



LANGSTONE HARBOUR BOARD

ANNUAL MARINE SAFETY MANAGEMENT SYSTEM REVIEW DOCUMENT (AMSMSRD)

In Compliance With

THE PORT MARINE SAFETY CODE

December 2023

VERSION CONTROL

ISSUE	VERSION	DATE	PRINCIPAL CHANGES	INITIALS
2		07/2008		
3		08/2009		
4		08/2010		
5		08/2011		
6		08/2012		
7		09/2013		
8		08/2014		
9		07/2015		
10		07/2016		
11		07/2017		
12	1.0	12/2018		NJ
12	1.1	05/2019	Addition of index; consolidation of policies	NJ
12	1.2	11/2019	Amendment to Management of Navigation	NJ
13	1.3	05/2020	Incorporation of 2019 Audit Recommendations	NJ
14	2.0	10/2021	Wholesale review on change of HM and following MCA Health Check September 2020	BJ
15	2.1	11/2021	Amendments made as part of 2021 PMSC review by DP	BJ
16	2.2	12/2021	Amendments following Board review and approval	Board
17	2.3	11/2022	General updates and amendments	BJ
18		11/2023	Review part of Annual PMSC Audit by DP	BJ
18	2.4	12/2023	Adjustments to MarNIS RA review periods following feedback from Advisory Committee	BJ

Copy 1 Harbour Manager
 Copy 2 Harbour Office
 Copy 3 LHB Website

THE LANGSTONE HARBOUR PMSC COMPLIANCE DOCUMENT

Contents

1. INTRODUCTION.....	7
1.1 Background.....	7
1.2 Marine Safety Management System.....	7
1.3 The Aim of This Document.....	7
1.4 Policy Documents	7
1.5 Duty Holder Review.....	7
2. ACCOUNTABILITY FOR MARINE SAFETY.....	8
2.1 Duty Holder.....	8
2.1.1 Duty Holder Responsibilities	8
2.2 Designated Person	8
2.3 Employees	8
2.4 Harbour Users	9
2.5 Appointment of a Harbour Master	9
2.6 Engineering Support.....	9
2.7 Nominated Harbour Safety Officer	9
3. LEGISLATION.....	10
3.1 Pier and Harbour Order (Langstone Harbour) Confirmation Act.....	10
3.2 Harbours, Docks & Piers Clauses Act.....	10
3.3 Commissioners Clauses Act.....	10
3.4 Harbours Act.....	10
3.5 Limits of Jurisdiction (SHA)	10
3.6 Local Harbour Legislation.....	10
3.7 Safety Regulations.....	11
3.8 Other Regulations.....	11
4. GENERAL DUTIES AND POWERS.....	13
4.1 Open Port Duty.....	13
4.1.1 Anchorages.....	13
4.2 Conservancy Duty	13
4.2.1 Hydrography	13
4.2.2 Prevailing Conditions.....	13
4.3 Wrecks and Abandoned Vessels.....	13

4.4 Environmental Duty	13
4.5 Buoyage and Navigation Aids	13
4.6 Powers for Management of Navigation	14
4.6.1 Regulation of Navigation.....	14
4.6.2 Traffic Organisation and Management Responsibility	14
4.6.3 Directions and Port Passage Guidance	14
4.6.4 Byelaws	14
4.6.5 Patrols.....	15
4.6.6 Events.....	15
4.7 Works and Dredging Licences.....	15
4.7.1 General Works.....	15
4.7.2 Dredging.....	15
4.7.3 Regulation of Moorings	15
4.7.4 Houseboats.....	15
4.8 Dangerous Goods and Vessels.....	15
4.9 Conservation Powers	16
4.10 Civil Contingency	16
4.11 Review of Powers.....	16
4.12 Scheme of Delegation.....	16
5. SPECIFIC DUTIES AND POWERS.....	17
5.1 Byelaws and Enforcement.....	17
5.2 Pilotage.....	17
5.2.1 Limits of Jurisdiction (CHA).....	17
5.2.2 Pilotage Arrangements.....	17
5.2.3 Authorisation of Pilots.....	18
5.2.4 Review of Pilotage Responsibilities	18
5.3 Relationship with VTS	18
5.3.1 MoU.....	18
5.3.2 Nab Area VTS User Group.....	18
5.4 Environment and Education	18
6. RISK ASSESSMENT	20
6.1 Dynamic Risk Assessment.....	20
6.2 Detailed Risk Assessments.....	20

6.2.1 Step 1 - Identify the hazards	20
6.2.2 Step 2 - Determine who might be harmed and how.....	20
6.2.3 Step 3 - Evaluate the risks	20
6.2.4 Step 4 - Remove unacceptable risks	21
6.2.5 Step 5 - Record the findings.....	21
6.2.6 Step 6 - Review the assessment and revise it if necessary.....	21
6.3 MarNIS.....	21
7. MARINE SAFETY MANAGEMENT SYSTEM.....	21
7.1 Marine Safety Management.....	22
7.2 Management of Safety Controls.....	23
7.3 Standard Operating Procedures.....	24
7.4 Incident reporting and Investigation.....	24
7.4.1 Reporting of Accidents Incidents and Near Misses.....	24
7.4.2 Incident Investigation.....	24
7.4.3 Marine Accident Reporting and Investigation.....	25
7.5 Marine Services	25
7.6 Marine Services Regulation	25
7.6.1 Commercial Craft Regulation.....	25
7.6.2 Towage.....	26
7.6.3 Workboats/SCV.....	26
7.6.4 Diving.....	26
7.6.5 Dredging.....	26
7.6.6 Salvage.....	26
7.6.7 Fuel	26
8. REVIEW AND AUDIT.....	27
8.1 Measure Compliance	27
8.1.1 Procedure to Monitor and Measure	27
8.1.2 Key Performance Indicators.....	27
8.1.3 Recording Accidents, Incidents and Non-conformities	28
8.1.4 Safety Inspections and Checklist of Controls	28
8.2 Review.....	28
8.2.1 Annual Review and Report.....	29
8.3 Consultation.....	29

8.3.1	Langstone Harbour Advisory Committee	29
8.3.2	Portsmouth Water Safety Forum	30
8.3.3	Solent Navigation and Pilotage Co-ordination Committee (SNPCC)	30
8.3.4	SNPCC Operational Group (SOG)	30
8.4	Record	30
8.4.1	Document and data control	31
8.5	Improve.....	31
9.	COMPETENCE	32
9.1	Organisation	32
9.2	Staff Roles.....	33
9.2.1	Harbour Master/Manager	33
9.2.2	Deputy Harbour Master.....	33
9.2.3	Assistant Harbour Master (Moorings)	33
9.2.4	Assistant Harbour Master (Patrol)	33
9.2.5	Office Manager.....	33
9.2.6	Finance Officer	33
9.2.7	Administration Assistant.....	33
9.2.8	Environment Officer.....	34
9.2.9	Seasonal Patrol Officer	34
9.3	Training.....	34
10.	PLANS	36
10.1	Publication of Plans and Reports.....	36
10.2	Emergency Plans.....	36
10.2.1	Emergency Organisation and Management Responsibility	36
10.2.2	Training for Emergencies	37
10.2.3	Emergencies in the Harbour	37
10.2.4	Environmental Management Plan.....	37
10.2.5	Environmental Impact of Moorings	37
10.2.6	Waste Management	37
10.2.7	Environment Emergencies	37
11.	AIDS TO NAVIGATION	38
11.1	Local Lighthouse Authority Duties and Responsibilities.....	38
11.2	Trinity House	38

1. INTRODUCTION

1.1 Background

The Port Marine Safety Code (PMSC) was published in March 2000 by (DTLR) Ports Division, and most recently revised in November 2016. It aims to establish an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for the legal powers and duties which they have to run their harbours safely. The Code is supported by a Guide to Good Practice on Port marine Operations, which is kept under continuous review.

1.2 Marine Safety Management System

The Langstone Harbour Board (LHB) has adopted a marine safety management system that includes policies for management of navigation, pilotage, conservancy, environment, emergency plans and marine services. This document is reviewed annually and compliments the [Langstone Harbour Marine Safety Management System](#) (MSMS).

