

**ISSUE No 7, 14th December 2009**

**SALCOMBE HARBOUR BOARD**

**SAFETY MANAGEMENT SYSTEM**

**In Compliance With**

**THE PORT MARINE SAFETY CODE**

**Prepared By:**

The Harbour Master, with Nicholsons Risk Management

## **Harbour Board Members**

Councillor J Brazil - Chairman

Mr C Harling – Vice-Chairman

Councillor R Gilbert

Councillor J Baverstock

Councillor M Hicks

Mr J Barrett

Mr T Bass

Mr R Gilbert

Mr H Marriage

Mr M O'Brien

Mr Peter Waring

# SALCOMBE HARBOUR BOARD SAFETY MANAGEMENT SYSTEM

## IN COMPLIANCE WITH THE PORT MARINE SAFETY CODE

### SUMMARY AND INDEX

**Policy: To have a Safety Management system that is structured, cohesive and auditable.**

#### **A1. Introduction**

Salcombe Harbour Board's constitution, powers and procedures now comply with the Port Marine Safety Code 2009 [PMSC] 4

This document describes the Salcombe Harbour Board's [SHB] Safety Management System comprising the 6 essential elements of policy, organisation, planning, measure, review and record.

#### **A2. Outline Chart of Safety Management System** 5

**1) Policy** -adopting health and safety policies which contribute to business performance while meeting responsibilities to people and the environment in a way which fulfils both the spirit and the letter of the law. 7

#### **2) Organisation**

**2.1** - Establishing a positive organisation or culture which puts the policies into effective practice. 10

**2.2** - Organisation Chart, "Family Tree" 11

**2.3** - Training will also be an inherent part of Organisation 12

#### **3) Planning**

**3.1** - Chart of Planning System, for planning, implementation, standards and procedures 13

**3.2** - Consultation with Harbour Users 14

**3.3** - Assessing risk and then adopting a planned and systematic approach to policy implementation. Risk assessments are the key for judging what safety plans are needed. 15

#### **3.4 Risk Assessments**

Appendix

**3.5** Remove Any Unacceptable Risks 16

**3.6** Management & Control of Significant Risks 18

**3.7.1** Emergency plans 21

**3.7.2** Conservancy, including, with SHDC, licensing 22

**3.7.3** Environment 24

**3.7.4** Management of Navigation 25

**3.7.5** Pilotage 26

**3.7.6** Marine Services 27

**4) Measuring** -measuring health and safety performance against predetermined standards 29

**5) Reviewing** - auditing, monitoring and reviewing the performance so that lessons are learned from all the relevant experience and are effectively applied. 30

Training and education are implicit as part of good safety management.

**6) Recording and publishing** –maintaining a record of due diligence. 30

The Board is responsible for policy. The Harbour Master is responsible for the organisation and the facilities. The Staff implement the policy. Together these three categories form the system that puts policy into effective practice.

# **THE SALCOMBE HARBOUR SAFETY MANAGEMENT SYSTEM**

## **A1 - INTRODUCTION**

### **Background**

The Port Marine Safety Code (PMSC) was first published in March 2000 and revised by the Department of Transport in 2009. 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 which they have to run their harbours safely.

### **Salcombe Harbour Authority**

The overarching plans and policies of the Harbour are contained in the Salcombe Harbour Authority Strategic Business Plan (2007-2011). They aim to discharge the roles and statutory duties which are placed on the Harbour by the Pier and Harbour [Salcombe] Confirmation Act 1954, and which are empowered by the Act.

The Statutory Harbour Authority for the Salcombe/Kingsbridge Estuary is the South Hams District Council. The Council has set up the Salcombe Harbour Board, which makes recommendations for approval by the full Council.

The terms of reference of the Salcombe Harbour Board are to administer Salcombe Harbour in accordance with the 1954 Act, the recommendations of the Municipal Ports Review (2006) and the policy of the Council, and to advise the Council on riparian matters affecting the Harbour, subject to overall control of staffing and finance by the Council.

The 1954 Act is based on the 1847 Harbours, Docks and Piers Clauses Act that gives the Harbour Master certain statutory powers concerning the management of the Harbour. Additionally, the 1964 Harbours Act provides for the operation to be self-financing with the Authority able to fix its own rates in order to pay for the work to be done.

### **The Aim of This Document**

The aim of this document is to describe and direct how the Salcombe Harbour Board complies with the PMSC and how it will continue to do so.

