

ISSUE 16, JAN 2024



MARINE SAFETY MANAGEMENT SYSTEM (MSMS)

In Compliance With
THE PORT MARINE SAFETY CODE

VERSION HISTORY:

V1: Dec 2007	Prepared following initial PMSC Audit with Nicholson's Risk Management as Designated Person
V2 to 12: Annual Jan 2008 to 2020	Continuous improvement by Harbour Master following annual Audits with Nicholson's Risk Management
V13: Jan 2021	Revisions made by Harbour Master following first audit carried out by ABPmer in December 2020 after retendering of Designated Person
V14 Jan 2022	Updates made by Harbour Master following Oct 2021 audit and inclusion of previously consulted mooring areas, and updated LHB Training Policy and Matrix
V15 Mar 2022	Minor in year updates following publication of separate marine policies – links included and duplicated wording removed
V16 Jan 2024	Minor updates made by Harbour Master following Nov 2022 audit. Adjustments also made following a staff and organisational structure changes.

DUTY HOLDER ACCOUNTABILITY FOR MARINE SAFETY

Membership of the Littlehampton Harbour Board (the PMSC Duty Holders for Littlehampton) include:

- 1 board recruited representative of Recreational Users
- 1 board recruited representative of Commercial users
- 4 appointees by Arun District Council
- 4 appointees by West Sussex County Council
- 1 appointee by the Environment Agency

Current appointees are named here: www.littlehampton.org.uk/harbour-board/

The Designated Person for Littlehampton Harbour is Monty Smedley of ABP Marine Environmental Research (ABPmer) Ltd who can be contacted by email on DP.Littlehampton@abpmer.co.uk or phone on 023 8071 1892.

LITTLEHAMPTON HARBOUR MARINE SAFETY MANAGEMENT SYSTEM

IN COMPLIANCE WITH THE PORT MARINE SAFETY CODE

Purpose:

Littlehampton Harbour Board's constitution, powers and procedures comply with the Port Marine Safety Code (PMSC) 2016. This document describes how the Littlehampton Harbour Board (LHB) has a Marine Safety Management System (MSMS) comprising the 6 essential elements of policy, organisation, planning, measurement, review and reporting which is structured, cohesive and auditable.

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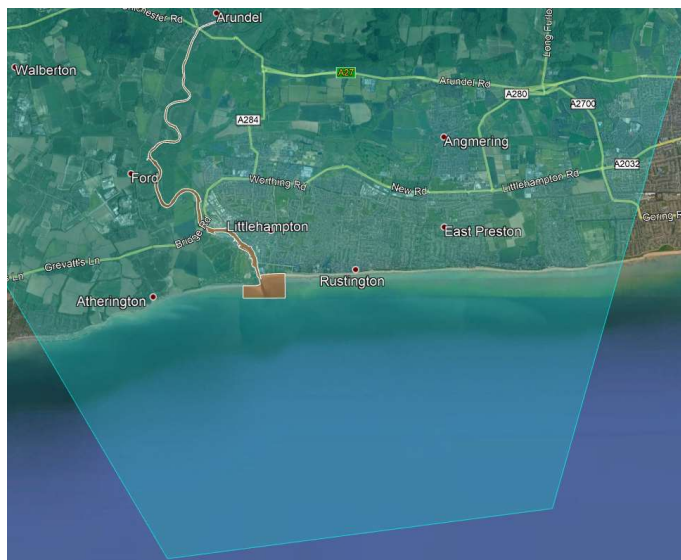
1. INTRODUCTION

The Port Marine Safety Code (PMSC) was first published in March 2000 and periodically revised by the Department of Transport with the latest edition in 2016. 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.

The plans and policies for the harbour discharge the roles and statutory duties which are placed on the Harbour by the Littlehampton Harbour and Arun Drainage Outfall Act 1927 as modified by the Littlehampton Harbour Revision Orders of 1986, 1988 and 2015, and Part II of the West Sussex County Council Act, 1972.

The Board's responsibility and Statutory Harbour Authority (SHA) area extends to *"the River Arun and the estuary thereof below the line of high water mark of ordinary spring tides from the south side of Arundel Bridge, the seaward limits being defined by point A (North 50 degrees 48.014 minutes West 0 degrees 32.844 minutes), point B (North 50 degrees 47.865 minutes West 0 degrees 32.849 minutes), point C (North 50 degrees 47.858 minutes West 0 degrees 32.069 minutes) and point D (North 50 degrees 48.135 minutes West 0 degrees 32.055 minutes); and ... the quays, piers, landing places and all other works, land and buildings for the time being vested in or occupied or administered by the Board as part of the harbour undertaking, whether or not within the area described."* (Littlehampton Harbour Revision Order 2015). The SHA area is marked in red on below chart.

For the purposes of pilotage under Part I of the Pilotage Act 1987 the Competent Harbour Authority (CHA) area extends *"a distance of three nautical miles from low water mark of ordinary spring tides bounded on the west by an imaginary line joining Halnaker Mill and Middleton Church and on the east by an imaginary line joining Chanctonbury Ring and Goring Church "* (Littlehampton (Pilotage) Harbour Revision Order 1988. The CHA area is marked in blue on below chart.



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 Recreational Users of the Port and 1 by the Board to represent Commercial Users of the Port. The Board's Strategic Plan (2022) is available on the website.

The terms of reference of the LHB are to administer Littlehampton Harbour in accordance with the Littlehampton Harbour Acts and Orders, 1927 to 2015 and the principles of governance promoted in the Ports Good Governance document published in March 2018 by the Department for Transport (DfT). The LHB is also a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

The LHB is committed to safety and accountable to both its stakeholders and the DfT. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment. The safety procedures that form the Plan to implement the Safety Management System are on the diagram on page 12.

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.

