DOCKYARD PORT OF PLYMOUTH

HARBOUR SAFETY PLAN

2020 -2023

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DOCKYARD PORT OF PLYMOUTH HARBOUR SAFETY PLAN

1. INTRODUCTION

The Dockyard Port of Plymouth (DPoP) exists to serve the defence interests of the UK. Safe operation of the Dockyard Port is essential to support the operational programme of the Royal Navy but also for the safety of the many commercial and recreational users of the Dockyard Port waters.

At the heart of QHM's responsibilities is adherence to the Port Marine Safety Code (PMSC). In support of this, QHM Plymouth's Navigational Safety Policy sets out the overarching principles by which this is achieved and the Safety and Environmental Management System sets out the detail. This Dockyard Port of Plymouth Harbour Safety Plan is designed not to repeat the procedures set out in the above documents, but instead to set out how their key tenets will be developed over the next 3 years, the period 2020-2023, in consultation with port users and stakeholders.

2. SAFETY MANAGEMENT SYSTEM

The development of the SMS was the result of a significant amount of work, which involved a consultation process with port stakeholders. The SMS was developed by building upon the extensive existing risk management documentation, knowledge and processes that were embedded in the operations of the port. The process for developing the manual was, consequently, valuable in that it fostered discussions between the stakeholders. The discussions principally focused on defining the existing controls and achieved greater clarity in the roles, responsibilities and arrangements for managing safety and environment risks which was the way forward for further improvements in safety and environment management across the whole of the port.

As part of the SMS QHM Plymouth has compiled this Harbour Safety Plan of which the strategic objectives are:

- Reduce risks to "as low as is reasonably practicable" (ALARP);
- Ensure all reasonably practicable steps are taken to identify the hazards and risks arising from operational activities in DPoP;
- Ensure conformance with the navigational safety and marine policies, associated operating controls, applicable port and marine legislation and non-statutory obligations;
- Periodically review data gathered from audits, inspections, incidents and any concerns raised to evaluate and determine where improvements and changes need to be made;
- Implement employee competence training and Navigational SMS awareness programmes;

- Facilitate port user involvement in the maintenance of the Navigational SMS and the overall improvement in the provision of navigational safety;

- Communicate the Harbour Authority's ongoing efforts and achievements in facilitating navigational safety to all stakeholders;

- Review the effectiveness of and continually improve the Navigational SMS.

In consultation with the Plymouth Harbour Authorities Liaison Committee (HALC), the Harbour Safety Plan will be reviewed periodically. At minimum, it will be reviewed every three years

3. REDUCE RISKS

A risk management approach for the identification, assessment and control of risks within the port is laid down in the SMS. This approach is consistent with the PMSC. The underlying principle is to utilise the manual as a mechanism to reduce navigational risk within the port to a level that is ALARP. The risk assessment process has enabled additional risk treatment management strategies to be identified. The identification of these additional management strategies has been focussed towards the significant risks in the port over which the QHM and other regulatory stakeholders have direct control. The treatment strategies are prioritised based on the findings of the risk assessment process. It is the intent of the QHM to continue working in consultation with port stakeholders to ensure that over time, appropriate risk management strategies are identified and increasingly mature systems are implemented to deliver continued safety and environmental improvements throughout DPoP.

4. IDENTIFICATION OF THE HAZARDS AND RISKS

The Hazman II database is a web based system which is accessible both to QHM and staff of the Cattewater Harbour Authority. It contains details of *identified* hazards, together with the associated risk control measures employed to mitigate those hazards. Both hazards and risk control measures have a designated 'owner'. All hazards are maintained within the system in ranked order, based on the outcome of the risk assessment process. This ranking structure will change with time as the hazards and risk controls continue to be reviewed, reassessed and re-scored.

The archive also includes a comprehensive audit record. This documents the outcome of the scheduled proactive hazard review process, any incident review, and the addition of any new risk and its associated assessment. In each case the outcome of the review is recorded and includes:

- The action taken and recommendations made by or to the QHM;
- Whether the HALC reviewed any aspect;
- The names of those involved and their recommendations; and
- Subsequent recommendations from the HALC.