### **Managing Salcombe Harbour - The Safety Management System**

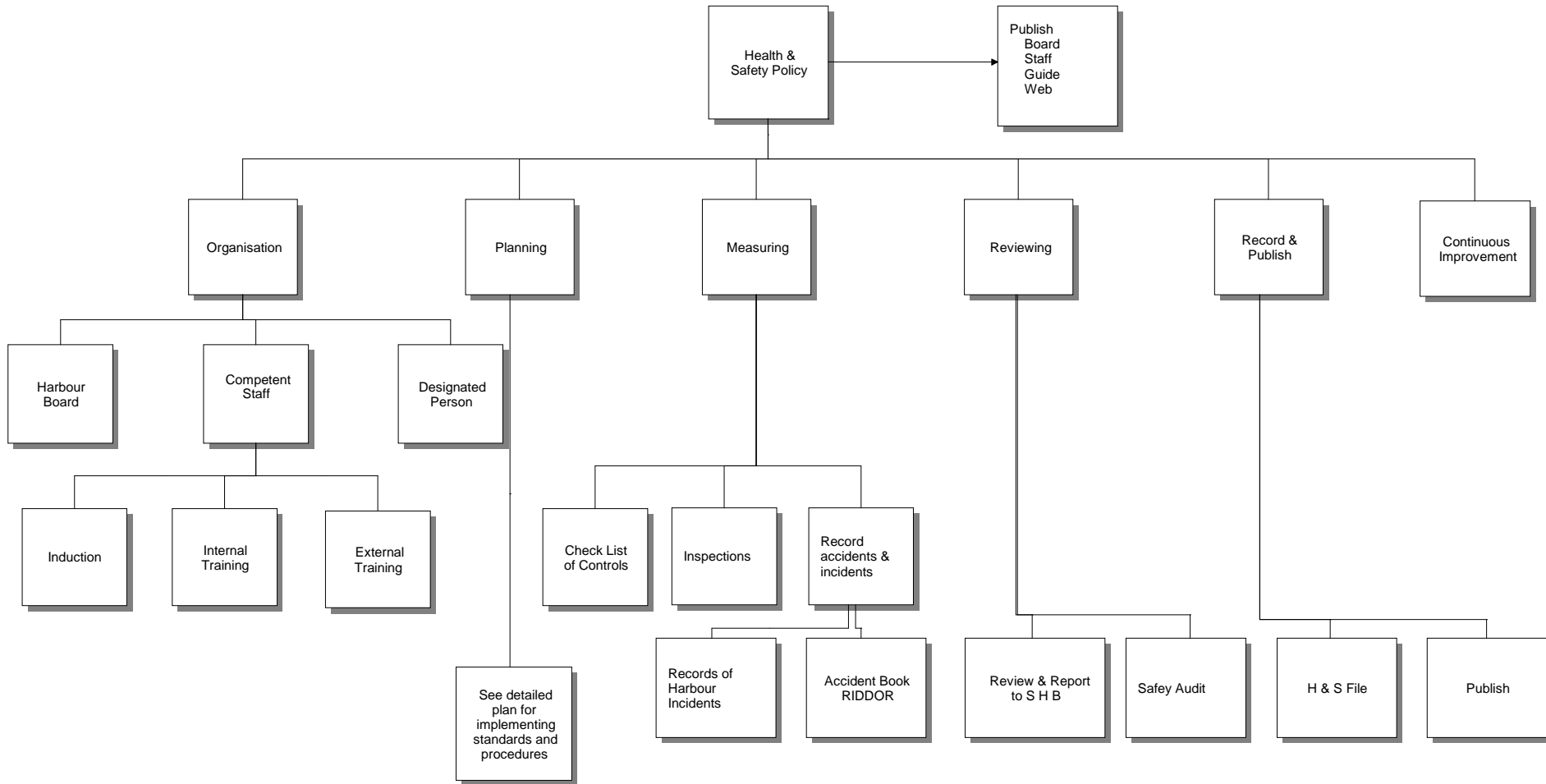
The Salcombe Harbour Board is a safety conscious and a publicly accountable board. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment

The Salcombe Harbour Board is the designated Duty Holder in accordance with the Port Marine Safety Code.

It has an established Safety Management System, the components of which are shown diagrammatically on Page 5.

The safety procedures that form the plan to implement the safety system are set out on Page 4.

# A2 - OUTLINE CHART OF SAFETY MANAGEMENT SYSTEM



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:

- Salcombe Harbour Authority Strategic Business Plan (2007-2011)
- Salcombe Harbour Authority Annual Report (2009)
- Salcombe Harbour Authority Policy Document (2000)
- Salcombe/Kingsbridge Estuary Environmental Management Plan (2005-2010)
- The Pier and Harbour [Salcombe] Confirmation Act 1954
- Salcombe Harbour Board Byelaws (2009)
- Salcombe Harbour Health & Safety at Work - Policy, Orders and Risk Assessment (2001)
- Salcombe Harbour Safety Controls (2009),
- Local Notices to Mariners and Harbour Publications, such as the Salcombe Harbour Guide
- Salcombe Harbour Emergency Plan
- The Oil Spill Response Plan (OPRC) and the Estuary Pollution Plan (EA)
- Salcombe Harbour Waste Management Plan
- Admiralty Chart 28 and 5602.10 (23-11-2000)

# **1. POLICY - SETTING A STANDARD**

South Hams District Council and Salcombe Harbour Board are committed to running a safe, efficient and welcoming harbour that caters for the needs of the local communities, visitors and the environment. The six core principles that underpin all the activities of the Harbour Board are safety, stakeholder involvement, value for money, environmental stewardship, catalyst for substantial economic development and support for local employment. SHB will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. It will ensure the safety of their Harbour by exercising their statutory conservancy functions to a high standard. It will regulate the use of the harbour by maintaining appropriate byelaws and ensuring that these and other statutory regulations are enforced. The board will ensure such marine services as are required for the safe use of their Harbour are available and are maintained and operated to a high standard. The board will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

The Policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation. SHB shall identify, quantify and manage the significant marine risks associated with Salcombe Harbour. This will ensure there is proper control of movements of all vessels by regulating the safe arrival, departure and movement within the harbour. Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or risk exceeding powers. Plans and reports shall also be published as a means of improving the transparency and accountability of harbour authorities, as well as providing reassurance to the users of port facilities. SHB shall consider past events and incidents; to recognise potential dangers and the means of avoiding them.

## **Salcombe Harbour Board is committed, specifically;**

- To ensure that the best channels for navigation are determined, marked and monitored.
- To monitor lights and marks used for navigation within their jurisdiction.
- To provide hydrographic surveys of the estuary when required for the maintenance of up-to-date charts (including charts of all moorings).
- To have an effective system for promulgating navigation warnings affecting the Harbour.
- To consider the effect of weather on harbour safety and promulgating warnings as required.
- To carry out all its functions with special regard to the possible environmental impact, protecting the character of Salcombe and Kingsbridge Estuary.
- To consider the effects on harbour safety of proposed changes in use or harbour works.
- To maintain an up to date set of byelaws in consultation with port users and enforce them

so as to effectively regulate harbour use.

- To enforce all relevant statutory Harbour legislation, Health and Safety regulations, the Merchant Shipping Act and Harbour byelaws as necessary.
- To license and control of all moorings and to designate suitable anchorages within Harbour limits.
- To provide suitable resources to deliver effective marine services such as the provision of harbour patrol craft.
- To operate efficiently and safely the Harbour workshops, machinery, plant, equipment, Harbour vessels, mooring berths, pontoons, boat parks and the Fishermen's Spur.
- To ensure that suitable plans for emergency situations are maintained and regularly updated and exercised.
- To keep the duties and powers under review.