National Legislation:

- [Harbours, Docks and Piers Clauses Act 1847](#)
- [Merchant Shipping Act 1995](#)
- [Coast Protection Act 1949](#)
- [Harbour Act 1964](#)
- [Pilotage Act 1987](#)
- [Dangerous Vessel Act 1985](#)
- [Dangerous Goods in Harbour Areas Regulations 2016](#)
- [Civil Contingencies Act 2004](#)

Local Legislation:

- Littlehampton Harbour and Arun Drainage Outfall Act 1927 and [Littlehampton Harbour Revision Orders 1986, 1988, 2015](#)
- [Littlehampton Harbour General Directions 2019](#)
- [West Sussex County Council Act, 1972](#)

National Documents:

- [Port Marine Safety Code \(2016\)](#)
- [Guide to Good Practice on Port Marine Operations \(2016\)](#)
- [Ports Good Governance Guidance \(2018\)](#)
- [National Policy Statement for Ports \(2011\)](#)
- [HSE Safety in Docks – Approved Code of Practice and Guidance \(2014\)](#)
- Admiralty Charts 1991 (Ed. 8 published Mar 2017) and 1652 (Ed. 11 published Sep 2019)

Local Documents:

- [LHB Pilotage Directions \(2021\)](#) and LHB Pilotage Training Plan (2022)
- [LHB Constitution \(2020\)](#)
- LHB Standing Instructions (SIs) (2012) and LHB Staff Handbook (2022)
- LHB Marine Safety Management System (this document – revised annually)
- LHB Emergency Plan (revised annually)
- [LHB Oil Spill and Contingency Plan \(2022\)](#)
- [LHB Port Waste Management Plan \(2021\)](#)
- [LHB Strategic Plan \(2022\)](#)
- [LHB Marine Policies \(2022\)](#)
- [LHB Safety Plan for Marine Operations \(2021-23\)](#)
- LHB Health & Safety and PMSC Risk Assessments (reviewed annually)
- LHB Standard Operating Procedures [SOPS] (reviewed annually)
- [LHB Marine Policies \(2022, reviewed every 3 years\)](#)
- [Littlehampton Local Notices to Mariners \(LNTMs\)](#)
- [Littlehampton Port Information Booklet](#) and [LHB Annual Report \(published annually\)](#)

2. ORGANISATION

2.1 Accountability and Responsibility

Duty Holder

In accordance with the PMSC, members of the Littlehampton Harbour Board are, jointly, the Duty Holder for the harbour. They are collectively and individually responsible and they cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills. The Board sets the policy and the strategy. Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues is to be recorded into meeting minutes. The Board is responsible for deciding where risks are to be insured, disclaimers issued and notices displayed.

Designated Person

The PMSC requires that organisations appoint a Designated Person (DP) to oversee the organisation's obligations with respect to the provision of an effective MSMS. The DP for Littlehampton Harbour is Monty Smedley of ABPmer. The function of the DP is to provide independent assurance directly to the Duty Holder (the Board) that the MSMS is working effectively. The DP works directly with the Harbour Master and Officers during audits and throughout the year to fulfil this requirement, the DP has direct access to the Board.

CEO

Littlehampton Harbour Board is now led by a Chief Executive Officer. The CEO is responsible for the management of the Harbour Entrance Renewal scheme and other projects, long-term strategic direction and development, management of effective stakeholder engagement, management of our estate, work on governing policies and resource management.

The role of the CEO allows the Harbour Master full focus on meeting the varied statutory functions as well as managing the operational aspects of the harbour.

Officers

The Harbour Master and staff provide the means of implementing the Policy. The delegation of responsibility is contained in the detailed job descriptions for all harbour staff.

Job descriptions for all marine personnel are included on subsequent pages.

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. They shall be appropriately trained, experienced and qualified.

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

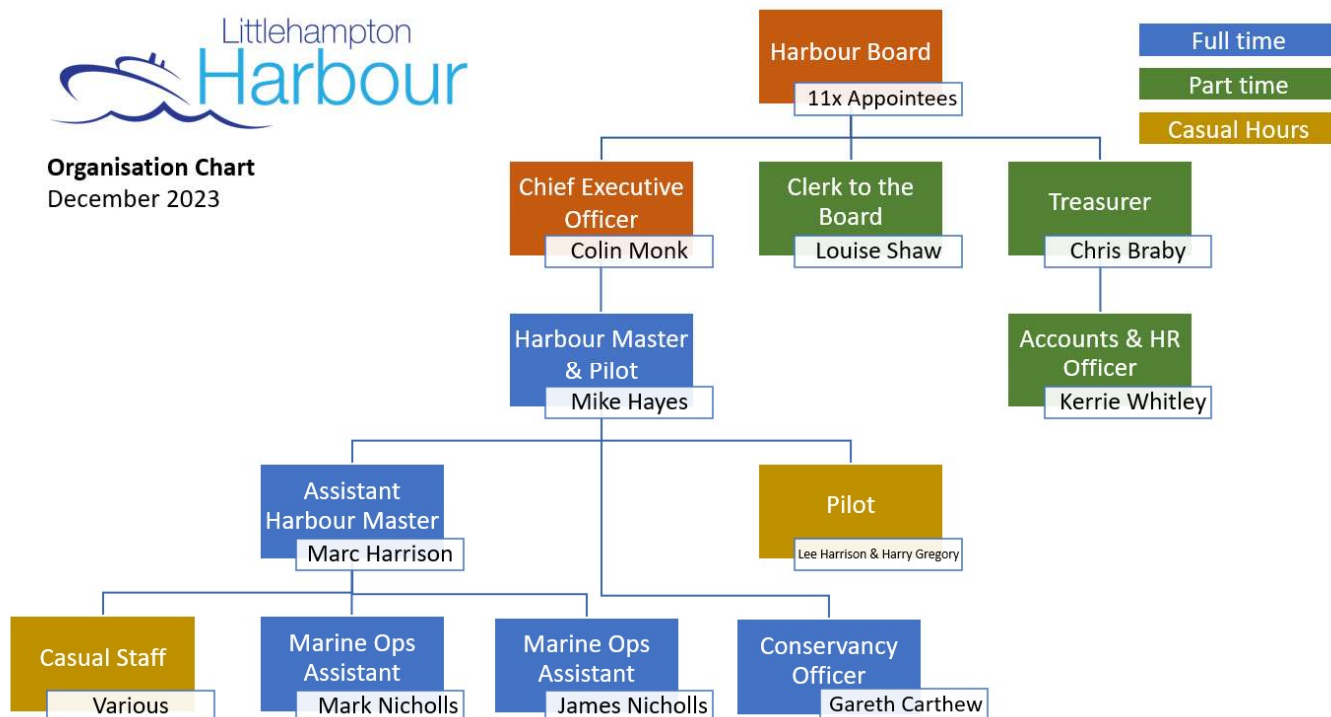
Staff competence is delivered through the [LHB Training Policy and enclosed competencies matrix](#).

