

PEEL PORTS GROUP

Port Marine Safety Code

Marine Safety Management system

Volume 1 - Policy



Volume 1 to be read in conjunction with the port specific MSMS volume 2 and relevant Volume 3 Documents
(published separately)



Record of Changes to Volume 1

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Glossary of Terms

ALARP	As Low As Reasonably Practicable	OPRC	Oil Pollution Response Convention
ASMAT	Annual Safety Management Awareness and Training	STCW95	Standards of Training, Certification and Watchkeeping
CEO	Chief Executive	PEC	Pilot Exemption Certificate
COL	Clydeport Operations Limited	PMSC	Port Marine Safety Code
COO	Chief Operating Officer	POL	Port of Liverpool
DCOO	Deputy Chief Operating Officer	POSL	Port of Sheerness Limited
DP	Designated Person	PPG	Peel Ports Group
DRA	Dynamic Risk Assessment		
DGHM(HM)	Deputy Group Harbour Master (Hydrographic and Dredging)	QSSHE	Quality Security Safety Health and Environment
DGHM(MS)	Deputy Group Harbour Master (Marine Services)	SHA	Statutory Harbour authority
GHM	Group Harbour Master	RA	Risk Assessment
GTGP	Guide to Good Practice	SMMO	Senior Manager marine Operations
HIG	Hazard Identification Guide	SOP	Standard Operating Procedure
HPL	Heysham Port Limited	SOSREP	Secretary of State Representative
IALA	International Association of Lighthouse Authorities	SSP	Standard System Procedure
KPI	Key Performance Indicator	PD	Port Director
KPT	Key Performance Targets	TCAS	Training Competency and Standards
LPS	Local Port service	VTs	Vessel Traffic Service
MDHC	Mersey Docks and Harbour Company	GPCC	Group Port Control Centre
MGN	Marine Guidance note	CHA	Competent Harbour Authority
MIN	Marine Information Note	LWI	Local Work Instruction
MMT	Marine Management Team	CEO	Chief Executive Officer
MSCC	Manchester Ship Canal Company		
MSMS	Marine Safety Management System	DGHM(H&D)	Deputy Group Harbour Master (Hydrographic and Dredging)
MSN	Marine Safety Notice	GMEO	Group Marine Environmental officer
OCSA	Organisational Change Safety Assessment	ATON	Aids to Navigation

Introduction to the MSMS

This Peel Ports Group Marine Safety Management System (MSMS) is designed to deliver marine operations safely in the Ports of Ardrossan, Clydeport, Great Yarmouth, Heysham, Liverpool, Manchester and Sheerness. It has been compiled in line with the Port Marine Safety Code and the Guide to Good Practice.

The MSMS defines accountability, general/specific duties, powers and actions.

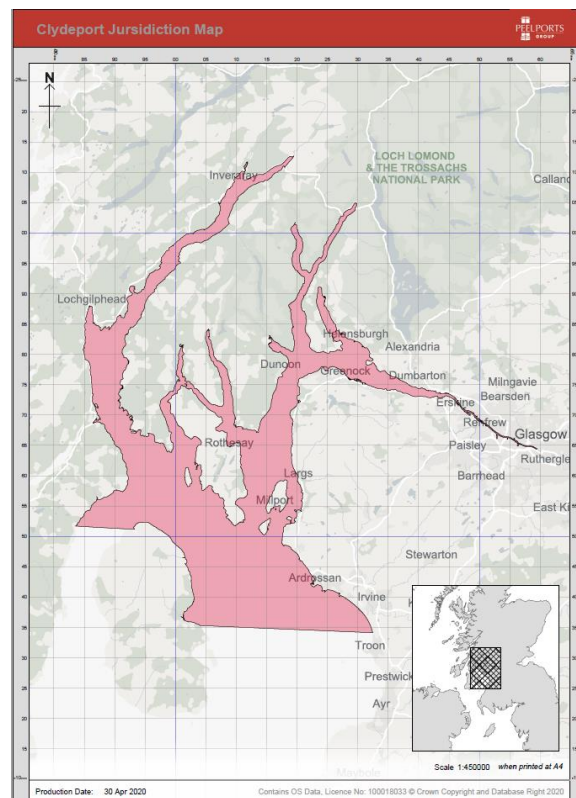
It is acknowledged that each Harbour Authority within Peel Ports Group will have different powers, as detailed within its local legislation. Legislation is detailed in SSP003.

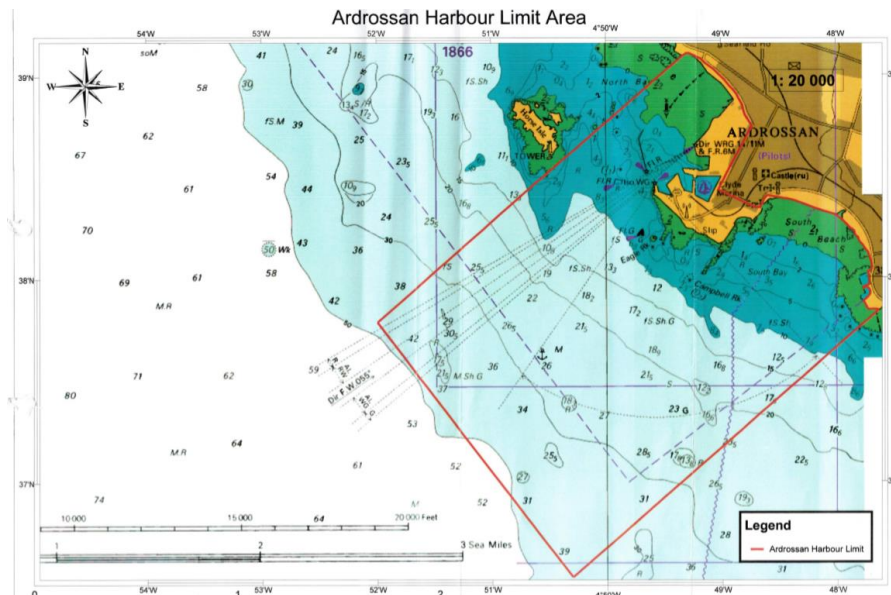
Peel Ports Group

Peel Ports Group is a unique network of strategically situated ports, terminals, hubs, shipping lines and state-of-the-art services. While much of this document is applicable at statutory harbour authorities within Peel Ports' ownership, there are, inevitably, some variations specific to the individual Ports. Where this is the case, the relevant paragraphs are clearly marked to reflect their application at that Port. Additionally, there are port specific Standard Operating Procedures (SOPs) in Volume II of this MSMS which will define the local port application of MSMS procedures. Where applicable, these SOPs will be supported by Volume III Local Work Instructions (LWIs), and other supporting documents at a detailed level.