The review of hazards and control measures are prompted by any of the following:

- Planned, periodic, formal review of established hazards and risk controls, initiated by the Hazman software;
- Review of hazards and associated risk controls following an incident;
- The identification and assessment of any potential hazards arising from changes to circumstances including the introduction of a new trade and/or marine operation.
- Review of hazards and associated risk controls following an incident outside DPoP e.g. from MAIB report.

The process used to implement, modify or develop the Navigational SMS is shown in **Figure 1** below.

The day-to-day administration of Hazman is the responsibility of the Port Safety Officer (PSO). In particular, the role:

- Maintains, administers and interprets the Hazman database to ensure effective support to the Harbour Authority;
- Maintains, administers and interprets the Hazman database to ensure the effective recording, availability and archiving of marine incident information; and,
- Constructs and presents Hazman information and reports as required in an effective and appropriate format, such that the overall navigational safety performance of the port may be reviewed and assessed.

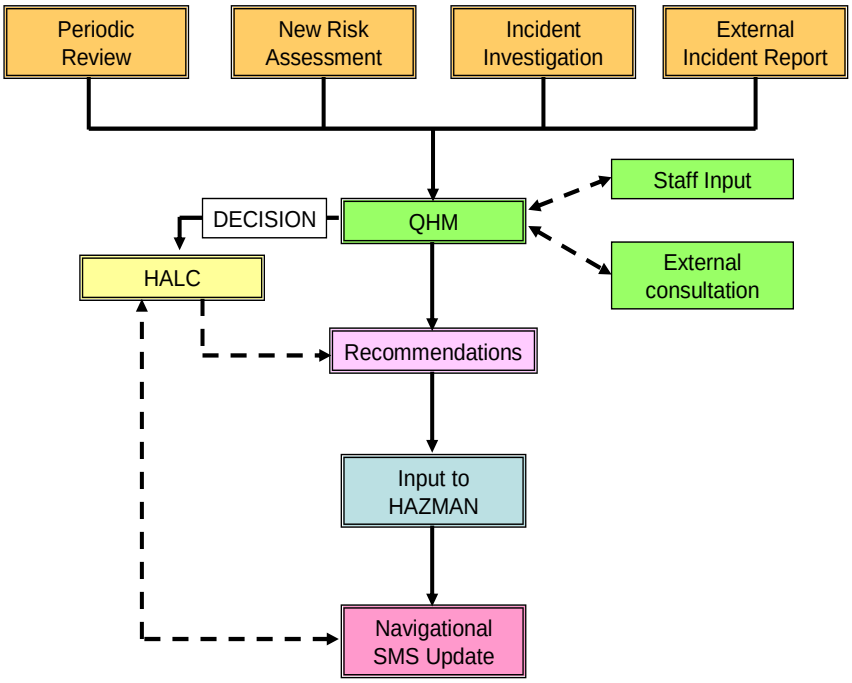

Fig 1 Navigational SMS Development Process

5. CONFORMANCE WITH THE NAVIGATIONAL SAFETY AND MARINE POLICIES

The Harbour Authority ensures conformance with the navigational safety and marine policies, associated operating controls, applicable port and marine legislation and non-statutory obligations;

The Harbour Authority is committed to conformance with the PMSC. The Harbour Authority will seek to achieve this through:

- Regulating navigation in a way that safeguards the harbour, its users and stakeholders, the public and the environment;
- Ensuring that relevant assets of the harbour are managed safely and efficiently;
- Ensuring the provision of adequate resources (including staff training) to discharge the navigational safety obligations of the Harbour Authority;
- Making available relevant navigational information to all harbour users;
- Working closely with key Stakeholders to aid the development of a Navigational SMS;
- Working closely with key stakeholders to ensure the ongoing relevance of the Navigational SMS; and,
- Publishing relevant parts of the Navigational SMS on the public website of the Harbour Authority, employing a continuous process of briefing and updating information with regard to navigational safety.

The PMSC requires that QHM liaises with and involves local practitioners, port users and other interested parties in the management of marine operations and navigational safety in the port, i.e. the development and maintenance of the Navigational SMS; the PMSC makes similar recommendations for SHAs.

The Organisational structure for the development and oversight of safety policy and regulation for DPoP is shown in **Figure 2.** .