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

Recruitment

The Harbour Master recruits suitably qualified staff within his reporting chain to fill the roles set out in the following Organisation Plan. Other positions are recruited by the Board.

2.2 ORGANISATION CHART



2.3 MARINE STAFF RESPONSIBILITIES

Harbour Master:

PRIMARY PURPOSE:

- Responsible to the CEO for the effective management of marine operations and assets within and outside the jurisdiction of the harbour.
- To discharge the Statutory functions laid on Harbour Masters by all relevant Acts of Parliament, PMSC and Orders and Regulations.
- Responsible to the Duty Holders for the day-to-day safe operation of navigation, pilotage and other marine activities in the harbour and its approaches.
- Role model a collaborative and inclusive leadership of the marine team which inspires and motivates employees whilst encouraging development.

SECONDARY PURPOSES:

- To work with the CEO and Clerk on policies relating to legal, constitutional and member services.
- Ensure the delivery of LHB's marine budget, adopting a commercial mind-set and actively seeking revenue generating opportunities.
- To work with the Board's appointed HR Officer on policies and practices for the recruitment, appointment and discipline of the marine staff.
- To support the CEO in reviewing strategic policies and processes, infrastructure projects and business planning.

PRIMARY DUTES:

Operational Management of the Harbour

- To support the achievement (in conjunction with the CEO) of the harbour's vision, development, and its services for the benefit of its stakeholders whilst taking primary leadership responsibility for maintaining a safe environment, that meets all the statutory and Trust port requirements.
- To lead and manage the marine operations to ensure adequate operational cover and full compliance with all financial, Health & Safety, personnel and administrative processes and requirements.
- Act as Senior Pilot and ensure that Harbour has pilotage cover available as required throughout the year for commercial shipping. Manage the training, assessment, and keep under review and authorize pilots for the Arundel Pilotage District and issue, where appropriate, Pilotage Exemption Certificates.
- To ensure that the provision, maintenance and management of the infrastructure and assets: buildings; vessels; vehicles; plant; equipment; materials and personnel services for staff to be able to discharge their duties efficiently and effectively.

Functional Leadership

Safety

- Ensure the safe operation of the harbour in accordance with the Littlehampton Harbour & Arun Drainage Outfall Act 1927, all current health, safety, shipping and environmental legislation and General Directions in addition to other official guidance e.g. Port Marine Safety Code, Trust Port Review.
- To ensure the enforcement of the General Directions, regulation of harbour traffic and safe discharge of harbour operations; with appropriate use of Special Directions.
- Enforce the safety of navigation within the harbour limits with particular reference to the control and movement of all vessels.
- The maintenance of channels and all navigation aids in the harbour limits.
- The efficient manning, operation and maintenance of the harbour's vessels, plant and infrastructure.
- The efficient operation of the Pilotage Service within the harbour.

Critical Incident and Emergency Management

- Manage and form an integral part of the Harbour Board's Senior Management Roster to address operational requirements 24/7 on 365 days per year and ensure appropriate stand-by arrangements are in place for relevant major incidents affecting the Harbour and its environs.
- Take overall responsibility and act as Incident Commander in response to any incident or emergency in the harbour.
- When necessary, to conduct enquiries into marine accidents and submit reports to the Maritime and Coastguard Agency.
- To ensure that either themselves or Deputy assistant is available at all times to respond to harbour emergency situations.
- To supervise all matters appertaining to an emergency situation and delegation of duties where necessary.
- Defer to the Secretary of States Representative for Maritime Salvage and Intervention (SOSRep) who may exercise take control of incident management within the harbour or approaches or otherwise override the Harbour Master with regard to berthing of vessels if deemed to be in the national interest

Environment

- Responsible for the hydrographic surveying programme of the harbour.
- To advise on the terms and conditions for licences and dredging plans.

- To ensure that any works within the harbour are executed in line with regulations with regard to wildlife and pollution.

Statutory Obligations

- Ensure all statutory documents are constructed, maintained and amended where necessary.
- Responsible for the development and training of all Marine staff.
- To attend, with the CEO, meetings of the Harbour Board and any of its committees or sub committees or other meetings as may be required.

People and Culture

- Build a safety culture where everyone is valued and equipped to do their job safely.
- To manage, appraise, support and develop staff promoting empowerment and innovation.
- Promote the harbour's values relating to ethics, integrity and responsibility.
- Champion the development of the Board's culture to be cost effective, customer focused, performance driven and committed to continuous improvement.

Stakeholder Engagement

- Maintain and build relationships and partnerships with stakeholders through Littlehampton Harbour Advisory Body (LHAB).
- Deliver annual presentation to stakeholders. Maintain a professional and approachable presence in the harbour for all stakeholders.

Governance, Risk and Compliance

- To manage the operation of the Harbour in full compliance with the various governing Acts of Parliament, the Port Marine Safety Code and harbour by-laws.
- Provide the Board, CEO and all sub committees with appropriate and timely reports for decision making and oversight.
Ensure the harbour meets all of its statutory regulations and responsibilities and operates within health and safety and environmental requirements.
- Any other duties that fall within the scope and spirit of the post.

Assistant Harbour Master:

PRIMARY PURPOSE:

- To assist and deputise for the Harbour Master in the exercise of his statutory functions.
- To maintain Board vessels, vehicles, buildings and harbour infrastructure.

