

Yarmouth (Isle of Wight) Harbour Commissioners



Marine Safety Management Manual

In accordance with

The Port Marine Safety Code and the Guide to
Good Practice on Port Marine Operations

1. VERSION CONTROL

Issue	Version	Issue Date	Comments and alterations/changes	Initials
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12	02.0	27/03/2019	Updated 6.1, 8.1 and 8.2	SN
12	03.0	22/ 10/2019	Updated 5.3, 9.1 and Organogram	SN

2. DISTRIBUTION

Copy 1 Master Copy – Chief Executive/Harbour Master

Copy 2 Harbour office

Copy 3 YHC website – electronic format

Copy 4 Shared Drive – electronic format

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4. INTRODUCTION

4.1. PORT MARINE SAFETY CODE

The Port Marine Safety Code (PMSC) was published by the Department for Transport (DfT) in March 2000, as revised and is supported by the Guide to Good practice on Port Marine Operations, as revised.

The Code establishes the principle of a national standard for every aspect of port marine safety and aims to enhance safety for those who work in ports and harbours, their ships, passengers and the environment. It applies to port marine operations, the well-established principles of risk assessment and safety management systems. It provides a measure by which harbour authorities can be accountable for the legal powers and duties which they have to run their harbours and help discharge their obligations effectively.

Yarmouth Harbour Commissioners (YHC) constitution, their powers and procedures comply with the PMSC, subject to regular auditing by the Designated Person. This Marine Safety Management Manual (MSMM) mandates how YHC, as the Duty Holder, discharge their duties as required by the PMSC by detailing their policies and commitments and hierarchical overview of how marine safety is managed within their jurisdiction.

The Marine Safety Management Manual (MSMM) incorporates the whole system; this includes but is not limited to:

- formal risk assessments
- standard operating procedures
- lift plan
- emergency contingency plans
- port waste and environmental management plans
- oil spill response plan
- staff induction forms
- CPD training
- planned maintenance systems
- incident and accident reporting systems, analytics and records

4.2. YARMOUTH HARBOUR COMMISSIONERS

Yarmouth Harbour is a Trust Port established by an Act of Parliament in 1931. The Yarmouth Harbour Commissioners are a Statutory Harbour Authority (SHA) and their jurisdiction extends from the Causeway at Freshwater to the seaward limits as described in the 2011 Harbour Revision Order, schedule 1 and 2. The terms of reference of YHC is to administer Yarmouth harbour in accordance with the 1931 Act and the principles of governance promoted in Ports Good Governance Guidance (DfT March 2018)

The 1931 Act incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Chief Executive/Harbour Master statutory powers concerning the management of the harbour. Additionally, the 1931 Act empowers the Commissioners to fix rates at the level required to meet their statutory obligations.

The Harbour Revision Order (HRO) of 30 June 2011 replaced the previous Byelaws creating powers of General Direction.

4.3. MISSION STATEMENT

“The Commissioners will maintain and enhance Yarmouth Harbour as a viable port bringing trade and tourism to the Island, and in particular the West Wight area, whilst preserving the character and charm of the surrounding environment and ensuring the long-term future of the Harbour and Estuary.”

In the pursuit of these aims YHC will:

- take into account changing trends in the market and the need to manage the Harbour to achieve funding for future development
- implement a maintenance regime to follow the recommendations of YHC’s engineers
- explore options to develop YHC property in furtherance of the mission statement
- enforce the rules and regulations applicable to the Harbour
- develop a coordinated 10-year plan for all areas in and around the Harbour estuary
- continue to improve the financial stability of the Harbour and build up reserves
- undertake and regulate marine operations so as to safeguard the Harbour, its users, the public and the environment
- run a safe, efficient, cost-effective and sustainable Harbour operation for the benefit of all users and the wider community
- fulfill legal responsibilities while meeting the changing needs of Harbour users
- maximise the quality and value for money of their services, and to maintain dues at a competitive level (but commensurate with maintaining sufficient funds to meet its statutory objectives) so as to attract users to the harbour
- meet or exceed the standards required by the Port Marine Safety Code
- seek continuous improvement

5. POLICY STATEMENTS

The Yarmouth Harbour Commissioners are a safety conscious and a publicly accountable body. They are committed to undertake and regulate marine operations in a way that safeguards the harbour, its stakeholders and the environment.