Peel Ports Group - Clydeport & Ardrossan

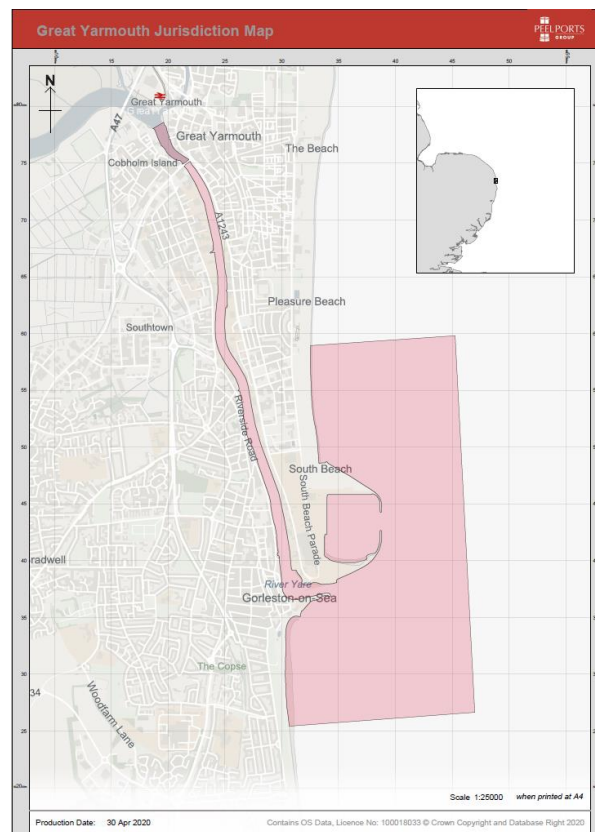
Clydeport Operations Ltd (COL) is the Statutory Harbour Authority and Competent Harbour Authority for an area approx. 450 Sq. miles including the river and firth of Clyde including Sea Lochs. COL operate the Harbour of Ardrossan on behalf of Ardrossan Harbour Company Limited, who are the SHA, in accordance with the agreement of 12th June 2012.





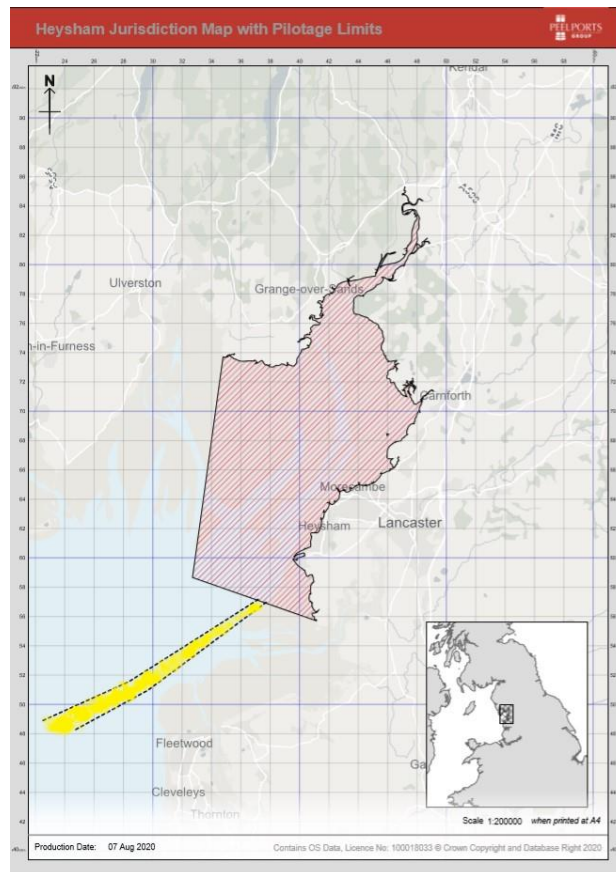
Peel Ports Group – Great Yarmouth

Peel Port Great Yarmouth are the Agents for Great Yarmouth Port Authority who are the Statutory and Competent Harbour Authority for the Port of Great Yarmouth.



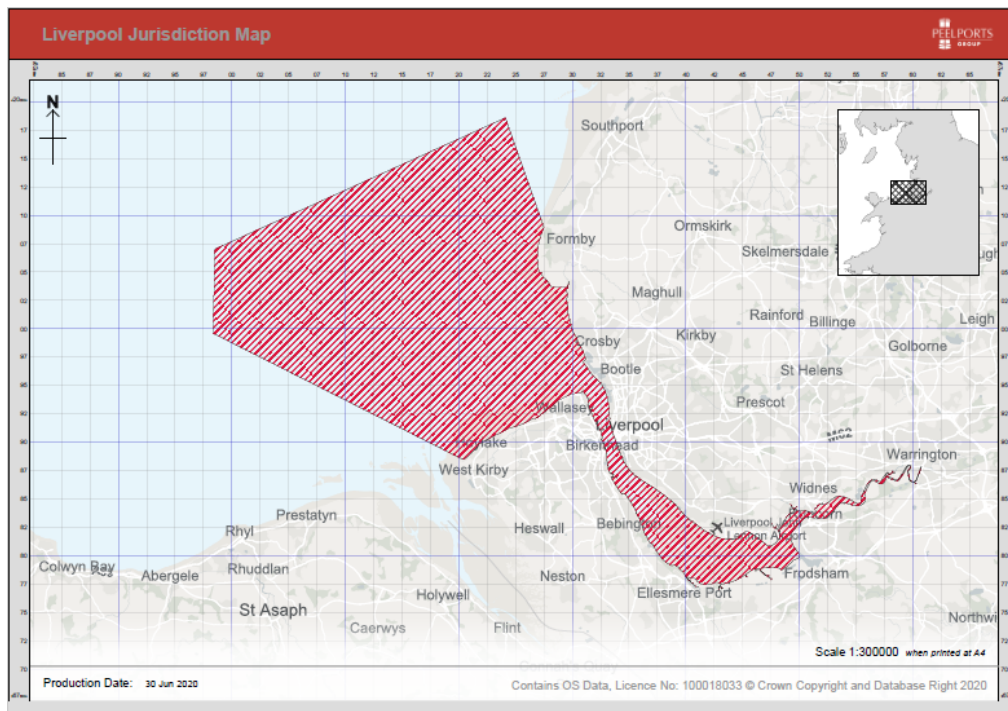
Peel Ports Group – Heysham

Heysham Port Limited is the Statutory Harbour Authority (shown in Red) for Heysham Harbour and the Competent Harbour Authority (shown in Yellow) for the Port of Heysham.