SECONDARY PURPOSES:

- To be a rostered LHB Duty Officer and be on call for all eventualities that may occur within the harbour during the duty period.
- To recruit, train and direct Duty Officer and Patrol staff in the management of safety and navigation within of the harbour.

PRIMARY DUTIES:

Operational

- To be the lead on all marine operations involving LHB vessels undertaking Pilotage operations, patrol duties, buoy work, towage or any other workboat activity.
- To coordinate the activities of the Duty Officer in the management of navigation within the harbour. To ensure the enforcement of the General Directions, regulation of harbour traffic and safe discharge of harbour operations.

- To ensure the safety of navigation, marking and/or removal obstructions and other matters as required by the Harbour Master.
- To plan the routine maintenance programme of all navigation marks, maintained berths/moorings and vessels; oversee the Marine Operations staff in the execution of this plan, monitor progress and keep records. With the advice of the Marine Operations staff, order stores and equipment to support the plan.
- To oversee and task, as necessary, the Marine Operations staff in the discharge of their duties.
- To be on the Duty Harbour Master roster one week in two.
- Responsible for the staffing of the Harbour Office, receipt of telephone calls and liaison with members of the public as required.
- Any other duties as may be reasonably required, commensurate with the grade of the post.

Administration

- To be the lead on all marine operations involving LHB vessels undertaking Pilotage operations, patrol duties, buoy work, towage or any other workboat activity.
- To keep detailed records of all harbour users, moorings in the harbour, enforce the terms of the statutory licences and to take action to deal with illegally laid or occupied moorings.
- Liaise with the Board's appointed legal adviser, in conjunction with the Patrol staff, in pursuing non-payment of mooring fees and other charges.
- To manage the marine aspects of the harbour budget. With the advice of the Workshop staff, to authorise and monitor budget expenditure. To assist the Harbour Master and Treasurer with estimates for budget setting.
- Monitor income and expenditure on third party projects, submitting information as required to the Accounts and Administration Officer.
- Responsible for the timely despatch of harbour dues invoices and the issuing of harbour plaques.
- Responsible for development, conduct and invoicing of outsourced workboat services using LHB vessels.
- To assist the Harbour Master with routine correspondence.
- Any other tasks as may be directed by the Harbour Master.

Other Duties

- To support the wider Harbour Board team when required for events (such as the annual Waterfront Festival) over and above the normal day-to-day running of the organisation ensuring that commercial opportunities are maximised.
- At all times ensure that working practices are in line with health and safety policies and seek to ensure the safety of the marine staff, visitors and stakeholders.
- Any other duties that fall within the scope and spirit of the post.

Marine Operations Assistant:

PRIMARY PURPOSE: To undertake all aspects of the maintenance, repair and replacement of harbour equipment, berths, infrastructure, vessels and crewing the boats during operations afloat.

SECONDARY PURPOSE: To oversee the inspection and maintenance of LSA's, lifting equipment and vessel coding requirements and provide weekend Duty Officer cover.

DUTIES:

1. To be a nominated coxswain of the Pilot Boat and all LHB craft
2. To be responsible for local repair of all navigation marks.
3. To undertake, maintenance, repair and improvements to the Board's vessels.
4. Maintenance of workshop machinery

5. Qualified crane slinger and signaller
6. The refurbishment and maintenance of harbour infrastructure covering services, structural and engineering works.
7. Train in oil spill response to MCA 2P standard.
8. To assist the DHM with the production and implementation of the planned maintenance schedule.
9. Support the planning and implementation of external 3rd party works.
10. Undertake patrols and supporting Harbour events as directed by the DHM.
11. During summer season undertake weekend working in the role of Duty Officer.
12. Operation of Boards cutting and welding equipment.

Conservancy Officer:

PRIMARY PURPOSE: To assist the Harbour Master in the exercise of his statutory functions and fulfilment of the port's Conservancy Duty.

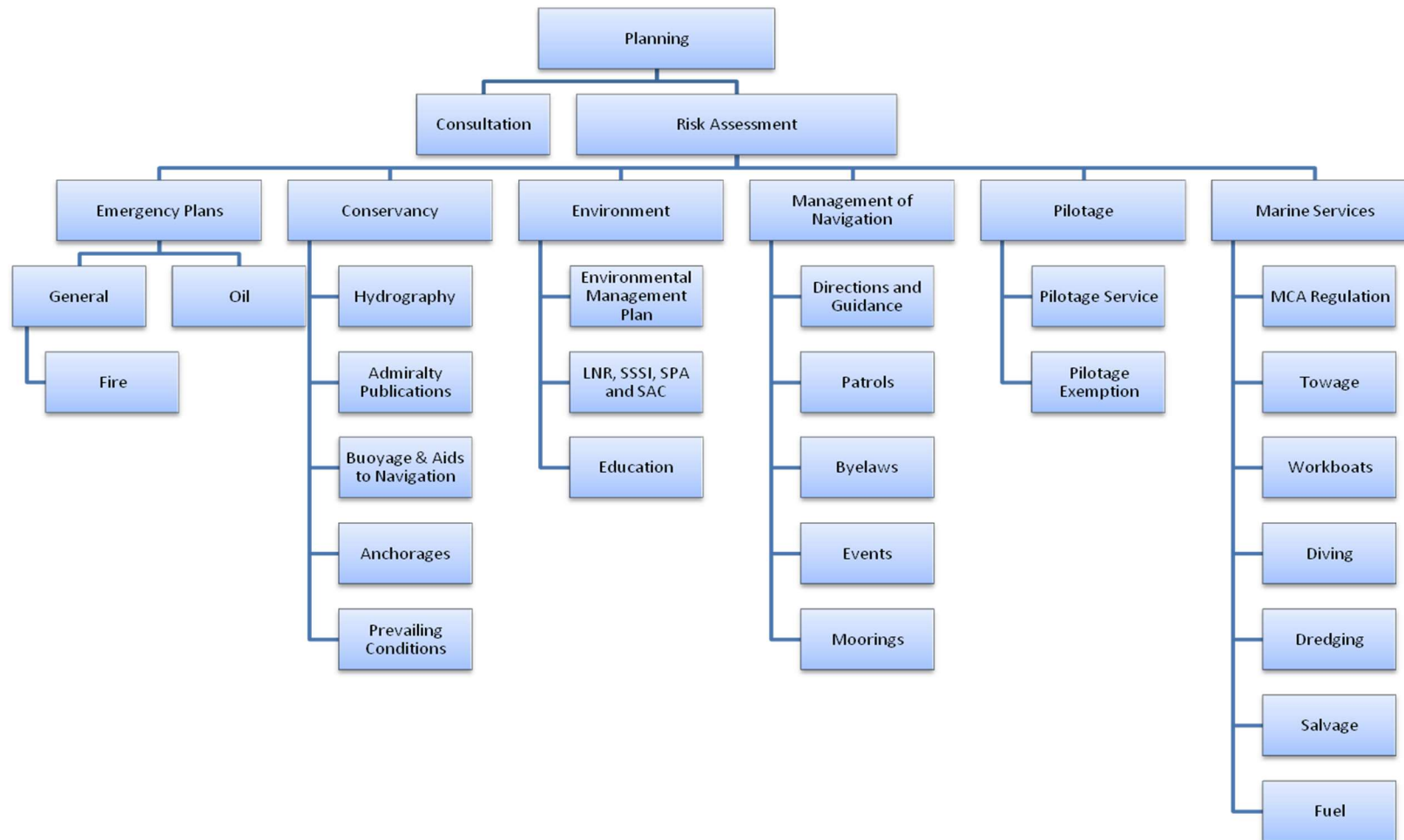
SECONDARY PURPOSE: To be a rostered weekend Duty Officer responsible for managing the weekend team and being on call for all eventualities that may occur within the duty period