1.3 The Aim of This Document

The aim of this document is to describe and direct how the Langstone Harbour Board complies with the PMSC and how it will continue to do so. Members of the Harbour Board are individually and collectively accountable for meeting the standards of the Code, thereby ensuring the safety of their staff and all who are affected by their activities through effective management of the organisation and the harbour. To discharge this duty, the Board's MSMS reflects both the requirements of the Health and Safety at Work Act and associated regulations as they relate to marine safety and the requirements of the PMSC relating to the harbour and its approaches, harbour users, the public and the harbour environment.

1.4 Policy Documents

In addition to the [Safety Plan for Marine Operations](#) the following policies, which have been approved by the Board, underpin the MSMS for Langstone Harbour:

- [Navigational Safety Policy](#)
- [Pilotage Policy](#)
- [Enforcement and Prosecution Policy](#)
- [Environmental Protection Policy](#)
- [Health and Safety Policy](#)
- [Training Policy](#)

1.5 Duty Holder Review

The Langstone Harbour Board will review this document annually or as updated.

2. ACCOUNTABILITY FOR MARINE SAFETY

It is to be made clear who the Duty Holder and the Designated Person are and what their roles are.

2.1 Duty Holder

The Duty Holder is the Langstone Harbour Board, whose members are individually and collectively accountable for compliance with the Port Marine Safety Code (PMSC) and hold a common law duty of care for employees and harbour users. They cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills.

The LHB set the policy and the strategy. The Harbour Master and staff provide the means of implementing the policy. Any decisions taken or policies set must take into account any issues related to harbour safety. The consideration of such issues is to be minuted.

Contact details for Board members and standing deputies are available on the [Harbour Board section of the LHB website](#) and can also be found in our Annual Report.

2.1.1 Duty Holder Responsibilities

The duty holder is responsible for ensuring that the organisation complies with the Code. In order to effectively undertake this role they should:

- 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 and reporting performance against the objectives and targets set;
- and report compliance with the Code to the MCA every 3 years.

2.2 Designated Person

A Designated Person (DP) has been appointed to provide independent assurance on the operation of the Marine Safety Management System (MSMS) with direct access to the Duty Holder. The Designated Person for Langstone Harbour is Monty Smedley of ABP Marine Environmental Research Ltd (ABPmer). Independent assurance is provided to the Board by means of an annual audit of the Marine Safety Management System.

2.3 Employees

All employees also have a duty:

- To take reasonable care regarding their own health and safety and that of other harbour users who may be affected by their acts or omissions;

- To comply with all harbour safety procedures laid down by Langstone Harbour Board;
- To report hazard, risk, accident, incident or near misses to the Harbour Master.

2.4 Harbour Users

Harbour users operating either commercially or for pleasure are responsible for:

- Their own health and safety and that of other harbour users insofar as they may be affected by their acts or omissions;
- Complying with byelaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

2.5 Appointment of a Harbour Master

The Harbour Master is responsible for management and control of Langstone Harbour in fulfilling the statutory functions of the Board and Harbour Master (& Collector), including pilotage functions, safety and conservancy. The Harbour Master also ensures that all health & safety arrangements and other safety functions of the Board are compliant with relevant legislation and government requirements for ports.

2.6 Engineering Support

The function of Engineer to the Board is outsourced to consultant engineers Ramboll UK Ltd. Each year the firm is commissioned to provide a report on major harbour infrastructure (pontoons and linkspans at Eastney and Hayling) including proposed works and estimated costs. This report is brought to the board ahead of the budget approval in December.

2.7 Nominated Harbour Safety Officer

The Deputy Harbour Master is the Safety Officer and the competent person responsible for fire safety. In his absence urgent harbour safety matters should be referred to the Harbour Master. The delegation of responsibility is contained in the detailed job descriptions for all harbour staff.

3. LEGISLATION

3.1 Pier and Harbour Order (Langstone Harbour) Confirmation Act

The plans and policies for the Harbour discharge the roles and statutory duties which are placed on the Harbour by the Pier and Harbour Order (Langstone Harbour) Confirmation Act 1962, as amended. The Statutory Harbour Authority for Langstone Harbour is the Langstone Harbour Board, which includes representatives from Havant Borough Council, Portsmouth City Council, Hampshire County Council and the statutory Advisory Committee. The terms of reference of the Langstone Harbour Board are to administer Langstone Harbour in accordance with the 1962 Act (as amended) and the principles of governance promoted through published governance guidance from DfT, the latest of which is Ports Good Governance Guidance (2018). LHB will meet or exceed the standards required by the Port Marine Safety Code and safety law.

3.2 Harbours, Docks & Piers Clauses Act

The 1962 Act incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Harbour Master statutory powers, including powers of special direction, for the management of the Harbour.

The Harbours, Docks & Piers Clauses Act, 1847 is incorporated with The Langstone Harbour Revision Order 1985 (SI1985/1554) except for the following sections: 6 to 27, 31, 37 to 42, 47 to 50, 59, 60, 66, 67, 79, 80, 81, 82, 84 to 98 and 101.

3.3 Commissioners Clauses Act

Sections 56 and 59-74 of the Commissioners clauses Act 1847 are also incorporated into the establishing act.

3.4 Harbours Act

The Harbours Act 1964 empowers the Board to fix rates at the level required to meet its statutory obligations.

Other National Acts such as the Merchant Shipping Act 1995, the Pilotage Act 1987, the Docks and Harbours Act 1966, the Railways and Transport Safety Act 2003, the Marine and Coastal Access Act 2009 and the Marine Navigation Act 2013 also apply.

3.5 Limits of Jurisdiction (SHA)

The limit of jurisdiction of the Statutory Harbour Authority (SHA) within Langstone Harbour is Mean High Water (MHW). The harbour authority's jurisdiction extends to the railway bridge over Hilsea Creek in the northwest and to the line of the disused Hayling Railway Bridge in the northeast. The southern limit of the SHA is a line between Eastney Point and Gunner Point.

3.6 Local Harbour Legislation

The Local Act and amendments from which LHB derives its powers and obligations are as follows:

- Pier and Harbour Order (Langstone Harbour) Confirmation Act 1962
- The Langstone Harbour Revision Order 1985 (SI1985/1554)

- The Langstone Harbour Revision Order 1990 (SI1990/615)
- The Langstone Harbour Revision Order 1999 (SI1999/266)
- The Langstone (Pilotage) Harbour Revision Order 2005 (SI2005/1141)

3.7 Safety Regulations

- Health & Safety at Work Act 1974
- Factories Act 1961
- The Provision and use of Work Equipment Regulations 1992
- The Management of Health & Safety at Work Regulations 1992
- The Manual Handling Regulations 1992
- The Personal Protective Equipment at Work (PPE) Regulations 1992
- The Workplace (Health, Safety & Welfare Regulations 1992
- The Control of Substances Hazardous to Health Regulations 1994
- The Noise at work Regulations 1989
- Environmental Protection Act 1990
- Manual Handling Operations Regulations 1992
- Fire Precautions Act 1971 as amended
- The Electricity at Work Regulations 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.
- Lifting Operations and Lifting Equipment Regulations 1998
- Langstone Harbour Bye Laws 1994

3.8 Other Regulations

- MS (Port Waste Reception Facilities) Regulations 1997
- Coast Protection Act 1949 (as amended)
- Collection & Disposal of Waste Regulations 1988
- Conservation (Natural Habitats etc) Regulations 1994
- Control of Pollution Act 1974
- Control of Pollution (Landed Ships' Waste) (Amendment) Regulations 1989
- Control of Substances Hazardous to Health (COSHH) Regulations 1994
- Dangerous Substances in Harbour Areas Regulations 1987
- Dangerous Vessels Act 1985
- Docks & Harbours Act 1972
- Environmental Protection Act 1990
- Food & Environment Protection Act (FEPA) 1985
- Habitats Regulations 1994
- Harbour Act 1964
- Harbours, Docks & Piers Clauses Act 1847
- Hazardous Waste Regulations 1998
- Lifting Equipment & Lifting Operations Regulations, 1998
- Marine & Coastal Access Act, 2009
- Marine Navigation Act, 2013
- Merchant Shipping Act 1995

- Merchant Shipping & Maritime Security Act 1997
- MS (International Safety Management (ISM) Code) Regulations 1998
- MS (Oil Pollution Preparedness & Response Convention) Regulations 1997
- MS (Prevention of Oil Pollution) Regulations 1996
- MS (Prevention of Pollution by Garbage) Regulations 1996
- MS (Prevention of Pollution) (Limits) Regulations 1996
- MS (Port Waste Reception Facilities) Regulations 1997
- MS (Reporting of Pollution Incidents) Regulations 1987
- Noise at Work Regulations 1989
- Pilotage Act 1987
- Prevention of Oil Pollution Act 1971
- Prevention of Oil Pollution Act 1986
- Prevention of Pollution (Reception Facilities) Order 1984
- Transfrontier Shipment of Hazardous Waste Regulations 1988
- Transfrontier Shipment of Waste Regulations 1994
- Wildlife & Countryside Act 1981

4. GENERAL DUTIES AND POWERS

4.1 Open Port Duty

Section 33 of the 1847 Act, known as the “Open Port Duty”, is incorporated in the 1962 Act. This provision means that upon payment of rates and other conditions set by the Board the harbour must be open to anyone for shipping or unshipping of goods and the embarking and landing of passengers.