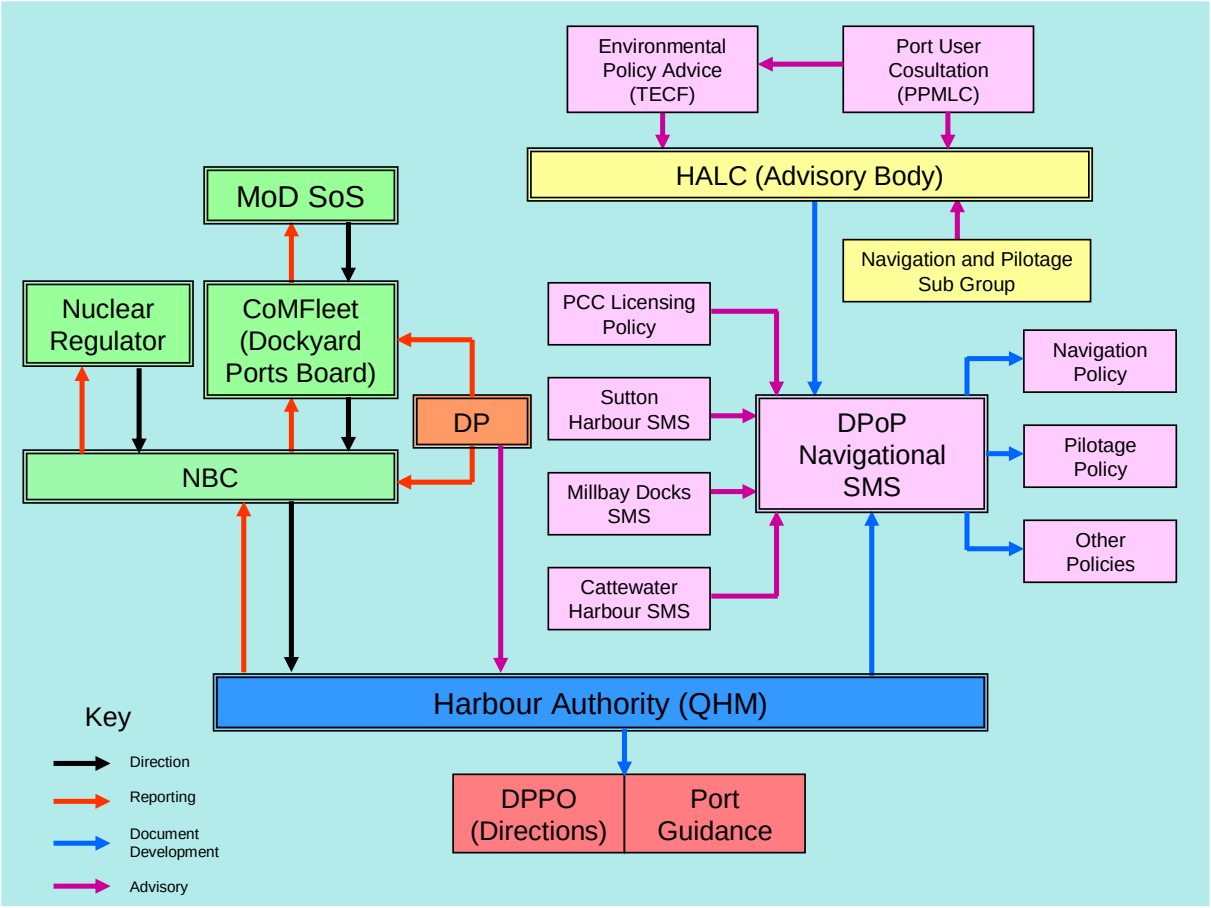

Figure 2 Dockyard Port of Plymouth Policy Development and Regulatory Structure

6. PERIODIC REVIEW OF DATA

The Harbour Authority periodically review data gathered from audits, inspections, incidents and any concerns raised to evaluate and determine where improvements and changes need to be made.

The Harbour Authority will audit itself against the PMSC in parts monthly encompassing the whole organisation at least twice a year.

The results of these audits, inspections, incidents and any concerns are reviewed and evaluated by QHM and passed to the HALC where it is determined whether improvements or changes within the port are required. Each HALC has minutes taken and are retained within the Harbour Authority records.