DUTIES:

1. To ensure safety and navigation within of the harbour, marking and/or removing obstructions and other matters as required by the Harbour Master.
2. To assist the Harbour Master with ensuring the enforcement of the General Directions, regulation of harbour traffic and safe discharge of harbour operations (including conducting interviews under caution to support enforcement action where appropriate)
3. To be a nominated coxswain of the Patrol RIB in undertaking conservancy patrols and supporting Harbour events
4. To assist the Harbour Master in investigation and reporting of incidents.
5. Coordination, administration and (with specialist support from HM/DHM) delivery of the harbour's established programme of monthly, quarterly, and biannual bathymetric surveys
6. Lead and participate in projects to increase biodiversity within the harbour as well as seeking and developing opportunities mitigate the environmental impact of the harbour's commercial and leisure activities
7. To be familiar with all documented emergency and contingency plans, initiating them as appropriate
8. To identify unplanned maintenance issues through inspection of LHB pontoons, lifesaving appliances, aids to navigation and signage
9. To manage berthing and administration of the board's visiting yachts facilities
10. When acting as Duty Officer in the Harbour Master's absence, direct and manage casual staff on duty afloat or in the office
11. To train in oil spill response to MCA 2P or equivalent standard
12. To be responsible for the staffing of the Harbour Office, receipt of telephone calls or emails, taking payments and liaison with members of the public as required
13. To maintain detailed records of all harbour users, carry out harbour dues inspections and assist and advise harbour users in the payment of appropriate dues
14. Qualify as workboat deckhand to support workboat operations in house and for third parties on harbour workboats ERICA and WINDSONG where required

3. PLANNING

3.1 Approach



3.2 Stakeholder Engagement

Consultation is a continuous and wide-ranging process. It includes meetings with all users and service providers so there is a consensus, as far as possible, about safe navigation.

The main vehicle for consultation with harbour users, in line with the Ports Guide to Good Governance, is the Littlehampton Harbour Advisory Body.

Their core mission is to promote positive and approachable attitudes amongst all users to create a better sense of community and understanding within Littlehampton Harbour.

The group will include 8 to 17 appointed representatives nominated by various user groups and shall meet a minimum of twice a year. Current membership and their terms of reference is available [here](#).

In addition all stakeholders are invited to a Stakeholder Annual General Meeting.

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 the specified areas (listed at Annex 1) for each of which there has been drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive and PMSC as appropriate for the risk being controlled. Further specific Risk Assessments are conducted as and when necessary for specific events or activity.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to “as low as reasonably practicable”. This means what it says and any activity for which control of the risk might be regarded as too expensive is prohibited.

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 level of marine risk determined in line with the principles laid down in the PMSC, considering the risk to ‘people’, ‘property’, ‘planet’ and ‘port’. Each potential hazard is considered in terms of a most likely and a worst credible scenario and impacts on the areas outlined above scored in terms of frequency and consequence on a scale of 0 and 4; 4 being the most significant or frequent.

Against each hazard the severity of harm has then been assessed, both in terms of direct injury to people, property, environmental damage and port operations, and given an overall risk score (between 1.5 and 4.5) and ranked by likelihood and severity.

Other risk to employees and staff is managed under the H&SaWA (as opposed to the PMSC). Risk Assessments are carried out to reduce or remove risk wherever possible using best practice (SOPs), training, and PPE as required.

Significant Marine Risks

The frequency and consequence of hazards are factored to establish significant marine risks. These are identified by those activities that produce a score of 3 or more on each Risk Assessment. These risks must be mitigated by the implementation of specific control measures.

If for any reason the Marine Safety Management System identifies Risks which are intolerable, measures must be taken to eliminate these so far as is practicable. This generally requires whatever is technically possible in the light of current knowledge, which the person concerned had or ought to have had at the time. The cost, time and trouble involved are not to be taken into account in deciding what measures are possible to eliminate intolerable risk 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.

There is a list ranking the most significant risks down to the lowest risks.

Risk Controls

The safety controls for the risks identified, listed at Annex 3, are to be reviewed periodically as well as part of accident and incident reviews and amended where necessary.