Peel Ports Group – Liverpool

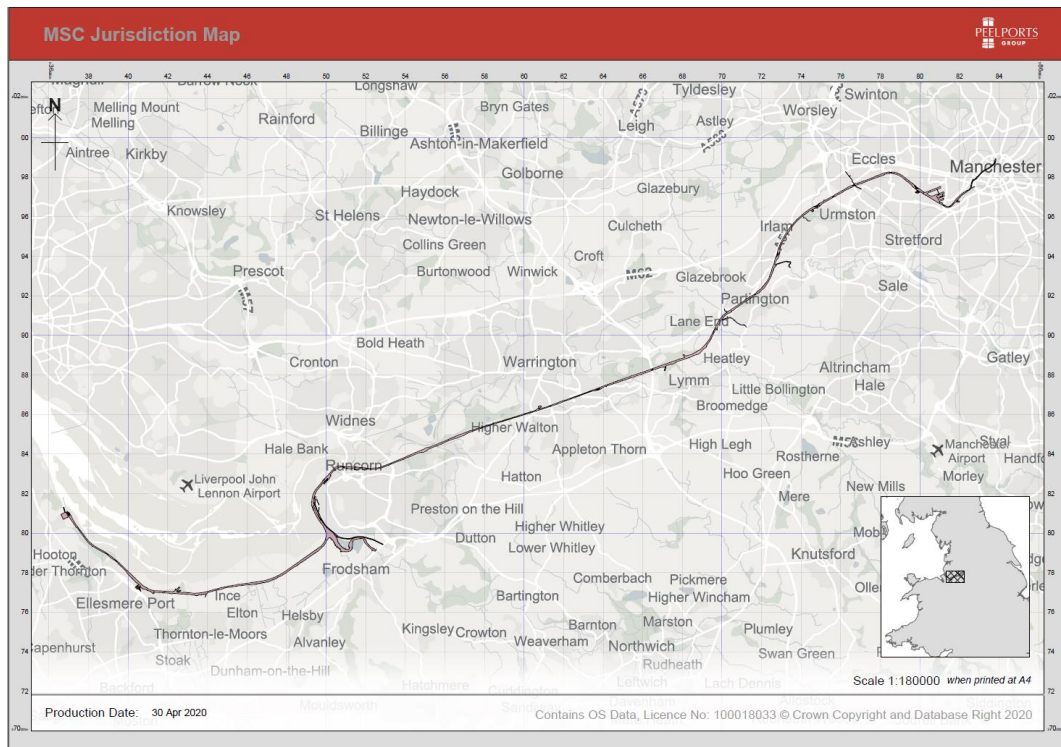
Mersey Docks and Harbour Company Limited (MDHC Ltd) is the Statutory Harbour Authority and Competent Harbour Authority for the Port of Liverpool.



Peel Ports Group – Manchester

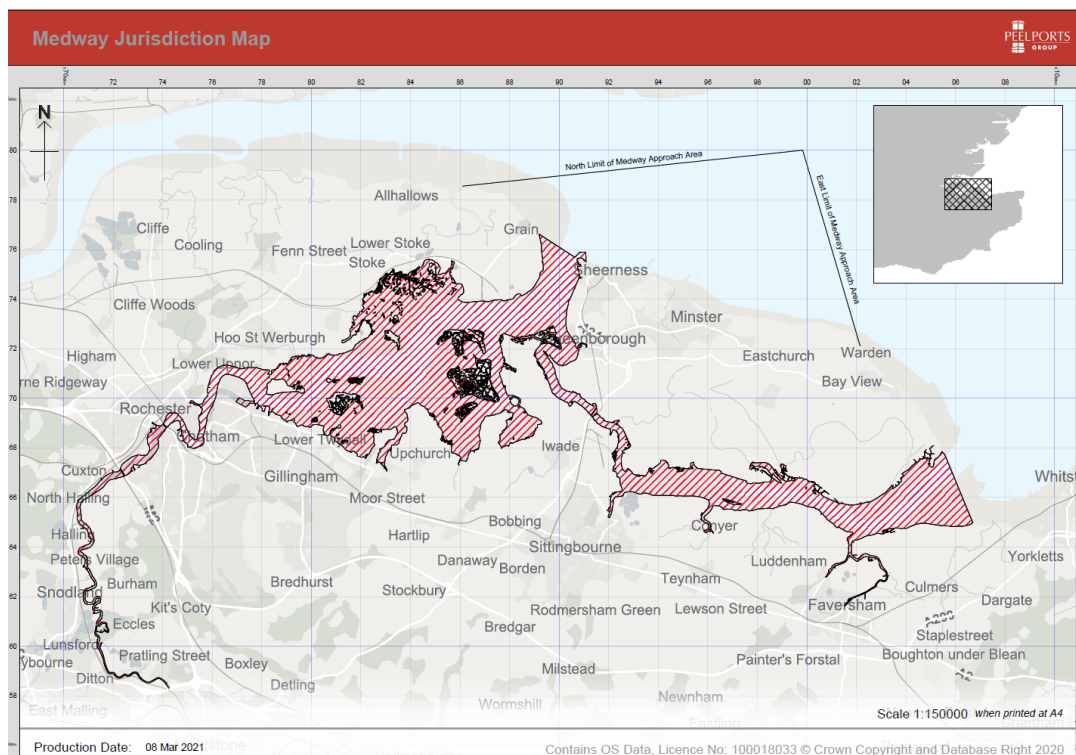
The Manchester Ship Canal Company Limited (MSCC) is the Statutory Harbour Authority and Competent Harbour Authority for the Harbour and Port of Manchester, which extends from the River

Mersey at the Entrance to the Manchester Ship Canal at Eastham to Hunts Bank on the River Irwell in Manchester.



Peel Ports Group – London Medway

The Port of Sheerness Limited (PoSL) is the Statutory Harbour Authority and Competent Harbour Authority for the River Medway, from the Medway Buoy to Allington Lock, including the River Swale.



Port Marine Safety Code (PMSC) Requirements

The PMSC, “the Code” sets out a national standard for port marine safety. The code applies to all Harbour Authorities and other marine facilities, berths and terminals in the UK. To Comply, Statutory and Competent Harbour Authorities must consider the following 10 measures.

