



# **LANGSTONE HARBOUR BOARD**

## **MARINE SAFETY MANAGEMENT SYSTEM**

**In Compliance With**

**THE PORT MARINE SAFETY CODE**

**May 2020**



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## **MEMBERS OF THE LANGSTONE HARBOUR BOARD**

Cllr Jackie Branson (Chair)	--	--	Havant Borough Council
Cllr Graham Heaney	--	--	Portsmouth City Council
Cllr Mark Inkster	--	--	Havant Borough Council
Cllr Hugh Mason	--	--	Portsmouth City Council
Cllr Lee Mason (Vice-Chair)	--	--	Portsmouth City Council
Cllr Robert New	--	--	Portsmouth City Council
Mr Mark Pullen	--	--	Advisory Committee
Cllr Lance Quantrill	--	--	Hampshire County Council
Cllr Rosie Raines	--	--	Havant Borough Council
Cllr Isobel Scott	--	--	Havant Borough Council
Cllr Jeanette Smith	--	--	Portsmouth City Council
Mr Paul Tansom	--	--	Advisory Committee
Cllr Julie Thain-Smith	--	--	Havant Borough Council
Cllr Joanne Thomas	--	--	Havant Borough Council
Cllr Matt Winnington	--	--	Portsmouth City Council

# LANGSTONE HARBOUR BOARD MARINE SAFETY MANAGEMENT SYSTEM

## IN COMPLIANCE WITH THE PORT MARINE SAFETY CODE

### SUMMARY

**Purpose: To have a Marine Safety Management System that is structured, cohesive and auditable.**

Introduction		Langstone Harbour Board's constitution, powers and procedures comply with the Port Marine Safety Code (PMSC), as revised November 2016. This document summarises the Langstone Harbour Board Marine Safety Management System. The 10 compliance measures described in the Code are covered in the 7 essential elements of policy, organisation, planning, measurement, review, recording and continuous improvement.	
1. Accountability for Marine Safety		Discharging the responsibilities of the Duty Holder to comply with the Port Marine Safety Code	
2. Organisation	2.1 2.2 2.2.1 2.3 2.4	Establishing a positive organizational culture that puts the policies into effective practice. Organisation Chart Staff Roles Training Incident Investigation	
3. Planning	3.1 3.2 3.3 3.4 3.5 3.6 3.6.1 3.7.1 3.7.2 3.7.3 3.7.4 3.7.5 3.7.6	Chart of Planning System, for planning, implementation, standards and procedures Consultation with Harbour Users Assessing risk and then adopting a planned and systematic approach to policy implementation. Risk assessments are the key for judging what safety plans are needed. Unacceptable Risks to be removed Management of Safety Controls Management of Safety Controls - Checklist Standard Operating Procedures Emergency plans Conservancy Environment Management of Navigation Pilotage Marine Services	
4. Measuring		Measuring health and safety performance against predetermined standards.	
5. Review		Auditing, monitoring and reviewing the performance so that lessons are learned from all the relevant experience and are effectively applied.	
6. Recording		Maintaining a record of due diligence and publishing the Marine Safety Management System	
7. Continuous Improvement		The Board is responsible for policy. The Harbour Master is responsible for the organisation and the facilities. The Staff implement the policy. Together these three categories form the system that puts policy into effective practice.	

# THE LANGSTONE HARBOUR MARINE SAFETY MANAGEMENT SYSTEM

## INTRODUCTION

### 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.

### Langstone Harbour Board

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.

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

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

### 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)

### 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.

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

- 30. Powers as to moorings etc
- 31. Penalty for obstruction works etc
- 32. Powers with respect to disposal of wrecks
- 33. Protection of Crown interests in wrecks
- 34. Byelaws
- 35. Byelaws to remain in force
- 36. Charges for services not otherwise provided for

- 37. Lighting and buoying of harbour
- 38. Power to take lands by agreement

### **The 1847 Act**

The Harbours, Docks & Piers Clauses Act, 1847 is incorporated with 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.

### **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.

### **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  $001^{\circ} 00.0'W$ , to the north of a line bearing  $090^{\circ}$  from Saint Helen's Fort (Latitude  $50^{\circ} 42.28'N$ . Longitude  $001^{\circ} 04.96'W$ ) and to the east of a line bearing  $000^{\circ}$  from Saint Helen's Fort to latitude  $50^{\circ} 44.0'N$ , thence to the east end of the Eastney Point outfall (Latitude  $50^{\circ} 47.2'N$ . Longitude  $001^{\circ} 01.6'W$ )

### **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.

### **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 Marine Safety Management System 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.

### **Policy Documents**

In addition to the Safety Plan for Marine Operations published in April 2019 the following policies, which have been approved by the Board, underpin the Marine Safety Management for Langstone Harbour:

1. Port Marine Safety Code - General Policy
2. Navigational Safety Policy
3. Pilotage Policy
4. Enforcement and Prosecution Policy
5. Environmental Protection Policy
6. Health and Safety Policy
7. Training Policy

## **Managing Langstone Harbour - The Marine Safety Management System**

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 s3.6.1.

