

Port of Workington  
Marine Safety Management System  
3 Year Safety Plan  
1<sup>st</sup> June 2019 – 31<sup>st</sup> May 2022



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# Marine Safety Management System

## Safety Plan

### Background

The Port Marine Safety Code (the Code) establishes the principle of a national standard for every aspect of port marine safety. It aims to improve safety for those who work in ports, their ships, passengers and cargoes, and the environment. It establishes a measure by which harbour authorities can be accountable for legal powers and duties which they have to run their harbours safely and help to discharge their obligations effectively.

The Code explains that harbour authorities have a general duty of care with regard to nature conservation and other related environmental considerations. The Code also explains that harbour authorities have to comply with The Natural Environment and Rural Communities Act 2006. Under the requirements of the Civil Contingencies Act 2004 harbour authorities as category 2 'cooperating bodies' will be involved in associated planning work and incidents that affect their sector.

The Code is intended primarily for the 'duty holder' – The "Duty Holder" in the case of the Port of Workington is the Acting Executive Director for Economy & Infrastructure, who is directly accountable for marine safety at the Port of Workington.

Under the Code every port in the UK is required to establish a marine safety management system to manage and control the risks that relate to marine operations, that marine safety management system should be based on an assessment of risks.

### Purpose

A Large Crude Carrier named the 'Sea Empress' grounded off Milford Haven in February 1996 causing more than 70,000 tonnes of crude oil to escape to the sea. Following comments made in the report of the inquiry the Government announced a review of the arrangements for harbour pilotage under the Pilotage Act 1987. As a result of the report the Port Marine Safety Code was published in March 2002.

The Port Marine Safety Code applies to ALL harbour authorities in the UK that have statutory powers and duties. The Code is also applicable to other marine facilities which may not have statutory powers and duties. These are collectively referred to throughout the Code as 'organisations'.

This Code establishes the principle of a national standard for every aspect of port marine safety and aims to enhance safety for those who use or work in ports, their ships, passengers and the environment. It applies to port marine operations the well-established principles of risk assessment and safety management systems.

It provides a measure by which harbour authorities can be accountable for the legal powers and duties which they have to run their harbours safely and help to discharge their obligations effectively.

The *Code* reminds authorities that they have serious legal duties relating to the safety of people who use their harbours and property and to the well being of the environment and community.

To ensure compliance with the code, the Port has developed and implemented a Marine Safety Management System that defines its accountability, general/specific duties, powers and actions. To identify the level of performance with these requirements, safety plans must be established that can be measured through annual audits.

Safety plans will be published at intervals not exceeding three years.

### Safety Plan Objectives

This Safety plan for marine operations will outline broad objectives, along with responsibilities and have timescales attached. The plan will also demonstrate the “Duty Holders” commitment to maritime safety and how the standards of the code are met.

The “Duty Holder” in the case of the Port of Workington is the Acting Executive Director for Economy & Infrastructure, who is directly accountable for marine safety in the Port of Workington.

The Port of Workington will comply with all legal requirements, and aims to meet the national requirements of the Port Marine Safety Code and to heed the guidance in the Guide to Good Practice on Port Marine Operations.

In fulfilling its duties the port is committed to the principles of safety management based on risk assessment techniques to:

- Ensure so far as reasonably practical, the safety of all those that use and work in the harbour by establishing safeguards against all identified risks.
- Preserve the environment by preventing pollution.
- Facilitate the safety of navigation in the harbour and its approaches.
- Safeguard the navigational access to and from the harbour.
- Maintain plant, equipment and vessels to the highest standards.
- Provide a safe and efficient pilotage service.
- Be ready to respond to emergency situations.
- Assess and review the training requirements of personnel who undertake tasks associated with marine operations.
- Formally review the Port’s plans, policies and procedures at intervals not exceeding 3 years.
- Promote an efficient, cost effective marine service to Port users by showing a caring, skilled, responsible and highly motivated workforce.
- Investigate all incidents and causes of occupational ill health and ensure they are recorded, and acted upon.
- That measures set out by the Marine Safety Management System are regularly monitored and audited to assess the level of performance and to identify any deficiencies so improvements can be made.

## Description of the Port of Workington

The Port of Workington is currently the largest port in Cumbria and forms an important transport hub for the North West delivering a key role in serving the region's industry and agriculture. The Port is located on the eastern side of the Solway Firth at the mouth of the River Derwent.

Cumbria County Council own and operate the Port and has statutory powers and duties as the Harbour Authority under the Workington Harbour Act 1974 and as the Competent Harbour Authority under the Workington (Pilotage) Harbour Revision Order 1988.

The Port handles around 350,000 m/tonnes of cargo annually, with about 250 cargo vessel movements. The types of cargo handled are imports & exports of Dry and Liquid Bulks, with Forest Products and other General Cargo. The majority of cargo tonnage is imports from Europe and the United Kingdom. The Port handles cargo for the Nuclear Industry and is also utilised by the offshore wind industry who undertake their operations and maintenance from the Port.