1. **Duty holder:** *Formally identify and designate the duty holder, whose members are individually and collectively accountable for compliance with the Code, and their performance in ensuring safe marine operations in the harbour and its approaches.*
2. **Designated Person:** *A ‘designated person’ must be appointed to provide independent assurance about the operation of the marine safety management system. The designated person must have direct access to the duty holder.*
3. **Legislation:** *The duty holder must review and be aware of their existing powers based on local and national legislation, seeking additional powers if required in order to promote safe navigation.*
4. **Duties and Powers:** *Comply with the duties and powers under existing legislation, as appropriate.*
5. **Risk Assessment:** *Ensure that marine risks are formally assessed and are eliminated or reduced to the lowest possible level, so far as is reasonably practicable, in accordance with good practice.*
6. **Marine Safety Management System:** *Operate an effective MSMS which has been developed after consultation, is based on formal risk assessment and refers to an appropriate approach to incident investigation.*
7. **Review and Audit:** *Monitor, review and audit the risk assessment and MSMS on a regular basis – the independent designated person has a key role in providing assurance for the duty holder.*
8. **Competence:** *Use competent people (who are trained, qualified and experienced) in positions of responsibility for managing marine and navigation safety.*
9. **Plan:** *Publish a safety plan showing how the standards in the Code will be met and produce a report assessing performance against that plan at least every 3 years.*
10. **Aids to Navigation:** *Comply with directions from the General Lighthouse Authorities and supply information & returns as required.*

Department for Transport and Maritime and Coastguard Agency Port Marine Safety Code. Pg. 8

Marine Safety Management System

The PMSC requires all organisations to demonstrate compliance with the Code by developing appropriate policies and procedures relevant to the scope and nature of marine operations that take place within the organisations jurisdiction. The MSMS shall cover the safety management of all marine operations within the Peel Ports Group.

Peel Ports Group’ personnel and external contractors, are responsible for ensuring that the principles set out in this MSMS are complied with in all marine operations.

System structure

The MSMS is structured into 2 Volumes:

MSMS Volume 1

MSMS Vol 1 is owned by the Group Harbour Master (GHM) but developed in consultation with each individual Port, Group Marine and the Peel Ports Group Executive.

Section 1: The MSMS – Sets out the Marine Safety Policies, roles and responsibilities, and introduces the MSMS management processes applicable to all ports and Group marine staff. It also introduces the key control measures which the Group Marine adopt for managing hazards in Peel Ports Group.

Section 2: Standard System Procedures (SSP)– the set of standardised administrative and operational procedures which are common to all ports within Peel Ports Group and Group staff to provide the consistency in approach to safety management.

MSMS Volume 2

MSMS Volume 2 is Port specific and owned by the SMMO (Senior Marine Manager operations) at the individual Ports.

Volume 2 Port Standard Operational Procedures (SOPs).

SOPs are a set of high-level port specific procedures that aim to cover all the elements of the PMSC which are not standardised in an SSP and are not already covered in Volume 1. Whilst the SOPs will be tailored to local port operations, the layout is consistent across all ports.

Associated operating manuals, emergency plans, forms and reports that are referenced within Volume 1, 2 are also part of the MSMS.

Examples of these plans, forms and reports are:

- Navigation Guidelines;
- Pilotage Directions;
- Port Emergency Procedures;
- Group Marine Emergency Policy
- Peel Ports Group' Oil Spill Contingency Plans;
- Notices to Mariners;
- Towage Guidelines;
- Bunker Procedures
- Local Legalisation
- Training Manuals and guidelines
- Audit and Review
- Hazard Management database
- Incident management database
- Committees/ Public forums/Steering groups

Volume 2 Level 3 documents: Local Work instructions and associated documents

MSMS level 3 is port specific and owned by Group Port Control (GPCC). Volume 3 consists of Local Work Instructions (LWIs) that are linked to and support the requirements of the individual port SOPs. LWIs will also reference the relevant linked SOPs such that stakeholders are aware of any changes to the SOP and LWI.

Applicable National and Local Legislation

Each Statutory Harbour Authority derives its duties and powers from its own legislation in the form of Acts and Orders, and although they have much in common, the detail varies from port to port.

A Summary is shown in the table below. SSP003 summarises national legislation applicable to ports and port specific legislation.

Ports	General Direction	Special Direction	Harbour Direction	Pilotage Direction	Byelaws
Ardrossan	No	Yes	No	Yes	Yes
Clydeport	Yes	Yes	Yes	Yes	Yes
Great Yarmouth	Yes	Yes	No	Yes	Yes
Heysham	No	Yes	Yes	Yes	Yes
Liverpool	Yes	Yes	No	Yes	Yes
Manchester	No	Yes	Yes	Yes	Yes
Medway	Yes	Yes	No	Yes	Yes

Third party contractors

Peel Ports Group integrate long-term contractors into the MSMS by ensuring through audit that their respective safety management systems complement Peel Ports Group` MSMS. External contractors supporting marine operations may be audited by Peel Ports Group to ensure they comply with the safety systems put in place.

All long-term contractors operating in compliance with the MSMS include Pilotage providers, licensed towage operators and the licensed boatmen's companies will be operating under their own Safety Management System but are subject to periodic due diligence and safety audits and inspection by the Ports in accordance with management of contractors' procedures. Harbour and Port craft operators may also be subject to port licencing and registration regimes in accordance with local legislation.

Long term contractors are expected to be familiar with and operate in accordance with the Peel Ports Group MSMS. It is the responsibility of the local ports to ensure that contractors and service providers are appropriately familiar and are checked. Local ports and contract managers shall conduct relevant due diligence of contractors' safety procedures in accordance with the Peel QSHE Management of Contractors procedures and Group Marine SSP008.

Policy

Peel Ports Group has several marine policies for the purpose of committing to safe and compliant marine operations throughout the Ports. The marine policies are all contained within SSP013.

- Port Marine Safety Code Policy
- Corporate Health and Safety Policy
- Group Marine Navigational Safety Policy
- Group Marine Pilotage policy
- Group Marine VTS/LPS Policy
- Group Marine Enforcement & Prosecution Policy
- Group Marine Environment Policy
- Group Marine Training Policy
- Group Marine Climate Change Policy

Policy Development

Responsibility for the production of marine policies will be undertaken by the Group Harbour Master (GHM). The GHM drafts policies in consultation with Group Marine, Senior Marine Manager Operations (SMMOs) and Duty Holders. Policies are then signed by Duty Holders. Policies are valid for 3 years at which point they are formally reviewed and amended as necessary.

External Communication of policy & plans

Peel Ports Group publishes a 3-year safety plan for each port and reports annually against its objectives. Peel Ports Group Marine Departments promulgate the policies and plans through the port web pages.

Commitment Statement

The Chief Executive Officer (CEO) is the signatory to the Peel Ports Group “Port Marine Safety Code Policy statement” (see below).

External audits are carried out at least every 3 years by the DP. The audit will be on the operational compliance with the MSMS but may additionally comment on the compliance of the MSMS with the current PMSC.