Members of the Yarmouth Harbour Commissioners are, jointly, the Duty Holder; They are collectively and individually responsible and they cannot assign or delegate their accountability for compliance with the PMSC on the grounds they do not have particular skills.

The Commissioners have an established Marine Safety Management Manual (MSMM), regularly audited by the Designated Person to ensure ongoing compliance, to manage marine safety, its stakeholders and the environment.

5.1. MARINE SAFETY POLICY

YHC comply with the PMSC and as such 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 Harbour safely.

YHC has a duty of care to ensure the safety of its employees and all who are affected by its activities through effective management of the organisation and the Harbour.

YHC are committed to provide a safe port within the limits of their jurisdiction. YHC are subject to and provide an 'open port duty' being that it is open to anyone for the shipping and unshipping of goods and the embarking and landing of passengers, on payment of the rates and other conditions set by YHC.

YHC ensure the safety of their harbour by exercising their statutory conservancy functions to a high standard. Existing powers are reviewed on a periodic basis. YHC regulate their jurisdiction by maintaining the necessary general directions, by way of the HRO, and maintain the right to issue special directions, exercised by the harbour authority through the Harbour Master.

YHC will plan, implement and maintain an active marine safety management system in accordance with the organisation's policy and procedures. YHC will ensure that these are fully supported with:

- such marine services as are required for the safe use of their harbour, available and maintained and operated to a high standard;
- sufficient resources in terms of money, time, personnel, training and facilities;
- emergency contingency and environment plans, with the resources required to implement these plans being fully maintained and exercised;
- powers used to protect the environment within the harbour and its surroundings;

Plans and reports shall also be published for transparency and accountability of YHC for the benefit of its stakeholder's interest.

The Commissioners are committed to:

- regulate traffic within the harbour and to facilitate safe movement of vessels and craft into, out of and within the harbour;
- ensure that the best channels for navigation are determined, marked and monitored;
- monitor lights and marks used for navigation within their jurisdiction;
- provide hydrographic surveys of the harbour when required for the maintenance of up-to-date charts, including diagrammatic charts of all mooring areas;
- have an effective system for promulgating navigation warnings affecting the harbour (NtMs, LNTMs);
- consider the effect of weather on harbour safety and the availability of local forecasts;
- license and control moorings and anchorages within their jurisdiction;
- provide suitable resources to deliver effective marine services;
- operate efficiently and safely the harbour workshops, machinery, plant, equipment, harbour craft mooring buoys and pontoons;
- ensure that emergency contingency plans are maintained and regularly updated and exercised;
- Manage the MSMM by way of formal risk assessment;
- provide employees with adequate information, instruction, training, supervision and personal protective equipment to ensure that they are competent and capable to undertake their role;
- measure performance against targets, after building a database recording incidents, including near misses through the process of route cause analysis;
- regularly engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health through sub-committee health and safety meetings, employee meetings and regular informal contact with employees;
- engage with all stakeholders through open forum's, YHAC meetings and any other medium deemed appropriate to YHC;

YHC recognise and enforce the principle that employees and contractors have a duty to:

- take reasonable care regarding their own health and safety and that of other employees and harbour users who may be affected by their acts or omissions;
- comply with all harbour safety procedures as enforced by YHC;
- report hazard, risk, accident, incident or near miss to the Chief Executive/Harbour Master

YHC recognise and enforce the principle that all stakeholders have a duty to and are responsible for:

- their own health and safety and that of other harbour users insofar as they may be affected by their acts or omissions;
- complying with all General and Special Directions regulating the safe use of the harbour and waters within YHC jurisdiction;

5.2. ENFORCEMENT POLICY

YHC has statutory powers to regulate the conduct of vessels within the jurisdiction of the harbour to assist in managing the risks involved in marine operations. To ensure that those risks can be safely and efficiently managed YHC recognises that when it exercises its statutory powers there will be occasions when those powers need to be enforced.

YHC also recognises that its power to regulate users of the harbour is directly related to the management of risk and any enforcement action will reflect this principle.

YHC further recognises that the effectiveness of legislation in managing the risks involved in marine operations depends crucially on the compliance of those regulated. YHC will take firm action, including prosecution where appropriate, against those who flout the law or act irresponsibly.