SHB shall also:

- confirm the roles and responsibilities of key personnel at the harbour authority;
- outline present procedures for marine safety within the harbour and its approaches;
- measure performance against targets, after building a database recording incidents, including near misses;
- refer to emergency plans that would need to be exercised; and be audited on an annual basis

**All employees have a duty to;**

- Comply with all harbour safety procedures laid down by Salcombe Harbour Board.
- Ensure that marine operations are undertaken in a safe manner.
- To report hazard, risk, accident, incident or near miss to the Harbour Safety Officer.

**Harbour users operating both commercially and for pleasure are responsible for;**

- Their own health and safety and that of other harbour users who may be affected by their acts or omissions.
- Complying with byelaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

**Health and Safety Management System;**

The Salcombe Harbour Board has adopted a health and safety management system in compliance with the principles set out in the Port Marine Safety Code.

The health and safety management system includes policies for emergency plans, conservancy,

environment, management of navigation, pilotage and marine services.

### **Nominated Harbour Safety Officer**

The Harbour Master is the Safety Officer. In his absence urgent harbour safety matters should be referred to the Assistant Harbour Master.

### **Emergencies in the Harbour**

Emergencies where life is in danger must be notified at once to the Coastguard by dialing 999 or through VHF channel 16.

Other emergencies should be notified to the duty harbour master by the quickest available means.

The nearest hospital is South Hams Hospital, Plymouth Road, Kingsbridge, 01548 852349

### **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, phone 01548 843791

The reports will be used to help in assessment of the effectiveness of the harbour safety management system.

Adopted by the Board

**2 February 2010**

## **2. ORGANISATION**

### **Accountability and Responsibility - The Duty Holder and the Designated Person**

The Salcombe Harbour Board set the policy and the strategy. The Harbour Master and staff provide the means of implementing the Policy.

Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues is to be minuted. The Board are responsible for deciding where risks are to be insured, disclaimers issued and notices displayed

The delegation of responsibility is contained in the detailed job descriptions for all harbour staff. The organisation of the harbour staff is shown in the Organisation Plan on Page 11.

The “Designated Person” as described in the PMSC is Nicholsons Risk Management Limited.

### **Competence Standards**

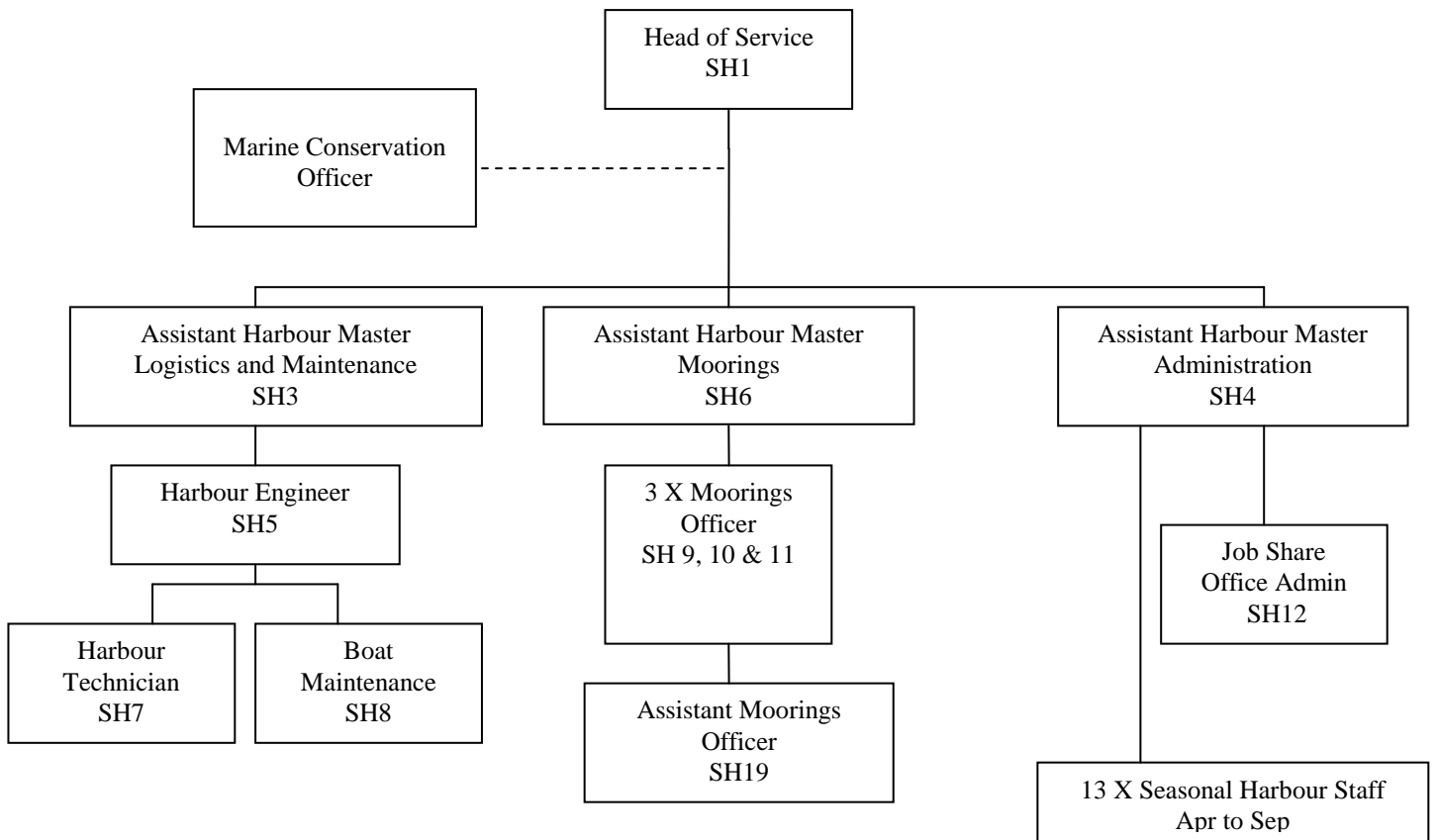
SHB shall assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation.

Employees of the Harbour are recruited and selected on their suitability to fill their job descriptions. Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. Reports on harbour office staff are held in confidential personnel files in the harbour office.