The Port's principal cargo handling facilities are centered on the Prince of Wales Dock. This modern enclosed dock has a total water area of 2.6 hectares and a quay frontage of 773m providing 7 Berths and a Ro-Ro berth. The Port also offers Rail Freight services via its main line rail connection. All berths at the port are rail-served, and the Port Authority operates its own locomotives on the port's extensive internal rail system.

The Port has 13 employees, with a further 100 employed by tenants on site.

### *Port Manager*

The Port Manager as the designated person is responsible to the "Duty Holder" for providing information on the performance of all marine operations within the MSMS and that the system remains fit for purpose. The Port Manager is also responsible for guaranteeing commitment to this safety plan by;

ensuring the day to day management of the Port and the implementation of enforcement and prosecution policies;

liaising daily with the harbour master, to manage the allocation of berths to vessels;

ensuring that the Marine Safety Management System is subject to:-

- an annual internal audit against all activities that relate to marine operations and that the audit is conducted by a suitably trained and competent person.
- an external three yearly audit against all activities that relate to marine operations and that the audit is conducted by a suitably trained and competent person;

providing resources to rectify any deficiencies or make improvements identified during an audit;

ensuring procedures for emergency planning are annually reviewed in and remain effective for current Port and marine operations;

re-validate the authorised Pilot to assess competence, ongoing validity of professional certification, qualifications in respect of physical fitness, time of service, local knowledge, ship handling skills and character. The assessment should be conducted annually and undertaken in two parts consisting of an assessment trip and an assessment interview;

hold weekly update meetings on marine operations with the Harbour Master or his deputy, and the Port Health & Safety Officer.

### *Harbour Master*

The Harbour Master will be responsible to the Port Manager for the safety of navigation in the Port and its approaches and will exercise the Port's powers with respect to the safety of marine operations.

The Harbour Master will;

ensure the safety of navigation in the Port and its approaches through effective regulation and management of navigation;

manage the pilotage service on a daily basis to ensure the necessary resources are available for marine operations;

ensure the effective operation of a waste disposal service;

ensure all arriving vessels are provided with a copy of the Port of Workington Shipping Safety Regulations and Waste Management Regulations.

maintain an up to date copy of BA chart 2013, NP 37 (Admiralty Sailing Directions West Coasts of England and Wales), Admiralty List of Lights and Fog Signals Volume A, M-Notices and the Merchant Shipping Act (1995). As and when corrections are made by the UKHO the Harbour Master amends/corrects these publications from notice to mariners and/or from the UKHO web site;

ensure the Port of Workington General Byelaws are enforced and freely available to the general public/Port users and where necessary make amendments/changes after confirmation by the secretary of state. Review of the byelaws is carried out every 3 years.

issue Local Notices to mariners (LNMs) and maintain a list of recipients of LNMs. In January of each year the harbour master must conduct a review of all issued LNMs and issue a current list of those in force;

review:-

- anchorage position every 3 years
- enforcement/prosecution policies every 3 years

re-assess Pilotage Directions every 3 years and ensure Pilotage Regulations are issued and available to all known users of the pilotage service provided by the Port;

make arrangements to provide the necessary training to ensure the competence and skills required to comply with the Port of Workington Marine Safety Management System and MCA statutory requirements. Competence and skills should be reviewed on an on going basis in light of changes to personnel, statutory requirements or use of the Port and day to day requirements. Conduct an annual formal assessment of competence and skills and create a training programme;

maintain records of the skills and competence of each member of the marine section or any supplementary personnel that may be required to support the section i.e. production team/pilot/contractors;

initiate daily inspections of aids to navigation to ensure that they are functioning correctly and where deficiencies are identified reported as soon as is practicable to the maintenance section. Any defects must be recorded and filed. On a quarterly basis the harbour master will submit a return of availability of aids to navigation to Trinity House. The Ports aids to navigation are classed a category 3 and must be maintained to meet an overall availability criteria of 97%. Where there is a failure of aids to navigation that can not be rectified, the MCA Liverpool must be informed immediately and procedures expressed in the MSMS must be followed;

undertake hydrographic surveys of the bar, the approach channel, the turning basin and enclosed dock at regular intervals. The frequency of these monitoring surveys will be determined by weather and tidal conditions;

monitoring surveys are to be published to all parties including Pilots and holders of Pilotage exemption certificates;

advise the Port Manager on arrangements for employing dredging consultants and contractors to maintain a minimum depth of 1.16m below chart datum in the navigable channel.

ensure the Marine License conditions issued for dredging are followed as detailed in the license issued by the MMO

complete a list of environmental monitoring relating to dredging license, dredging protocol and capital projects;

ensure that any wrecks located within, or in or near the approaches to the Port are raised, removed, destroyed or marked and inform the United Kingdom Hydrographic Office on the description of the wreck. Navigation Warnings will be positioned and/ or Local Notices to Mariners issued. Lights or buoys will only be positioned after consent from the General Light House Authority.