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:

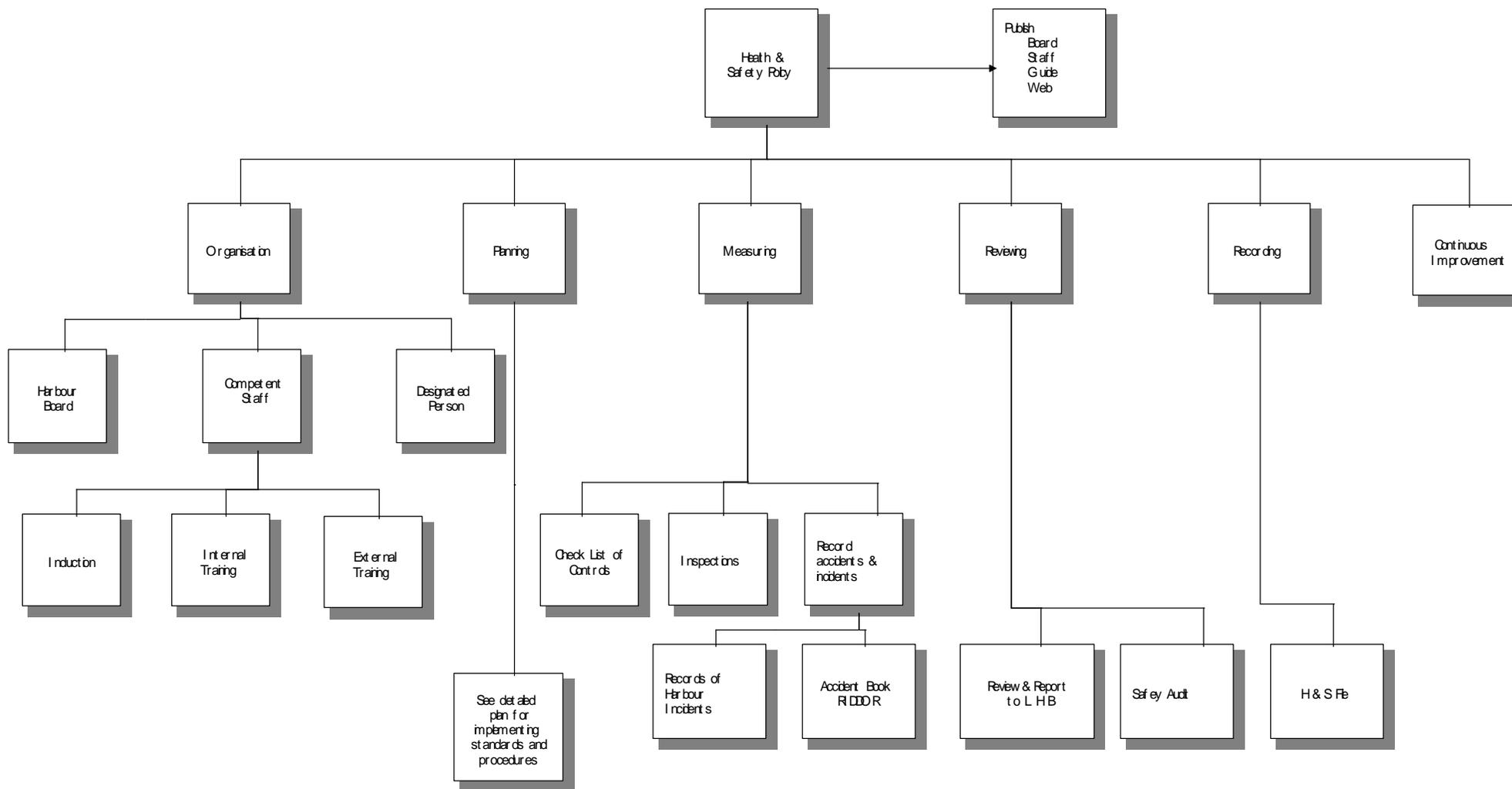
- The Pier and Harbours (Langstone Harbour) Confirmation Act 1962, as amended.
- Langstone Harbour Board Byelaws, 1994
- Local Notices to Mariners and Harbour Publications, such as the Langstone Harbour Guide
- Langstone Harbour Emergency Plan
- Langstone Harbour Oil Spill Contingency Plan, "Langspill"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

## **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.

# OUTLINE CHART OF MARINE SAFETY MANAGEMENT SYSTEM



# 1. ACCOUNTABILITY FOR MARINE SAFETY

**The Duty Holder is the Harbour Board, whose members are individually and collectively accountable for compliance with the Port Marine Safety Code. A Designated Person has been appointed to provide independent assurance about the operation of the marine safety management system**

**All employees 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 miss to the Harbour Master.

**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.

**Marine Safety Management System;**

The Langstone Harbour Board has adopted a marine safety management system that includes policies for management of navigation, pilotage, conservancy, environment, emergency plans and marine services.

**Nominated Harbour Safety Officer**

The 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 Deputy Harbour Master.

**Emergencies in the Harbour**

Emergencies where life is in danger must be notified at once to the Coastguard by dialing 999 or 121 or through VHF channel 16.

Other emergencies should be notified to the duty harbour master by the quickest available means. The nearest hospital is Queen Alexandra Hospital, Cosham.

**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.

## 2.1 ORGANISATION

**It is to be made clear who are the Duty Holder and the Designated Person and what their roles are. LHB set the policy and the strategy. The Harbour Master and staff provide the means of implementing the policy. Any decisions taken or policy set must take into account any issues related to harbour safety.**

The consideration of such issues is to be minuted. Members of the Langstone Harbour Board are

the Duty Holder and are collectively and individually responsible for compliance with the Port Marine Safety Code and they cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills.