### **Recruitment**

The Harbour Master recruits suitably qualified staff to fill the roles set out in the following Organisation Plan

## 2.2 SALCOMBE HARBOUR AUTHORITY – ORGANISATION PLAN



## **2.3 TRAINING POLICY**

It is recognised that the successful implementation of the Harbour's Safety Management System can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

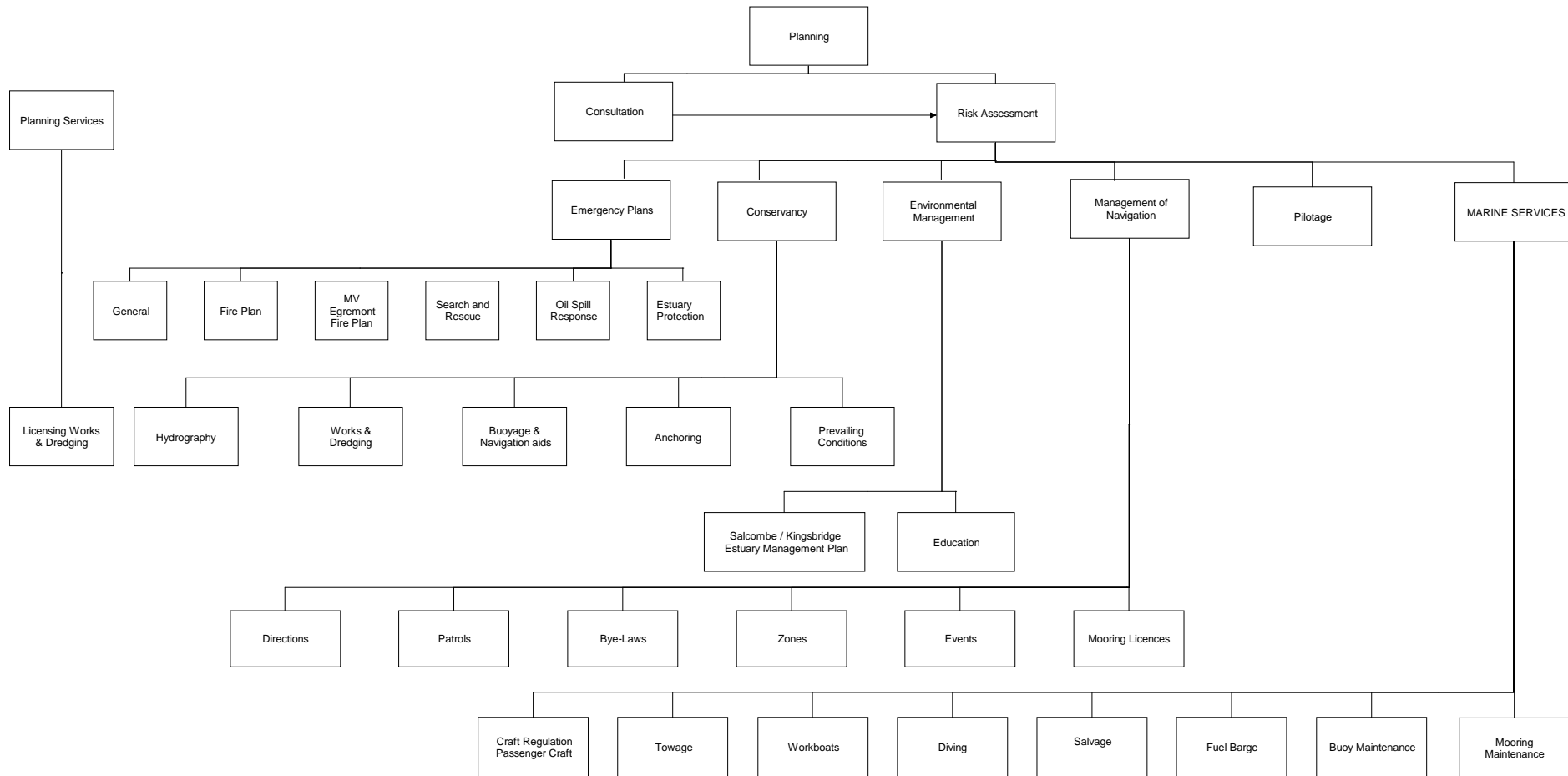
The training policy is to undertake training where appropriate for all members of staff in order to provide the services required by the Authority and expected by the stakeholders. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfill their roles within the organisation.

- Safety training is regarded as an indispensable ingredient of an effective Port Marine Safety Management System and programme as it is with Health and Safety matters. It is essential that all involved in the safe management and operation of the port will be trained to perform their operations safely
- The main training profile for the Harbour Board is to ensure that all members of staff are qualified to operate all the SHB launches and the many items of equipment utilised in the daily operation of the harbour. This includes the re-validation of these qualifications. Training is seen as continuous to meet the ever-increasing demands made on SHB.
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Members of staff are trained both internally and externally to achieve the requisite level. Once achieved, the staff member will then be streamed according to the needs of the service centre and his proven skills
- Due to the seasonal nature of the work undertaken by the service centre, most of the harbour staff perform service delivery duties during the summer months and maintenance operations during the winter months. Both aspects require training.
- Records of training show clearly the type and the date of training received, planned dates and required but no date yet fixed.
- Newly recruited personnel whose duties require them to go afloat require a minimum qualification of RYA Powerboat 2. These personnel will be trained locally to drive the vessels operated by the SHA, this will include the requirement to be qualified as a licensed Boatman.
- There will be induction training for seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code.
- The importance of "on the job" training in the workplace should not be underestimated as it forms an invaluable part of the overall training requirement.

### **Team Briefing**

Regular team briefs are held to ensure good communications and quality, both in service and in delivering health and safety.

# 3.1 PLANNING - RISK ASSESSMENTS AND SAFETY MANAGEMENT



## **3.2 - CONSULTATION**

Consultation with harbour users continues through public meetings and through the harbour community forum to members of the Harbour Board who represent those groups as recommended in the Municipal Ports Review and the Guidelines for good governance.

