers and staff dedicated to water safety or SAR in local waters	Continue pre, during and post-season forum meetings
<b>8 – Investigate Incidents</b>	Monitor marine activity on the river and deliver a scalable incident investigation capability	All marine incidents reported and investigated within one calendar month
	Monitor trends and incidents both within and external to the river in order to learn lessons relevant to harbour users' safety and apply those to improve the MSMS in a manner that is formally recorded	Lessons learned shared via various communication channels
	Disseminate lessons learned that information to harbour users in order to reduce the frequency of incidents year-on-year	Incidents digest in Annual Report Significant incident reviews in Quarterly Newsletter
<b>9 – Review Legislation and Powers</b>	Ensure that empowering legislation and income sources available to LHB are appropriate and fit for purpose	Consult and progress a Harbour Revision Order
	Review policy on liveboards within the harbour	Increased safety and environmental sustainability