The “Designated Person” as described in the PMSC is Monty Smedley of ABP Marine Environmental Research Ltd who provides independent assurance to the Board by means of an annual audit of the Marine Safety Management System. The Designated Person has direct access to the Duty Holder.

### **Role of the 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.

### **Engineering Support**

The Engineer to the Board is part of the Senior Management Team. In addition to responsibility for repair and maintenance of major structures, the Engineer is responsible for the procurement of civil engineering work and other similar work.

The delegation of responsibility is contained in the detailed job descriptions for all harbour staff.

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

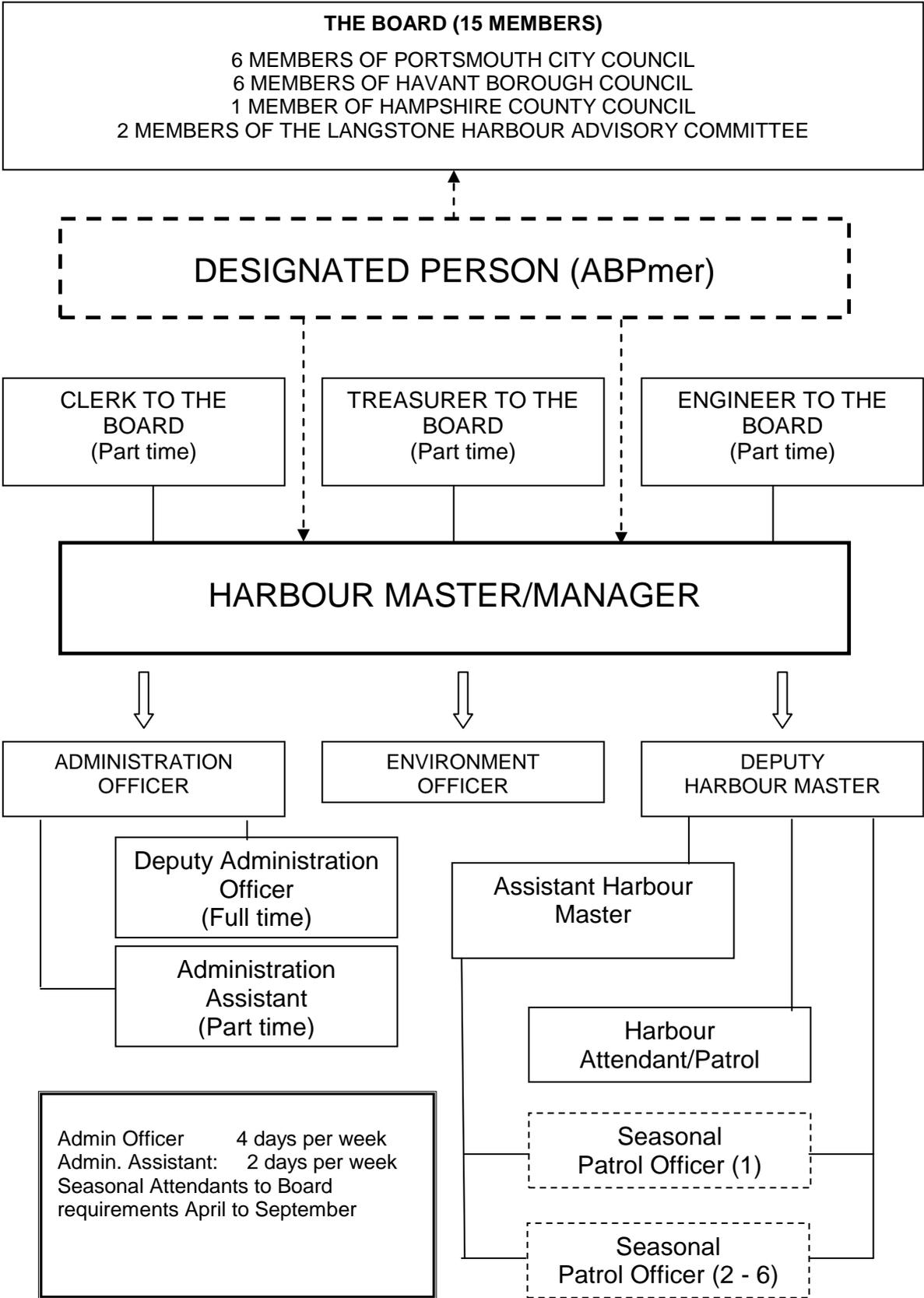
### **Competence Standards**

Employees of the Harbour are recruited and selected on their suitability to fill their job descriptions after standards and levels of qualifications have been set for various employees and contractors. Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. Each employee is made aware of his/her responsibility for safety management. Documents pertaining to harbour staff are held in confidential personnel files at the harbour office.

### **Recruitment**

The Harbour Master recruits suitably qualified staff to fill the roles set out in the following Organisation Plan

## 2.2 LANGSTONE HARBOUR BOARD – ORGANISATION PLAN



## 2.2.1 STAFF ROLES

**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.

**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.

**Assistant Harbour Master** To assist with the 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 participating in the delivery of marine services.

**Harbour Attendant/Patrol Officer** To work in conjunction with the Harbour Master and Deputy Harbour Master in providing and maintaining the Board's services to harbour users. 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.

**Administration Officer** To be responsible to the Harbour Manager for the Board's day-to-day administration and personnel functions, including the efficient operation of all office systems and procedures. Supervision of the Board's administrative and clerical staff. The post holder is responsible for the allocation of moorings.

