



Issued in compliance with the Port Marine Safety Code

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 2024 to 2026 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 as well as other relevant local and national legislation listed in the harbour’s Marine Safety Management System.

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

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

To achieve continuous improvement in marine safety, LHB has created an improvement plan which sets out marine safety objectives covering the dates 01-01-2024 to 31-12-2026. Following which a revised Safety Plan will be published. The progress of this plan will be reported to Littlehampton Harbour Board quarterly by the Harbour Master.

The 12 objectives within the plan have been assigned a priority rating based on the following:

- P1** – Critical Action must occur.
- P2** – Important Action should occur immediately or soon.
- P3** – Advised Action but no immediate remedy needed.

Each objective is assigned a set of actions and outcomes that when complete will be used to evidence achievement of that objective. To facilitate this, four specific roles/responsibilities have been identified for each action using a RACI Matrix:

- **Responsible:** People or stakeholders who do the work. They must complete the action or objective or make the decision. Several people can be jointly *Responsible*.
- **Accountable:** Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the action, objective or decision is complete.
- **Consulted:** People or stakeholders who need to give input before the action can be completed and signed-off on.
- **Informed:** People or stakeholders who need to be updated on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

2 Key Enablers (**Budget and Resource**) have also been identified and categorized using **Red** (Inadequate)/**Amber** (Limiting)/**Green** (Adequate). The presence / level of each enabler is critical to the success of every Action.

Objective	Action	Outcome	Priority	Key enablers	RACI	
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	2	BUDGET	R	Harbour Master
					A	Harbour Master
				RESOURCE	C	Adler & Allan
					I	MCA
	Emergency Plans reviewed as necessary within the MSMS three-year audit schedule	Up to date, widely understood and tested emergency plans	1	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person
	I	All Staff, MCA, EA, WSFR				
	Develop relationships with neighbouring ports exploring the potential for shared training and resources.	MCA approved Oil Spill Incident MOU with neighbouring ports.	3	BUDGET	R	Harbour Master
A					Harbour Master of each port	
RESOURCE				C	MCA	
	I	EA, MCA, Alder & Allan				
2 – Conservancy: Provide a Safe and Navigable Harbour	Monitor operation of all Aids to Navigation within harbour limits. Reporting outages to Trinity House and the operator (if it is not LHB). Respond to defective LHB Aids to Navigation and rectify within 48 hours.	Maintain availability target threshold set by IALA (recorded via Trinity House’s LARS system)	1	BUDGET	R	Harbour Master, Conservancy Officer
					A	Board
				RESOURCE	C	Trinity House
					I	Designated Person
	Maintain a survey programme and share this information with the UK Hydrographic Office and harbour users as appropriate. Implement an external Hydrographic three-year audit	Biannual survey of approaches, targeted channel and berth surveys as required. Supply of survey information to UKHO Continued improvement of survey capabilities.	1	BUDGET	R	Harbour Master, Conservancy Officer
					A	Harbour Master
				RESOURCE	C	UKHO, Survey Auditor
					I	Designated Person, Board
	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	1	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Marine Staff/ Harbour Stakeholders
					I	MCA, UKHO, All Harbour Stakeholders, Designated Person, Board.
3 – Training and Capability	Ensure required qualifications are current for all marine personnel	Maintain and document marine based competency.	1	BUDGET	R	Harbour Master, AHM
					A	Harbour Master
				RESOURCE	C	All staff, Designated Person
					I	Harbour Stakeholders
	Continual Professional Development to ensure all marine personnel are competent to perform their duties.	Undertake annual appraisals and involve staff in Personal Development discussions.	3	BUDGET	R	Harbour Master
					A	Harbour Master
				RESOURCE	C	All staff
					I	CEO, Board
4– Resilience	Ensure organisational resilience- appropriate staff resource levels to operate effectively year-round	Train and certify Full Time, Casual and Support Staff. Explore the potential for shared commercial skilled personnel.	2	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Neighbouring Ports
					I	All staff
	Ensure year-round availability of marine assets	Industry tested planned preventative maintenance schedules. Exploring the potential for shared commercial assets	1	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Marine Staff, Neighbouring Ports
					I	Harbour Stakeholders
	Operate a fit for purpose Pilotage Service that enable Pilots to maintain currency	Annual reauthorisation of 2 Unrestricted Littlehampton Pilots.	1	BUDGET	R	Harbour Master
					A	Board
RESOURCE				C	BPA, ABPmer, Designated Person	
				I	Commercial operator, Harbour Stakeholders	