### **Consultation Process**

1. To ensure that the Harbour Board has strong and direct links with both harbour users, local communities and other external organisations with an interest in the Salcombe-Kingsbridge Estuary, a formal consultation mechanism has been set up. Four not-for-profit community groups have registered their interest to work with the Council in relation to its future Harbour activities:
  1. The Salcombe and Kingsbridge Estuary Association
  2. The Salcombe - Kingsbridge Estuary Conservation Forum
  3. The Kingsbridge Estuary Boat Club
  4. The South Devon and Channel Shell Fishermen
2. The four groups are recognised as ‘Harbour Community Fora’ and form part of a formal consultation mechanism for the Harbour Board.
3. The list of three groups is not exhaustive and it is anticipated that further community groups be recognised and added as time progresses.

Consultation is a continuous and wide-ranging process. It includes meetings with Salcombe Yacht Club, the Estuary Conservation Forum and the Harbour Newsletter.

### **3.3 RISK ASSESSMENT**

**It is the policy of the Salcombe Harbour Board 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 Salcombe Harbour Authority are covered in specified areas, for each of which there were drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive.

These comprehensive risk assessments have been, revised where necessary and then endorsed by the Harbour Master on 9<sup>th</sup> December 2009.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to as low as reasonably practicable. 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 process of compiling the risk assessments is shown in the enclosed flow chart.

Each hazard is given a likelihood rating between 1 and 3; 3 being the more likely.

Against each hazard the severity of harm has then been assessed, both in terms of direct injury to people and environmental damage, again using a scale of 1 to 3.

For personal injury a “score” of 3 represents a major injury or a fatality.

For environmental damage, 3 is given if regional assistance is required.

#### **Significant Risks**

Significant risks are identified by those activities that attract a score of 6 or more. These risks must be mitigated by the implementation of specific control measures.

If for any reason the safety management system identifies 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.

#### **Risk Controls**

The safety controls for the risks identified, listed on pages 17 to 20, are to be reviewed and amended where necessary.

## **3.5 - REMOVE UNACCEPTABLE RISKS**

### **THE GREATEST RISKS IDENTIFIED IN THE RISK ASSESSMENTS**

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.

### **CONTINUOUS IMPROVEMENTS**

Nevertheless, the Harbour seeks to make continuous improvements. The priorities identified by the Harbour Master for next year and now published are:-

1. Commission Batson pontoons.
2. Install public landing pontoons at the head of Frogmore Creek.
3. Dredge Kingsbridge basin, access to Winter Boatyard and the Batson Creek channel.
4. Improve berthing at Kingsbridge by using recycled pontoons.
5. Enforce the mooring policy allocating moorings to those who pay local Council Tax.
6. Publish the Port Marine Compliance document on the Salcombe Harbour web site.
7. Consult with the public over the options for improving the Whitestrand and the Normandy pontoons, with a view to placing contracts in 2011 and building in 2012.
8. Customers with a mooring licence are being asked to confirm that the mooring tackle has been inspected and maintained where necessary
9. Training:
  - Bring the training records up to date.
  - Find a practical way of refreshing First Aid training.
  - Carry out advanced training in workboats.
  - Method Statements: Review, sign off, date by HM and check that employees have recorded that they have read and understood those relevant to their activities.
10. Apply the updated list of safety controls to each risk assessment.
11. Continue to seek ways of informing and educating harbour users on safety issues, such as wear lifejacket, don't drink and drown and the dangers of venturing outside the harbour.

Continue to press the Yacht Club to require adequate personal buoyancy to be worn by all competitors in boats that might capsize, including those sailing yawls.

Publish articles in Yawl Magazine and Harbour Guide

12. Batson Creek car park's use for winter boat park to be reviewed by the Council's Policy and Development Group.
13. If the Jubilee Pier is taken out of commission to enable repairs to be completed, manage the increased traffic at Whitestrand during construction works.
14. Consider creating a buoyed channel to replace Black Rock Beacon, when funds available.

### **3.6 - MANAGEMENT OF SAFETY CONTROLS – CHECK LIST**

<b>TYPE OF CONTROL</b>	<b>DETAIL OF CONTROL</b>
Navigation Buoys Etc	<p>“Conservancy Duties” as implemented through the Salcombe Harbour policies, in compliance with Trinity House guidelines and their software package, PANAR. The annual audits continue. Set and meet Salcombe Harbour Board performance indicators.</p> <p>Navigation lights on quays and on Whitestrand and Normandy pontoons, the RNLI slipway, Batson, Ferry landing and the Castle Point and Scoble transit.</p>
Patrol Boats	<p>Salcombe Harbour patrols, backed up by Water Taxi and Night Security Patrol, to give, almost a 20/24 hour coverage in the summer months and 8/24 during the winter.</p> <p>Periodic patrols by police afloat in SHB boat.</p> <p>Police and UK Borders Agency deal with drugs, crime, theft, immigration and customs -. Devon Sea /Fisheries.</p>
Notices	<p>Notice Board at Harbour Office, including weather forecast.</p> <p>Signs, e.g. “Speed Limit 8 Knots”</p> <p>Byelaws displayed on Notice Boards, on web and at launching locations.</p> <p>Information and warning notices on some quays and pontoons–RNLI 2007 format for beach notices.</p> <p>Information, advice and warnings in RNLI format on launching slipways.</p>
Publications	<p>Annual Harbour Guide. Annual Report.</p> <p>Notices to Mariners published on HO notice board, on web, to e-mail subscribers and on YC notice board.</p> <p>Admiralty and other charts, Macmillan Reeds.</p> <p>Web sites <a href="http://www.salcombeharbour.co.uk">www.salcombeharbour.co.uk</a> and <a href="http://southams.gov.uk">southams.gov.uk</a> include papers and minutes of SHB meetings</p> <p>Annual Harbour Newsletter and contributions to those of Yacht Club, Yawls and Rial News</p>
Personal, Protective Equipment	<p>Life jackets – worn by harbour staff when afloat</p> <ul style="list-style-type: none"> <li>– carried by racing boats as ISAF Rules of Racing</li> <li>– worn as Club rules for all but yawl racing</li> <li>– MCA advice on Safety at Sea, but no legal compulsion</li> <li>– One for each passenger on SHB licensed vessels</li> <li>– Waterproof suits for those working on foreshore moorings.</li> </ul> <p>Workshop hard hats, masks, boots, gloves, goggles and ear defenders. Boots, gloves, wet weather gear and dry suits for environmental work. High visibility jackets.</p>
Access and Guards	<p>No requirement for guards of any sort on private pleasure craft.</p> <p>No requirement for inspection of fishing boat or equipment if under 12m</p> <p>Quays are not normally guarded, as this would negate their function as loading and unloading points. Quays are often unlit.</p> <p>Slipways are subject to a routine inspection and are cleaned of weed.</p> <p>Scrubbing: Identification of sacrificial scrubbing sites. Directions to allocated quays and beaches. Fencing round boat parks for winter storage.</p> <p>Salcombe Harbour boats equipped for safe operation. Those carrying passengers are licensed by South Hams DC.</p> <p>The workshop machinery has the necessary guards.</p> <p>Fire alarms and fire extinguishers in harbour offices and workshops.</p>
Inspections of Harbour machinery	<p>LOLA: Six month Inspection by qualified engineer. Twelve month inspection by insurance company</p> <p>PUWER: Power tool inspection – by Zurich’s engineers</p> <p>Electrics – Annual Council organised PAT inspection of electrical equipment. The Council’s electrician has inspected electrical installations of office and workshop in 2009. Legionella inspection</p>
Hydrographic Survey	<p>As Conservancy Duties and as agreement with the Hydrographic Office.</p> <p>The Bar and the leading line surveyed in 2007</p> <p>Batson Channel surveyed and dredged in 2009</p>

