

# Port Marine Safety Code Marine Safety Plan

2016 – 2018



Reviewed March 2016

## Introduction

ABP has committed to comply with the requirements of the Port Marine Safety Code (PMSC), which includes the publication of a Marine Safety Plan.

This safety plan is one component of a comprehensive (strategic level) Marine Safety Management System (MSMS), and serves to support the continuing improvement of all aspects of ABP's marine safety performance, and ongoing compliance with the PMSC.

The plan is intended to cover a rolling three year period, but will be refreshed and checked for continuing relevance on an annual basis.

### **1 Marine Policy**

ABP has published a Marine Policy, confirming the Duty Holder's commitment to compliance with the PMSC. The latest version of the policy can be downloaded from the corporate marine web site ([www.abpmarine.co.uk](http://www.abpmarine.co.uk))

This policy is supported by additional marine policies covering training and VTS provision, as well as other corporate policies, particularly health and safety.

### **2 Continuous Improvement Plan**

ABP has also published a continuous improvement plan, which outlines the *process* adopted to ensure that the Group continues to improve compliance with all aspects of the Port Marine Safety Code. The Continuous Improvement Plan supports this Marine Safety Plan. (See Section 6 - Appendix)

### **3 Marine Procedures**

Operational procedures within the ABP Marine function are described in the ABP Group Port Marine Operational Procedures Manual and supported at each port / marine location by local manuals detailing procedures which are specific to each site. All such manuals are reviewed on a regular basis by the respective marine managers.

Together the policy and procedures outline those activities which have been identified as necessary to ensure the safe and efficient management of marine activities in all of our ports, and making best use of ABP's statutory powers and responsibilities.

Such activities may be divided into those that are established and ongoing (or routine) in their support of PMSC compliance, and those which are additional (or temporary) management targets seeking to ensure continuous improvement in Port Marine Safety.

## **4 Established Marine Activities**

Due to ABP's structure with a single "Duty Holder" covering multiple port locations, marine safety activities are divided between those undertaken at group level, and those undertaken at the ports.

The following activities are the responsibility of the Marine Advisor, and are undertaken on behalf of the Duty Holder to cover all ports:

- Production and review of top level MSMS documentation. (Policy, manuals).
- Ownership and maintenance of the system (MarNIS) used for identifying hazards and assessing marine risks, and recording and analysing marine incidents.
- Providing training, advice and guidance to ensure that all locations consistently proactively and reactively review risk assessments for all identified marine hazards; and identify control measures to mitigate those risks to an acceptable level (As Low As Reasonably Practicable).
- Provision of guidance on consistent incident investigation.
- Sourcing supplies and services (such as safety equipment, oil spill response contractors, and training) which will contribute to consistent compliance with the PMSC, as well as deliver value for money.
- Provide, through regular internal and external audit, oversight of PMSC compliance on behalf of the Duty Holder, and identify improvement opportunities for all ABP locations through sharing of best practice.

Furthermore, the following activities will normally be ongoing at each port location and will be the responsibility of the local Marine Management Team (with appropriate support from the Marine Advisor):

- Regular marine management team meetings.
- Creation and review of marine risk assessments using MarNIS, and reporting of incidents / carrying out investigations.
- Regular consultation with harbour users ("Stakeholders") by means of Port User Group Forum meetings or similar
- Training of marine staff to group standards
- Production of, and exercising of emergency plans

## **5 Management Targets for Continued Improvement ("Marine Safety Plan")**

The targets on the following page support the ongoing improvement plan for the ABP Group of ports. This plan is owned by the Marine Advisor on behalf of the Duty Holder.

Ports may have additional improvement plans covering local issues, but this plan aims to address high level improvement targets which will benefit all locations, and fulfils the requirement of the PMSC for the Duty Holder to maintain a "Marine Safety Plan"

Target #	Description	Target	Time Scale
1	Keep KPIs under review and introduce new / relevant KPIs as appropriate	Monitor KPIs and review as required.	Annually
2	To ensure that all ports follow the ABP model for the MSMS (consistent documentation with no omissions)	New single operational manuals covering Group and Local procedures to be implemented: Template issued by MA: New manuals in use at all ports:	01/07/2016 01/07/2017
3	To ensure consistent application / implementation of the MSMS across all ports	Successful annual internal audit at each location– audit actions closed within agreed timescales	Ongoing
4	Improve level of Potential Incident Reporting	To achieve a group wide ratio of two potential reports for every actual incident report made via MarNIS	31/12/2016
5	Review Marine Policy	Annual or as required by external factors	End each year
6	Review Group Marine Operations Manual	Annual or as required by external factors	End each year
7	Tide and Weather system update (Group wide)	Implement specified solution (displays)  Integrate with SAP database	June 2016  June 2018
8	Harbour Powers	Review status of all ABP Harbour Powers, byelaws. (With view to seeking HROs)	June 2016
9	Harbour Directions	Develop group template for required directions	September 2016
10	ALARP	Corporate view on consistent use of the term ALARP in RA tools. Deliver Paper to HA Board	31/05/2016
11	MarNIS Upgrade	To deliver enhancements discussed at 2015 marine conference.	01/10/2016

## 6 Appendix – Continuous Improvement Plan

ABP as Harbour Authority for 22 separate Statutory Harbour Areas seeks to continuously improve the Authority’s compliance with the requirements of the Port Marine Safety Code, and reduce all foreseeable risks associated with ABP’s marine operations to the lowest practical level (ALARP).

The detailed plans for PMSC compliance are contained within the Group and Ports’ Marine Safety Management System documents.

This Continuous Improvement Plan outlines the *process* used to monitor ongoing compliance and facilitate continuous improvement towards best practice in marine operations across ABP group ports

The improvement plan will be cyclical in nature and follow the sequence below:

#	Task	Detail
1	Timetable audit and support visits	Constantly review audit dates and ensure none are missed, or unduly delayed
2	Undertake visits	Visit ports / Harbour Masters according to timetable. Follow up previous action points, themes identified at other ports, or by external bodies (MCA / MAIB). Provide support and training as required.
3	Establish action points	As a result of visits, establish action points and areas for improvement. Also identify areas of best practice for sharing with all other ABP Ports
4	Report	Feedback visit findings within a reasonable time period, and clearly summarise any actions that the port is recommended / required to take to ensure improvement.
5	Keep “Work Plan” and “Marine Safety Plan” up to date	Maintain a constantly updated database of actions / areas of best practice with due action dates and details of who is responsible for completing actions.
6	Promulgate outcomes	Ensure that all ports are made aware of key improvement points and areas of best practice by appropriate means (For example, MA Notices, Conference presentations, updates to Group MSMS, etc)
7	Regularly follow up action progress	Regularly review due dates of identified actions and prompt those responsible to feedback what has been achieved, closing out actions before due date. Proactively follow up any actions not complete by due date.
8	Repeat Cycle Annually	