YHC will carry out its duties in a fair, equitable and consistent manner. YHC will liaise with other authorities and enforcement bodies as appropriate.

5.3. TRAINING POLICY

It is recognised that the successful implementation of the YHC MSMM can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

YHC will assess the fitness of all persons appointed to positions with responsibility for safety of marine operations and will measure their competence against the competence standards associated with the PMSC.

It is YHC policy undertake training where appropriate for all members of staff in order to provide the services required by YHC, so that personnel shall be competent to perform tasks that may impact on safety in the workplace and to meet the required standards.

All new starters are required to complete a safety induction as well as a job specific induction form during their probationary period, designed to measure their competence in the variety of tasks to carry out their roles.

6. HARBOUR SAFETY OFFICER

The Chief Executive/Harbour Master is the nominated Harbour safety officer and has overall responsibility to the Commissioners for the management of health and safety on and off the water. The Chief Executive/Harbour Master will also co-ordinate investigations into accidents and dangerous occurrences and implement additional safety measures, if deemed appropriate, through route cause analysis.

The Deputy Harbour Master will act as the Deputy Safety Officer and has specific responsibilities for safety in the Harbour and its approaches.

The safety representatives are listed below and collectively they meet as the harbors' Health and Safety Committee:

- Chief Executive/Harbour Master
- Deputy Harbour Master
- Commissioner
- Administration Manager
- Maintenance Manager
- Ferry Terminal Operative

6.1. EMERGENCIES IN THE HARBOUR

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

Other emergencies should be notified to the duty Harbour Master by the quickest available means. The Harbours emergency plan will be implemented and followed as necessary.

- Yarmouth harbour – VHF CH 68
- Yarmouth harbour – 01983 760321
- St Mary's Hospital, Newport - 01983 524081

6.2. REPORTING OF ACCIDENTS INCIDENTS AND NEAR MISSES

Stakeholders asked to bring matters of safety - all accidents, incidents and near misses - promptly to the attention of the Chief Executive/Harbour Master at the harbour Office, telephone +44(0)1983 760321 or email Info@yarmouth-harbour.co.uk.

Employees are also instructed to bring matters of safety – all accidents, incidents and near misses – promptly to the attention of the Chief Executive/Harbour Master. All such matters are followed up by the punctual submission of Incident Report Forms.

7. YHC ORGANISATION

7.1. ORGANISATION OF RESOURCES

YHC is committed to provide resources essential to the implementation, control and improvement the MSMM. Such resources include human resources, specialised skills, sources of guidance and advice, technology and financial resources.

The delegation of responsibility to employees is contained in the detailed file of individual job descriptions, with safety and other responsibilities, and in the training database.

7.2. DESIGNATED PERSON

The appointed Designated Person is Mark Robinson Maritime Consultants (MRMC). The Designated Person has direct access to the highest level of authority