Further Controls

The further measures necessary to bring the risks as low as reasonably practical are published each year in the Designated Person's audit report. Observations are taken into account during the year and incorporated in the subsequent edition of the MSMS.

3.4 Removing Unacceptable Risks

The harbour's most significant risks are identified within the various risk assessments (titles at Annex 1). 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.

3.5. Management of Safety Controls

This is predominantly managed through execution of the following LHB policies which are reviewed at a minimum every 3 years (most recently in February 2022):

- [Safety of Navigation Policy](#)
- [Health and Safety Policy](#)
- [Conservancy Policy](#)
- [Environment Policy](#)
- [Emergencies Policy](#)
- [Pilotage Policy](#)
- [Training Policy](#)
- [Enforcement Policy](#)
- [Marine Services Policy](#)
- [Personal Watercraft Policy](#)
- [Small Commercial Vessels Policy](#)

4. MEASUREMENT

Measuring Policy

- 1. The LHB will measure health and safety performance against predetermined standards.**
- 2. Performance in complying with the LHB Marine Safety Management System will be required to meet the national standards as laid down in the Port Marine Safety Code.**
- 3. Appropriate Key Performance Indicators (KPIs) will be set and recorded**
- 4. All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Marine 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.

Incidents, accidents, complaints and near misses are recorded in the MarNIS software tool incident log with contemporaneous information. This log records follow-up action where appropriate and is used to generate yearly KPIs and identify trends.

- Breakdown of incidents by type with annual comparisons
- Number of interviews under caution and other enforcement metrics
- Number of LNTMs published
- Lifeboat service statistics

Other Key Performance Indicators

Other Key Performance Indicators that are tracked and reported on in the board's Annual Report include:

- Number of commercial calls
- Cargo Tonnage handled
- Number of Annual Harbour Dues Plaques issued
- Annual Harbour Dues breakdown by boat size and type
- Number of commercial fishing vessels
- Overnight stays on Town Quay visitors pontoon
- Board Member attendance
- Compliments and Complaints
- Financial KPIs setting out income and expenditure

Safety Inspections and Checklist of Controls

There is also a checklist of control measures (Page 18 to 22). Each control is where possible allocated a person responsible (within MarNIS) and regular maintenance and inspection controls are carried over to the Planned Maintenance Schedule.

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 Master 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 Master 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.

Every three years the MCA will be given a letter confirming compliance with the Port Marine Safety Code. 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 non-compliance.

Annual Review and Report

Every year ABPmer will conduct an audit of the Marine 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.

6. REPORTING

The Harbour is careful to maintain due diligence records. This Marine 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, a Safety Plan for Marine Operations shall be published every three years. The 2024-26 plan is available to be read and downloaded from the LHB website.

This 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 in the Annual Report 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

LIST OF RISK ASSESSMENTS

Marine Ops	Sinking/capsizing	Merchant Shipping alongside Small Leisure/Fishing or Other Vessel on Mooring Leisure/Fishing Vessel underway Dinghies/Rowing Boats/Tenders/Kayaks/Paddle Boards in River
	Collision both underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Any Other Vessel
	Collision not underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Other Vessel
	Contact floating object	Small Vessel or PWC and Debris Any Vessel or PWC and Swimmer
	Contact Fixed object	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Grounding/stranding	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Fire/explosion	Fire afloat
	Non-accidental Event	Vandalism
	Environmental	Fuelling Ops - Bunkering Fuelling Ops - Commercial/Leisure at Marina or Workshop
	Members of the Public	Casualty Afloat brought into Harbour
Public Access	Public ashore	Public Access to LHB Pontoons Public Slipway Other Supervised Slipways (LM,AYC,LYC) Use of Ferry Berth
Employee Activities	Work afloat	Patrolling Ops Workboat Ops Salvage and Rescue Ops Maintenance Ops (incl AtN) Pilotage Ops Diving ERICA - Bed Levelling ERICA - Towing ERICA - Craning and Slings ERICA - Inland Passenger Code
	Shore based ops	Craning and Slings Ops Chainsaw/Petrol Cutter Driving Workshop Office Bridge Working on Commercial Wharf
Fuel	Fuel Spill	LHB Fuelling Ops Other Independent Fuelling Ops
Fire	Fire ashore	Workshop Office
Events	Event Planning	Regatta Other non LHB Events

LIST OF STANDARD OPERATING PROCEDURES

- 1 Office Daily Tasks
- 2 Lone Working & Staff Security
- 3 Patrols
- 4 Commercial Shipping
- 5 Bridge
- 6 Section 43 Applications
- 7 Customer Payments in Harbour Assist
- 8 Dispensing Fuel
- 9 Fresh Water for Merchant Vessels
- 10 Maintenance in Harbour Assist
- 11 Bathymetric and Topographic Surveying
- 12 Enforcement
- 13 Prosecution
- 14 Crane Operations
- 15 Removal of Vessels
- 16 Hot Works
- 17 Aid to Navigation Outage
- 18 Dynamic Risk Assessment
- 19 LHB Telephone System
- 20 Local Port Service