7. EMPLOYEE COMPETENCE TRAINING, NAVIGATIONAL & SMS AWARENESS

The Harbour Authority Implements employee competence training and Navigational SMS awareness programmes regularly to keep its staff properly trained. In particular, for marine staff the Harbour Authority will:

- Identify operational and safety training needs;

- Establish a skills matrix of competency levels required for key tasks;
- Plan how training requirements are to be met and when; and,
- Establish a process to appraise the effectiveness of training.

It is the policy of the Harbour Authority that all marine staff (including Admiralty pilots) shall attend Navigational Safety Management awareness briefings to ensure that they are fully aware of the provisions of the Navigational SMS, and of specific roles and responsibilities assigned to them within this programme. The topics to be covered by this training will include:

- An overview of all relevant legislation, General Directions and QHMSOs;
- A review of the Navigational Safety Policy;
- An outline of Management and Operating procedures, and their provisions;
- The principles of individual accountability and responsibilities;
- The formal and informal procedural controls in place;
- An outline of response to emergencies and contingencies; and,
- Health and safety.

To prevent any decline in the level of competence and skills of either management or staff, relevant training and instruction shall be repeated periodically, as appropriate.

Each member of staff will be assessed for competence at least once a year during their annual assessment.

All training and instruction provided to Harbour Authority personnel and / or external bodies will be duly recorded and securely retained.

8. PORT USER INVOLVEMENT

The Harbour Authority facilitates port user involvement in the maintenance of the Navigational SMS and the overall improvement in the provision of navigational safety via the Tamar Estuaries Consultative Forum (TECF) which comprises all the organisations with statutory powers or functions relating to the Tamar Estuaries. It has developed and oversees The Tamar Estuaries Management Plan, a document written to provide guidance in delivering statutory compliance and best practice in the management of the Estuaries. Their Action Plan identifies priority actions for the delivery of the Tamar Estuaries Management Plan periodically over the forthcoming financial years, including development of the management plan for the subsequent years. It also provides a format for annual reporting against which progress towards deliverables can be monitored.

The development of environmental policy as it affects the Navigational SMS, e.g., oil spill response, will be facilitated through the TECF and with the Port of Plymouth Marine Liaison Committee (PPMLC), which also provides a mechanism for consultation with port users.

9. COMMUNICATION OF NAVIGATIONAL SAFETY TO ALL STAKEHOLDERS

The Harbour Authority's ongoing efforts and achievements in facilitating navigational safety to all stakeholders is carried out via the Navigational Safety Policy which was developed by the Harbour Authority in consultation with the HALC, in its role as Advisory Body. The Policy has been posted on the website of the Harbour Authority and, as appropriate, Staff Intranet. Furthermore, the Harbour Authority is committed to working closely with harbour stakeholders to aid the development of the Navigational SMS, which will enhance conformance with the PMSC.

The Policy has been communicated to:

- Staff engaged by:
  - The Harbour Authority, both military and civilian;
  - The SHAs;
  - The Plymouth Pilotage Service;
  - The Admiralty Pilotage Service;
- PCC;
- Harbour users; and,
- Interested parties.

The Harbour Authority regularly releases Plymouth Navigational Warnings and Local Notice to Mariners via the Internet and local newspapers if and when required.

10. EFFECTIVENESS OF AND CONTINUAL IMPROVEMENT OF THE NAVIGATIONAL SMS

In considering the safe operation and management of the harbour the Harbour Authority will monitor and review its performance against the following of predetermined indicators:

Performance Indicator	Requirements/Remarks
1. Incident Reporting	All reported incidents and near misses to be noted on the MarNis database. 80% of incidents to be investigated and closed out within 2 months of report.
2. Port Risk Assessments	All Port Risk Assessments to be reviewed annually.
3. Maritime Emergency and Contingency Plan (Sound Off) Exercise Cycle.	"Sound Off" to be regularly exercised in a 3 yearly cycle: Year 1 – Cascade Call Out contacts check. Year 2 – Table top exercise, including validation of Sound Off Plan Year 3 – Live Exerecise
4. Tier 2 Oil Spill Response	To be updated at least every 5 years

Plan	
5. Tier 2 Oil Spill Response Exercise	To be exercised every 2 years, led in turn, by one of the Plymouth SHAs.

The results of such reviews will be recorded in the Annual DPOP Report and, where appropriate, information will be made available to users and other interested parties including the HALC.