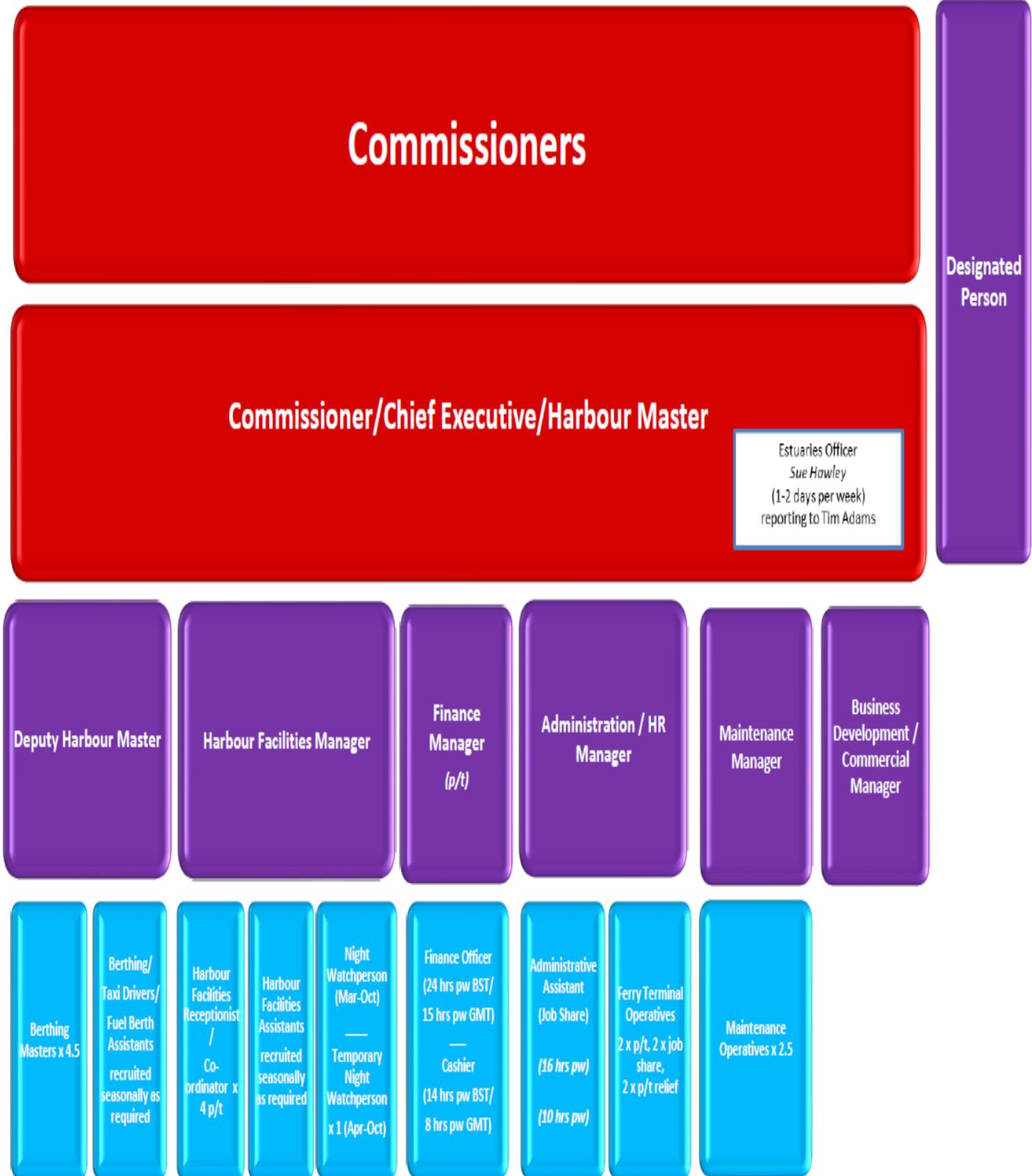
7.3. RECRUITMENT

YHC and the Chief Executive/Harbour Master recruit suitably qualified staff to fill the roles depicted in the organogram.

7.4. COMPETENCE STANDARDS

YHC 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 meet the terms and conditions. Employees are appraised annually; reports on harbour Office employees are held in confidential personnel files in the harbour Office. There is a procedure for the appointment of subcontractors and necessary approval.

Yarmouth Harbour Commissioners Structure Chart - 1 June 2019



7.6. TRAINING, AWARENESS AND COMPETENCE

Employees will not be permitted to undertake certain tasks, such as the use of workshop machinery or using a patrol boat, unless they are adequately trained. All permanent members of staff working afloat have undertaken and qualified as a minimum for the RYA Powerboat Level II.

Employees are to be suitably trained to be competent and qualified up to any minimum national standard that might be set to fulfil their roles within the organisation.

Competence shall be defined in terms of appropriate education, instruction, training and experience.

- Members of staff are trained both internally and externally to achieve the required level of competence. The scope of training includes, as appropriate: certificated training, induction training, refresher training, instruction, the provision of information and briefings. 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.
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. There will be induction training for new and for seasonal employees prior to commencing their duties, in line with the requirements of the MSMM.
- YHC will ensure that all members of staff are qualified and trained to the required level applicable to their role. This includes the re-validation of qualifications where necessary. Training is seen as continuous to meet the ever-increasing demands made on YHC.
- Records of training will state the type and the date of training received and a schedule of future training requirements.

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

8. STAKEHOLDER CONSULTATION

8.1. CONSULTATION

The main vehicle for consultation with stakeholders, in line with the Guide to Good Practice for Port Marine Operations, is the Yarmouth Harbour Advisory Committee (YHAC) and it meets six times per year.

