



TRAINING POLICY

Littlehampton Harbour Board (LHB) recognises that the successful implementation of the Harbour's Marine Safety Management System can only be achieved through a policy of continuous training with regular reviews of specific training requirements. LHB requires all staff to be competent (meaning trained, qualified and experienced) in their roles as defined by the LHB Training Matrix.

LHB will directly provide or arrange training where appropriate for all members of staff in order to provide LHB's services and meet the required standards of the role. Officers and staff are to be suitably trained and qualified to a minimum national standard.

- Internal and external training requirements (including certification where appropriate) are set out in detail for all roles within the LHB Training Matrix 2021 at enclosure.
- Safety training is regarded as an indispensable ingredient of an effective 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 Harbour vessels 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 staff.
- 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 and the LHB Training Matrix (enclosed at Annex)
- 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. Ongoing 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.
- All mandatory statutory and required training will be delivered, resources made available to achieve this and revalidation of qualifications required where necessary.
- Regular staff meetings are held to ensure good communications and quality, both in service and in delivering health and safety.

R.O' Collagen

Mr Richard O'Callaghan (Chair) Littlehampton Harbour Board

Signed 21 February 2022

Enc: Training Matrix

						Primary Roles	i							Sı	upplementary F	Roles			
		Harbour Master	Deputy Harbour	Marine	Marine	Casual	Casual /	Casual /	Clerk, Accounts							Patrol	Dredging	Buoy Ops	Pilotage
	LHB Training Competencies Matrix (E = Essential, D= Desirable) v1.0 - December 2021	/ Restricted Pilot	Master / Restricted Pilot	Operations Assistant	Engineering Assistant	Deckhand / Linesman	Seasonal Patrol Officer	Seasonal Office Assistant	Officer, Treasurer	Board Member	Unrestricted Pilot	Duty Officer	Erica Coxswain	Windsong Coxswain	Rib Coxswain	Endorsement (any vessel)	Endorsement (ERICA)	Endorsement (ERICA)	Endorsement (ERICA)
	Staff Induction (including workstation and security)	E	E	E	E			E	E			E							
e	Board Member Induction	E								E									
tart	PMSC Duty Holder Training Safety & PPE Attestation	E	E	Ē	Ē	· ·	· ·	Ė		E	Ė	Ē					· ·	· ·	
s ×	Contract and Identity Check	E	E	E	E				E		E	E							·
Š	Driving Licence Health Declaration	E	E	E	E	•	D	•	E	•	Ė	E		•		•	· ·	· ·	
	Managing Visitor Facilities and Parking	E	E	D	D		E	E	D	<u>.</u>		E	<u>.</u>						
	Full tour of harbour and LHB facilities south of A259 General Directions and Enforcement Procedures	E	E	D	D		D	D	E	E	E	E	E	E	E	Ė	· ·	· ·	Ė
	Harbour Radio Service on VHF71 incl. Securite safety broadcasts	E	E				D	E	D			E				D			E
	Marine Risk Assessment Dynamic Risk Assessment	E	E	D E	D E	•	Ė	•		•	D	D E	Ė	Ė	Ė		· ·	· ·	
	Fuelling	D	D	E	E	D	D					D	E	E	E				
Ashore	Prosecution - preparing statements and other evidence LHB Section 43 Consents and MMO Marine Licensing	E	D					•	D	D									
Ash	Footbridge Operation	D	D	E	E	D	D					D							D
al /	Works Vehicle and winch Harbour Emergency Plans and Procedures	E	E	E	E		D	Ė	Ė	•	Ė	E				Ė			•
Internal	Harbour Assist - Checking Records and Raising/Completing Tasks Harbour Assist - Full Use	E	E	E	E		D	E	E			E				E			
-	Taking Payments by card and cash	E	E					E				E				D			
	Surveying - using GPS equipment and data processing Incident Investigation in MarNIS	E	E			•	•		•			D				D	•	•	•
