



HEALTH & SAFETY POLICY

Littlehampton Harbour Board (LHB) is committed to protecting the Health and Safety of its staff and those using its shoreside facilities so will:

1. Provide adequate training, PPE, instructions, and procedures to ensure employees can safely and competently deliver their roles
2. Confirm key nominated staff responsibilities for ensuring Health and Safety
3. Measure performance against targets, after building a database recording incidents, including near misses
4. Keep LHB's duties and powers related to Health and Safety under review
5. Monitor guidance issued by the Health and Safety Executive (HSE), Maritime Coastguard Agency and supporting industry organisations such as Port Skills and Safety and the UK Harbour Masters Association
6. Be audited on an annual basis on all risks and regulatory compliance by our appointed Port Marine Safety Code Designated Person
7. Consult staff and (where appropriate) harbour users on health and safety matters as they arise
8. Maintain a separate Safety of Navigation Policy and deliver on it through a Marine Safety Management System and appropriate other policies including the Conservancy Policy

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 LHB
- Report any hazard, accident, incident or near miss.

Other harbour users 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 special and general directions and any other regulations or policies aimed at ensuring the safe use of harbour facilities

Risk Assessment

The harbour maintains a set of Risk Assessments in the standard HSE template for shoreside operations and all activities involving LHB staff. In addition, as part of its Marine Safety Management System, LHB maintains a set of Marine Risk Assessments are maintained using the MarNIS tool for assessing and controlling marine risks faced by all harbour users afloat.

Training

The LHB Training Policy sets out the minimum and desirable training requirements.

Safety Officer:

The Deputy Harbour Master is the Safety Officer and competent person responsible for fire safety. In his absence urgent harbour safety matters should be referred to the Harbour Master.

Emergencies in the Harbour:

Emergencies where life is in danger must be notified at once to the Coastguard by dialling 999 or through VHF channel 16. Other emergencies should be notified to the duty Harbour Master by the quickest available means so that the appropriate formal response plan can be initiated.

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 Master at the Harbour Office by telephone 01903 721215. Alternatively there is an online [Accident or Incident Reporting Form](#) available on the website.

A handwritten signature in black ink, appearing to read "R. O'Callaghan".

Mr Richard O'Callaghan (Chair)
Littlehampton Harbour Board

Signed 21 February 2022