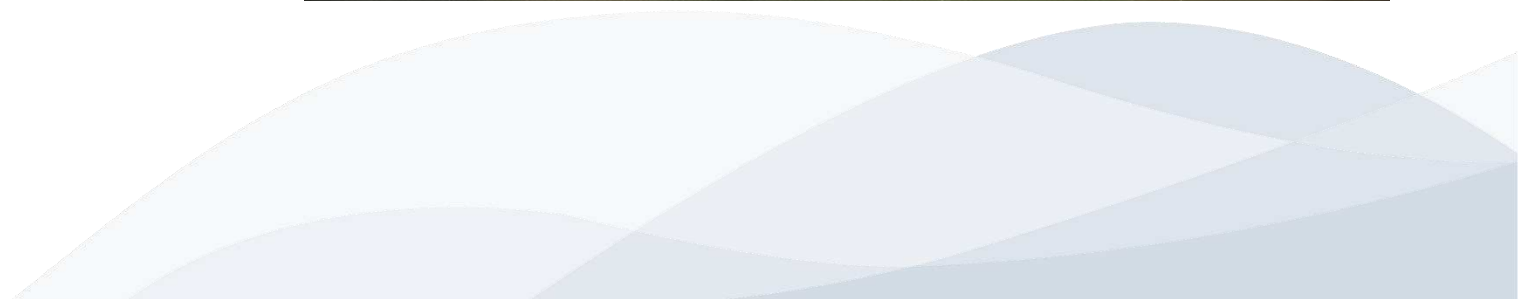




# Port marine safety code

Safety Plan for Marine Operations  
1 April 2021 - 31 March 2024



## 1. Introduction

Harwich Haven Authority (the Authority) was established by Act of Parliament in 1863 in order to safeguard the best natural haven on the East Coast of England. The Board's general duty is to secure, maintain and improve access to Harwich Harbour. Its jurisdiction covers the River Stour, the lower part of the River Orwell, Harwich Harbour and an area to seaward extending to 12 nautical miles from the harbour entrance covering 150 square miles. It provides services for shipping using the commercial ports of Felixstowe, Harwich International, Harwich Navyard, Ipswich and Mistley and also pilot boarding and landing services for vessel bound for the rivers Thames, Medway, Blackwater, Colne and Crouch.

It is the purpose of the Authority to conserve, protect, regulate, maintain and improve the Haven and its environment based on the principles of sustainability for the benefit of all its users.

## 2. Port Marine Safety Code

The Port Marine Safety Code (the Code) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the port marine environment.

The Authority is committed to manage and regulate marine operations within the scope of its powers and authority and in accordance with the Code.

## 3. Marine Safety Management System

The Authority achieves compliance with the Code through the implementation, compliance, review and monitoring of its internal Marine Safety Management System (MSMS). The MSMS comprises of a suite of policies, manuals, procedures and reports that seek to enhance safety by identifying hazards and applying appropriate procedures, policies and control measures to reduce the risk to as low as reasonably practicable.

The Authority will base its powers and policies on a formal assessment of hazards and risks and it will maintain a formal MSMS which will ensure that all risks are managed so that they are as low as reasonably practicable. It will employ, engage and appropriately train competent staff and contractors. It will appoint a Designated Person who will regularly conduct internal compliance audits and report directly to the Duty Holder.

## 4. Key Positions

The Code details key positions for the effective running of a successful MSMS and for compliance with the Code. These are;

### 4.1. The Duty Holder

The Duty Holder is responsible, individually and collectively, for compliance with the code and ensuring safe marine operations in the harbour and approaches. Within the Authority the Board is the Duty Holder.

#### 4.2. **Chief Executive Officer**

The operational and financial control of the Authority's function, advising the Board on all matters related to the Authority's responsibilities and overall safety of operations and staff.

#### 4.3. **Harbour Master**

The Harbour Master is responsible for the day to day implementation of the marine safety management system elements. Responsible for ensuring appropriate systems, processes, procedures, assessments and control measures are in place to reduce maritime risk to as low as reasonably practicable.

#### 4.4. **Designated Person**

The Designated Person provides independent assurance to the Duty Holder that the requirements of the internal safety management system and the Code are being met. The Designated Person sits outside the Marine Department line management structure and, on matters relating to the Code, has direct access to the Duty Holder.

### 5. **Safety Plan for Marine Operations**

As required by the Code, the Authority publishes its Safety Plan for Marine Operations (the Plan) for the conduct of marine operations in its area of jurisdiction. The Plan commits the Authority to manage and regulate marine operations and in particular, the safety of navigation, in a way that safeguards people, vessels, the environment and port infrastructure. Safety is prioritised over operations and this may result, from time to time, in delays to vessels and operations to ensure safety of navigation and to maintain high levels of marine safety standards.

### 6. **Compliance Review**

Compliance with the Code and the MSMS is reviewed through an internal audit process utilising qualified and experienced personnel. These audits encompass all aspects of the MSMS. In addition, independent external audits of the Authority's MSMS are conducted annually and provide independent assurance to the Authority that the Code and MSMS is fit for purpose.

In addition, the Safety, Health, Environment and Security (SHES) Committee have oversight of port marine safety issues as a function of the committee.

### 7. **Reporting**

The Designated Person (DP) under the Code is independent of the Marine Operations Department, oversees compliance with the code and reports directly to the Duty Holder on matters relating to the Port Marine Safety Code. The DP provides and delivers a report on port marine safety to the Board at every Board Meeting.

The Chair of the Authority's SHES Committee reports to the Duty Holder every six months on compliance with the Code.

The Duty Holder confirms compliance with the Code, in writing, every three years to the Maritime and Coastguard Agency.

## 8. **Improvement Plan**

In order to achieve continual improvements in marine safety the Authority has created an action register. This register sets out the targets for the period of this plan.

Internal and external audits are taken into consideration during the development of this plan and the action register.

9. **Action Register 2021 - 2024**

Item	Function	Action	By	Status
1	Vessel Traffic Service	Maintain > 99% service availability	Yearly, board reportable KPI.	
2	MSMS System	Undertake a root and branch review of the Marine Safety Management System and publish a revised version.	2024	
3	MSMS System	Review and publish General Directions for Navigation & Pilotage Directions.	2022	
4	Emergency Response	Undertake live exercise deployment of oil spill Tier 1 equipment and tabletop exercise in accordance with OPRC regulations.	Each calendar year.	
5	Emergency Response	Multi-agency Live Exercise in accordance with the Civil Contingencies Act and Category 2 obligations.	2021 Adler 6, 2022 Adler 7, 2023 Adler 8	
6	PMSC Audit	1/ Successful completion of internal PMSC audit – no NC 2/ Successful completion of external audit – no NC	Audit to be schedule each calendar year,	

<b>Item</b>	<b>Function</b>	<b>Action</b>	<b>By</b>	<b>Status</b>
7	Aids to Navigation	Maintain >99% availability (reporting period Jan- Dec)	Board reportable KPI.	
8	Aids to Navigation	Respond to defective AtN and rectify within 48 hrs.	Board reportable KPI.	
9	Incidents	KPI - <0.3 per 100 movements (reporting period Jan- Dec)	Board reportable KPI.	
10	Delayed provision of pilot	KPI <0.5 per 100 piloted movements (reporting period Jan- Dec)	Board reportable KPI.	
11	Leisure Vessels	Undertake a safety review of leisure moorings within HHA area of jurisdiction	2023	
12	Vessel Traffic Service	Replace VTS and Marine Information System	2023	