4.1.1 Anchorages

The Langstone Harbour Board has authority under the 1847 Act and harbour byelaws to regulate anchoring, should that be necessary.

4.2 Conservancy Duty

A common law duty to conserve the harbour so that it is reasonably fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to utilise it safely (this includes surveying navigable channels, placing navigation marks and keeping proper hydrographic and hydrological records).

4.2.1 Hydrography

Hydrographic records of dredged channels in the harbour are maintained by the harbour office. Bathymetric survey data will be made available to UKHO in an approved digital format. LHB complies with the Hydrographic Office Code of Practice, 2011.

The Hydrographic Office receives all hydrographic information and Local Notices to Mariners produced by the Harbour. There is a formal agreement with Hydrographic Office. UKHO then update Admiralty Chart 3418 Langstone and Chichester Harbours.

4.2.2 Prevailing Conditions

Tide tables, the Meteorological Office’s Inshore Waters Forecast for the next and the following 24 hours and the weather forecasts are displayed at the harbour office and public slipways during peak periods.

4.3 Wrecks and Abandoned Vessels

The Board has powers under s.252, Merchant Shipping Act 1995 (as amended); s.56, Harbours, Docks & Piers Clauses Act 1847; s.32, Pier and Harbour Order (Langstone Harbour) Confirmation Act 1962 and local harbour byelaws to remove and, if necessary, destroy abandoned vessels.

4.4 Environmental Duty

In addition to the requirements of national Environmental Protection legislation, including the Environmental Protection Act 1990, the Harbour has a general duty to exercise its functions with regard to nature conservation and other environmental considerations (including facilities for visiting archaeological, architectural, and historic features — s.48A 1964 Act).

4.5 Buoyage and Navigation Aids

Lighting and buoyming responsibilities under Part VIII Merchant Shipping Act 1995 (i.e. the general lighthouse authority (Trinity House) can direct the harbour authority (as local lighthouse authority) to lay down buoys, or alter lighthouse, buoys and beacons in the area).

4.6 Powers for Management of Navigation

Langstone Harbour Board has rules in byelaws and directions that every user must obey as a condition of his or her right to use the harbour. Langstone Harbour Board recognises its duty to make proper use of powers to make byelaws, and to give directions and to regulate all vessel movements in its waters. These powers shall be exercised in support of the policies and procedures underpinning the Marine Safety Management System and will be used to manage the navigation of all vessels. Langstone Harbour Board has clear policies on byelaw enforcement and will monitor compliance.

- **[Navigational Safety Policy](#)**

4.6.1 Regulation of Navigation

Navigation in the harbour is regulated by the harbour master in accordance with the 1962 Act (as amended), the Pilotage Act 1987, harbour byelaws and special directions.

4.6.2 Traffic Organisation and Management Responsibility

Traffic management requirements for Langstone Harbour have been assessed in accordance with the provisions of MGN 401 (M+F) Amendment 3 Navigation: Vessel Traffic Services (VTS) and Local Port Services (LPS) in the UK'. LHB's risk assessment showed that VTS would be inappropriate and excessive; instead, a Local Port Service is provided. Vessels using Langstone Harbour are subject to the reporting requirements of Southampton VTS, which covers the approaches to Langstone Harbour.

4.6.3 Directions and Port Passage Guidance

There is no standing requirement for any vessel in Langstone Harbour to file a port passage plan. The Harbour Master may issue a Special Direction under Section 52 of The Harbours, Docks & Piers Clauses Act, 1847 which are incorporated with the Langstone HRO 1985 (SI 1985 No.1554) (including section 52 concerning Special Directions and section 53 concerning the issuing of Special Directions).

From Admiralty Sailing Directions (ASD - Channel Pilot) and Admiralty List of Radio Signals – Pilot Services, Vessel Traffic, Services and Port Operations (ALRS 6(1)):

- vessels 20m+ should report to Southampton VTS;
- vessels 30m+ should notify the Harbour Office before arrival;
- vessels 20m+ should report to Harbour Office in reduced visibility before crossing the Langstone Bar; and
- vessels under pilotage should not enter/exit in reduced visibility.

4.6.4 Byelaws

The Langstone Harbour Board have the power to make byelaws for the conservation of the natural beauty of all or any part of the harbour or of any of the fauna, flora or geological or physiographical features in the harbour and all other natural features (subject to obtaining the consent of Portsmouth City Council and Havant Borough Council). The current byelaws provide effective control measures to manage the hazards identified in the risk assessments.

4.6.5 Patrols

The Harbour maintains a comprehensive patrol presence on the Harbour to enforce byelaws and other directions. There are procedures for the conduct of patrols and for enforcement in accordance with Police and Criminal Evidence (PACE) Code.

4.6.6 Events

The Harbour Master works closely with all sailing clubs and organisations who use the harbour. Where necessary special arrangements, are made to assure the safety of the events they run.

4.7 Works and Dredging Licences

4.7.1 General Works

The harbour has the authority to carry out such works or operations as consider necessary for the maintenance, operation, and improvement of the harbour (subject to landowner consent and not interfering with existing rights of navigation).

4.7.2 Dredging

Very unusually the Board does not appear to have an express power to dredge within the harbour. Under the Marine and Coastal Access Act 2009 a Marine Licence should be considered prior to carrying out any works below the mean high-water mark.

4.7.3 Regulation of Moorings

The Harbour has the power to provide, place, lay down, maintain, use, have and charge for the use of moorings on land owned or leased by them or in which they have authorisation from the Owner in the harbour or on the banks of the harbour belonging to the Board or to licence this activity.

The Langstone Harbour Board maintains its deep-water moorings to a high standard. Conditions for mooring licences, issued by the Harbour, require that all moorings are fit for purpose and are inspected regularly. Procedures are laid down for the safe operation of the mooring barge.

4.7.4 Houseboats

Under article 16 of the 1985 Order, written consent from the Board is required to moor, place, keep, or maintain a Houseboat in the harbour (other than the 8 exempted from this requirement under article 16(7)(b) of the 1985 Order kept at the Hayling Health Society). The consent may be given on such terms or conditions or subject to compliance with such requirements as the Board thinks fit.

4.8 Dangerous Goods and Vessels

Under the provisions of the Dangerous Vessels Act 1985 the harbour master may also give directions to prohibit the movement to, from or in the harbour of any vessel considered to pose a grave and imminent danger to the safety of persons or property or any vessel which may by sinking or foundering seriously prejudice the use of the harbour by other vessels. However, such directions may be overridden by the Secretary of States Representative for maritime salvage (SoSRep), who may issue contrary directions to the harbour master in the interests of safety.

Dangerous goods to which the provisions of the Dangerous Goods in Harbour Areas Regulations 2016 apply are not handled within Langstone Harbour.

4.9 Conservation Powers

The Harbour has the power to carry out works for the purpose of interpreting the history, fauna, flora or geological or physiographical features of the harbour for the benefit or education or persons visiting the harbour or its surroundings.

LHB recognises its duty to exercise its functions with regard to nature conservation, biodiversity and other related environmental considerations.