**Deputy Administration Officer** Under the direction the Administration Officer assume day-to-day responsibility for the Board's administration, including the efficient operation of all office systems and procedures. To assist with the supervision of the Board's administrative and clerical staff. To provide cover for the Administration Officer during periods of leave or sickness.

**Administration Assistant** Clerical, computer and word processing tasks in support of the administrative function of the Board; including maintenance of a computer database for the purpose of cost/income allocations, budget-monitoring statements and provision of operational management information.

**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.

**Seasonal Patrol Officer** (Team of up to 6, Easter to end of October)

To work under the supervision of the Duty Harbour Master 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.

## 2.3 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.**

- 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 in service and in delivering health and safety.

## **2.4 INCIDENT INVESTIGATION**

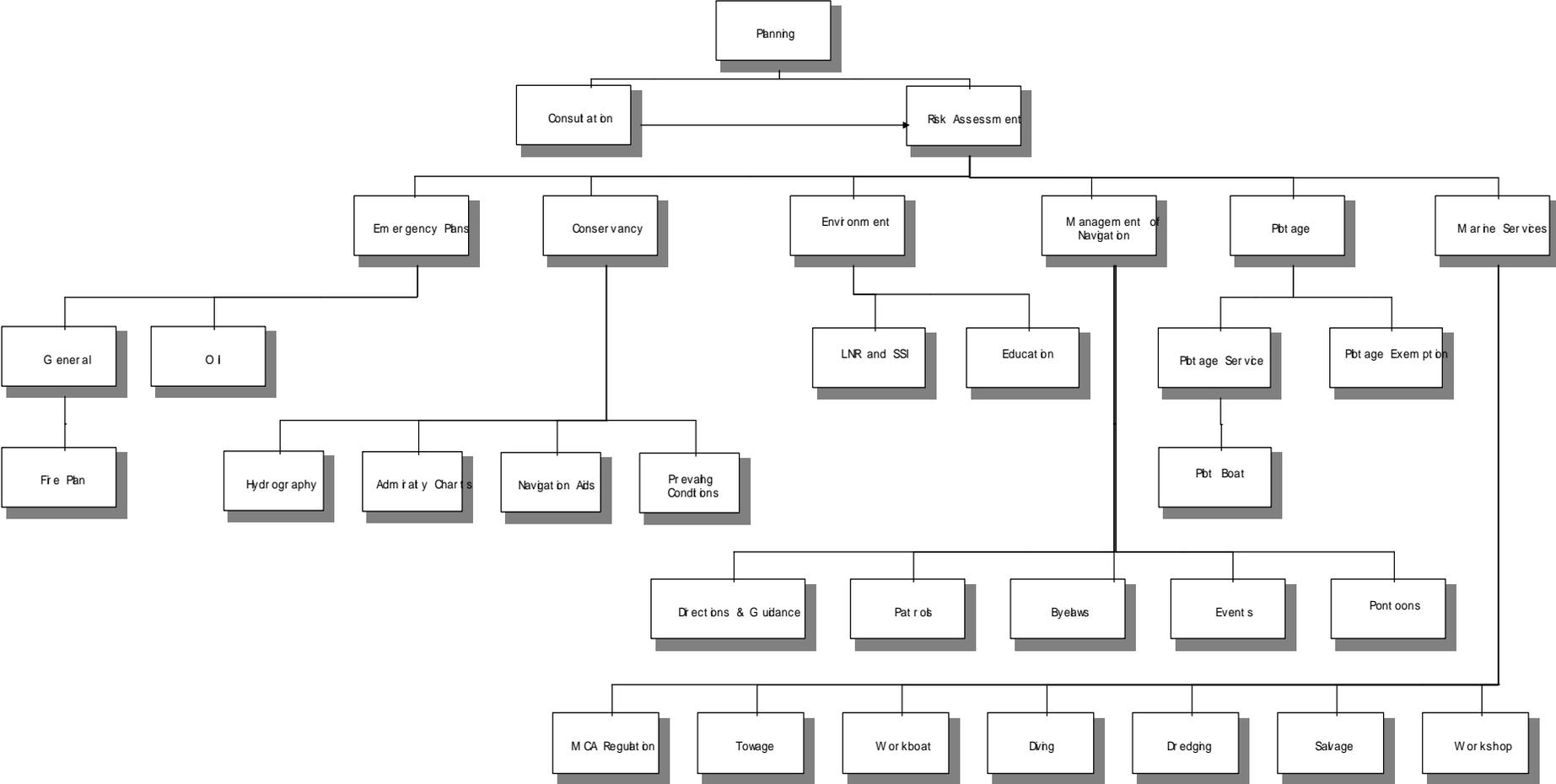
Incident investigations shall be conducted in accordance with the Solent Accident Investigation Handbook, which provides a common framework for all Solent Pilotage Authorities for the investigation of accidents and incidents in accordance with the requirements of the Port Marine Safety Code.

Investigations 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.

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.

