FHC Marine Safety Plan

Version No.	Date	Document Owner (author)	Description of changes made
V 0.1	29/02/16	Mark Sansom	VS Drafted for review
V 1.1	25/04/16	Mark Sansom	HM reviewed and updated
V 1.2	16/05/16	Mark Sansom	Updated after final review
V 1.3	19/05/16	Vicki Spooner	Changes Made after PMSC audit
V 1.4	10/11/16	Vicki Spooner	Updated roles, responsibilities and accountabilities section in line with the changes
V 1.5	10/1/17	Mark Sansom	Updated for 2017 Targets
V 1.6	15/01/2018	Vicki Spooner	Updated objectives and reference table
V 1.7	8/2/19	Mark Sansom	Reviewed and updated with 2019 objectives
V 1.8	05/03/2020	Mark Sansom	Reviewed and updated objectives section
V 1.9	01/02/2021	Duncan Paul	Updated organisation chart to reflect changes

This document is due for review on 31/01/2022 by current Document Owner

Contents

Introduction

Falmouth Harbour Commissioners are committed to managing marine safety to a standard compliant with the Port Marine Safety Code. The aim of this plan is to provide detail about the management measures in place and to set targets for performance. The Board of Falmouth Harbour Commissioners are collectively responsible for marine safety and are considered to be the Duty Holder described in the Port Marine Safety Code. The Board receives training on the operation of the safety management system and receive regular reports relating to its operation. The Commissioners manage a harbour area of approximately 16 Square miles including part of the Fal Estuary, the Penryn River and a large part of Falmouth Bay.

This plan encompasses the requirements of the following standards:
- BS EN ISO 9001:2008 Quality
- BS EN ISO 14001:2004 Environment
- BS EN ISO 45001:2018 Occupational Health and Safety
- Port Marine Safety Code (updated in November 2016)

This contents of this plan include:
- Policy;
- The processes of the FHC management system and how they relate to each other and the wider integrated management system;
- Roles, responsibilities and authorities;
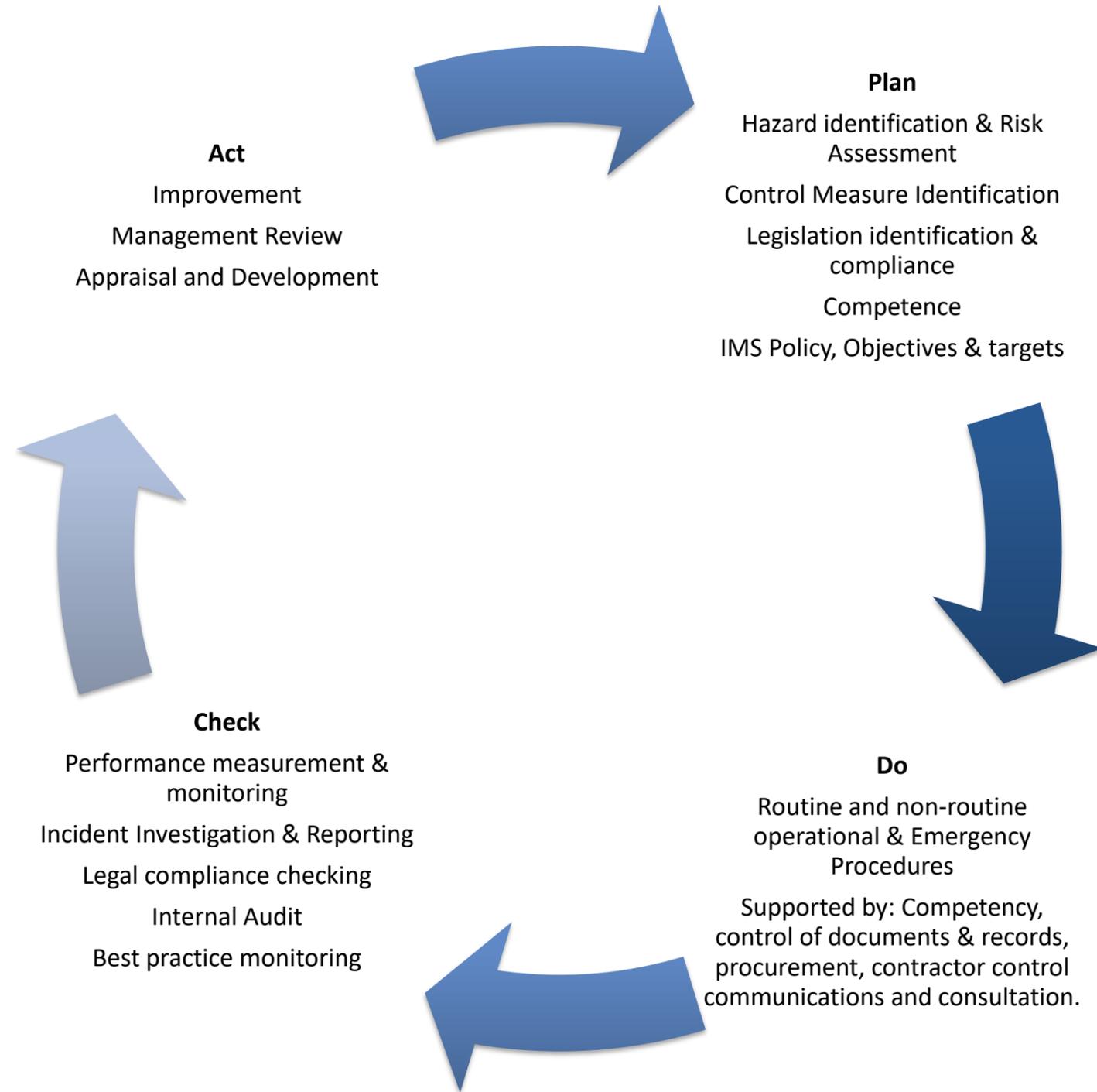- Improvement; and
- Management review.