- [*The Harbour's Environmental Protection Policy*](#)

4.10 Civil Contingency

As a statutory harbour authority LHB is classified as a Category 2 Responder under the Civil Contingencies Act 2004, with obligations to co-operate and share information with Category 1 Responders (emergency services and local authorities). LHB is also subject to the International Convention on Oil Pollution Preparedness, Response and Co-Operation 1990, which requires certain harbour authorities to maintain an emergency plan to deal with oil pollution.

4.11 Review of Powers

Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or risk exceeding powers. The Marine Navigation Act 2013 introduced amendments to the Harbours Act 1964 and Pilotage Act 1987 in relation to powers of direction and pilotage exemption certificates respectively.

Ashfords LLP carried out a review of statutory provisions in January 2021 but this remains in draft form.

4.12 Scheme of Delegation

The power to issue Special Directions is generally to be exercised by the Harbour Master, however this authority is delegated to Deputy and Assistant Harbour Masters in his absence and in an emergency to LHB Patrol staff on the water. The power to issue Directions is also delegated to the Environment Officer for the protection of the environment as well as flora and fauna within the harbour.

5. SPECIFIC DUTIES AND POWERS

Sections 30 to 38 of Part III of the 1962 Act confer the following powers on the Board:

- Powers as to moorings etc
- Penalty for obstruction works etc
- Powers with respect to disposal of wrecks
- Protection of Crown interests in wrecks
- Byelaws
- Byelaws to remain in force
- Charges for services not otherwise provided for
- Lighting and buoying of harbour
- Power to take lands by agreement

5.1 Byelaws and Enforcement

Langstone Harbour Byelaws were published in 1963 and have been reviewed and updated in 1982, 1984, 1988, 1989, 1990 and most recently 1994. They are actively enforced by the Harbour's operational staff.

- [Enforcement and Prosecution Policy](#)

5.2 Pilotage

Langstone Harbour Board is a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

- [Pilotage Policy](#)

5.2.1 Limits of Jurisdiction (CHA)

The limits within which the Authority shall have jurisdiction for the purposes of pilotage under Part I of the Pilotage Act 1987 shall include (in addition to the Harbour, as defined above) the area of the Solent outside the Harbour as lies to the west of Longitude 001° 00.0'W, to the north of a line bearing 090° from Saint Helen's Fort (Latitude 50° 42.28'N. Longitude 001° 04.96'W) and to the east of a line bearing 000° from Saint Helen's Fort to latitude 50° 44.0'N, thence to the east end of the Eastney Point outfall (Latitude 50° 47.2'N. Longitude 001° 01.6'W)

Langstone Harbour Board has a duty to keep the need for pilotage and any service provided under constant and formal review, including the issue of pilotage directions.

5.2.2 Pilotage Arrangements

The Langstone Harbour Board's Local Port Service as set out in the Admiralty List of Radio Signals and as published on the LHB website. It provides a safe and efficient pilotage service and has powers to conduct or require pilotage, as both a Competent Harbour Authority (CHA) and a Statutory Harbour Authority (SHA).

Pilotage is compulsory for vessels:

- 48m or more
- 20m or more with more than 12 passengers

5.2.3 Authorisation of Pilots

Pilots are authorised by the Langstone Harbour Competent Harbour Authority in accordance with the provisions of s3 of the Pilotage Act 1987.

The competence of pilots will be assessed in accordance with the relevant nationally agreed competence standards for pilots. The tripping requirements for authorisation are determined by Risk Assessment/Accident records and will be periodically reviewed against these criteria. Each candidate will complete a personalised training package tailored to their skills and experience in accordance with the LHB Pilotage Training Programme.

The knowledge and ability of candidates will be appropriate to the size and type of vessel operating within the CHA area and will include a thorough knowledge and understanding of local navigational aids regulations and natural conditions. The requirement for local knowledge will extend to the limits of the Board's jurisdiction for pilotage. A Pilotage Guide has been developed with instructions for Pilots and PEC applicants undergoing local training.

5.2.4 Review of Pilotage Responsibilities

The Board and other Solent pilotage authorities keep pilotage requirements under review through the Solent Navigation and Pilotage Co-ordination Committee (SNPCC). Pilotage Exemption Certificates (PECs). Pilotage Exemption Certificates are issued in accordance with the Board's Regulations for Pilotage.

5.3 Relationship with VTS

5.3.1 MoU

The Nab VTS MoU between the MCA, QHM and ABP was signed in 2020 and is reviewed at the SNPCC. The MoU is designed to "ensure efficient co-operation so as to improve the safety of life at sea and the safety and efficiency of navigation and to protect the marine environment and adjacent shore areas from the possible adverse effects of maritime traffic in the Nab VTS area".

5.3.2 Nab Area VTS User Group

The Nab VTS User Group is hosted by the MCA every six months and is attended by the HM.

5.4 Environment and Education

The Board's Environment Officer facilitates environmental education, both formal and informal. This includes a wide range of awareness raising initiatives, including interpretation boards, information leaflets, illustrated talks, and web resources

The LHB Environment Officer provides close formal links with schools and universities. All known educational activities in the harbour are subject to risk assessments and are led by competent staff.

In discharging its functions relating to the natural environment of the harbour the Board will have regard to the requirements of:

- The Conservation (Natural Habitats etc) Regulations 1995 (as amended)
- The EC Birds Directive

- The Wildlife and Countryside Act 1981
- The Town & Country Planning Act 1990
- The Natural Environment & Rural Communities Act 2006

Article 8 of the 1999 HRO provides that the Board shall be consulted by the local planning authority in respect of any development within the limits of jurisdiction of the 1999 HRO (which extend beyond the SHA) or (under paragraph (u)(i) of article 10 of the Town and Country Planning (GDP) Order 1995) where a development is in or likely to affect a site of special scientific interest (SSSI) (designated under section 28 of the Wildlife and Countryside Act 1981).

6. RISK ASSESSMENT

LHB has powers, policies, plans and procedures based on a formal assessment of hazards and risks. The marine safety management system is in place to ensure that all risks are controlled – the more severe ones must either be eliminated or kept “as low as reasonably practicable” (ALARP)

- [*The Harbour’s Health & Safety Policy*](#)

6.1 Dynamic Risk Assessment

The risks inherent in many marine operations may change rapidly and therefore require continual assessment. In addition to the Board’s recorded risk assessments, dynamic risk assessment will be applied to any activity or emergency involving changing or unpredictable risks.

6.2 Detailed Risk Assessments

Formal risk assessments shall be used to:

- identify hazards and analyse risks;
- assess those risks against an appropriate standard of acceptability; and
- where appropriate, consider a cost-benefit assessment of risk reducing measures.

The activities and the responsibilities of Langstone Harbour Board are covered in specified areas and in specific activities, for each of which there has been drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive (HSE).

6.2.1 Step 1 - Identify the hazards

Hazards are identified in a number of ways including:

- A review of accidents and incidents;
- Job safety analysis, involving a review of tasks to look at sources of hazard;
- Discussions with staff;
- Inspections, spot checks and audits;
- Equipment manuals;
- Review of any Approved Codes of Practice (ACOPs)
- Material Safety Data Sheets (MSDS) on substances;
- Information provided from HSE leaflets and guidance material;
- Staff observation and feedback.

6.2.2 Step 2 - Determine who might be harmed and how

6.2.3 Step 3 - Evaluate the risks

Decide whether existing precautions are adequate or whether more should be done. Risk is, by definition, a combination of the likelihood of an incident occurring and the severity of harm that can result. The combination of likelihood and severity can be given as a risk level, as shown below:

Vulnerability	Severity	Further action
Unlikely	Minor/Low risk	improvements considered are low cost, or easy to implement
Possible	Moderate	improvements should be made in the near future
Likely	Serious	immediate improvement required.

Significant risks are identified and are mitigated by the implementation of every reasonable specific control measure to reduce the risk to As Low as Reasonably Practicable. If for any reason the Marine Safety Management System identifies a control measure that is not effective the activity is to cease until suitable control measures are in place and the risk mitigated to as low as reasonably practical.

6.2.4 Step 4 - Remove unacceptable risks

There is a preferred hierarchy of risk control principles:

- eliminate risks - by avoiding a hazardous procedure, or substituting a less dangerous one;
- combat risks - by taking protective measures to prevent risk;
- minimise risk - by suitable systems of working.

No risk was assessed both as frequently occurring and the consequence being either a serious injury or a pollution incident requiring national assistance.