<p>Qualification Or Permits</p>	<p>No licence or permit required to sail in Salcombe Harbour; just payment of harbour dues.          Powered craft are not subject to any official safety check.          Fishermen need no requirement or qualification, training or assessment of ability.          Fuel barge subject to licensing by Devon County Council.          Any diving within the harbour requires permit granted by Harbour Master.          HSE Commercial Diving standards and practices for professionals          The general public has no right to shoot over the foreshore, but the Kingsbridge and District Pigeon Shooting Club are given a Council licence.          Shotgun Licences.          License, conditional on carrying out maintenance, required to lay a mooring.          Salcombe Harbour licence required, after FEPA consents, for work on foreshore, private jetties, hards and sea defences. Only granted if the work is within the Environmental Code of Practice. The conditions of the licence will require safe working.          No dredging other than by contractors approved by the Harbour Master.          MCA Certificate requirements for trip boats venturing outside the Harbour Limits and for boats carrying more than 12 passengers.          Ferry boats, trip boats and hire boats (Under 12 people) as HM, acting for South Hams DC, Licence Requirements.          Vessels and Skippers of chartered boats venturing outside the Harbour as MCA Codes of Practice.          Ferries operating in the Harbour up to 12 passengers must have SHDC Boat and Boatman's licenses.          Vessels wanting to dry out must book in advance with the office.          Experienced workshop staff, with some formal qualifications.          See Training spreadsheet for other courses and qualifications          Contractors working on Council land, winter boat storage area, require to be on the approved contractor list.</p>
<p>Supervision &amp; Instruction</p>	<p>Responsible Harbour Staff manage the harbour operations, with job descriptions and operating procedures.          The public need no qualification, training or ability          Responsible organisers such as the sailing clubs and the sailing schools, with responsible race officers, (who may be RYA qualified), as recorded in their risk assessments.          Choice of suitable boats; no catamarans, cruisers or sports boats racing in the Fairway.          Choice of suitable race areas, particularly for juniors.          Safety boats.          Kingsbridge and District Pigeon Shooting Club rules.          The boatyards in Salcombe Harbour appear to be well and responsibly managed. They must comply with HSE law and regulations.          Code of Practice is issued by The Yacht Harbours Association.          The skippers of trip boats are responsible and competent.          Most of the slipways are supervised in the Summer. Boat park attendant now works all year around to supervise slipway and winter storage operations during winter months.          The workshop is managed by the experienced Assistant HM Logistics and Maintenance. Environmental activities and guided walks are managed by the Marine Conservation Officer, who gives a formal Health and Safety briefing.</p>
<p>Harbour Operating Procedures</p>	<p>16 SHDC Operating Procedures, reviewed annually.          Tier 3 booming plan ( D. B. Howells reviews annually). Tier 1.          Clothing and equipment.          Alder &amp; Allan Ltd retained as Oil Pollution Response Consultants.          Use of SHB vessels - guidance to staff          Vessel operating procedures, duty boatman, towing, barge, speed limit enforcement, boat park, lifting, lone working, Maintenance of deep water and of foreshore moorings and pressure washing.          Harbour Patrols, Harbour Taxi and Collection of Dues          Work experience</p>