	Pontoon Dues Inspections	D	E				D					E				D			
	Shipping Comms and Line Handling LHB Pilot Training Programme	E	E	E	E	E					E	E							E
	AtoN Inspection & Maintenance	E	E	E	E		D						<u>.</u>			D			E
	Lifesaving Appliances Coding Limits			•	•	•							E						•
	Pre-start and close down procedures										÷		E						
	Layout Familiarisation Manoeuvring (during varying tides)	•		•	•	D .		•			E .		E	•	•				· ·
	Instruments Advanced use of Plotter												E						•
	Lifting with Winch (including large buoy recovery)			•		•		•									È	E	
<	Lifting with Capstan (including small buoy recovery) Surveying by Depth Sounder and Paper Template	Ė	Ē										D				Ė	E	· · ·
	Buoy Deployment																	Ē	
Ľ	Bed Levelling using Plough A-frame and Plough Mobilisation and De-Mob					•											Ė	Ė	
÷	Pumping arrangements												Ē						
floa	Towage (astern and alongside) Underway transfer		:				:		: :			:	D	· ·			· ·	· ·	Ė
Internal Afloa	Bow transfers										÷		E						· ·
tern	MOB Recovery Pushing	•						•					D	· ·					Ě
<u> </u>	Shipping Tidal Conditions Reporting Emergency Procedures and Safety Briefings					•							÷						E
	Pre-start and close down procedures	•					D	•				È		Ė					
	Coding Limits Layout Familiarisation					D	Ē					E		E				•	•
2 C	Fitting and use of plotter for navigation at sea													D					
	Manoeuvring (varying in tides) Towage (astern and alongside)					•	D			•		E		E					
	MOB Recovery					D	D					E		E	<u>.</u>				· ·
	Pre-start and close down procedures Layout Familiarisation					D	E		· ·			E			E				
8	Manoeuvring (varying in tides) Safe Interceptions and Appropriate Use of Speed						E					E			E	÷			
	Towage (Alongside only in Rib)						E					E			Ē				•
	MOB Recovery Working at height	Ē	D	Ē	D	D	D					E			E				•
H&S Online	COSHH	D	E	E	E														
Ξő	Manual Handling CDM regulations	E D	E	E	E				÷					· ·			÷	÷	· ·
Ext. er	Welding			D	E								D						•
w. E) ainer	Gas Cutting Chainsaw			E	-														
&S v Trai	Abrasive Wheels Marine Hiab (including stability consideration)	E	E	E	E	D					•	D		•			E	E	
Ĩ	Crane Slinger / Signaller	D	E	E	Ē										•				•
8	MCA Master / Officer of the Watch RYA Advanced Powerboat / Yacht Master CoC (Commercial Endorsement)	D	D	Ē	Ē		D		·		D	D	Ē	D	D			•	•
tene	RYA Powerboat Level 2 (Commercial Endorsement)					D	D					E		E	D				
mpe	RYA Powerboat Level 2 ML5 Medical					D	E					Ė	Ė	Ė	E D				
S	ENG1 Medical	E	E	E	E	D	D				E	D	D	D	D				
e of	RYA/STCW Sea Survival MCA Elementary / RYA First Aid	E	E	E	E		D				E	E	E	E	D				· ·
icat	First Aid at work (3 days) / RNLI Casualty Care MCA Stability (1day)	D	D	D	E		D		·			D	D	D	D				•
ertifica	RYA Yacht Master Offshore Theory	D	D																
ື້	RYA Short Range Communication RYA Professional Practices & Responsibilities	E	E	E	E		D	D			E	E	E	E	E				
	GDMSS Restricted Operators Course (3 day)	D	D						÷		D								
	Human Element Leadership & Management (Operational) Firefighting / Prevention (1 day)	D	D	Ē	Ē	•	•		•		D	Ē							•
	STCW Basic Training Week (5day)	D	D								D								
ses.	RYA Radar RYA Diesel Engine (1day)	D	D	D	È				•				D	•			·		
Cour	MCA Approved Engine Course (5day)				D														
er C	MCA Stability (1day) Manned Model Ship Handling WARSASH (5day)	D	D	•	•						Ė		E						
Care	UKHMA Harbour Masters Certificate (18 months)	D	D																
	IOSH Managing Safely (or documented equivalent) NEBOSH Health and Safety Diploma	-	D																
	ISPS/PFSO Oil Spill Commander 4/5P	D	E		•							•							÷
	Oil Spill Responder 2P			E	E		D					D							

	Littlehampton
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