6.2.5 Step 5 - Record the findings

All risk assessments are documented. The control measures used to reduce, or control identified risks are a direct part of the risk assessment. Those risks that are not ALARP (as low as reasonably practicable) are clearly identified, and controls implemented to reduce the risks to a level acceptable in the ports industry are recorded on the risk assessment.

6.2.6 Step 6 - Review the assessment and revise it if necessary

Risk assessments and control measures for activity falling under the HSAWA are reviewed annually. Following an incident, the risk assessment(s) for that activity will be reviewed. The safety controls for the risks identified will be regularly reviewed and amended where necessary.

No risk has been assessed both as frequently occurring and the consequence being either a serious injury or a pollution incident requiring national assistance. Nevertheless, the harbour seeks to make continuous improvements.

6.3 MarNIS

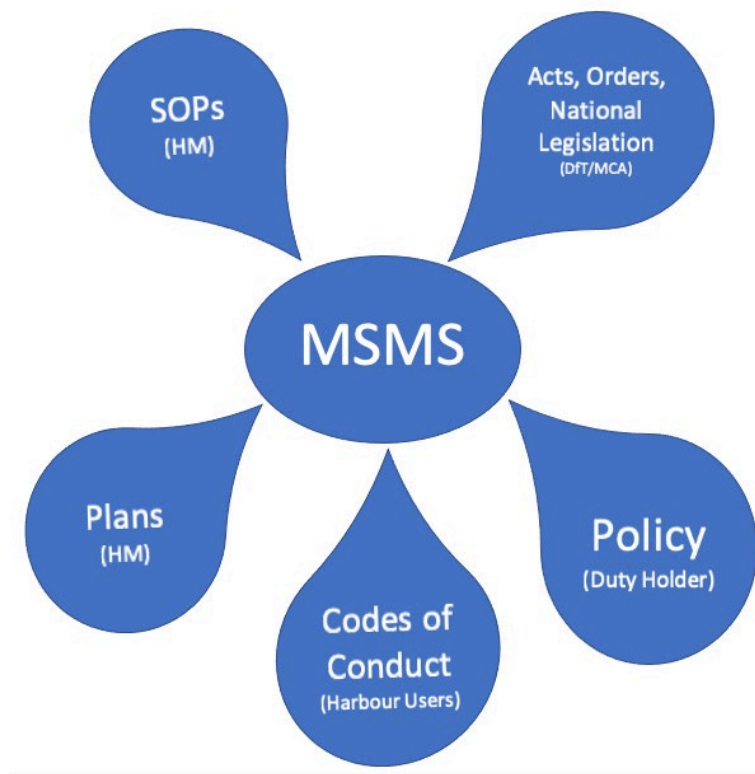
The harbour has now adopted the MarNIS toolkit for the management of marine risk assessments, incident reporting and management of controls. MarNIS Risk Assessments are reviewed every 3 years (for low level risk scores) and every 18 months (for medium risk scores). The toolkit has not identified any scenarios with risk scores judged to be significant or high. The greatest risks identified in the risk assessments include collision with or grounding of the aggregate dredger during transit, risks posed by high-speed craft and pollution.

7. MARINE SAFETY MANAGEMENT SYSTEM

7.1 Marine Safety Management

The Langstone Harbour Board is a safety conscious and publicly accountable body. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public, and the environment.

Members of the Langstone Harbour Board are, jointly, the Duty Holder in accordance with the PMSC and are accountable for safe and efficient operations. The Board has an established Marine Safety Management System, the components of which are shown diagrammatically below.



LHB carries out all its functions with special regard to possible environmental impact, protecting from damage and pollution to the marine environment, the landscape, heritage and amenity of Langstone Harbour.

LHB also:

- confirms the roles and responsibilities of key personnel at the harbour authority;
- outlines present procedures for marine safety within the harbour and its approaches;
- measures performance against targets, after building a database recording incidents, including near misses;
- refers to emergency plans that would need to be exercised; and
- is audited annually.

The Standard Operating Procedures that support the Marine Safety Management System are referenced at para 7.3.

Management of these safety controls and procedures is set out in existing public documents, which, together, form a cohesive web of management. As appropriate, PMSC standards are cross-referenced to relevant sections of these documents:

- The Pier and Harbours (Langstone Harbour) Confirmation Act 1962, as amended;
- Langstone Harbour Board Byelaws, 1994;
- Local Notices to Mariners and Harbour Publications, such as the Langstone HarbourGuide;
- Langstone Harbour Emergency Plan;
- Langstone Harbour Oil Spill Contingency Plan, “Langspill”;
- Langstone Harbour Waste Management Plan;
- The LHB Business Plan;
- Admiralty Chart 3418;
- Langstone Harbour Health & Safety Policy and Risk Assessments.

7.2 Management of Safety Controls

The organisation has established and will maintain its procedure for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures.

These measures include:

- routine and non-routine activities;
- activities of all personnel having access to the workplace (including subcontractors and visitors);
- facilities at the workplace, whether provided by the organisation or others;
- emergency situations.

	Internal	External
Policies and Guidance	<p><i>LHB Marine Policies</i></p> <p><i>LHB Employment Policies</i></p> <p><i>LHB Marine Guidance</i></p>	<p><i>Codes of Conduct</i></p> <p><i>Standing LNTM</i></p> <p><i>LHB Environment Guidance</i></p>
Instructions and Directions	<p><i>Staff instructions</i></p> <p><i>Plans</i></p> <p><i>Procedures</i></p>	<p><i>Byelaws</i></p> <p><i>Marine Policy Regulations</i></p> <p><i>Pilotage Directions</i></p>

The organisation ensures that the results of these assessments and the effects of these controls are considered when setting its objectives. The organisation has made provision to document its findings and to keep this information up to date.

The organisation's methodology for hazard identification and risk assessment:

- is defined for each activity to ensure it is proactive rather than reactive;
- provides for the classification of risks and identification of those that are to be eliminated or controlled;
- is consistent with operating experience and capabilities;
- provides input into the determination of facility requirements, identification of training needs and/or development of operational controls;
- provides for the monitoring of actions to ensure the effectiveness and timeliness of implementation.

7.3 Standard Operating Procedures

A full set of Standard Operating Procedures are used to cover most normal working scenarios within the harbour and include instructions for operations in various areas:

- A. General instructions
- B. Office instructions
- C. Workshop instructions
- D. Boatyard, slipway, and stored vessels instructions
- E. Public Slipways
- F. Vessel operations
- G. Pontoons

7.4 Incident reporting and Investigation

7.4.1 Reporting of Accidents Incidents and Near Misses

The public are asked to bring matters of safety – all accidents, incidents and near misses – promptly to the attention of the Harbour Master at the Harbour Office, phone 023 9246 3419. The reports will be used to help in assessment of the effectiveness of the harbour Marine Safety Management System.

The reporting requirements of RIDDOR and of the Marine Accident Investigation Branch (MAIB) are followed. Accident statistics are published in the Annual Report.

7.4.2 Incident Investigation

Incident investigations shall be conducted in accordance with the Solent Accident Investigation Handbook, which provides a common framework for all Solent Pilotage Authorities for the investigation of accidents and incidents in accordance with the requirements of the Port Marine Safety Code.

Investigations by the Harbour Master of marine incidents have two essential purposes:

- to determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar); and
- to determine if an offence has been committed: if so, there may be the need on the part of a harbour authority to initiate enforcement action that may lead to prosecution in their own right or through an agency of another authority such as the Police or the MCA.

Investigations will be launched as early as possible with the aim of gathering evidence while still fresh, establishing the cause of the incident and learning from any identified weaknesses or failures contributing to the incident. By ensuring that a robust, rigorous, objective investigation has been carried out, the board and the duty holder can be assured that their obligations for compliance have been addressed.

For less serious incidents involving leisure and recreational craft a proportional investigation will be undertaken. All incidents witnessed by or reported to the Board will be held on record and reviewed by the Harbour Master.

7.4.3 Marine Accident Reporting and Investigation

Marine Accidents are reported in accordance with the requirements of the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012 and Marine Guidance Note MGN 564 –‘Marine Casualty and Marine Incident Reporting’. The Harbour Authority will investigate and produce a written report on any reportable marine accident.