The Advisory Committee, in addition to having two Board members attend, is made up of the following representatives wherever possible:

- Yarmouth Business Association
- British Marine Federation (Isle of Wight)
- Estuaries Officer
- Wightlink (Isle of Wight) Ferries
- Royal Yachting Association
- Royal Solent Yacht Club
- Yarmouth Sailing Club
- Yarmouth Fishermen's Association
- Isle of Wight Council
- Freshwater Parish Council
- Totland Parish Council
- Yarmouth Town Council
- The Country Land and Business Association (CLA)
- Commercial Operatives Association
- Riparian Land Owners
- Tourism
- Harbour Employee Representative

YHC hold public meetings to include the AGM and two informal meetings per annum.

8.2. EMPLOYEE CONSULTATION

YHC sees that pertinent safety information is communicated to and from employees, visitors and other interested parties.

YHC acknowledges the importance of employee involvement in health and safety matters. Because YHC workforce team is small, it is practical and desirable for all employees to be able to contribute to the Health and Safety Committee which deals with harbour safety as well as general health and safety issues.

- Yarmouth Harbour has an employee representative to attend the Yarmouth Harbour Advisory Committee (YHAC).

9.1. METHODOLOGY

The general risk assessment process used is based on that adopted by the International Maritime Organisation (IMO). This formal approach involves the following five sequential assessment stages, applied in appropriate depth in accordance with the ALARP principal:

Data Gathering and Familiarisation Review of the existing management structure, risk control arrangements, policies, procedures and operational functions.

Hazard Identification Identification of potential hazards and mapping if existing control measures.

Risk Analysis Consideration of the likelihood of identified hazardous incidents and their associated potential causes and consequences, including prioritising of their risk factors.

Risk Assessment A comparison of risk factors with effectiveness of existing risk control arrangements, and subsequent determination of additional control measures.

Risk Control Judgement and endorsement of specific control measures to be implemented and managed through the Marine SMS.

9.2. RISK ESTIMATOR MATRIX

		Impact				
Probability		1	2	3	4	5
	90%	0.9	1.8	2.7	3.6	4.5
	70%	0.7	1.4	2.1	2.8	3.5
	50%	0.5	1	1.5	2	2.5
	30%	0.3	0.6	0.9	1.2	1.5
	10%	0.1	0.2	0.3	0.4	0.5

9.3. ALARP ESTIMATOR TABLE

Probability	Impact	Control Rating
10%	1 = Insignificant	LOW
30%	2 = Significant	
50%	3 = Serious	MEDIUM
70%	4 = Very Serious	
90%	5 = Critical	HIGH

9.4. FORMAL RISK ASSESSMENT PROFORMA EXAMPLE

Hazard	Who might be harmed and how?	Hazard ranking <i>(use risk estimator)</i>	What are we already doing?	Control Rating <i>(use risk estimator)</i>	Do we need to do anything else to control the risk?	Action by who?	Action by when?	Done	Change in control Rating <i>(use risk estimator)</i>
HEADING		1	Press ALT+ENTER to start a new line ONLY IF you don't want the text to 'wrap round' at the end of the line	0.5					3.5
HEADING		0.7	Press ALT+ENTER to start a new line ONLY IF you don't want the text to 'wrap round' at the end of the line	2.1					4.5

9.5. MANAGEMENT OF SAFETY CONTROLS

YHC has established and will maintain its procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of control measures.

These measures include the:

- risk assessments, incorporating ranked hazards and colour coded dash board
- regular review of Standard Operating Procedures (SOPs)
- Incident reports register
- H&S committee meetings
- Annual trend analysis of incidents (MAIB reports, industry guidelines)

10. EMERGENCY PREPAREDNESS AND RESPONSE

10.1. PLANS AND PROCEDURES

YHC has established and will maintain plans and procedures to react to pre-defined, reasonable foreseen emergencies; the plans are structured so that they:

- have a pre-defined structure of work
- provide for a swift reaction
- aid in making measured decisions
- prioritise
- aid in coordinating between other agencies

YHC will review its emergency preparedness and response plans and procedures, in particular after trial exercises, held on a regular basis, and on the occurrence of any incident or emergency situation.