	<p>Guided Walks &amp; Activities</p> <p>Maintained moorings - record of maintenance cycle. Design of attachment of South Sands season moorings now improved.</p> <p>Litter pick up.</p>
Command, Control & Coms	<p>Harbour Office monitors channels 12 and 14 during the working day and the Harbour Master is on call by telephone to the MCA 24 hours a day.</p> <p>Torbay Council provide out of hours call out procedure and monitoring of lone working.</p> <p>Mobile phones issued to all staff who are not office based.</p> <p>Channel 16 available throughout the estuary, via the Orange mast.</p> <p>Wi-fi available for visitors.</p>
Environment	<p>Limits set on swinging moorings and on pontoons.</p> <p>Visitor pontoons piled – reducing seabed scouring.</p> <p>Port Waste Management Plan, MCA approved</p> <p>Sewage pump out facility for holding tanks.</p> <p>Local Planning authority, the Environmental Agency and Duchy of Cornwall are always consulted before a licence to work is granted.</p> <p>SHB environmental management systems implemented through the Environmental Officer. See emergency plans below.</p>
COSHH	<p>Paints Strippers, Extractor fan for welding fumes</p> <p>Slipway cleaner (not bleach)</p> <p>Domestic quantities of fiberglass resin and hardener.</p>
Law	<p>1847 Harbours, Docks and Piers Clauses Act</p> <p>The Pier and Harbour [Salcombe] Confirmation Act 1954, the 1964 Harbours Act and the Health and Safety law and regulation.</p> <p>HSE Regulations on Diving At Work.</p> <p>International Regulations for the Prevention of Collisions at Sea [IRPCS]</p>
Bye Laws	<p>Salcombe Harbour bye laws modified (2008), Including Care &amp; Caution, the 6 and 8 knot speed limits, insurance requirements and permit display.</p> <p>Kite windsurfing and water skiing are never permitted. Windsurfing in July and August is not permitted between the Marine Hotel and the Fuel Barge</p> <p>Salcombe Harbour Nature Reserve bye laws</p> <p>Public Health Act (Amended 1964) re SHDC boat and boatman licensing.</p>
Direction	<p>Specific, not general, as authorised by the 1954 Act and by Council decisions.</p> <p>Rules of Racing, ISAF. Risk assessments for events agreed with Harbour Master. Numbers for events limited.</p> <p>No swimming permitted in the anchorages or across the harbour.</p>
Harbour Policy	<p>SHB's PMSC compliance policy, Strategic Business Plan, Salcombe Harbour Authority Policy Document and S &amp; K Environmental Management Plan</p>
H & S Policy	<p>Council H &amp; S Policies for Harbour and for staff</p>
H & S Management System	<p>Management System</p> <p>Maintenance of premises.</p>
Training Programme	<p>Induction and training programme.</p> <p>Training records</p>
Emergency Plans	<p>Salcombe Harbour Fire Plan, and specific plan for MV Egremont- reviewed in 2007 with Fire Services and SHB.</p> <p>Salcombe Harbour Emergency Plan – Reviewed 2008</p> <p>The Oil Spill Response Plan (OPRC) and the Salcombe Kingsbridge Estuary Booming (Pollution) Plan (EA) – Reviewed 2008</p> <p>Regulated VHF procedures and channel allocation</p> <p>H M Coastguard and RNLI emergency plans and resources, including all weather Lifeboat and inshore life boat from Union St boathouse, slipway and pontoon</p> <p>Harbour Offices: Fire drill and fire practices</p> <p>First aiders “Emergency First Aid” trained in 2006 and first aid boxes.</p> <p>Life saving apparatus, lifebuoys and boarding ladders, located at quays, slipways, boat parks and pontoons.</p>

### **3.7.1 EMERGENCY PLANS**

#### **Emergency Policy of Salcombe Harbour Board:**

**The safety management system will include preparations for emergencies  
– and these should be identified as far as practicable from the formal risk assessment.  
Emergency plans need to published and exercised.**

#### **Emergency Organisation and Management Responsibility**

The Salcombe Harbour emergency plans detail the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies.

They are held by all emergency services and local authorities.

The various emergency plans, in addition to the general Salcombe Harbour Emergency Plan, comprise:-

- Salcombe Harbour Fire Plan,
- Specific fire plan for MV Egremont
- The Oil Spill Response Plan (OPRC) and the Salcombe Kingsbridge Estuary (Pollution) Plan (EA)
- H M Coastguard and RNLI emergency plans and resources, now including both an all weather Lifeboat and an inshore lifeboat.
- Life saving apparatus located at quays, slipways, boat parks and pontoons
- Harbour Office and Harbour Workshop:
  - Fire drill and fire practices
  - First aiders and first aid boxes.
  - Procedure to call Emergency Services
- Mud Rescue Plan.

The emergency response relies on the regulated VHF procedures and channel allocation. It has been much improved now that channel 16 can be received in Salcombe Harbour.

## **3.7.2 - CONSERVANCY**

### **Conservancy Policy of Salcombe Harbour Board:**

**A. SHB recognises its a duty to conserve the harbour so that it is fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it.**

**B. SHB will aim to provide users with adequate information about conditions in the harbour.**

**C. SHB recognises the extent of its duty and powers as local lighthouse authority; and specific powers in relation to wrecks.**

### **Conservancy Organisation and Management Responsibility**

#### **Hydrography.**

Hydrographic records of dredged channels in the harbour are maintained by the harbour office.

The Hydrographic Office receives all hydrographic information and Local Notices to Mariners produced by the Harbour. A formal agreement with Hydrographic Office has now been reached.

The data on the newly dredged Batson Channel will be given to the Hydrographic Office once all dredging has been completed.

Admiralty Chart 5602.10 Salcombe Harbour is kept up to date.

#### **Works and Dredging Licences.**

The Harbour has regulations and conditions for the issue and control of works licences. No dredging, other than in exceptional circumstances, is undertaken other than by Salcombe Harbour Authority or by its contractors.

#### **Buoyage and Navigation Aids.**

The harbour has a comprehensive, well maintained and modern system of aids to navigation based on risk assessment and installed in consultation with Trinity House. The routine inspection and maintenance regime is laid down and records are kept.

Bass Rock buoy was laid in January 2004 to aid navigation at the entrance to the harbour. This now appears on the latest Salcombe chart.

#### **Anchorage.**

Anchorage are shown on Chart 5602.10 and their operation is subject to risk assessment and review. The anchorages and the areas where not to anchor are promulgated in annual publications.

#### **Prevailing Conditions.**

The Met Office's Shipping Forecast and their 2 Day weather forecasts are displayed at the harbour office and updated daily. Information is readily available in the media and on the web.

### **3.7.3 - ENVIRONMENT**

#### **Environment Policy of Salcombe Harbour Board:**

**SHB recognises its duty to exercise its functions with regard to nature conservation and other related environmental considerations.**

#### **Environmental Management Plan.**

The policy and functional objectives for managing the Salcombe-Kingsbridge estuary as a marine Local Nature Reserve (LNR) and marine Site of Special Scientific Interest, within a designated Heritage Coast and Area of Outstanding Natural Beauty, in an environmentally responsible and sustainable way are contained in the Salcombe / Kingsbridge Estuary Environmental Management Plan.

Limits have been set on the total number of moorings and pontoons.

The Harbour Authority have adopted their Waste Management Plan. The Harbour has an Environmental Management System. There is now a sewage pump out facility for holding tanks.