Any conclusions from investigations or lessons learned are reported to the Board together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Board or the MAIB by the quickest means available.

7.5 Marine Services

Langstone Harbour Board’s Marine Safety Management System covers the use of harbour craft and the provision of moorings.

The formal safety assessment is used to identify the need for and potential benefits for safety management of harbour craft. LHB ensures that Board vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.

Langstone Harbour Board ensures that byelaws and the power to give directions are available for these purposes.

7.6 Marine Services Regulation

7.6.1 Commercial Craft Regulation

MCA or Local Authority Certification is required for commercial vessels, including trip boats, that carry passengers. Vessels and Skippers of chartered boats or passenger vessels operating for commercial gain and venturing outside the Harbour are regulated according to MCA Codes of Practice. The Hayling Ferry must have MCA certification

7.6.2 Towage

Only staff who have successfully completed a in-house towage training are permitted to take vessels in tow without supervision. The LHB has approved a set of Towage Guidelines. Non-routine towage, or tows falling under the Pilotage Direction will be discussed in advance with the Harbour Master. An individual risk assessment can then be made and a Towage Plan developed in consultation with the Mater(s) involved.

7.6.3 Workboats/SCV

There are procedures for the safe operation of harbour launches based on the risk assessments.

7.6.4 Diving

Diving within the harbour may not be undertaken without notifying the Harbour Master. HSE Commercial Diving standards and practices must be complied with.

7.6.5 Dredging

Dredging is subject to formal Marine Licensing requirements.

7.6.6 Salvage

Only experienced staff would be authorised, following risk assessment, to get involved in a salvage operation.

7.6.7 Fuel

The LHB automatic fuel pump dispenses marine diesel. Strict controls are taken to reduce the risk of spillage and of damage to the environment.

8. REVIEW AND AUDIT

8.1 Measure Compliance

The organisation has established and will maintain a procedure to monitor and measure safety performance.

8.1.1 Procedure to Monitor and Measure

The procedure provides for:

- both qualitative and quantitative measures;
- monitoring of the extent to which the organisation's safety objectives are met;
- proactive measures of performance that monitor compliance with the safety management programme, operational criteria and applicable legislation and regulatory requirements;
- reactive measures of performance to monitor accidents, ill health, incidents (including near misses) and other historical evidence of deficient safety performance;
- recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis.

The organisation has established and will maintain a procedure for defining responsibility and authority for:

- taking action to mitigate any consequences arising from accidents, incidents, or non-conformances;
- the initiation and completion of corrective and preventative actions;
- confirmation of the effectiveness of corrective and preventative actions taken.

This procedure requires that all proposed corrective and preventative actions are reviewed through the risk assessment process prior to implementation. Any corrective or preventative action taken to eliminate the causes of actual and potential non-conformities are to be appropriate to the magnitude of problems and the risk encountered.

The organisation implements and records any changes in the documented procedures resulting from corrective and preventative action, as specified by the procedure for the control of documents.

8.1.2 Key Performance Indicators

The following Key Performance Indicators (KPIs) are reported at each Board meeting:

1	Duty Holder	<i>Board Member Training Opportunities</i>
2	Designated Person	<i>Appointment</i>
3a	Legislation	<i>HRO dates</i>
3b		<i>Byelaws</i>
3c		<i>Legal Review (External)</i>
3d		<i>Legal Review (Internal)</i>
4a	Powers and Duties	<i>Pilotage Acts/Open Port (Cargo)</i>

4b		<i>Open Port (Passengers)</i>
4c		<i>Safety and Efficiency (LNtM)</i>
4d		<i>Safety and Efficiency (Enforcement)</i>
4e		<i>Conservancy (Wreck)</i>
4f		<i>Environment</i>
4g		<i>Incidents</i>
5	Risk Assessment	<i>PMSC Risk Assessments for Marine Ops HSE Risk Assessments for all staff</i>
6	MSMS	<i>Issue date and MCA compliance letter</i>
7a	Audit - Assurance	<i>Internal Accounting</i>
7b		<i>External Accounting</i>
7c		<i>DP Audit</i>
7d		<i>MCA Health Check</i>
7e		<i>Trinity House</i>
8	Competence	<i>TBC</i>
9a	Plan	<i>Langstone Harbour Management Plan (Environment)</i>
9b		<i>Business Plan</i>
9c		<i>Emergency Plan</i>
10a	AtoN	<i>Availability</i>
10b		<i>Casualties</i>

8.1.3 Recording Accidents, Incidents and Non-conformities

An incident log is maintained at the Harbour Office. Records are kept of all accidents and incidents that come to the attention of the Board, both in hard copy and on a central electronic database (MarNIS). Any follow up action that may be required is recorded. Written complaints and replies are held on file. Major incidents are subject to immediate investigation to establish cause and to validate control measures.

8.1.4 Safety Inspections and Checklist of Controls

There is also a checklist of control measures. Against each control will be stipulated when each control measure is to be checked and by whom.

8.2 Review

Langstone Harbour Board will monitor, review, and audit the Marine Safety Management System on a regular basis, including annual independent audits of the whole system.

The Harbour Master will include a review of any accidents, incidents or near misses in Board Reports. LHB will monitor, review and audit the marine safety management system on a regular basis so that lessons are learned from all the relevant experience and such lessons are effectively applied.

Performance of the system shall be assessed and, where appropriate, benchmarked against other ports that have adopted good practice.

Where necessary the MCA may undertake a PMSC verification visit. These verification visits may be arranged following an MAIB investigation into an incident but may also be triggered by other indicators of noncompliance.

8.2.1 Annual Review and Report

Every year ABP Marine Environmental Research will conduct an audit of the Marine Safety Management System. A report will be given to the Board each year giving an overview of accidents and failures during the year, with recommendations for addressing shortcomings. Notwithstanding this report, the system will be kept under continuous appraisal and immediate action taken where necessary.

Once every three years, the MCA will ask the duty holder to confirm in writing if their harbour authority is complying with the Code.

8.3 Consultation

Consultation and communication is a continuous and wide-ranging process. It includes input from officers and staff and meetings with harbour users, as high standards of safety can only be achieved through dialogue and co-operation.

Plans and reports shall also be published as a means of improving the transparency and accountability of the authority, as well as providing reassurance to the users of port facilities. LHB shall consider past events and incidents; to recognise potential dangers and the means of avoiding them.

8.3.1 Langstone Harbour Advisory Committee

The main vehicle for consultation with harbour users, in line with the Guide to Good Governance, is the Langstone Harbour Advisory Committee (LHAC), which meets five times a year to debate the agenda for the next meeting of the Harbour board. The Advisory Committee is made up of the following representatives:

CONSTITUTED IN 1999 REVISION ORDER

Portsmouth & Langstone Sailing Association	4 representatives
Royal Yachting Association	1 representative
Natural England	1 representative
Hampshire Wildlife Trust	1 representative
Langstone & District Wildfowlers' and Conservancy Association	1 representative
Solent Protection Society	1 representative
Local Fisheries Committee for Southern Sea Fisheries District	1 representative
The Langstone Harbour Fishermen's Association	1 representative
Royal Society for the Protection of Birds	1 representative
Environment Agency	1 representative
5 NOMINATED BODIES	
British Water Ski Federation	1 representative
Friends of Langstone Harbour	1 representative
Marine Aggregates	1 representative
Hayling Health Society*	1 representative
Hampshire Countryside Service	1 representative

OBSERVERS

Historic England	1 representative
Commercial Interests in the Harbour other than fishing	1 representative
Portsmouth & District Canoe Club	1 representative
Hayling Ferry	1 representative
Andrew Simpson Watersports	1 representative
Southern Water	1 representative

**In 2017, the Board nominated the Hayling Health Society to the Advisory Committee replacing the originally appointed 'Commercial Interests in the Harbour other than fishing' which were not being represented at that time and were moved to observer status. (Board minute 37/9.17)*

The LHAC arranges an annual Open Forum for the public to express their views, held at a location near the Harbour.

8.3.2 Portsmouth Water Safety Forum

The Water Safety Forum is hosted by Portsmouth City Council (PCC) with the aim of improving public safety in and around the waterside on the Portsea Island. It is Chaired by the PCC Partnership & Commissioning Manager and attended by:

- Langstone Harbour (Harbour Master);
- Gosport National Coastwatch Institute;
- Gosport Borough Council;
- QHM Portsmouth (Senior Patrol officer);
- RNLI (Area Lifesaving Manager);
- ECCS;
- and Community Wardens.

