

Port Marine Safety Code Marine Safety Plan

2019-2021

Sutton Harbour Group Plc
Guys Quay
Sutton Harbour
Plymouth
PL40ES

Issue number 2, February 2020




SUTTON HARBOUR MARINE SAFETY STATEMENT AND POLICY

Sutton Harbour Authority is committed to complying with the Port Marine Safety Code and by so doing providing a safe harbour within the limits of its jurisdiction, which will remain open to the public for the transportation of passengers and goods. It will ensure the safety of the harbour by exercising its statutory conservancy duties, regulate the use of the harbour by maintaining appropriate bylaws and ensuring that these and other statutory regulations are enforced.

Sutton Harbour Authority will ensure that any marine services required for the safe use of the harbour are available, maintained and operated to the highest standard with due regard to efficiency, economy and safety of operation. SHA will further ensure that current plans are in place and available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

Sutton Harbour Authority is committed to:

- Meet the requirements of the Port Marine Safety Code.
- Keep its duties and powers under review.
- Consult with stake holders.
- Operate an auditable safety management system based upon formal risk assessments.
- Carry out regular reviews of the Safety Management Systems.
- Provide and maintain effective aids to navigation.
- Carry out hydrographic surveys of the harbour and make all necessary information available to harbour users.
- Disseminate information to port users through local notices to mariners, port user groups, open forums, web sites, e-mail, social media, notice boards and newsletters.
- Provide and maintain adequate lifesaving equipment at regular intervals around the harbour.
- Ensure that suitable emergency plans are in place and exercised.
- Maintain the quay walls and preserve the navigable channels within the harbour.
- Operate the lock gates as a flood prevention mechanism within the parameters agreed with the Environment Agency.
- Investigate all accidents and incidents and report to the appropriate authorities in a timely manner when appropriate.


Philip Beinhaker, Duty Holder

Date: 1st January 2020

Marine Safety Plan

(For the period 2019-2021)

In accordance with the Sutton Harbour Authorities commitment to comply with the Port Marine Safety Code we have published the following Safety Plan for Marine operations. This plan will remain in force for three years followed by a full review in 2021.

1. Management of marine operations.

Within its jurisdiction and within the scope of its powers and authority SHA will undertake to manage and regulate all marine operations in a way that safeguards the port, users of the port, members of the public and the environment.

SHA will undertake its role and responsibilities to ensure that wherever possible it provides efficient and effective services and the regulation of all vessels using the harbour to facilitate their safe and prompt transit.

Whilst regulating the movement of vessels within Sutton Harbour the safety of its personnel, port users, the environment and vessels will be paramount.

2. Established Management activities

The Sutton Harbour Marine Safety Management System relies on a number of key functions to ensure the maintenance of an effective regime and continuing compliance with the PMSC.

- Monthly Operations meetings involving all relevant personnel
- Risk assessments of new and existing marine operations with regular reviews of working procedures.
- Regular and on-going review of navigation aids and hydrographic survey information.
- Rigid procedure for the investigation of all reported marine accidents.
- Consultation with and dissemination of information to all harbour users and stakeholders through user groups and other formal and informal means.
- Regular internal and external audits of the Marine Safety Management System.
- Integration of the Marine Safety Management System with the overall Sutton Harbour Safety Management Policy.
- Comprehensive training for all marine departments.

3. Legislation

SHA will carry out a review of all pertinent local and national legislation and specifically their byelaws to ensure that for the period of the plan and beyond it retains sufficient powers to regulate and operate the harbour in a safe and effective manner.

4. Conservancy

SHA will maintain the channels and access to working quays, carrying out a full hydrographic survey of the harbour to identify hazards and silting every two years or more frequently if required.

SHA will keep the quays and quay walls in good condition with a rolling programme of work as necessary and identified by an annual or two yearly inspection.

5. Pilotage

Sutton harbour is not a competent harbour authority and given the limited size of the vessels able to use the harbour pilotage is considered in most cases to be unnecessary however SHA will keep the need for pilotage under constant review considering each individual case on its merits and taking into account, size and manoeuvrability of the vessel, local knowledge of the harbour and weather conditions.