10.2. EMERGENCY ORGANISATION AND MANAGEMENT RESPONSIBILITY

YHC emergency plans, which are periodically tested where practicable, detail the immediate action to be taken by harbour employees and the emergency services in the event of most foreseeable emergencies.

Full consultation with the relevant authorities and major stakeholders was held to aid in the compilation of the plans and procedures in place.

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

- Yarmouth Harbour Office Fire Plan
- Yarmouth Harbour Oil Spill and Contingency Plan
- HM Coastguard and RNLi emergency plans and resources, with an inshore lifeboat
- National Contingency Plan
- Lifesaving apparatus on pontoons, Jason's cradle and yellow ladders
- Harbour Office and Harbour Workshop
 - Fire drill and fire practices
 - First aiders and first aid boxes
- Solent and Southampton Water Marine Emergency Plan (SOLFIRE)
- Wightlink Emergency Procedures
- Booms for the Harbour entrance

11. CONSERVANCY

11.1. HYDROGRAPHY

Surveys are undertaken as regularly as deemed necessary.

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

The Hydrographic Office receives all hydrographic information and NTMs and LNTMs produced by the harbour.

Admiralty Charts AC 2021 and 2035 for Yarmouth harbour are maintained up to date.

11.2. WORKS AND DREDGING LICENCES

Licences for dredging and other works in the jurisdiction of YHC or near to, will be obtained where necessary from the competent authority in consultation with YHC.

11.3. PREVAILING CONDITIONS

Tide tables, the Meteorological Office's Inshore Waters Forecast for the next and the following 24 hours and the weather forecasts and Notices to Mariners are displayed at the harbour Office.

Information is readily available in the media and the web, with specific links from www.yarmouth-harbour.co.uk.

11.4. ENVIRONMENTAL MANAGEMENT PLAN

YHC are particularly aware and sensitive to potential pollution to harbour areas. The areas of SSSI adjacent to the harbour are susceptible to sustained pollution damage.

The harbour maintains a capability to deal with Tier 1 (local) pollution within the harbour area.

Major incidents in the Solent are also addressed by 'SOLFIRE', a contingency plan developed to deal with any marine emergencies within their jurisdiction.

Yarmouth harbour also maintains a contract with Adler and Allan for the provision of Tier 2 support of personnel and equipment.

YHC have adopted maintain a Waste Management Plan, which is reviewed annually, and submitted every three years to the MCA for their approval.

YHC consults with the MMO, Natural England and the Environment Agency as part of their conservancy obligations as a Statutory harbour authority.

12. MANAGEMENT OF NAVIGATION

Harbour information is published in the Admiralty Sailing Directions, Channel Pilot, and Reeds Almanac.

The general information published covers location, email address, depths, arrival information, speed restrictions, warning of wash from ferry and traffic signals.

There is also detailed directions for entering the harbour, berths and the supply of fuel, gas, stores and waste disposal facilities.

Further information is published on the YHC website and in the annual Visitors' Guide.

12.1. BUOYAGE AND AIDS TO NAVIGATION (ATON)

The harbour has a comprehensive, well maintained and modern system of AtoN based on a formal risk assessment and installed and maintained in consultation with Trinity House. Routine inspection and maintenance regime is undertaken and PANAR returns are submitted as required to Trinity House as the UK's GLA and as part of the obligation of YHC being a Local Lighthouse Authority (LLA). YHC as a LLA, are audited by the GLA on a regular basis, with their findings and recommendations being actioned as necessary. No changes to any AtoN within YHC jurisdiction will be made without consent from the GLA.

12.2. REMOVAL OF WRECK

YHC has powers under Section 252 of the Merchant Shipping Act 1995 to mark or remove wreck or abandoned vessels, which in their opinion is, or is likely to become, an obstruction or danger to navigation. In the event of a vessel becoming a wreck the YHC will exercise their wreck marking and removal powers where a formal RA indicates the wreck is likely to present a danger to navigation.

12.3. WIGHTLINK FERRIES

Wightlink operates in accordance with their documented ISM Code Compliant Safety Management System, audited by the MCA; any non-conformities that effect the safety of navigation and operating protocols within YHC jurisdiction shall be raised with YHC as a matter of course. Any RAs raised by Wightlink and/or YHC that concern the ferry service should be completed in consultation with each other.