The Harbour Authority's Marine Conservation Officer maintains good liaisons and working links with English Nature and the Environmental Agency, who are consulted on potentially damaging operations (PDO's) before a licence to work is granted.

There are several special emergency plans drawn up to deal with accidents that might potentially threaten the environment

#### **Education.**

The harbour has a Marine Conservation Officer with an ongoing programme of environmental education, both formal and informal. This includes a very wide range of awareness raising initiatives, including interpretation boards, information leaflets, illustrated talks and guided walks throughout the estuary.

The Marine Conservation Officer provides close formal links with schools and universities and more informal links with local community and special interest groups in the area.

All known educational activities in the harbour are subject to risk assessments and are led by qualified staff.

## **3.7.4 - MANAGEMENT OF NAVIGATION**

### **Policy for Management of Navigation:**

- A. Salcombe Harbour Board has rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.**
- B. Salcombe Harbour Board recognises its duty to make proper use of powers to make byelaws, and to give directions and to regulate all vessel movements in its waters.**
- C. These powers shall be exercised in support of the policies and procedures developed in the authority's safety management system, and should be used to manage the navigation of all vessels.**
- D. Salcombe Harbour Board has clear policies on the enforcement of directions, and should monitor compliance.**
- E. If they were appropriate in a particular case, the powers of direction should be used to require the use of a port passage plan.**

### **Management of Navigation Organisation and Management Responsibility**

#### **Plan: Directions and Port Passage Guidance.**

There is no standing requirement for any vessel in Salcombe Harbour to file a port passage plan. Special directions are issued when the situation requires such as movement of sail training vessels and others constrained by their draft.

#### **Patrols.**

The Harbour maintains a comprehensive patrol presence on the Harbour to enforce byelaws and other directions. There is, effectively, a 24 hour emergency call out system in operation.

#### **Byelaws.**

The Salcombe Harbour Board has byelaws, revised in 2008, that provide effective control measures to manage the hazards identified in the risk assessments. The byelaws have been reviewed and submitted to the DTLR.

#### **Events.**

The Harbour Master works closely with all sailing clubs and organisations who use the estuary. Special arrangements are made to promote the safety of the events they run.

#### **Moorings.**

The Salcombe Harbour Authority maintains moorings to a high standard on behalf of the Salcombe Harbour Board.

Procedures are laid down for the safe operation of the mooring barge.

Conditions for mooring licences, issued by the Harbour, require that all moorings are fit for purpose and are inspected annually.

## **3.7.5 - PILOTAGE**

### **Policy for Pilotage:**

**Salcombe Harbour Board has a duty to keep the need for pilotage and any service provided under constant and formal review.**

### **Organisation and Management Responsibility**

The Salcombe Harbour Authority is not a Competent Harbour Authority (CHA), but is a Statutory Harbour Authority (SHA). It does not, therefore, have any powers to conduct or require pilotage.

The comprehensive risk assessments now carried out have not revealed the need for Salcombe Harbour Board to seek any powers of pilotage.

## **3.7.6 MARINE SERVICES**

### **Policy for Marine Services:**

**A. Salcombe Harbour Board's safety management system shall cover the use of harbour craft and the provision of moorings.**

**B. The formal safety assessment shall be used to identify the need for, and potential benefits for safety management, of harbour craft.**

**C. Salcombe Harbour Board shall ensure that Salcombe Harbour Authority vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.**

**D. Salcombe Harbour Board shall ensure that byelaws and the power to give directions are available for these purposes.**

### **Marine Services Organisation and Management Responsibility**

#### **Craft Regulation**

- MCA Certification is required for commercial vessels, including trip boats, venturing outside the Harbour Limits.
- Passenger vessels, including ferryboats, (Under 12 people) need a South Hams DC Licence.
- Vessels and Skippers of chartered boats venturing outside the Harbour are regulated according to MCA Codes of Practice.
- Ferries carrying no more than 12 people must have SHDC Boat and Boatman's licences. Those carrying more than 12 must have MCA certification

#### **Towage**

Only those staff who have successfully completed a towage training course are permitted to take vessels in tow.

#### **Workboats.**

There are procedures for the safe operation of harbour launches based on the risk assessments.

#### **Diving**

Any diving within the estuary requires a permit to dive signed by the Harbour Master.

HSE Commercial Diving standards and practices for professionals.

#### **Dredging**

Dredging is only carried out by contractors approved by the Harbour Master.

## **Salvage**

Only suitably experienced staff would be allowed to get involved in a salvage operation.

## **Fuel Barge Afloat**

The fuel barge located in the estuary is subject to an annual SHDC or Devon County licence to sell petrol and DERV. The Harbour Master's approval is required before any licence is issued or renewed.

The conditions of the licence are being reviewed. His permission is also required before the barge is ever moved.

## **4. MEASURE COMPLIANCE**

### **Recording Accidents and Incidents.**

An incident log is maintained on the Harbour Office computer. Records are kept of all accidents, incidents and oral complaints that come to the attention of the Harbour Authority. Any follow up action that may be required is recorded. Written complaints and replies are held on file. Major incidents are subject to immediate review to establish cause and to validate control measures.

### **Safety Inspections and Checklist of Controls.**

There is a calendar for the review of safety topics.

There is also a checklist of control measures.

## **5. REVIEW**

SHB 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 SHB 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, the Council's Health and Safety Officer and/or the MAIB, to the chief inspector and any other appropriate authorities, by the quickest means available.

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 noncompliance.

## **Annual Review and Report.**

An audit of the Safety Management System will be conducted each year by Nicholson's Risk Management and an overview of accidents and failures during the year, with recommendations for addressing shortcomings, will be reported to the Board each year.

Notwithstanding this report, the system will be kept under continuous appraisal and immediate action taken where shown necessary.

Once every three years, the MCA will ask the duty holder to confirm in writing if SHB is complying with the Port marine Safety Code.

## **6. RECORD AND PUBLISH**

### **Records**

**The Harbour is careful to maintain due diligence records. This 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 SHB's commitment to maritime safety and ensure the involvement of harbour users, the safety plan for marine operations shall be published every year at an SHB meeting open to the press and the public.**

The 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 SHB, as duty holder, will also publish 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.