

KING'S HARBOUR MASTER
DOCKYARD PORT OF PLYMOUTH



Dockyard Port of Plymouth
Harbour Safety Plan 2023-2026

Purpose: This SEMS document is issued for the instruction and guidance of all personnel who are engaged in KHM duties or whose areas of responsibility make them responsible for the provision of the Safety & Environmental Management practices.

APPROVAL

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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 the King's Harbour Master's (KHM's) responsibilities is adherence to the Port Marine Safety Code (PMSC). In support of this, KHM Plymouth's Safety and Environmental Management System Head Document sets the framework for port and harbour operations so that they are conducted in the safest and most efficient manner. This Dockyard Port of Plymouth Harbour Safety Plan is designed not to repeat the procedures set out in the above document, but instead to set out how their key tenets will be developed over the next 3 years, the period 2023-2026, in consultation with port users and stakeholders.

2. SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (SEMS)

The aim of the SEMS is to gain data, analyse activity, and set the framework for safe, efficient and environmentally responsible port operations in the Dockyard Port of Plymouth.

As part of the SEMS KHM Plymouth has compiled this Harbour Safety Plan of which the strategic objectives are to:

- 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 Port Marine Safety Code (PMSC), Defence Maritime Regulations and applicable additional legislation.
- 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 SEMS awareness programmes;
- Facilitate port user involvement in the maintenance of the SEMS and the overall improvement in the provision of port safety;
- Communicate the Harbour Authority's ongoing efforts and achievements in facilitating port safety for all stakeholders;
- Review the effectiveness of and continually improve the SEMS.

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 SEMS. This approach is consistent with the PMSC. The underlying principle is to use the SEMS 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 KHM 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 KHM 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 KHM and staff of the Cattewater Harbour Authority, the two main harbour authorities that control the movement of vessels of significant size. 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 outcome of the scheduled proactive hazard review process, any incident review, and the addition of any new risk and its associated assessment is documented in the Hazman II database. In each case the outcome of the review is recorded and includes:

- The action taken and recommendations made by or to KHM;
- 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 SEMS is shown in **Figure 1** below.

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

- 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.

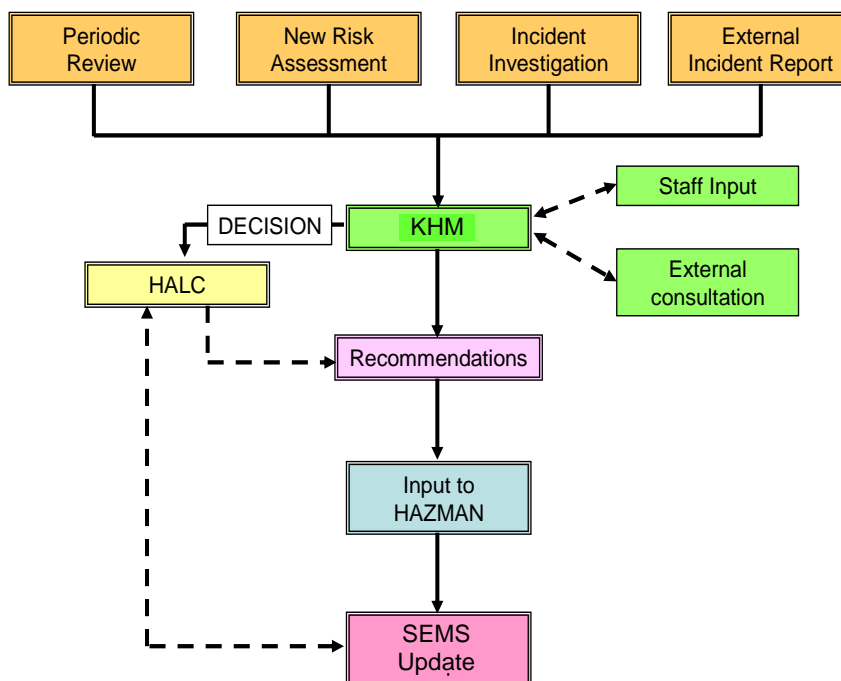


Fig 1 SEMS Development Process

5. CONFORMANCE WITH THE PORT MARINE SAFETY CODE

The Harbour Authority ensures conformance with the Port Marine Safety Code (PMSC), as far as is reasonably practicable.

The Harbour Authority is committed to continued 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 safety obligations of the Harbour Authority;
- Making available relevant navigational and safety information to all harbour users;
- Working closely with key Stakeholders to aid the development of the SEMS;
- Working closely with key stakeholders to ensure the ongoing relevance of the SEMS; and,
- Publishing relevant parts of the SEMS on the public website of the Harbour Authority, employing a continuous process of briefing and updating information with regard to safety.
- Monitoring trends and innovation in both safety and environmental issues, as part of a programme of continuous improvement.