13. MARINE SERVICES

13.1. CRAFT REGULATION

MCA or Local Authority Certification is required for commercial vessels, including trip boats, venturing outside the YHC jurisdiction; vessels and skippers of chartered boats or passenger vessels operating for commercial gain and venturing outside YHC jurisdiction are regulated according to MCA Codes of Practice.

13.2. DIVING

Diving within the harbour requires the Chief Executive/Harbour Master's consent, which will be provided by the issue of a permit to dive. HSE commercial diving standards and practices must be complied with at all times.

13.3. FUEL

Fuel is dispensed from the eastern end of the red pontoon near the harbour entrance.

Strict controls are in place through formal risk assessment to reduce the risk of spillage and damage to the environment.

14. MEASUREMENT OF COMPLIANCE

14.1. PROCEDURE TO MONITOR AND MEASURE

The procedure provides for:

- both qualitative and quantitative measures
- monitoring of the extent to which YHC safety objectives are met
- proactive measures of performance that monitor compliance with the safety management programme, operational criteria and applicable legislation and regulatory requirements
- reactive measures of performance to monitor accidents, ill health, incidents (including near misses) and other historical evidence of deficient safety performance
- recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis

The organisation has established and will maintain a procedure for defining responsibility and authority for:

- taking action to mitigate any consequences arising from accidents, incidents or non-conformances
- the initiation of root cause analysis and completion of corrective and preventive actions
- confirmation of the effectiveness of corrective and preventive actions taken

14.2. RECORDING ACCIDENTS, INCIDENTS AND NON-CONFORMANCES

An incident log is maintained at the harbour office. Records are maintained of all accidents and incidents that come to the attention of YHC. Any follow up action that may be required is recorded. Written complaints and replies are held on file. Major incidents are subject to immediate investigation to establish cause and to validate control measures.

The reporting requirements of RIDDOR and of the Marine Accident Investigation Branch MAIB are followed.

14.3. PROCEDURE FOR REVIEWS

The Chief Executive/Harbour Master will review accidents, incidents or near misses through the Health and Safety Committee and in Board Meetings.

By ensuring that a robust, rigorous, independent investigation has been carried out YHC, 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 Health and Safety Committee, the HSE or the MAIB, and to 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 a MAIB investigation into an incident but could also be triggered by other indicators of non-compliance.

14.4. ANNUAL REVIEW AND REPORT

MRMC, as the externally appointed Designated Person, will audit the MSMM in its entirety; records will be scrutinised, staff interviewed and a report of findings will be made available to the Duty Holder at the earliest possible opportunity.

14.5. INTERNAL REVIEWS

The MSMM will be kept under continuous appraisal by YHC through internal review and immediate action will be taken where necessary.

An internal audit programme is in place.

Examples of internal review:

- employees to review each risk assessment relevant to their job and record such review
- Chief Executive/Harbour Master to review regularly the training programme and report to Commissioners
- equipment will be checked regularly to see that it appears to be safe to use, and such records will be recorded
- Standard Operating Procedures (SOPs) shall be reviewed at least once a year by management and employees

14.6. MARITIME AND COASTGUARD AGENCY

Once every three years the MCA will ask the duty holder to confirm in writing if YHC is complying with the PMSC.

15. RECORDS

YHC has established and will maintain internally produced information and MSMM records inclusive of the results of audits and reviews in both paper and electronic format. Externally produced documentation will be retained in either paper and/or electronic format, whatever is appropriate.

15.1. DOCUMENT AND DATA CONTROL

The organisation has established and will maintain its procedure for controlling all documents and data required for its safety management to ensure that:

- such records are required to be legible, identifiable and traceable to the activities involved. Records are stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times are established and recorded
- they can be located
- they are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel;
- current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the system are performed. This requirement is largely met by having the key safety documents available on the internal computer network
- obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- archived documents and data retained for legal and knowledge preservation purposes are suitably identified

15.2. PUBLICATION OF PLANS AND REPORTS

To demonstrate YHC's commitment to marine safety and ensure the involvement of all stakeholders, the MSMM is published on the Yarmouth Harbour website. It commits the YHC to undertake and regulate marine operations in a way that safeguards the Harbour, its users, the public and the environment.