# 3.1 PLANNING - RISK ASSESSMENTS AND SAFETY MANAGEMENT

The plan of the various procedures for putting the safety policy into practice



## 3.2 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.**

There is an annual Open Forum for the public to express their views, held at a location near the Harbour. The main vehicle for consultation with harbour users, in line with the Guide to Good Governance, is the Langstone Harbour Advisory Committee, 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 Agency	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
Commercial Interests in the Harbour other than fishing	1 representative
Hampshire Countryside Service	1 representative

### OBSERVERS

Historic England	1 representative
Hayling Health Society	1 representative
Portsmouth & District Canoe Club	1 representative
Hayling Ferry	1 representative
Andrew Simpson Watersports	1 representative
Southern Water	1 representative

## 3.3 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)

### 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.

### 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.

#### 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.

#### Step 2 Determine who might be harmed and how

#### 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:

<u>Vulnerability</u>	<u>Severity</u>	<u>Further action</u>
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.

#### **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.

#### **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.

#### **Step 6 Review the assessment and revise it if necessary**

Risk assessments and control measures 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.

### **3.4 REMOVE UNACCEPTABLE RISKS**

#### **The greatest risks identified in the risk assessments**

No risk was 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.

## 3.5 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

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.

### 3.6 MANAGEMENT OF SAFETY CONTROLS - CHECKLIST

TYPE	DETAIL OF CONTROL
Navigation Buoys Etc	LHB Duties, with online THLS availability reports, as implemented in compliance with guidelines of Trinity House, who inspect annually and audit biennially. Navigation marks regularly checked. Vessel reports followed up. All navigation marks in vicinity of moorings are now lit. Retro reflective tape. Mooring areas monitored. Survey of Channel. Sword Point monitored. Siting of channel marks. Kendalls: Small boat moorings kept away from turning basin. Marked water skiing area in the harbour.
Patrol Boats	The Harbour is patrolled throughout the year, with additional seasonal patrols, as LHB Standard Operating Procedures (SOPs)
Notices	Local notices to Mariners, published by e-mail. VHF Broadcasts Notice Board at Harbour Office, including weather forecast, and real time weather reports on the internet.
Publications	Admiralty List of Radio Signals, Channel Pilot ASD 27 Web site, <a href="http://www.langstoneharbour.org.uk">http://www.langstoneharbour.org.uk</a> with byelaws, weather links and safety advice. Harbour Services Guide, Admiralty and other charts, Macmillan Reeds almanacs. Chart for canoes & kayaks.
Personal, Protective Equipment	<p>Life jackets</p> <ul style="list-style-type: none"> <li>-- worn by harbour staff when afloat, except when they are a working hazard</li> <li>--carried as ISAF Rules of Racing</li> <li>- worn as Club rules.</li> <li>-- required by LHB for water skiers</li> <li>-- MCA advice on Safety at Sea, but no legal compulsion</li> </ul> <p>Automatic fuel cut-off lanyard - "Kill Cord"</p> <p>Dry suits for winter</p> <p>'Mudders' for walking on intertidal</p>
Access and Guards	<p>The MCA may inspect ships.</p> <p>No water-skiing without written permission, club membership and only in designated areas. Tow vessels must have another person capable of taking charge and assisting with recovery. BS life jackets or buoyancy aids for each person on board required plus two distress signals and a fire extinguisher. For each water skier a rescue quoit and line or other hand thrown rescue device. LOLER regulations cover the lifting equipment.</p> <p>Quays are not normally guarded, as this would negate their function as loading and unloading points. Fencing, gates, maintenance of quay. Adequate lighting. Fencing round boat park and pedestrian access route to the ferry.</p> <p>Fuel tanks and pumps constructed with built in safety. e.g. Cut off valve.</p> <p>Surveyed in accordance with insurance. Automatic shut-off. Routine maintenance/inspection</p>
Hydrographic Survey	As required by Harbour Master and Havant Borough Council.

<p>Qualification Or Permits</p>	<p>Pilotage Directions and procedures.  Pilot competencies are positively vetted and documents held to record pilot standards, training. examination and authorisation.  Planned pilotage – Pilot requires advance notice of arrival.  Vessels de-conflicted by tidal window. Passage planning recorded on board vessel.</p>
	<p>Guidance Notes from MCA. Planned pilotage, normally PEC, who have been certificated by the current HM.  Full appraisal of weather conditions. Entry not permitted when visibility dangerously low.  Kendall’s Wharf: Vessels constrained to period HW-2hr to HW+3hr by depth alongside.  Bedhampton Wharf: Vessels lay alongside HW-1hr to HW+2hr  Guidance: max length 84m (Kendalls), 72m (Bedhampton) Max draft 5.0m  Boarding Point is located well north of the St Helens Pilot Boarding Area in order to minimise conflict and to eliminate the need to cross the main channel in the vicinity of St Helens.  PECs issued according to Langstone Harbour Pilotage Direction - experience, medical certificate, practical monitoring of performance, 12 monthly renewal.  Pilotage Direction issued April 2005.  Seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.  Other powered craft are not subject to any official safety check. No licence or permit required to sail in Langstone Harbour.</p>
	<p>PWC and Water skiers require permits, the conditions of which are enforced by patrol officers using byelaws.  No licence or permit required for amateurs to dive in Langstone Harbour. BSAC and PADI diving registration. Professional Diving: Provide Risk Assessment and Method Statement to HA.  LHB to Monitor underwater hazards. No licence or permit required to swim in Langstone Harbour, but restrictions apply, bye law 73. No swimming permitted across the harbour mouth.  Dredging, sea defences and other licensed works: Langstone Harbour consent may be required, after specific risk assessment drawn up by LHB and MMO consent. The conditions of the licence will require safe working.  MCA Certificate requirements for angling boats. The skippers are responsible and hold MCA certificate of competence.  Ferry must be MCA coded and crew appropriately trained. Limit on Px capacity.  No plant to be operated by untrained personnel.</p>