The DP also prepares an Annual report to Peel Ports Group to inform the Duty Holders of their current status in respect of compliance with the Port Marine Safety Code (DfT/MCA, 2016).

(Signed Commitment statements at end of section 2)

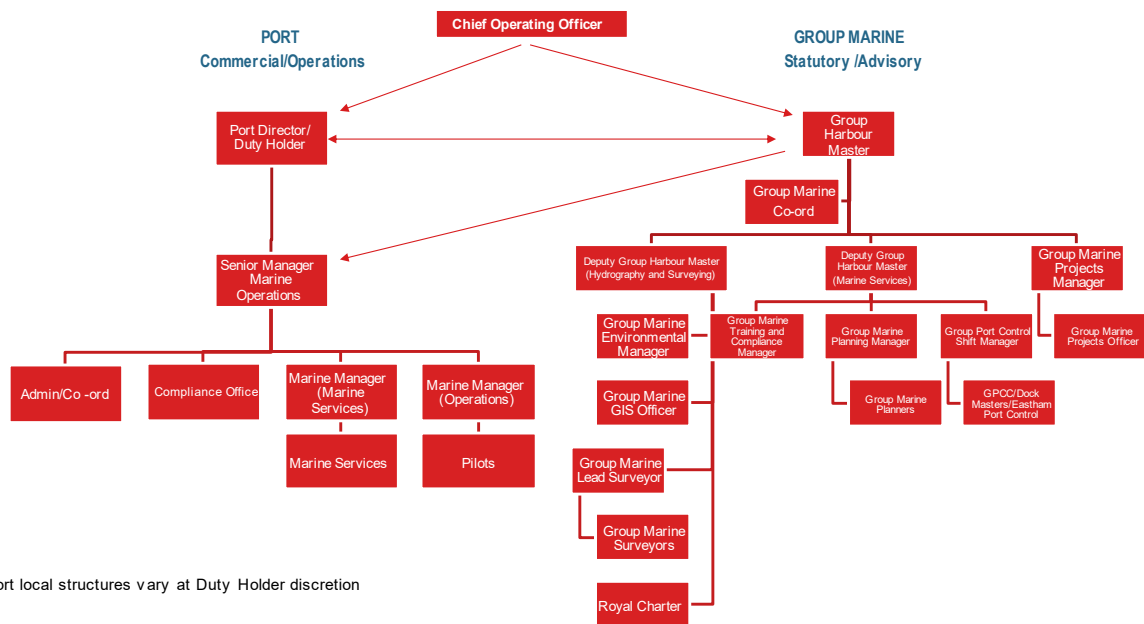
Policy Review

MSMS Policies will be reviewed at least every 3 years to ensure they remain relevant and responsive to organisational need. The Group Marine Navigational Safety Policy is reviewed and confirmed applicable monthly at the MMT meeting. Performance of our adherence to our policies is assessed during our audit process and published in the Ports’ Annual report.

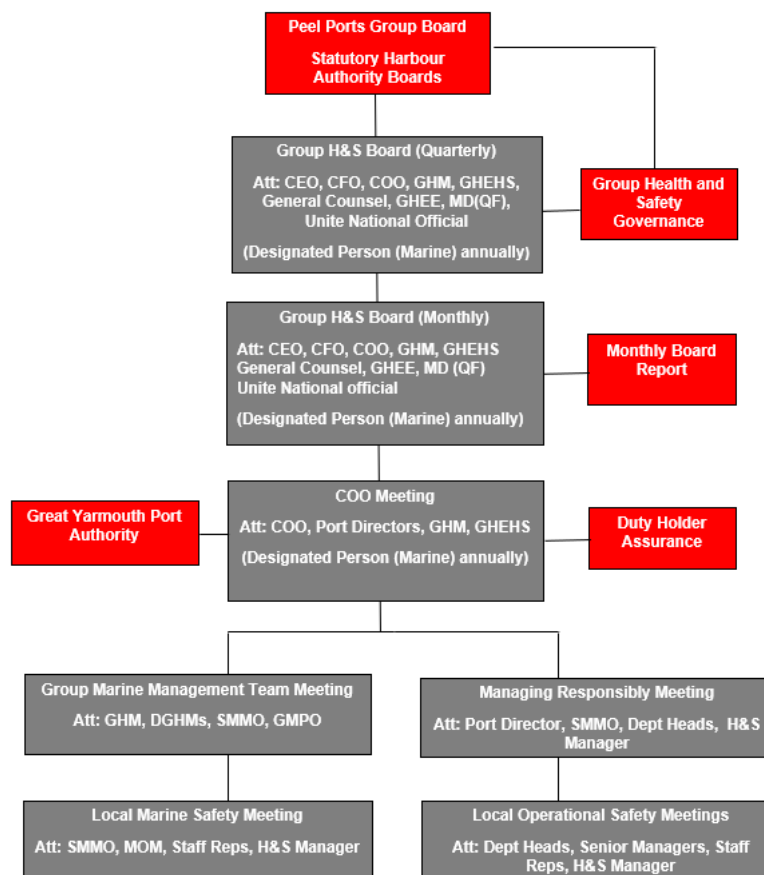
Marine Management structure within Peel Ports Group

Marine Structure

Marine Structure



Management of Marine Safety



Responsibilities

The Port Directors will provide the local marine resources to put the safety and marine environment policies set by the Group Harbour Master and listed in the MSMS into effect. The Duty Holder, supported by the

Group Harbour Master has operational accountability for all matters related to marine safety in Peel Ports Group, and is accountable for implementing and reviewing the policies and for providing resources in conjunction with the Duty Holder.

It is the responsibility of everyone within Peel Ports Group to follow and enforce safety procedures, to stop any activity that they may consider to be a marine risk. All individuals will report unsafe conditions to the Marine Management Team, and any activities which have been stopped for safety reasons.

As per the PMSC 1.2 - The key to effective discharge of the functions described in the Code is the development and proper operation of a MSMS for marine operations. That, in turn, depends upon a clear assignment of relevant executive and operational responsibilities to the organisation's staff.

Roles that have direct impact on delivering of the Marine safety Management System are listed below:

Chief Executive Officer (CEO)

The CEO is accountable for the operational and financial control of Peel Ports Group. They will advise the organisation on all matters related to its duties and powers, with appropriate advice from the Group Harbour Master and other officers.

They will:

- oversee the implementation of its policies and decisions;
- have overall executive responsibility for the safety of operations and staff; and
- will oversee the recruitment and training of staff.