Policy

FHC and its associated service arms have an Integrated Management System Policy 01-034-01. It is communicated to all personnel and contractors. It is reviewed annually and provides the framework for setting and reviewing company objectives and targets.

Processes

Falmouth Harbour Commissioners are committed to the systematic management of marine safety using a safety management system that complies with the principles of ISO 18000 as well as the Port Marine Safety Code.

A process model showing the process of marine safety management is shown below;

Act
Improvement
Management Review
Appraisal and Development

Plan
Hazard identification & Risk Assessment
Control Measure Identification
Legislation identification & compliance
Competence
IMS Policy, Objectives & targets

Check
Performance measurement & monitoring
Incident Investigation & Reporting
Legal compliance checking
Internal Audit
Best practice monitoring

Do
Routine and non-routine operational & Emergency Procedures
Supported by: Competency, control of documents & records, procurement, contractor control communications and consultation.

Consultation

Falmouth Harbour Commissioners aim to manage the harbour in the best interests of their stakeholders which includes harbour users. We are committed to consulting users in order to identify hazards, assess risks and develop appropriate risk control measures. To assist with this, the Commissioners resource and are represented on the Fal Estuary Marine Safety Committee which works with other authorities and major users to identify and implement improvements in safety management. We maintain a register of advisory members who are invited to an annual meeting aimed at identifying emerging hazards and consulting proposed risk control measures.

FHC maintains a Port User Group for making Harbour Directions in accordance with the agreed Code of Practice issued by the DfT as a referenced document by the Marine Navigation Act 2013.

An organisation diagram for the Marine Safety Organisation is included in the roles, responsibilities and accountabilities section of this document.

Conservancy

Falmouth Harbour Commissioners have a duty to conserve the Harbour to ensure that it can be used safely by vessels navigating within it. Conservancy functions include identifying the best channels for use by vessels, marking and lighting them as well as dredging to ensure a suitable depth is maintained. There are also functions relating to the marking and removal of wrecks that may prejudice safe navigation. We contract regular surveys and maintain an in-house hydrographic survey capability in order to check for changes in depths in an emergency. We provide and maintain our own navigation marks to mark channels and regularly check these are in working order. The performance of our navigation marks is reported to Trinity House who also undertake an annual inspection of them. We communicate changes of conditions in the harbour by issuing port notices. These are freely available via subscription and also published on our web site.

A process model showing the management of our conservancy functions is included in the library ref 90-070-04

Management of Navigation

Falmouth Harbour Commissioners have powers to regulate the use of the harbour and the harbour master is legally empowered to give special directions in certain circumstances. We have a duty to monitor the harbour and undertake this by AIS and radio recording and by undertaking regulatory patrols. We have powers to make bye-laws and enforce these in accordance with our enforcement policy. We aim to investigate all third party reports of incidents or infringement of bye-laws. We have the power to make general directions.

A process model showing the process for reporting and investigation of incidents is included in the library ref 30-191-04

Emergency Response

Falmouth Harbour Commissioners have a duty to maintain response plans for emergencies including oil pollution. The Oil Pollution Plan requires at least 2 exercises to be undertaken each year. In order to provide an effective response, equipment and trained personnel are required. We work in partnership with other harbour authorities, major users and response contractors in order to achieve this. We resource and are represented on a standing committee that reviews plans and exercise reports and prepares exercises.