Pilotage services and berthing assistance can be provided by private arrangement with Cattewater Harbour Commissioners.

6. Training

SHA is committed to provide the necessary training for all staff engaged in marine operations to enable them to carry out their duties in a safe, professional and efficient manner.

7. Consultation and dissemination of information

SHA will carry out appropriate and open consultation with harbour users, other stake holders and interested parties regarding any proposed amendments to SHA byelaws, directions and codes of practice.

SHA will make available to harbour users, other stake holders and interested parties all relevant information regarding the Marine Safety Management System.

8. On Going Management Targets

<u>Activity</u>	<u>Target</u>
Navigational Incidents	No major incidents, serious injuries, or environmental damage as a result of a failure of the Sutton Harbour Authorities Marine Management Safety System.
Lock Control	No major incidents, serious injuries, or failures of the flood prevention systems due to failure of the operating procedures and safety management systems.
Risk assessment	<p>Risk assess all marine activities, reduce any risks to as low as reasonably practical (ALARP).</p> <p>Review all risk assessments no less frequently than annually or following an incident or accident or change of working practices.</p>
Legislation	Complete review of the Sutton Harbour Byelaws and implementation of Harbour Directions where appropriate.
Conservancy	<p>Complete and review scheduled hydrographic surveys within one month of the due date and publish up dated charts as appropriate.</p> <p>Complete and review scheduled harbour walls and structures surveys within one month of the due date.</p>
Pilotage	Keep the need for pilotage and berthing assistance under review assessing the requirements on a case by case basis.
Liaison and Consultation	SHA will continue to liaise and consult with stake holder groups, harbour user groups and other interested parties through the approved and established channels. An additional commercial harbour user group will be established during 2016.
Training	Keep under review the requirement for training and refresher training for all staff engaged in marine related operations.

9. Performance review for the period January 2019-January 2020

<u>Activity</u>	<u>Target</u>
Navigational Incidents	No major incidents, serious injuries, or environmental damage as a result of a failure of the Sutton Harbour Authorities Marine Management Safety System.
	<u>Performance</u>
	Achieved
	<u>Target</u>
Lock Control	No major incidents, serious injuries, or failures of the flood prevention systems due to failure of the operating procedures and safety management systems.
	<u>Performance</u>
	Achieved
	<u>Target</u>
Risk Assessment	Risk assess all marine activities, reduce any risks to as low as reasonably practical (ALARP). Review all risk assessments no less frequently than annually or following an incident or accident or change of working practices.
	<u>Performance</u>
	Achieved, last reviewed January 2020
	<u>Target</u>
Legislation	Complete review of the Sutton Harbour Byelaws.
	<u>Performance</u>
	Remains on-going, Sutton Harbours revised bye-laws are currently drafted but are on hold pending possible changes in boundaries following possible expansion or redevelopment of the current fishmarket site.

	<u>Target</u>
Conservancy	<p>Complete and review scheduled hydrographic surveys within one month of the due date and publish up dated charts as appropriate.</p> <p>Complete and review scheduled harbour walls and structures surveys within one month of the due date.</p>
	<u>Performance</u>
	Achieved, SHC hydrographic survey was carried out in February 2018 and the harbour walls were surveyed in May 2018. Next surveys due in 2020.
	<u>Target</u>
Pilotage	Keep the need for pilotage and berthing assistance under review assessing the requirements on a case by case basis.
	<u>Performance</u>
	No Pilotage has been required during this review period all large vessels have been risk assessed before entry into Sutton Harbour.
	<u>Target</u>
Liaison and Consultation	SHA will continue to liaise and consult with stake holder groups, harbour user groups and other interested parties through the approved and established channels.
	<u>Performance</u>
	The addition of a separate commercial harbour users group remains under review. The PPMLC is currently our representative harbour user group. An active leisure user group is operating on Sutton Marina.
	<u>Target</u>
Training	Keep under review the requirement for training and refresher training for all staff engaged in marine related operations.
	<u>Performance</u>

	Achieved, regular training and refresher training has been provided for all operational staff throughout the review period.
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