8.3.3 Solent Navigation and Pilotage Co-ordination Committee (SNPCC)

The SNPCC is made up of senior port executives who are able to take an overview and action of how the Pilotage Act 1987 and PMSC is coordinated in the Solent.

The aim of the Solent Navigation and Pilotage Coordination Committee (SNPCC) is to review operational, navigational and safety matters in the Solent in the context of the Pilotage Act 1987 and the Port Marine Safety Code and to manage any appropriate actions required.

8.3.4 SNPCC Operational Group (SOG)

The SNPCC is to meet every 8 months, with the Solent Operational Group (SOG) meeting halfway between SNPCC meetings to ensure operational matters can be progressed appropriately.

8.4 Record

The Langstone Harbour Board has established and will maintain internally produced information and Marine Safety Management records inclusive of the results of audits and reviews. Externally produced documentation will be retained in either paper and/or electronic format, whatever is appropriate.

8.4.1 Document and data control

The organisation has established and will maintain its procedure for controlling all documents and data required for its safety management to ensure that:

- Such records are required to be legible, identifiable, and traceable to the activities involved.
- Records are stored and maintained in such a way that they are readily retrievable, protected against damage, deterioration or loss and that they can be located;
- they are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel;
- current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the system are performed. (This requirement is largely met by having the key safety documents available on the internal computer network.)
- obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- archived documents and data retained for legal and knowledge preservation purposes, are suitably identified.

8.5 Improve

Langstone Harbour Board aims to seek continuous improvement.

The organisation has established and will maintain documented safety objectives. The objectives are quantified whenever practicable.

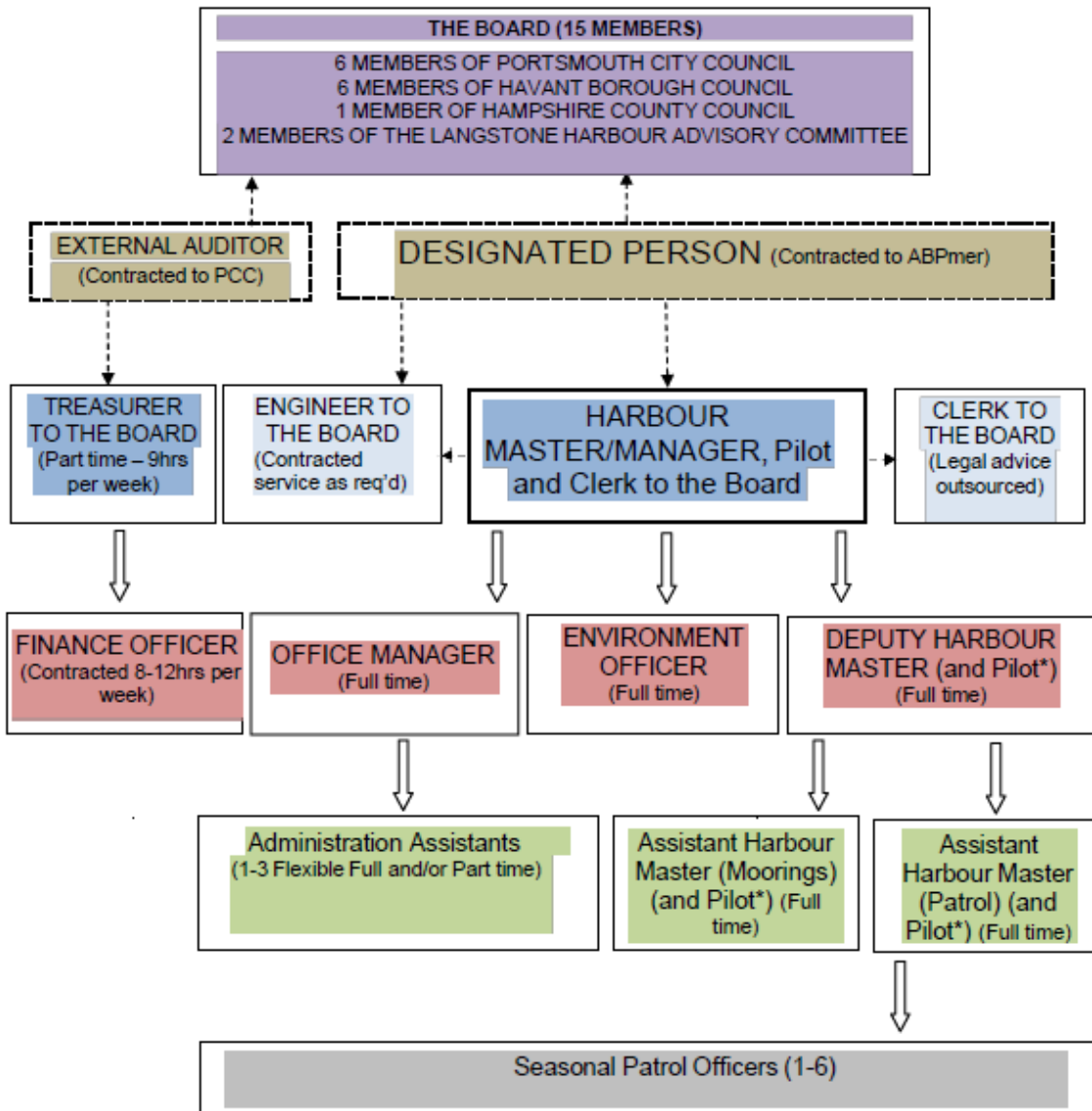
In establishing these objectives, the organisation has given consideration to its legal and other requirements, the hazards and risks associated with its activities, its technological options, its financial, operational and business requirements, and the views of interested parties. The objectives are consistent with Safety Policy, including the commitment to continual improvement.

At conclusion of the annual PMSC review there will be recorded the achievement or otherwise of addressing the observations and recommendations of the year before and a list will be drawn up of any further improvements sought.

9. COMPETENCE

9.1 Organisation

The organisation of the harbour staff is shown in the Organisation Chart below:



Flexible working arrangements:

DHM, AHM(M), AHM(P) to be available to work 1 weekend in three for summer season.

Admin Assistants flexible and/or part time to cover circa 1.6 FTE with DOA. Working arrangements of 2-5 days (at least 1 to be available weekends summer season) to cover 5 days per week Nov-Easter and 7 days per week Easter-Oct.

Pilotage:

HM to be available for Pilotage. DHM and AHM(M/P) to be trained as required by levels of shipping activity.

9.2 Staff Roles

9.2.1 Harbour Master/Manager

Management and control of Langstone Harbour in fulfilling the statutory functions of the Board and Harbour Master & Collector, including pilotage functions, safety, and conservancy. Balancing the needs of users, pursuing a policy of integrated management, and managing income and costs to produce a sustainable surplus for the Board. Adapting to the changing needs of the harbour community and building positive relationships with all user groups with activities in and around the harbour. Ensuring that all health & safety arrangements and other safety functions of the Board are compliant with relevant legislation and government requirements for ports.

The Harbour Manager also acts as the Chief Executive Officer for the harbour.

9.2.2 Deputy Harbour Master

Under the guidance of the Harbour Master/Manager, management and control of Langstone Harbour in accordance with the Board's statutory responsibilities, national port marine safety requirements and the Board's operating procedures. Balancing the needs of users and safeguarding the assets and interests of the Langstone Harbour Board. Providing effective control of harbour activities in peak periods and undertaking annual inspection and maintenance of moorings and navigation assets

9.2.3 Assistant Harbour Master (Moorings)

To assist with the management and control of Langstone Harbour in accordance with the Board's statutory responsibilities. To be responsible for the allocation and maintenance of harbour moorings, particularly Board deep water moorings and Aids to Navigation, and to ensure compliance with harbour regulations. To provide these services in accordance with the Board's Health & Safety Policy, operational guidance and codes of conduct and participate in the delivery of marine services

9.2.4 Assistant Harbour Master (Patrol)

To assist with the management and control of Langstone Harbour in accordance with the Board's statutory responsibilities. To be responsible for the provision of harbour patrols, particularly in peak periods, and to ensure compliance with harbour regulations. To provide these services in accordance with the Board's Health & Safety Policy, operational guidance and codes of conduct and participate in the delivery of marine services.