Supervision & Instruction	<p>The public using Langstone Harbour need no qualification, training or ability. MCA Workboat Codes and qualifications apply. The MCA require evidence of qualification, training, first aid, fire fighting and sea survival before certification. Responsible and suitably qualified Harbour staff manage the harbour operations, with job descriptions and procedures. Incident database maintained. Reports in daily log include accidents and near misses. HM follows up with investigation, warning letter or prosecution, as appropriate. PWC Management Scheme: Identification and collection of dues. Issue of permits in accordance with harbour byelaw No.53 Education and information at first point of contact. Co-operation with local sailing clubs and other organisations. Insurance required. Age limit imposed. Harbour patrols. A strict enforcement policy. Liaison with local public houses. Responsible organisers such as the sailing clubs and the sailing schools, with responsible race officers, who are trained (RYA courses). Choice of suitable race areas, particularly for juniors. Safety boats. Speed limits and water ski zone. LHWSA' lookout and manning, wardening, incident logs, affiliated membership, restrictions on passengers, PPE, incl. Wetsuits. Competent person in charge BWSF rules and First Aid.</p>
	<p>No one to dive alone.. Buddy Procedure – HSE Commercial Diving standards and practices for professionals. Organised swims in Solent are scrutinised by SNPCC in accordance with Solent CoP. Harbour staff must report by phone when returning from intertidal.</p>
Harbour Office Work Instructions	<p>Standard Operating Procedures, including Vessel operating procedures Harbour Patrols. Use of LHB vessels - guidance to staff Maintained moorings - record of maintenance cycle. Slipways cleaned where this is necessary. PPE/COSHH, Training, Use machine to lift or to move where risk of injury is considered unacceptable or where quantity of material to be moved exceeds capacity of manual workers.</p>
Command, Control & Com	<p>ABP Southampton provides VTS. Langstone Harbour Office operates a Port Information Service and monitors channels 12 and 16, during the working day and is on call to the HMCG 24 hours a day. Support from LHB patrol boats – as above.</p>
Environment	<p>Langstone Harbour Oil Spill and Contingency Plan Waste Management Plan Notification requirements for hazardous cargo and vessel defects. Swinging and pontoon moorings limited and zoned.</p>
Law	<p>The Harbours, Docks and Piers Clauses Act, 1847. Pilotage Act, 1987 (as amended) Marine Navigation Act 2013 International Regulations for the Prevention of Collisions at Sea [IRPCS] Pilotage direction s.9 The Pilotage jurisdiction of the Langstone Harbour Board was extended in April 2005. Radar Gun to enforce speed limit.</p>

Bye Laws	Langstone Harbour Board bye laws, including Speed Limit and Care & Caution. Kite windsurfing is never permitted. Personal Water Craft registration & management (personal water craft safety management System). Diving operations bye law 61: - signals and supervision. Angling: Prohibition on certain sites. Prevention of obstruction. Fishing off pontoons forbidden. Ferry to operate subject to LHB licence.
Direction	As authorised by: Pier & Harbour Order (Langstone Harbour) Confirmation Act 1962, Merchant Shipping Act 1894, Harbour, Docks & Piers Clauses Act 1847, Harbours Act 1964, Marine Navigation Act 2013 and Pilotage Act 1987.
Harbour Policy	Harbour Management Plan and Business Plan - DDA compliant.
H & S Policy	H & S Policy for Harbour staff and PMSC Policy
H & S Management System	Management System for the LHB
Training Programme	Annual training programme. RYA advice for PWCs prior to launching. Crew training for man overboard procedures on pilot boat.
Procedures	LHB Standard Operating Procedures (SOPs) Pilot boarding and landing provided by Southampton CHA. Escorts in summer to prevent conflict with small craft, including windsurfers and PWCs LHB does not shore boats for storage. Only trailer vessels are permitted with licence conditions. Annual PAT tests for electrical equipment.
Emergency Plans	Langstone Harbour Emergency Plan Notification requirements for hazardous cargo and vessel defects. H M Coastguard and RNLI emergency resources. Langstone Harbour Oil Spill and Contingency Plan, with regular tabletop exercises and reviews. Supported by National Contingency Plan and by Chichester and Portsmouth harbours. Portsmouth CC, Hampshire CC and Havant BC also have emergency plans. Regulated VHF procedures and channel allocation. Partnership with Police. Harbour Patrols Clear access for emergency vehicles. Fire Plan The premises are provided with appropriate FFE in each working space. <ul style="list-style-type: none"> <li>• There is a regular maintenance contract for the servicing and inspection of FFE</li> <li>• The premises are signed to indicate escape routes.</li> <li>• The premises are fitted with a smoke / fire alarm system which is tested regularly</li> </ul> A portable emergency escape ladder is available on the mezzanine floor.