Objective	Action	Outcome	Priority	Key enablers	RACI	
5 – 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. Pilot Training and PEC system in place with a transparent application process. No major incidents because of any Pilotage errors	1	BUDGET	R	Harbour Master, Pilotage Sub Committee
					A	Board
				RESOURCE	C	Designated Person
					I	All Harbour Stakeholders + Commercial operators + Local Ports
	Pilotage Directions Review	Pilotage Directions Review 2024. Consultation process to be followed including	2	BUDGET	R	Harbour Master, Pilotage Sub Committee
					A	Board
				RESOURCE	C	Designated Person, agents, ship owners, ship operators, Tarmac, Local Ports.
					I	Wider Marine Industry
6 – Investigate Incidents	Monitor marine activity on the river and deliver a scalable incident investigation capability	All marine incidents reported and investigated within one calendar month	2	BUDGET	R	Harbour Master, AHM
					A	Harbour Master
				RESOURCE	C	Board
					I	Designated Person
	Monitor trends and incidents both within and external to the river 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	3	BUDGET	R	Harbour Master
					A	Harbour Master
				RESOURCE	C	Water Safety Forum, Board, MAIB, MCA
					I	Designated Person
	Disseminate lessons learned that information to harbour users to reduce the frequency of incidents year-on-year	Incidents digest in Annual Report Significant incident reviews in Quarterly Newsletter	2	BUDGET	R	Harbour Master, AHM
					A	Harbour Master
				RESOURCE	C	MCA, Board, MAIB
					I	All Harbour Stakeholders
7– Port Marine Safety Code Auditing	Annual external PMSC audit	No non-compliance with the PMSC	1	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person
					I	All Harbour Stakeholders
	Three- Yearly review of Safety Plan for Marine Operations	Up to date, widely understood and were necessary enforced	1	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person, CEO,
					I	All Harbour Stakeholders
	Three - Yearly review of Port Risk Assessments HAZ-ID	Board approval of all risks relating to People, Infrastructure, the Environment, and the Ports Reputation	2	BUDGET	R	Harbour Master, Board
					A	Board
				RESOURCE	C	Designated Person / ABPmer
					I	Harbour Master
8– Engage with Stakeholders	Maintain active working relationship with Littlehampton Harbour Advisory Body (LHAB)	Regular and effective consultation with appointed LHAB members representing the designated 8 to 16 user groups	2	BUDGET	R	CEO, Harbour Master
					A	Harbour Master, Board, CEO, LHAB chair
				RESOURCE	C	LHAB
					I	
	Hold Annual General Meeting for Stakeholders	Annual update to stakeholders. Opportunities for stakeholders to ask questions	2	BUDGET	R	Chairman, CEO, Harbour Master
					A	CEO, Harbour Master
				RESOURCE	C	All Harbour Stakeholders
					I	All Harbour Stakeholders
	Water Safety Forum meetings with volunteers and staff dedicated to water safety or SAR in local waters	Continue pre- and post-season forum meetings	2	BUDGET	R	Harbour Master, AHM
					A	Harbour Master
				RESOURCE	C	RNLI, WSFR, ADC, MVS, MCA
					I	All Staff

Objective	Action	Outcome	Priority	Key enablers	RACI	
9 – Review Legislation and Powers	Ensure that empowering legislation and income sources available to LHB are appropriate and fit for purpose	Consult and progress a Harbour Revision Order	2	BUDGET	R	CEO, Harbour Master, MMO
					A	Board
				RESOURCE	C	MMO, Ashford's, Harbour Stakeholders
					I	Designated Person
	Publish policy on 'Houseboats' within the harbour	Increased safety and environmental sustainability	3	BUDGET	R	Harbour Master, CEO
					A	Board
				RESOURCE	C	ADC, Designated Person, Ashford's
					I	All Harbour Stakeholders
	General Directions Review	Existing General Directions from 2016 and 2019 are still relevant however further risks have been identified that are not adequately covered. The review will address these with updated legislation.	2	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person, Ashford's
					I	All Harbour Stakeholders
10 – Harbour Entrance Renewal Scheme (HERS)	Investigation of construction techniques. Identify which methods will least/most impact navigation and port operations	Implementation of pre-construction phase works – Modelling, condition assessment and ground investigations.	1	BUDGET	R	CEO, IPDG
					A	Board
				RESOURCE	C	Harbour Master
					I	Project Team, Stakeholders / LHAB
	Investigate the lifespan of aging infrastructure identifying areas of immediate and long-term concern	Condition reports form Industry experts	1	BUDGET	R	IPDG
					A	CEO, Board
				RESOURCE	C	Harbour Master
					I	Harbour Stakeholders
11 – Enforce Regulations	Maintain an enforcement capability to take appropriate action in response to irresponsible activity within the harbour. Carry out internal post-season audit of these activities	Regulations and patrol staff are well respected with a decline in rate of breaches and necessary prosecutions	2	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person
					I	Stakeholders / LHAB
	Ensure commercial vessels are compliant with national and local regulation for equipment and personnel.	All vessel operating commercially in/from the harbour are documented, adequately surveyed and compliant with correct coding authority.	2	BUDGET	R	Harbour Master
					A	Board
				RESOURCE	C	Designated Person
					I	Stakeholders / LHAB
12 – Security	Provide a safe and secure environment for all staff and harbour users	Compliance with Health and Safety national standards. All safety concerns risk assessed and appropriately controlled.	1	BUDGET	R	Harbour Master, Pilotage Sub Committee
					A	Board
				RESOURCE	C	Designated Person
					I	All Harbour Stakeholders + Commercial operators + Local Ports
	Maintain relationship with Commercial User ensuring Port Security is adequately prioritised.	Any adjustments to Security level appropriately processed, Successful Port Security exercises.	2	BUDGET	R	Harbour Master, Pilotage Sub Committee
					A	Board
				RESOURCE	C	Designated Person, agents, ship owners, ship operators, Tarmac, Local Ports.
					I	Wider Marine Industry