9.2.5 Office Manager

To be responsible to the Harbour Manager for the management and supervision of the Board's administrative and clerical staff including day-to-day administration of the Harbour Office and the efficient operation of all office systems and procedures. To co-ordinate monthly and annual invoicing for the Board's statutory and commercial activity. To be responsible for the administration and invoicing of moorings within the harbour and work with the Deputy Harbour Master/Moorings Officer in their allocation

9.2.6 Finance Officer

Under the direction of the Treasurer the job holder is responsible for all bookkeeping and related finance functions. Responsible for the maintenance and integrity of the Board's Accounting software program "Sage". Responsible for ensuring that all statutory financial returns such as VAT are completed and forwarded within the permitted time scales. Responsible for operation of the Accounts Payable system ensuring prompt payment of all vendors. Responsible for overseeing the monthly input of data to the Board's payroll function outsourced to Portsmouth City Council.

9.2.7 Administration Assistant

Under the direction of the Office Manager assume day-to-day responsibility for the Board's administration, including the efficient operation of all office systems and procedures. To

provide an initial point of contact for all enquiries to the Harbour Office in person, by email or by telephone. To issue invoices and receive payment for harbour dues and charges or services supplied by the LHB. To provide cover for the Office Manager during periods of leave or sickness.

9.2.8 Environment Officer

To manage the natural environment of the Harbour and its environs in accordance with the Harbour Management Plan and other statutory management schemes.

9.2.9 Seasonal Patrol Officer

(Team of up to 6, Easter to end of October)

To work under the supervision of the Duty Officer in providing and maintaining the Board's services to harbour users. In particular, the provision of patrols afloat and the provision of advice and information to harbour users on slipways and in other parts of the harbour. The post holder will be required to collect dues and to assist in controlling harbour activities. To provide these services in accordance with the Health & Safety policy of the Board and in compliance with the Board's arrangements to ensure marine safety in the harbour.

9.3 Training

It is recognised that the successful implementation of the Harbour's Marine Safety Management System can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

Training will be undertaken where appropriate for all members of staff in order to provide the services required by the Board and to meet the required standards.

- [Training Policy](#)

Competence shall be defined in terms of appropriate education, instruction, training, and experience. Safety training is regarded as an indispensable ingredient of an effective Marine Safety Management system and programme as it is with Health and Safety matters. It is essential that all persons involved in the management and operation of the port are trained to perform their roles safely.

The main training profile for the Harbour Board is to ensure that all members of staff are qualified to operate all the Harbour launches, respond to pollution events and operate the many items of equipment used in the daily operation of the Harbour. This includes the re-validation of these qualifications where necessary. Training is seen as continuous to meet the ever-increasing demands made on the Board and its staff.

It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Members of staff are trained both internally and externally to achieve the requisite level of competence. Staff will not be permitted to undertake tasks without supervision unless they are adequately trained.

Staff are trained to Standard Operating Procedures, which form a crucial part of the implementation of the Marine Safety Management System. Records of training will show clearly the type and the date of training received and a schedule of future training requirements.

Close links have been established with a local accredited RYA training establishment for training and accrediting newly recruited personnel. Further training on launch

driving is provided in house. All permanent members of staff working afloat have undertaken a qualification at least equivalent to RYA Advanced Powerboat Level II.

There is induction training for seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code. The importance of “on the job” training in the workplace should not be underestimated as it forms an invaluable part of the overall training requirement.

LHB assesses the fitness and competence of all persons appointed to positions with responsibility for safe navigation. Regular staff meetings are held to ensure good communications and quality, both inservice and in delivering health and safety.

10. PLANS

The Marine Safety Management System will include preparations for emergencies – and these should be identified as far as practicable from the formal risk assessment. Emergency plans need to be published and exercised.

The organisation has established and will maintain plans and procedures to identify the potential for and responses to all emergencies, whether foreseen or not by:

- Having a pre-defined structure of work;
- Providing a swift reaction;
- Making measured decisions;
- Prioritising;
- Coordinating between other agencies.

The plans include measures for preventing and mitigating the likely illness and injury that may be associated with them.

- [Safety Plan for Marine Operations](#)

10.1 Publication of Plans and Reports

To demonstrate the authority's commitment to maritime safety and ensure the involvement of harbour users, a safety plan for marine operations shall be published at least every three years. The plan shall illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. It shall commit the authority to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public, and the environment. It shall refer to commercial activities in the harbour; the efficient provision of specified services and the effective regulation of shipping. It shall also explain how commercial pressures would be managed without undermining the safe provision of services and the efficient discharge of its duties.

The duty holder will also publish an assessment of the harbour authority's performance against the plan. Information gathered from the monitoring and auditing of the marine safety management system, shall be used to support the analysis and conclusions.

10.2 Emergency Plans

The organisation will review its emergency preparedness and response plans and procedures, in particular, after trial exercises and the occurrence of any incident or emergency situation. Though LHB does not have powers of general direction special directions may be given.

10.2.1 Emergency Organisation and Management Responsibility

The Langstone Harbour emergency plan details the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies. It is held by the emergency services and local authorities.

The various emergency plans, in addition to the general Langstone Harbour Emergency Plan, comprise:

- Langstone Harbour Fire Plan, afloat and ashore;
- Langstone Harbour Oil Spill and Contingency Plan (Langspill);

- HM Coastguard and RNLI emergency plans and resources, with two inshore lifeboats;
- National Contingency Plan;
- PCC Emergency Plan;
- Dockyard Port of Portsmouth Emergency Plan;
- Hampshire County Council Emergency Plan;
- SOLFIRE Emergency Plan.

10.2.2 Training for Emergencies

Oil Spill Response Exercises are conducted annually (Table-top) with a three-year Incident management exercise (IME). Fire drills are conducted periodically, and staff are shown reports published by MAIB

10.2.3 Emergencies in the Harbour

Emergencies where life is in danger must be notified at once to the Coastguard by dialling 999 or 121 or through VHF channel 16. In addition, all emergencies should be notified to the duty Harbour Master (HM/DHM) by the quickest available means. The nearest hospital is Queen Alexandra Hospital, Cosham.

10.2.4 Environmental Management Plan

The policy and functional objectives for managing Langstone Harbour are contained in the Langstone Harbour Management Plan. It sets out how the harbour will be managed in an environmentally responsible and sustainable way - as a marine Local Nature Reserve (LNR) and marine Site of Special Scientific Interest (SSSI), an Internationally Important Wetland under the Ramsar Convention, a Special Protection Area (SPA) under the Birds Directive and part of the Solent Maritime Special Area of Conservation (SAC) under the Habitats Directive.

10.2.5 Environmental Impact of Moorings

Limits have been set on the total number of moorings. No additional pontoons can be installed without approval from the competent authorities.

10.2.6 Waste Management

The Harbour Board have adopted a Waste Management Plan which is approved by the MCA.

The Harbour Board's Environment Officer maintains good liaison and working links with Natural England and the Environment Agency, who are consulted on potentially damaging operations (PDOs).

10.2.7 Environment Emergencies

Emergency plans have been drawn up to deal with accidents that might potentially threaten the environment (LANGSPILL). A Tier 2 contract is in place in line with the ports obligations under the National Contingency Plan and the Oil-spill Preparedness and Response Co-ordination (OPRC) regulations.

11. AIDS TO NAVIGATION

11.1 Local Lighthouse Authority Duties and Responsibilities

The LHB has lighting and buoying responsibilities under Part VIII Merchant Shipping Act 1995. This means that the General Lighthouse Authority (GLA) - Trinity House (TH) can direct the harbour authority (as Local Lighthouse Authority) to lay down buoys, or alter lighthouses, buoys and beacons in the area.

Additional lights and buoys may also be established within the area if approved by Trinity House.

11.2 Trinity House

Trinity House carry-out an annual inspection of lights and buoys in the SHA area, normally in November of each year, followed by an annual audit to look at inspection and maintenance routines around June. Inspectors have the power to issue a Non-Conformance Notice (NCN) under Merchant Shipping Act 1995 Sec 198 (ref: PMSC Sec 4).