Chief Operating Officer (COO)

The main safety responsibilities of the (COO) are to:

- Ensure that the Group Harbour Master implements the MSMS and that regular assessments of the MSMS's performance is made;
- Embody the commitment of Peel Ports Group to its Group Navigational Safety Policy and goals, using their leadership role and suitable public occasions to reinforce this message both internally and externally to Peel Ports Group.

Group Harbour Master (GHM)

The GHM co-ordinates the statutory compliance of all Peel Group Ports including safety of navigation, pilotage, conservancy, pollution prevention and contingency. The GHM has the following safety responsibilities:

- Marine operations related safety issues;
- Formal Risk Assessments are in place and carry out risk assessments as necessary;
- Represent Peel Ports Group on safety matters in dealings with external bodies;
- Provide assurance that risks have been identified and assessed, and that effective risk control measures are in place;
- Set performance targets for the Marine Division;
- Communication of necessary information throughout the organisation;
- Competence and structure of marine staff;
- Monitor the safety performance of operations;
- Conservancy, e.g. aids to navigation and hydrographic surveying;
- Marine Environmental compliance and duties;
- Review the performance of the MSMS to ensure its continued suitability and effectiveness;
- Report regularly to the MDGP on the effectiveness of the MSMS and planned improvements.

Port Directors (Duty Holder)

The Port Directors are the Duty Holders for the purposes of the Port Marine Safety Code and individually accept responsibility for ensuring that the relevant Harbour Authority of which they are director, discharges its duties in accordance with the Port Marine Safety Code. They have

responsibility and accountability for delivering the respective Harbour Authority's duties and powers in relation to marine operations and harbour undertakings within their control, through the application of the Group Marine Safety Management System; the Port Directors of the respective ports are responsible for the operational and financial control of each of the Harbour Authorities.

The Port Directors as Duty Holders are committed to undertaking and regulate maritime operations, through the operation of the Group Marine Safety Management System, in a way that safeguards, their users, the public, the environment and their harbour.

Port Directors are accountable for all safety within their respective port, manage all non-Statutory marine aspects of port operations, and have the responsibilities, defined in the relevant sections of the PMSC. They are supported in this role by the GHM and DP, who provide subject matter expert advice.

Senior Manager Marine Operations (SMMO)

The Senior Manager Marine Operations (Clydeport, Great Yarmouth, London Medway, Mersey) are responsible to the Group Harbour Master for the delivery of statutory compliance of their respective ports and they have full delegated statutory powers drawn down from the Harbour Master (GHM). The Senior Marine Managers (Supported by Group Marine functions (GPCC (vessel traffic services)/Marine Services (Hydrography, Dredging and Aids to Navigation)) manage navigation within the port limits, ensures safe functioning of port marine facilities (berths, docks, navigational equipment, etc.) monitors Harbour craft for statutory compliance, enforces port regulations, etc.

In addition, the Senior Manager Marine Operations have the following related responsibilities:

- Developing high levels of marine safety awareness amongst the staff and contractors, through encouraging workforce involvement and training;
- Following the marine safety targets set by the Group Harbour Master and cascading these to all staff for their accountabilities in the MSMS;
- Co-ordination and monitoring of the implementation of the MSMS;
- Advises on marine operations related safety issues within their port;
- Provides assurance that risks have been identified and assessed, and that effective risk control measures are in place;
- Participates in the Marine Management Team;
- Facilitates and promotes if necessary, the ports participation in formal PMSC Local Liaison Committee (with port users) and promotes co-operation between Quayside Personnel, Pilots, Tug Masters, Boatmen, Pilot Vessel Crews and Port Users;
- Initiates corrective action with their area of responsibility
- Local service requirement for conservancy functions such as hydrography and aids to navigation and marine services such as dredging and asset maintenance;
- Ensures the communication of necessary marine information throughout the port;
- Ensures the competence of marine department personnel;
- Monitors marine safety performance in the port;
- Maintains PRIMS;
- Manages marine assets;
- Delivers safe berths by liaison with Engineers and Pilots as required;
- Disseminate lessons learned from marine accidents or events;
- Reviews the MSMS effectiveness in their port, suggesting improvements where necessary and setting new targets;
- Ensures safety induction training of new, promoted or transferred staff.

Designated Person (DP)

The Designated Person is responsible for auditing the MSMS and their duties include:

Reporting to the Port Directors and Group Harbour Master on marine safety matters;

Annually review the effectiveness of the MSMS and the port's compliance with the PMSC and provide independent assurance to the Duty Holder, that the MSMS is working effectively;
 Make quarterly MSMS monitoring reports;
 Make annual presentations of the review to the Duty Holder;
 Carry out the formal 3 yearly compliance audits;
 Carry out any other safety related assurance as the Duty Holders require.
 Conduct annual visits to each port to meet the Duty Holder.

Deputy Group Harbour Master (Marine Services)(DGHM(MS))

- Deputy to the Group Harbour Master
- Management and the overall operational efficiency, including standards and practices of Group Port Control Centre and the delivery of vessel traffic services,
- Management of the GPCC equipment sustainability plan and capital investment programme.

Deputy Group Harbour Master (Hydrographic and Dredging) (DGHM(HD)))

The DGHM(HD) is Responsible for the Group functions and delivery of:

- Deputy to the Group Harbour Master
- Hydrography
- Dredging
- Met Ocean
- GIS (Geographic information system)
- Environmental compliance
- 3rd party contract management in function areas
- Strategic development for function areas

Group Marine Projects Manager (GMPM)

The GMPM has specific management responsibilities in support of Group ports' MSMS compliance. They will include:

- Management of the contracted DP's service provision;
- Contract management of the Group Contracts for aids to navigation, oil spill response, Bollard testing and marine services;
- Management of additional Group Marine functions as they develop in support of MSMS compliance;
- Delivery of the internal MSMS audit schedule and to carry out audits alongside other auditors within the Group;
- Delivery of Group Training Competency and Standards Working Group within MMT;
- Delivery and Management of Group wide initiatives & projects
- Management of training & learning management system for Group Marine
- Group support for SAP applications

Group Marine Environmental Officer (GMEO)

The Group Marine Environmental Officer has specific management responsibilities in support of Group ports' Environmental Compliance. They will include:

- Delivery of Environmental Workshop to Group Marine colleagues to increase understanding of marine environmental legislation.
- Ensuring marine environmental compliance across the Group.
- Oversee the delivery of the marine elements of the Group Environmental Plan.
- Managing the risks of invasive species to port operations through port specific Biosecurity Plans and Risk Assessments
- Monitoring the development of Marine Plans in England and Scotland to protect business and SHA interests
- Management of marine environmental data throughout the Group
- Coordinate beneficial re-use of dredge material in Clydeport and Liverpool to deliver environmental benefits.