The PMSC requires that KHM liaises with and involves local practitioners, port users and other interested parties in the management of marine operations and safety in the port, i.e. the development and maintenance of the SEMS.

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

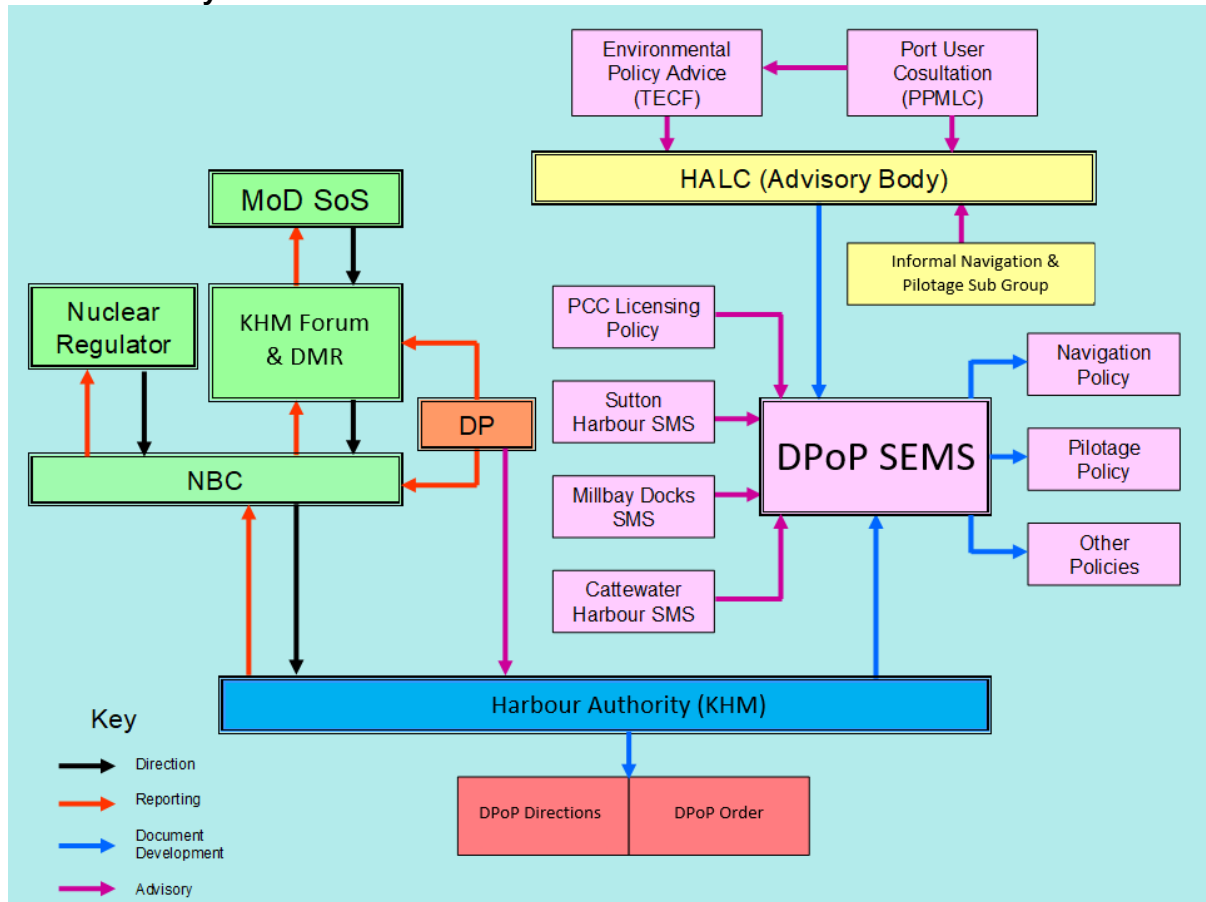


Figure 2 Dockyard Port of Plymouth Policy Development and Regulatory Structure

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 yearly.

The results of these audits, inspections, incidents and any concerns are reviewed and evaluated by KHM 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 & SEMS AWARENESS

The Harbour Authority Implements employee competence training and this is regularly monitored by management. 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.

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 SEMS 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 SEMS, 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 continued improvement of the SEMS, which will enhance conformance with the PMSC.

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 SEMS

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 Exercise
4. Tier 2 Oil Spill Response Plan	To be updated at least every 5 years
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.