implement procedures for regulating harbour works i.e. dredging/diving operations should they arise;

implement and monitor procedures for vessels carrying dangerous goods ensuring the master provides the Port/Pilot with a document entitled schedule 2. Any deficiencies or absences of schedule 2 and the harbour master will contact the MCA and initiate a risk assessment;

ensure all vessel movements meet the requirements of the MSMS including under keel clearances, Port Passage Plans and towage;

review the requirements for compulsory towage every 3 years;

arrange an annual audit of small commercial/offshore wind farm service vessels to confirm that vessels operating in the Port are certified under the relevant code of practice and that the crew members are appropriately qualified;

conduct an annual review of operations pertaining to small commercial/offshore wind farm service vessels;

manage the safe and pollution free operation of craft operated by the Port;

make arrangements to ensure the M/V Derwent (Harbour Tug/Pilot Vessel) and M/V Marion (Harbour Safety Boat) are fit for purpose and that daily, monthly and annual inspections and maintenance are undertaken. To ensure the M/V Derwent is MCA endorsed arrange an annual in water survey and a three yearly out of water survey by the MCA;

ensure all safety equipment onboard M/V Derwent including lifejackets, Jacobs cradle, and safety lines, flares etc. are inspected and maintained monthly and in accordance with manufactures recommendations or any statutory provisions;

undertake 3 monthly training for all marine staff on M/V Derwent lifesaving appliances, firefighting equipment and emergency steering;

undertake and document the following inspections:-

daily

- debris deposited in the Dock and Basin
- quayside walk ways and North Jetty for obstructions and spillages
- vessel gangways are correctly in position with safety net (also on arrival)

weekly

- quayside side/tidal harbour fendering

monthly

- Life jackets/flotation suits
- Dock, tidal basin and tidal harbour ladders
- Dock, tidal basin and tidal rescue equipment
- Dock, tidal basin and tidal hand rails
- Infrastructure including North jetty, false quay whaling's, quay walls and bollards
- Dock gates including sluices, diesel engines and mitres;

ensure permits to work are issued prior to any vessel seeking to undertake hot work;

ensure diving permits are issued along with risk assessments and safe systems of work prior to any diving operations within the harbour limits.

### *Port Health & Safety Officer*

The Port Health & Safety Officer is responsible to the Port Manager and Harbour Master for ensuring that marine section staff engaged in activities and tasks that relate to marine operations conduct those activities in accordance with the requirements of the procedures of the Marine System Management System.

In addition to the above the Port Health & Safety Officer will;

provide guidance to marine section staff with respect to the controls that are required to ensure safe and efficient operation;

ensure that all tasks and activities relating to marine operations have been subject to risk assessment and that any 'new' tasks/activities are similarly subject to risk assessment prior to being undertaken. Generic risk assessments/safe systems of work for marine operations should be reviewed every two years.

train Marine Section staff on the controls identified in the risk assessment evaluation;

monitor marine activities every six months to identify the effectiveness of current controls and if any deficiencies exist. Monitoring should be also undertaken after changes to legislation, operations or after an incident;

investigate any incidents/accidents and produce reports for the Health and Safety Committee and the MCA if required;

develop, implement and exercise emergency plans for situations including an accident or serious injury:-

- Annual Onsite Emergency Exercise;
- Annual Tier 2 Oil spill response exercise;

produce an annual performance report on the level of compliance with the Safety Plan and marine operations and where necessary review and amend the plan;

produce a three yearly report on the performance of the Marine Safety Management System and Safety Plan;

review the safety policy for marine operations every three years;

Review the Marine Safety Management System plan every three years or after changes to responsibilities, legislation, operations or after an incident.

### Measuring Safety Plan Performance

Measuring performance will give an indication of any failings that might exist within the Port's Marine Safety Management System, procedures or activities, and should identify any additional training to help the Port undertake its operations in a safe, efficient and reliable manner.

When measuring the Port's Health and Safety performance against its policies, procedures, systems and any legislative requirements, the results from the following indicators need to be taken into account:

- Audits
- Inspections
- Surveys
- Observations
- Incident data
- Incident investigations

Results from measuring performance standards can be either quantitative i.e. using numbers for comparisons such as number of days lost or qualitative i.e. one's opinion on whether safe systems of work are being adhered to.

Measuring performance in itself will also require training i.e. inspections, investigations, surveys etc. It is therefore vital that records of all training undertaken are collated, filed, easily accessible and reviewed on a regular basis. Records can either be stored electronically on a computer or kept using a paper based system. Most businesses use a combination of the two.

#### Review

The Safety Plan will be subject to review on an annual basis or where there have been changes to legislation/activities, after an accident, or from results of monitoring.

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Signature: 

Date: 31<sup>st</sup> May 2019