DETAILED LIST OF SAFETY CONTROLS

MarNIS list	Existing Controls	Notes	HM	Review Frequency
1	Accurate tidal information	Tide Boards available at Entrance/Narrows/Scrubbing Piles and Bridge. Channel Coast Observatory Tide gauge at Arun Platform available online. Predictions made available on harbour website. Predictions from UKHO received as part of bi-lateral agreement.	HM	Monthly + Annual Review
2	Availability Emergency Services / Equipment	Water Safety Forum and inter-agency training conducted.	HM	Liaison with Sussex Police/WSFRS/H MCG
3	Availability of pollution response equipment	Tier 1 response equipment held at workshop incl. 2 x Grab bags and 50m of floating boom. Tier 2 contract in place with Adler and Allan 20 September 2022 for 3 years.	AHM	Annual
4	Availability of suitably qualified boatmen	Annual training programme, including training for seasonal staff and staff likely to be used in tying up commercial vessels.	AHM	Annual
5	Bunkering/Refuelling areas restricted	Bunkering checklist supplied to commercial vessels at Tarmac berths.	Pilot	Pilot
6	Contingency plan exercises	LHB Emergency Plan	HM	Annual review
7	Guard/patrol vessels	The Harbour is patrolled during the day 7 days a week in the summer season and with less frequent security patrols in the winter. Patrols are undertaken as per LHB Standard Operating Procedures (SOP 6).	HM	Pre-season meet
8	Oil spill contingency plans	Littlehampton Harbour Oil Spill and Contingency Plan (Arunspill), with regular staff training exercises and reviews. Supported by National Contingency Plan. Tier 2 contract in place. Waste Management Plan, MCA approved. See staff training records in OSCP.	HM	Annual MCA review. Annual exercise. Three yearly incident management ex. 5 year OSCP
9	Standard Operating Procedures (SOPs)	Littlehampton Harbour Standard Operating Procedures (SOPs) provided for key tasks and reviewed at Team Meetings.	HM	Team meetings and annually signed off by staff
10	Suitably qualified Marine Staff	The MCA require evidence of Certificate of Competence (CoC), first aid, fire fighting and sea survival and for these to be revalidated every five years. Recorded in MARNIS	HM AHM	Annually and as required

11	Suitably trained Marine Staff	Responsible Harbour Staff manage the harbour operations, with job descriptions and procedures (SOPs). SOPs signed off annually by staff. The MCA require evidence of CoC, first aid, fire fighting and sea survival and for these to be revalidated every 5 years. Recorded in MARNIS. Experienced, trained Littlehampton Harbour staff. Commercially endorsed SCV/pilot boat Cox'ns. Annual training programme, including training for seasonal staff at start of season.	HM AHM	Annually and as required
12	Communications - Stakeholder	Promulgate safety advice through Harbour Safety Group. Signs and warnings, e.g. "Speed Limit 6.5 knots". Notices directing no swimming at Fisherman's Quay & footbridge. Harbour Office displays weather forecasts and tidal information in-season on the public notice board. Real time weather reports available on the Harbour website. Weather at Harbour Office available on LHB Website. Admiralty and other charts. Admiralty Pilot and Reeds Almanac. Annual Harbour Guide. Accurate Tidal Information, tide boards throughout the harbour. Reporting CQS and other incidents at stakeholder meetings	HM AHM, Duty Officer	Annual Quarterly & As required
13	General directions and Special Directions	Powers of General Direction in place. Web site, http://www.littlehampton.org.uk with General Directions, weather links, real-time weather observations and safety advice. General Directions to be reviewed and updated in 2024. Special Directions also issued by HM (or AHM or other patrol staff who hold an ID card bearing HM's delegation) to specific vessels to halt or adjust unsafe or unhelpful activity.	HM	As required and annually
14	Guidance for small craft	PWC required to receive safety brief and register details with the Harbour Office. Standing Local Notice for small craft in place and renewed annually. Guidance for Paddle craft published on LHB Website.	HM	As required and annually
15	LPS broadcast (navigation and safety info))	VHF Broadcasts, e.g. announcing commercial traffic movements conducted under pilotage.	Pilot	Per act as required
16	Notices to mariners (Standing)	Number 08 of 2010 – Automatic bilge-pumps Number 13 of 2016 - Notice to Small Craft Number 3 of 2019 - Laying of Fishing Gear Off Number 14 of 2019 Use of CCTV and Video Images for Safety and Security Number 06 of 2022 – Race Marks off Littlehampton Number 02 of 2023 – Safe Transit of Littlehampton Harbour Entrance Jet Skis and Personal Watercraft (PWCs) Management Policy (PWC required to receive safety brief and register details with the harbour office).	HM	As required and annually

		Small Commercial Vessel Policy (required to register and provide details of training and insurance).		
17	Notices to mariners (Temporary)	Local Notices to Mariners, published on web site and by e-mail to distribution list managed iaw GDPR via web hosted campaign manager software	HM/DH M, Duty Officer	As req'd
18	Fire Emergency Plan	Fire Plans for Office and Workshop include annual internal inspection. Fire Afloat Plan within Emergency Plan. Premises are provided with appropriate FFE in each working space. Regular maintenance contract for the servicing and inspection of FFE and alarms. Premises are signed to indicate escape routes. Premises are fitted with a smoke/fire alarm system which is serviced and tested regularly. Procedure when faced with a boat on fire in place.	AHM	Annual internal inspection. Annual review of Plan
19	Availability of latest hydrographic information	Chart BA1991 Ed. 8 2017 incl. multibeam coverage from spring 2020. Published in Port Information booklet and on web site.	HM	As required
20	Controlled vessel movements	Harbour closed for merchant vessel movements and escorts for commercial shipping to prevent conflict with small craft.	Pilot	During pilotage
21	Escort Towage	ERICA available during pilotage within CHA area.	Engineer	Weekly
22	Operational pilot launch	ERICA available during pilotage within CHA area.	Engineer	Weekly
23	Pilotage directions	Pilotage Directions (last updated November 2021) and procedures, including CERS. Pilotage compulsory for all vessels over 60 gt., over 20m and carrying more than 12 passengers or with defects. Erica available to assist Pilotage - Pilot requires advance notice of arrival. Restricted to tidal window. Passage planning on board vessel. Guidance Notes from MCA. Full appraisal of weather conditions. Entry not permitted when visibility dangerously low or wind over Force 5 Southerly. Vessels entering in ballast above F4 at discretion of HM and/or pilot. Max length 79m. PECs issued according to Littlehampton Harbour Pilotage Direction. Additional seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.	HM/Pilot	As req'd
24	Passage planning (Pilot as per National Standard)	Pilotage Record form and Passage Planning chartlet available. Pilotage Directions s.9 – Passage Planning. Littlehampton Harbour Welcome pack /pre arrival sent to captain of every ships captain pre arrival.	Pilot	As req'd
25	Towage guidelines	Implemented and published during 2021 with all non-routine towage assessed by HM or AHM	HM	In place