Process models showing the management of emergency and oil pollution response is included in the library ref 30-182-04

Pilotage

Falmouth Harbour Commissioners are a Competent Harbour Authority as defined by the Pilotage Act. This requires us to keep the need for pilotage under review and allows us to authorise pilots. We have contracts to provide pilotage services to Falmouth Docks and to the Ports of Truro and Penryn. We own and operate our own pilot boats and employ pilot boat crews who provide a 24 / 7 service delivering pilots to vessels who need them. We have a contract for the provision of pilots with Falmouth Pilots (LLP). Pilotage Services are provided by Falmouth Pilot Services which is a dedicated business arm of FHC.

A process model showing the management of pilotage is included in the library ref 90-185-04

Marine Services

Falmouth Harbour Commissioners provide marine services including mooring maintenance, securing ships to buoys (via contract) and pilot boat operations. We also license or approve other marine operations including the ship to ship transfer of bunker fuel and the operation of self-drive hire boats. We aim to ensure that all marine services that we operate or approve operate to appropriate standards based on industry best practice.

Objectives

The marine safety objectives are included within the annual workplan for the organisation. Performance against objectives is monitored regularly by the board of commissioners.

Roles, responsibilities and accountability

The Marine Safety organisation chart is detailed below
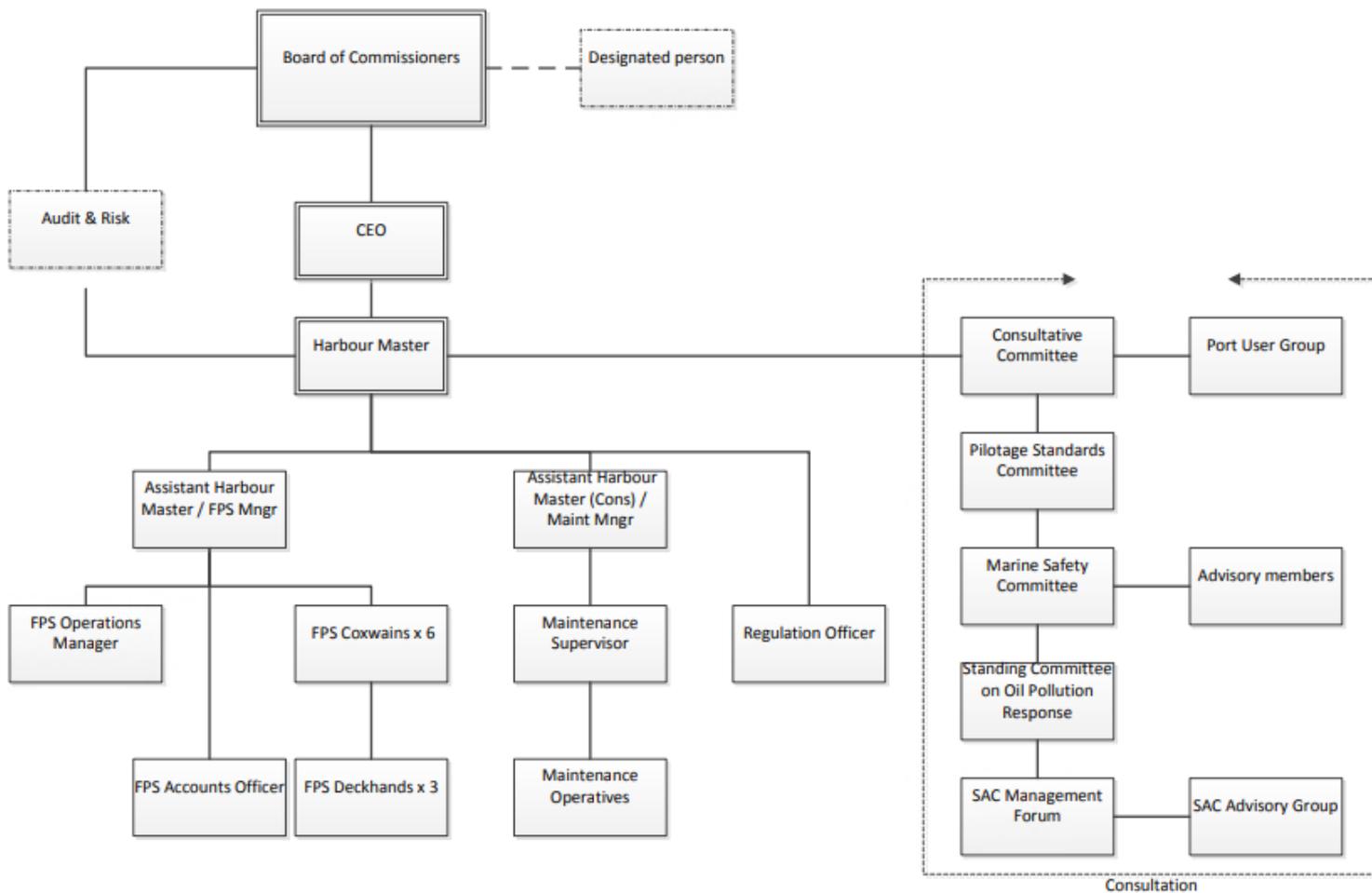
Organisation Plan *February 2021*

