



QUEEN'S HARBOUR MASTER PORTSMOUTH

LNTM No 03/18

RISK ASSESSMENT OF RECREATIONAL EVENTS

1. **NOTICE IS HEREBY GIVEN** jointly by the Queen's Harbour Master Portsmouth and by the Harbour Masters of Portsmouth International Port, Associated British Ports Southampton, Cowes and Langstone. It is intended to give advice to event organisers on the requirement and scope of risk assessment and risk management in line with the principles of the Port Marine Safety Code.
2. This notice is to be read in conjunction with the guidance notes under "Events" and "Risk Assessment" or "Cross Solent Swims" on the [QHM website](#).
3. Your attention is also drawn to the advice given in the preparation of risk assessments issued by the [Royal Yachting Association \(RYA\)](#).
4. **The risk assessment and the safety management of a particular event will be the responsibility of the event organiser.**
5. QHM Portsmouth defines an "event" as any vessel/s, craft or person/s participating in an organised gathering and/or scheduled activity that may affect the safety of navigation or impact directly on any other waterway users in the Dockyard Port of Portsmouth.
6. All event organisers are requested to consult with the relevant Harbour Authority at the earliest opportunity prior to any event taking place. For most types of events a formal risk assessment will be required. The content of this assessment will need to be proportional to the event / activity.
7. The event risk assessment should identify all risks concerned with the safe and efficient use of the harbour by all harbour users. Details of how the risk is to be controlled will be part of the assessment.
8. For events taking place in the Dockyard Port of Portsmouth, event organisers are encouraged to use QHM Portsmouth's [Risk Assessment format](#), but may use an alternate format provided that all appropriate risks are addressed and mitigated to the satisfaction of QHM.
9. The formal risk assessment should be submitted not less than 28 days prior to the planned event to enable the harbour authority to comment and consult on the assessment. When the harbour authority is satisfied that the risks to port safety and port users have been effectively mitigated, formal acceptance of the risk assessment and authorisation for the event to proceed will be given.
10. Any requirement for the harbour authority to provide additional resources by the way of escort craft, navigation marks or promulgation of an Event Notice to Mariners will normally be at the expense of the event organiser. Following an amendment to QHM Portsmouth's charging policy for Local Notices to Mariners, QHM will not levy a charge for notices regarding events within Dockyard Port of Portsmouth waters.
11. Portsmouth LNTM 03 / 17 is hereby superseded.

Monday 01 Jan 2018

S O Hopper
Queen's Harbour Master

Owners, Agents, Charterers, Marinas, Yacht Clubs and Recreational Sailing Organisations should ensure that the contents of this Notice are made known to the masters or persons in charge of their vessels or craft.