		(although this is currently not enforced by General Directions)		
26	Training & Authorisation of pilots	Pilotage Training Programme approved by Board.	HM	As req'd
27	Aids to navigation, Provision & maintenance of	LHB Duties, with LARS reports as required, implemented in compliance with guidelines of Trinity House, who inspect and audit annually. Navigation marks regularly checked. Vessel reports followed up. Lit navigation marks in harbour approaches. Retro reflective tape / reflective plates Siting of channel marks. Temporary buoys ready for deployment.	AHM	Quarterly by AHM, Daily by Workshop Staff
28	CCTV coverage	Good CCTV coverage.	AHM	As req'd
29	Safe allocation of berths, depth, available, suitable)	Emergency berth at Old Quay Wharf	HM	As req'd
30	Passenger numbers declared	For vessel with >12pax. Under consideration for other vessels and inland coded services.	HM	Under review
31	Protective fendering	Tyre fendering offered to charter fishing vessels.	AHM	As req'd
32	Harbour/Dock Masters powers	As authorised by: Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended), Merchant Shipping Acts (as amended), Harbour, Docks & Piers Clauses Act 1847, Harbours Act 1964 and Pilotage Act 1987. Local licensing for marine works: - Littlehampton Harbour consent required, after method statement and specific risk assessment drawn up by approved Contractor, environmental impact study, EA and MMO consent. The conditions of the licence will require safe working.	HM/Board	Currently being modified by HRO
33	Operational communications equipment,	Littlehampton Harbour Office monitors channels 71 and 16, during the working day and is on call to the HMCG 24 hours a day. Duty Officer carries the duty mobile phone. VHF available at Workshop and Harbour Office. Portable units available for all staff.	HM	As req'd
34	Byelaws	Littlehampton Harbour Board bye-laws now removed in favour of General Directions now in place.	HM/Board	As req'd. Currently being modified by HRO
35	COLREGS 1972 (as amended)	International Regulations for the Prevention of Collisions at Sea [IRPCS].		
36	Port Operational Guidelines	Fuelling berth subject to Local Authority licence. MCA Certificate requirements for seagoing trip and angling boats. Skippers are responsible and hold MCA certificate of competence. Small Commercial Vessel Management Policy. PWC Management policy. LHB and ADC (as inland passenger Licensing Authority) have adopted Inland Waters Small Passenger Boat Code and SASHMA guidelines.	HM	Annually and as required

37	Hydrographic surveying program	Survey regime as required by Harbour Master. Detailed in Conservancy Policy	HM	Annually
38	Communications dock/jetty and traffic	Linesmen and Pilot to carry VHF.	Pilot	As req'd
39	Mooring plans	Plans circulated to Stakeholder Group and Published in MSMS	HM	Published in MSMS
40	AIS coverage	Available by mobile phone (HM and DHM receive allowance), work ipad and onboard ERICA.	HM	As req'd
41	Hazardous cargoes, vessel defects notification	Notification requirements for hazardous cargo.	HM/Pilot	As req'd
42	Requirement for notification of vessel defects	Notification requirements for vessel defects contained in MPX and Pilotage Directions.	HM/Pilot	As req'd
43	HSE legislation and guidance	Health and safety at Work Act 1974	HM AHM	
44	PMSC compliance - SMS		HM	Annual review with the Designated Person
45	HSE - Safety in docks. Approved Code of practice and guidance	H & S Policy for Harbour staff and PMSC Policy for Port Operations. Risk Assessments carried out and staff to work to SOPs Plant to be operated only by personnel not judged to be competent in its use. LHB to inform divers of underwater hazards, e.g. by the bridge. HSE qualifications and practices. Provide Risk Assessment and Method Statement to HA	HM	Annual review with the Designated Person
46	Hot work	See MarNIS control and LHB SOP 16	AHM	Annually and as required post incident
47	Lone Working and Staff security	See MarNIS control and LHB SOP 2	AHM	Annually and as required post incident
48	Smoking, Alcohol & substance abuse	See MarNIS control	AHM	Annually and as required post incident
49	Bridge	See MarNIS control and LHB SOP 5	AHM	Annually and as required post incident
50	Crane	See MarNIS control and LHB SOP 14	AHM	Annually and as required post incident
51	Fuel dispensing	See MarNIS control and LHB SOP 8	AHM	Annually and as required post incident
52	Fresh water for merchant vessels	See MarNIS control and LHB SOP 9	AHM	Annually and as required post incident
53	Enforcement & Prosecution	See MarNIS control and LHB SOP 12	HM	Annually and as required post incident

List of Harbours, Docks and Piers Clauses Act 1847 sections not in force

Littlehampton Harbour's 1927 Act and subsequent Harbour Revision Orders incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Harbour Master statutory powers concerning the management of the Harbour. For reference, those clauses in the 1847 act not incorporated into Littlehampton's local legislation are included for reference below.

Clause	Clauses 1847 Act that are NOT applicable in Littlehampton Harbour
6	Construction of harbour; dock, or pier, to be subject to the provisions of this Act and one of the Lands Clauses Consolidation Acts
7	Errors and omissions in plans may be corrected by justices who shall certify the same
8	Works not to be proceeded with until plans of all alterations authorised by Parliament have been deposited
9	Clerks of the peace to receive plans of alterations, and allow inspection
10	Copies of plans to be evidence
11	No deviation beyond the limits defined upon plans
12	Works on the shore of the sea not to be constructed without the authority of the Commissioners of Woods and of the Admiralty
13	Before alterations in plans are executed, to be approved of by the Admiralty and the commissioners of Woods
16	Lifboats to be provided by the undertakers
17	Penalty for not providing lifboat
18	A self-registering tide gauge and barometer to be provided by undertakers
19	Penalty for not providing tide guage
25	Rates not to be taken until the works shall be completed
26	Certificate of magistrate to be evidence that the harbour is completed
48	Collector of customs may withhold a clearance to any vessel until the rates paid
84	Byelaws may be enforced by imposition of penalties
85	No byelaws to come into operation until allowed in the manner prescribed, and approved by one of the judges