Specific Roles, responsibilities and accountabilities

Together these policies and functions form part of the Port Marine Safety Code Compliance Strategy, and are communicated and understood within the organisation and reviewed at planned intervals for continued suitability.

Duty Holder

The Board of commissioners are the duty holder for FHC.

- Be aware of the organisation's powers and duties related to marine safety;
- Ensure that a suitable MSMS, which employs formal safety assessment techniques is in place;
- Appoint a suitable designated person to monitor and report the effectiveness of the MSMS and provide independent advice on matters of marine safety;
- Appoint competent people to manage marine safety;
- Ensure that the management of marine safety continuously improves by publishing a marine safety plan & reporting performance against the objectives & targets set; and
- Report compliance with the Code to the MCA every 3 years.

Chief Executive

The chief executive is accountable for the operational and financial control of the organisation. He will advise the organisation on all matters related to its duties and powers, with appropriate advice from officers. His key duties relating to marine safety are;

- Oversee the implementation of Organisation's policies & decisions;
- Have overall executive responsibility for the safety of operations and staff; and
- Oversee the recruitment & training of staff.

Harbour Master

Under the Port Marine Safety Code the harbour master is specifically responsible for:

- The day to day safe operation of navigation and other marine activities in the harbour and its approaches,
- Regulation of the time and manner of ships' entry to, departure from, and movement within the harbour waters, and related marine safety purposes,
- Developing and implementing emergency plans and procedures, for regulating dangerous goods in transit on ships and for counter-pollution and waste disposal plans, and
- The provision and maintenance of suitable aids to navigation.

Designated Person

Designated person is responsible for:

- Providing independent assurance directly to the duty holder that the marine safety management system is working effectively; and
- Determining, through assessment and audit, the effectiveness of the marine safety management system in ensuring the compliance with the Port Marine Safety Code.

Competence, training and awareness

Board of commissioners

The Board receives training on the operation of the Safety Management System and receives regular reports relating to its operation.

Commissioners receive a comprehensive induction as per 00-021-04 describing the organisation and their responsibilities. A record is maintained of this training using 00-022-04.

The Board maintain training and development as a high priority within the organisation and have a staff appraisal system to identify training needs appropriate to the level of responsibility.

FHC staff

Falmouth Harbour Commissioners aim to ensure that all marine personnel are well trained and competent to perform the tasks that they undertake. A Marine Pilots Training Plan has been developed using the national occupational standards and a Pilotage Exemption Certificate Scheme based on these standards has been produced. Marine staff undertake continuous professional development.

Training records are maintained for all personnel working for and on behalf of the organisation and include induction, personal qualifications, experience and specialist job training. Management will confirm competence in applicable tasks prior to recommending staff for authorisation in marine safety critical roles.

All personnel receive an induction when they start with the organisation describing the health, safety and environmental risks associated with their role and what their responsibilities are in regards to these risks.

Specific training and awareness requirements are assessed and described within the relevant job description for the role. Training is provided as per the role requirements.

Training of personnel is conducted as per the requirements of the role, records are maintained of all training completed. A training spreadsheet is checked regularly to identify when training is required to be refreshed to ensure that it does not run out of date.

The effectiveness of training is evaluated during the appraisal process and through ongoing communication with staff receiving the training and training providers themselves to ensure that training provided continues to be relevant and effective.

Improvement

FHC will continually improve the operation of the integrated management system (which includes the Port Marine Safety Code) by regular reviews of performance and assessment of the management system and its application to FHC through:

- Internal audits;
- Internal Communication through meetings and submitted improvement suggestions;
- Monitoring customer satisfaction
- Monitoring performance against objectives and targets

For further information, please refer to the Objectives section of this plan, 01-050-02 Internal Audits and 01-080-02 Improvement.