- Management of marine response to climate change resilience and opportunity
- Maintaining key relationships with stakeholders, national bodies institutions developing marine environmental strategy

Pilots

In addition to the Pilots' responsibilities under the pilotage act The Pilots operating within the CHA are responsible for their compliance with the MSMS.

The Pilots have the following safety responsibilities:

- Advising on pilotage safety issues;
- Raising pilotage safety issues on the Pilotage Management Committee;
- Monitoring safety performance during pilotage when required;
- Relevant reporting requirements will be established between SMMOs and external pilotage providers.

(External pilotage providers are also required to comply with the MSMS and to contribute to its development and review.)

Internal Management Committees

In order to effectively manage marine safety and the operation of the MSMS, several internal committees have been established as per table below. These committees should be regarded as part of the marine management structure at Peel Ports Group

Committee	Attendees	Topics covered
Quarterly Health and Safety Board (Quarterly)	CEO, COO, MD(Group Services), CFO, Legal Counsel, H&S Director, GHM, Group Head of Energy and Environment, MD (Quality Freight)	This is the primary Executive Health and Safety Governance board in the company which oversees the requirement and establishment of Environmental, Health and Safety policy. It will endorse the Personnel, Equipment, Training and Sustainability requirements of the marine department. The Designated Person will deliver the annual report to this board.
Monthly Health and Safety Board (Monthly)	CEO, COO , H&S Director, GHM, Group Head of Energy & Environment, MD (Quality Freight)	Is the Executive Operational Environmental Health and Safety Board that reviews monthly safety incidents and provides guidance on subsequent recommendation made by the GHM on marine safety aspects.
COODirectors meeting (Bi- Monthly)	COO , Port Directors, H&S Director, GHM, DP	Primarily a commercial board to review performance it is also an opportunity for the GHM to update the Duty Holders on marine safety issues and policies. The Designated Person will deliver his annual report to the Duty Holders
Pilotage Management Committee (Monthly)	GHM at least once a year Marine Managers, Pilot Reps	Discuss Marine Safety issues and other relevant Port/Pilotage operational and safety issues. The Senior Manager Marine Operations or his deputy chair this Committee.

<p>Training Competency and Standards Working Group</p> <p>(6 Monthly)</p>	<p>GHM, Group Marine Services Manager, Deputy Marine Services Manager, Port Marine Training Teams</p>	<ul style="list-style-type: none"> ▪ Consider any MMT recommendations on training since the last meeting; ▪ Review MSMS Enhancement Plan to identify where procedures and systems relating to or requiring training can be improved or delivered; ▪ Lessons learned, best practices from incidents, MSIs or other recent events can be shared through a training format with other Ports/Departments, both Peel and non-Peel, in order to generate mutual benefits; ▪ Group Marine Training Matrix review; workbook issues, training queries, proposed changes, new course development
<p>Marine Management Team</p> <p>(Monthly)</p>	<p>GHM, Senior Managers Marine Operations, Group Services Manager</p>	<ul style="list-style-type: none"> ▪ IT steering group ▪ Audits ▪ Training ▪ Hydrographic update ▪ GPCC update ▪ Register of Marine Safety Issues; ▪ Register of MSMS Legislation and other requirements; ▪ Harbour Authority Powers Review ▪ Enhancement plan review ▪ Review MSMS Enhancement Tasks; ▪ Analyse Marine Accident reports and statistics; ▪ Consider issues of a repetitive nature from the Local PMSC Liaison Committees; ▪ Discuss Policy items with a policy aspect; ▪ Changes/New Legislation that could affect the MSMS
<p>Marine Safety Meeting</p>	<p>Senior Managers Marine Operations, Pilot Reps, Marine Managers, QSSHE, Employee Reps, Main Contractors</p>	<p>Provide a forum through which all aspects of health and safety can be addressed and ensure that Peel Ports Group Health and Safety Policies are adhered to;</p> <p>To advise and assist Port Directors and the Group Harbour Master in the discharge of their health and safety responsibilities, considering, and where necessary taking appropriate action on:</p> <p>Employee Reports (Hazardous Observations etc.);</p> <p>Reports on accidents and incidents carrying a risk to health and safety and Other reports generated by the Health and Safety Department</p> <p>To refer any general safety issues for consideration by the Health and Safety Department;</p> <p>To consider any other issues concerning the health and safety of staff members while carrying out their work;</p> <p>To bring to employees' attention any matters of safety;</p> <p>To provide information on accident causes and prevention;</p>

(Monthly)		To actively promote a work environment with positive effects on psychological and physical Health; Records of Decisions and Actions for meetings must be produced by the designated Health and Safety Committee Chairman and posted on notice boards with a copy being sent to QSSHE Department, within one calendar week of the meeting.
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Implementation, system operation and control of the MSMS

Creation of the MSMS

The MSMS and procedures are derived from an initial Hazard ID (HazID), Formal Safety Assessment (FSA) and continuing Formal Risk Assessment (FRA) process (the process for FSA and FRA is described in SSP012). The Performance Management SSP010 has been put into place to monitor the overall effectiveness of the MSMS and give strategic direction in Continuous Improvement.

MSMS Review

Management reviews focus not only on compliance but also on the overall MSMS effectiveness and continued suitability for purpose.

Regular reviews include:

- internal and external audit process (SSP004)
- The monthly Marine Management Team Meeting
- Changes in the marine activities and procedures (SSP014)
- Major modifications of docks/ports and waterways
- Accident or audit follow-up actions that require review
- Risk assessment review (SSP012)
- Changes in applicable Legislation (SSP003)

Management of Change

Change can occur in an organisation in many ways including strategic, leadership and technological changes. By helping employees better understand change, the workplace can be more open-minded and open to change. Change management can help ease tensions and create a smoother process.

Change management communicates why change is happening, what it will look like and how it will benefit the stakeholders. Keeping employees informed from the start helps smooth the transition and increase the chances of success. If employees are more open to change, they will be more engaged in the process of making it happen. When employees are more engaged, the transition can happen more quickly and ultimately save Peel Ports time and resources.

All organisational changes must be authorised by the PMSC Duty holder or Port Director. Thereafter approval is required from the GHM.

SSP 009 describes the process in more detail.

Periodic Reviews

In addition to the above, Peel Ports Group will review the MSMS every 3 years with the DP also conducting 3 yearly compliance audits.

Document Control

MSMS documentation is periodically reviewed as per the various methods described above.