## 3.6.1 STANDARD OPERATING PROCEDURES

### **A. General**

- A1. Staffing levels and call-out procedures
- A2. Reporting lines
- A3. Harbour Manager to be kept informed
- A4. Security
- A5. Health & Safety policy and Risk Assessment
- A6. First aid
- A7. Start-up, shut down and servicing routines for vessels, plant, equipment and vehicles
- A8. Recording procedures
- A9. Emergency Call-out
- A9a. Emergency Action
- A10. Leave and cover arrangements
- A11. Board property
- A12. Insurance
- A13. Retention of Records

### **B. Office**

- B1. Computers and equipment
- B2. Office safe
- B3. Smoking/Alcohol
- B4. Lifting & shifting
- B5. Radio
- B6. Hygiene; Eating & drinking
- B7. Mail
- B8. Correspondence

### **C. Workshop**

- C1. Workshop security & cleanliness
- C2. Small tools
- C3. Power tools
- C4. Small plant and equipment
- C5. Storage of equipment
- C6. COSHH
- C7. Oil spill clean-up equipment
- C8. Vehicle parking
- C9. Restroom security and hygiene

### **D. Boatyard, slipway and stored vessels**

- D1. Vessels in compound and conditions of storage
- D2. Slipway and cradle
- D3. Grid and berthing alongside wall
- D4. Work on stored vessels
- D5. Cleanliness and loose gear
- D6. Manning levels for yard services
- D7. Forklift truck & mobile crane
- D8. Security
- D9. Electricity and portable generators

- D10. Pollution
- D11. Waste oil reception
- D12. Garbage reception

## **E. Public Slipways**

- E1. Code of conduct and HM briefing to staff
- E2. Control and enforcement
- E3. Collection and reconciliation of cash
- E4. Dealing with the public
- E5. Slipway barriers
- E6. Harbour bye laws and regulations
- E7. Launching and recovery
- E8. Beach patrols
- E9. Marshalling of traffic and trailers

## **F. Vessel operations**

- F1. Patrols and enforcement (RIB)
- F2. Patrols and enforcement (Harbour launch)
- F3. Mooring maintenance
- F4. Re-fuelling of vessels
- F5. Routine checks, servicing & maintenance of vessels
- F6. Security

## **G. Pontoons**

- G1. Dispensing fuel
- G2. Fencing and fenders
- G3. Ferry operation
- G4. Garbage
- G5. Vessel berthing
- G6. Embarkation & disembarkation of passengers
- G7. Ice hazards
- G8. Water supply
- G9. Electricity supply

## **H. Safety Regulations**

## **I. Other Regulations**

## 3.7.1 EMERGENCY 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.**

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.

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

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.

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.

### **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).
- H M 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

### **Training for Emergencies**

- Oil Spill Response Exercises
- Fire Practices
- Staff are shown reports published by MAIB

## 3.7.2 CONSERVANCY

LHB recognises its duty to conserve the harbour so that it is fit for use as a safe port. LHB will aim to provide users with adequate information about conditions in the harbour. LHB recognises the extent of its duty and powers as a Local Lighthouse Authority and in relation to wrecks.

### Conservancy Organisation and Management Responsibility

#### 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.

#### Works and Dredging Licences

Consent for dredging must be obtained from MMO, in the form of a Marine Licence

#### Buoyage and Navigation Aids

The harbour has a comprehensive, well maintained and modern system of aids to navigation based on risk assessment and installed in consultation with Trinity House. The routine inspection and maintenance regime is laid down and records are kept.

#### Anchorage

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

#### 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.

#### Wrecks and Abandoned Vessels

The Board has powers under s.252, Merchant Shipping Act 1995 (as amended); s56, Harbours, Docks & Piers Clauses Act 1847; s32, Pier and Harbour Order (Langstone Harbour) Confirmation Act 1962 and local harbour byelaws to remove and, if necessary, destroy abandoned vessels.

The general power of harbour authorities in relation to wrecks is set out in s.252 of the 1995 Act:

**“Where any vessel is sunk, stranded or abandoned in, or in or near any approach to, any harbour or tidal water under the control of a harbour authority or conservancy authority in such a manner as, in the opinion of the authority, to be, or likely to become, an obstruction or danger to navigation or to lifeboats engaged in the lifeboat service in that harbour or water or approach thereto, that authority may exercise any of the following powers.”** (NB. This contains power of destruction)

- ⇒ To require the owner of the wreck to remove it; or
- ⇒ To take possession of, raise, remove or destroy the whole, or any part of the vessel, and any other property to which the power extends;
- ⇒ To light or buoy the vessel until it is raised, removed or destroyed

- ⇒ Subject to various restrictions, sell the vessel or part of the vessel so raised or removed and any other property recovered during the exercise of the above powers; and
- ⇒ To reimburse itself, out of the proceeds of the sale, for the expenses incurred by the authority in relation to the sale.

#### s.56, Harbours, Docks & Piers Clauses Act 1847

“The harbour master may remove any wreck or other obstruction to the harbour, dock, or pier, or the approaches to the same, and also any floating timber which impedes the navigation thereof, and the expense of removing any such wreck, obstruction, or floating timber shall be repaid by the owner of the same; and the harbour master may detain such wreck or floating timber for securing the expenses, and on non-payment of such expenses, on demand, may sell such wreck or floating timber, and out of the proceeds of such sale pay such expenses, rendering the overplus, if any, to the owner on demand.” (NB. There is no provision here for destruction of the vessel)

#### **Harbour Byelaws**

##### **50. Abandonment of Vessels Prohibited**

- (1) No person shall abandon a vessel on the banks or shore of the harbour.
- (2) For the purposes of paragraph (1) of this Byelaw, a person who leaves the vessel on the banks or shore of the harbour in such circumstances or for such a period that he may reasonably be assumed to have abandoned it shall be deemed to have abandoned it there unless the contrary intention is shown.