Management review

The management review process is conducted throughout the year in the Falmouth Pilot Services management panel meetings and the fortnightly marine operations meetings. The required information relating to performance and internal audit results are provided as a paper prior to the panel meeting to allow review. The information is discussed within the panel meeting and actions agreed and delegated accordingly.

If the panel members decide it is necessary information is communicated to the board of commissioners for consideration. For further information, please refer to 01-085-02 Management Review procedure.

Management System Documents

Clause Description	BS EN ISO 45001:2018	BS EN ISO 14001:2015 clause	BS EN ISO 9001:2015 clause	Port Marine Safety Code	Management System Documents
Context of the Organisation	4.0, 6.1.1, 6.1.4, 6.2	4.0, 6.1.1, 6.1.4, 6.2	4.0, 6.1.1, 6.1.4, 6.2	-	01-095-02 Context of the Organisation
Policy	5.2	5.2	5.2	1.1	01-034-01 IMS Policy
Management Plan	5.1, 5.3, 6.1.1, 6.2, 7.1	5.1, 5.3, 6.1.1, 6.2, 7.1	5.1, 5.3, 6.1.1, 6.2, 7.1	1.1-1.17 2.12-2.17 4.2-4.5	30-010-01 Marine Safety Management Plan
Hazard Identification, Risk Assessment & Control	6.1.2.1	-	-	2.7-2.11	01-065-02 Hazard Identification, RA & Control 01-066-02 Risk Assessment Template 40-R015-02 Risk Assessment log
Marine hazard identification, risk assessment and control		-	-	2.7-2.11	30-190-04 Marine Hazard and Risk Management Process Hazman Database
Environmental Aspects and Impacts	-	6.1.2	-	3.8	01-060-02 Identification of Env Aspects & Impacts 01-061-02 Aspects and Impacts Register
Identification & access to legal and other requirements	6.1.3	6.1.3	-	2.3-2.6, 3.10-3.14	01-070-03 Maintenance of the legal register Legal register
Documented objectives & programme	6.2	6.2	6.2	-	30-010-01 Marine Safety Management Plan
Roles, Responsibility, accountability & authority	5.3	5.3	5.3	2.16, 4.2	30-010-01 Marine Safety Management Plan
Competency, training and awareness	7.2, 7.3	7.2, 7.3	7.2, 7.3	2.18	30-010-01 Marine Safety Management Plan 00-021-04 Commissioner Induction Programme 60-084-03 Appraisal Guidelines
Communication, participation & consultation	7.4	7.4	7.4	2.17 2.26-2.28 2.29	01-075-02 Communication & Consultation 30-155-01 Pilotage requirements for Falmouth 30-010-01 Marine Safety Management Plan
Control of Documents and Records	7.5	7.5	7.5		01-015-02 Control of Documents and Records
Operational control procedures	8.1	8.1	8.1	2.25 Enforcement 3.5 Open Port Duty 3.6-3.7 Conservancy 4.6-4.10 4.11-4.16 4.17-4.20 4.21-4.24 4.25-4.32	30-140-03 Introduction to Enforcement & additional procedures 30-020-04 PM Channel Clearance 30-022-04 PM Navigation Buoy Provision & Checking 30-023-04 PM Harbour Patrol 30-021-04 PM Mariners Notice 30-025-04 PM Wreck marking & removal 90-066-02 FPS Invoicing 90-040-01 Prior Notification Form 30-055-03 Oil Transfer Authorisation Procedure 20-032-03 Pilotage Direction 20-031-04 Pilotage Exemption Certificate Procedure 30-024-04 Vessel Towing allocation & operation
Procurement	8.1.4	8.1 (b)	8.4	-	70-010-03 Procurement Procedure
Contractor control	8.1.4.2	-	-	-	
Emergency preparedness & Response	8.2	8.2	-	3.9	80-015-04 Falmouth Bay & Estuaries Oil Spill Contingency Plan 80-010-04 FHC Crisis Communications Plan
Performance measurement & monitoring	9.1	9.1	9.1	2.24 2.30-2.32	01-100-02 Performance measurement & monitoring
Incident investigation	10.2	-	-	2.19-2.23	90-170-03 Reporting Accidents & Incidents 90-171-03 Internal Accident / Incident Form 90-172-03 Accident Investigation Procedure
Improvement	10	10	10	-	01-080-02 Improvements Procedure 01-081-02 Improvements Form
Internal Audit	9.2, 9.1.2	9.2, 9.1.2	9.2	2.24	01-050-02 Internal Audit 01-051-02 Internal Audit Record
Management Review	9.3	9.3	9.3	2.3-2.6 3.13, 4.7-4.8	01-082-02 Management Review