##### **62. Wrecks and Obstructions**

The owner of an obstruction of whatever description, whether or not floating, which impedes or is likely to impede navigation or dredging in the harbour or in or near the seaward approaches to the harbour, including a sunken, grounded, stranded or drifting vessel, wreck or vehicle, shall if so directed by the Harbour Master and in accordance with any directions he may give take steps to remove the obstruction or have it removed and, until it is removed, to have it watched and marked.

#### **Procedure**

It is essential that the Board is able to show justification for the removal (and destruction) of an abandoned vessel and can demonstrate the application of due care to the process of removal. This includes the collection of evidence where necessary and the keeping of records for each stage of the process. The Board must ensure that:

- There is a well-documented reason requiring removal of the vessel. This may be on grounds of safety, injury to the amenity or environmental damage.
- Every effort has been made to establish ownership of the vessel. If the Board possesses such details the owner must be notified by recorded delivery of the intention to remove the vessel. If no response is received within the reasonable period stated by the Board then notices advertising the Board’s intention to take possession of, raise, remove or destroy the vessel should be placed on the vessel (where practicable), in a conspicuous position at the harbour office and in any other place where the owner might reasonably be expected to see the notice. The purpose of these measures is to ensure that the owner is given reasonable opportunity to remove the vessel himself.

*NOTE IT IS ESSENTIAL THAT THE BASIS (1847 ACT, 1995 ACT OR OTHER) OF ANY ACTION TAKEN BY THE BOARD IN REMOVING ABANDONED VESSELS IS MADE CLEAR IN THE APPROPRIATE NOTICE REFERRED TO ABOVE. IF THE VESSEL IS TO BE DESTROYED THE BOARD MUST ESTABLISH A LEGAL RIGHT TO DO SO*

- If the Board is not able to establish ownership of the vessel it should be able to provide evidence that the vessel has been abandoned.
- Where a vessel is to be sold, the sale is advertised in the local press.

- Prior to any action to take possession of, raise, remove or destroy a vessel the Board must document the condition of the vessel with written comments and, where appropriate, photographic evidence.
- A record of expenses and of proceeds of sale where applicable must be kept by the Board. This should include the cost of labour, Board assets, sub-contractors, legal fees, advertising etc.

### **3.7.3 ENVIRONMENT**

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

#### **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.

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

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

The Harbour Board have adopted their Waste Management Plan. The Harbour has an environmental management plan.

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

Emergency plans have been drawn up to deal with accidents that might potentially threaten the environment

#### **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, web resources and guided walks around the harbour.

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.

## **3.7.4 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.

### **Powers to Regulate 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. 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.

### **Management of Navigation Organisation and Management Responsibility**

Traffic management requirements for Langstone Harbour have been assessed in accordance with the provisions of MGN 401 (M+F), Vessel Traffic Services & Local Port Services, Amendment 2. 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.

### **Plan: 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). The power to issue Special Directions may only be exercised by the Harbour Master.

### **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 Code.

### **Byelaws**

The Langstone Harbour Board has byelaws that provide effective control measures to manage the hazards identified in the risk assessments.

### **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.

### **Moorings**

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.

## 3.7.5 PILOTAGE

**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.**

### **Organisation and Management Responsibility**

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:

- A. 48m or more
- B. 20m or more with more than 12 passengers

### **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.

Suitable applicants for authorisation will initially be required to conduct twelve pilotage acts to each wharf (Kendall's and Bedhampton) under the supervision of a pilot or PEC holder authorised by the Board (6 inward and 6 outward, of which 6 should be completed during the hours of darkness) and will, on completion of these acts in accordance with the requirements above be expected to undergo an examination conducted by a suitably qualified person approved by the Board.

The knowledge and ability of candidates will be appropriate to the size and type of vessel trading to the harbour 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.

Candidates will be required to provide the following information before being considered for the issue of a full Pilotage Certificate:-

- Name, Address, Date of Birth, Nationality, Previous sea experience.
- A valid Certificate of Competency or equivalent marine qualification approved by the Board.
- Type and tonnage of vessels previously served on.
- Confirmation of Medical Fitness, Eyesight, knowledge of the English language and any previous pilotage experience. A sound knowledge of International Regulations for the Prevention of Collision at Sea, the Langstone Harbour Pilotage Direction and pilotage procedures for the harbour, harbour byelaws and other relevant legislation.

### **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

## **3.7.6 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.

### **Marine Services Organisation and Management Responsibility**

#### **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

#### **Towage**

Only staff who have successfully completed a towage training course are permitted to take vessels in tow without supervision.

#### **Workboats**

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

#### **Diving**

Diving within the harbour may not be undertaken without notifying the Harbour Master.

HSE Commercial Diving standards and practices must be complied with.

#### **Dredging**

Dredging is subject to formal Marine Licensing requirements.

#### **Salvage**

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

#### **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.

## 4. MEASURE COMPLIANCE

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

### 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 nonconformances;
- 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.

### 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 digital database.

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.

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

### 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.

## 5. 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.

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

a) to determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar); and

b) 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.

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.

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.

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.

### **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

## **6. 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 in both paper and electronic format. Externally produced documentation will be retained in either paper and/or electronic format, whatever is appropriate.

### **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:

- a) 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 and protected against damage, deterioration or loss. they can be located;
- b) they are periodically reviewed, revised as necessary and approved for adequacy by authorised personnel;
- c) 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.
- d) obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- e) archived documents and data retained for legal and knowledge preservation purposes, are suitably identified.

### **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.

## 7. 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.