Editorial rights to the Volume 1 (this document) are maintained by the GHM for document security. It is the responsibility of the GHM to update and maintain the Marine Department Library of Documents. For any Changes to Volume 2, Prior to implementation, all changes to marine documents and procedures shall be consulted on with all parties involved. (SSP014)

Key Marine Risk Management Controls & Procedures

Navigational safety and Marine safety operational procedures and controls are derived from Formal Risk Assessment (FRA) and legislation, however the Key controls are summarised here:

Marine Risk Assessments

A marine risk assessment is a systematic examination which considers whether risks in Peel Ports Group marine operations have been reduced to As Low As Reasonably Practicable (ALARP) utilising the PEAR principle.

P- People

E- Environment

Assets

R- Reputation

This enables Peel Ports Group to assess whether enough precautions have been taken to prevent harm and / or loss.

Peel Ports Group Risk Assessment Procedure SSP012 describes the methodology for conducting and reviewing MSMS Risk Assessments.

Marine Conservancy

Peel Ports harbour authorities have a duty to conserve their harbour so that it is fit for use as a port, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to resort to it. The conservancy duty covers several specific requirements -

- to survey (and resurvey as regularly as necessary) and find the best navigable channel or channels;
- to place and maintain navigation marks where they will be of the best advantage to navigation (marked appropriately by day and night);
- to keep a 'vigilant watch' for any changes in the sea or riverbed affecting the channel or channels and move or renew navigation marks as appropriate;
- to keep proper hydrographic and hydrological records;
- to publish as conspicuously as possible such further information as will supplement the guidance given by navigation marks.

The Group Marine Projects Manager is responsible for the provision and maintenance of Aids to Navigation (AtoN) under the Group Contract across the Ports. Peel Ports Group monitors the reliability and availability of all Peel Ports Group AtoN. Group Marine Services manager is responsible for the contract management of Group Contracts of the aids to navigation, oil spill response and marine services marine asset disposal.

This is explained in further detail in SSP005,006 and 007.

Pilotage

It is Peel Ports Group Policy that all CHA's within the Group shall:

- Ensure that the operation of the pilotage service is compliant with national regulations, guidelines and competency standards;
- Publish and review its Pilotage Directions;
- Regulate the compulsory pilotage area limits;
- Maintain competent and authorised pilots;
- Maintain a fully supported Pilotage service, able to respond to properly notified pilotage requirements;
- Keep the means of boarding and landing pilots under review to ensure that these operations are always undertaken as safely as possible;
- Administer the PEC system to ensure that all PEC applicants and holders fully meet the requirements laid down in Pilotage Directions.

This is explained in further detail in local Port SOPs.

Vessel Traffic Services (VTS)

It is Peel Ports Group Policy that all SHAs within the Group shall:

- Operate a vessel traffic management / information system in accordance with its published Navigational Safety Policy;
- Provide a service commensurate to the level of risk;
- Maintain VHF communication with all vessels required to do so by direction within its area of responsibility;
- Seek to ensure the traffic management / information system's operational availability;
- Review regularly the performance of the system and seek improvements through technical enhancement, staff development, training and effective management as necessary;
- Where VTS is assessed as appropriate, maintain standards for training and certification of personnel in line with IALA recommendations V-103;
- Formally authorise those personnel qualifying to the required IALA standard;
- Record, where provided or available, all relevant radar video, VHF and telephone communications as an aid to enforcement and incident reconstruction and investigation;
- Maintain comprehensive details and records of commercial vessel movements in the vessel management system database.

the function of VTS services is explained in further detail in MSMS Volume 2- Local Port SOPs and Level 3 (LWIs)

Traffic regulation, Directions, Byelaws & Local Legislation

Individual ports are responsible for Marine Safety Management which includes the maintenance of appropriate regulatory framework, including the revision of byelaws, directions; and the publication and promulgation of navigational information and advice e.g. Notices to Mariners etc.

Emergency Preparedness and Response

Peel Ports Group has established port specific Local Emergency Procedures (LEP) for the response to marine related emergencies. These procedures are developed for the response to general marine incidents and (to comply with the Dangerous Goods in Harbour Areas Regulations 2016 (DGHAR)) to manage dangerous substances in the respective Ports.

The procedures cover:

- Alarm and call out procedures;
- Roles and responsibilities of relevant organisations and authorities;
- Systems and procedures for command and control of incidents;
- Procedures for communication;

Ports Oil Pollution Preparedness, Response and Co-operation

Peel Ports Group Oil Spill Contingency Plans follow the guidelines for OPRC plans from the Maritime and Coastguard Agency. Each Port within the group has its own detailed OPRC plan.

Dangerous Vessels

Each Peel Ports Statutory Harbour Authority has the power, under the Dangerous Vessels Act 1985, to issue directions prohibiting the entry into, or requiring the removal from, the harbour of any vessel if, in the Harbour Masters opinion the condition of that vessel, or the nature or condition of anything it contains, is such that its presence in the harbour might involve a grave and imminent danger to the safety of persons or property or risk that the vessel may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels. This is explained in further detail in MSMS Volume 2- Local Port SOPs and Level 3 (LWIs)

SOSREP

The role of the Secretary of States' Representative for Maritime Salvage and Intervention (SOSREP) was created in 1999. SOSREP represents the Secretary of State for the Department of Energy and Climate Change in relation to offshore installations, and the Secretary of State for the Department for Transport in relation to ships and tankers. The SOSREP is in automatic charge of the emergency response to a serious marine incident.

In practical terms, SOSREP will take their decisions based on the advice given by the particular experts in action on the emergency. They will agree the salvage plan provided by the salvage contractors and will require it to be amended in the light of other strong advice. They may ask for additional resources, or call upon other expertise. SOSREP is empowered to make crucial decisions, often under time pressure, without recourse to a higher authority, where such decisions are in the "overriding UK public interest".

Civil Contingencies Duty

The Civil Contingencies Act 2004 provides a framework for civil protection in the event of an emergency that threatens serious damage to human welfare, the environment or security, Peel Ports Group Harbour Authorities are classified as category 2 "cooperating bodies". They are involved in the associated planning work, and heavily involved in incidents that affect the marine sector. They are committed to co-operating and sharing relevant information with category 1 (emergency services and local authorities) and other category 2 responders.

Environmental Management

Peel Ports Group are committed to fulfilling their functions with regard to nature conservation and other related environmental compliance. They also have an obligation as a competent authority where a Special Protection Area for Birds or a Special Area of Conservation has been designated under the Habitats Directive and must comply with The Natural Environment and Rural Communities Act 2006 which strengthened the requirement for public bodies, including statutory undertakers, to have regard for biodiversity when undertaking their activities. Under the Regulations implementing the Water Framework Directive, Peel Ports Group must have regard to the relevant River Basin Management Plan to ensure the protection of inland surface waters (rivers and lakes), transitional waters (estuaries), coastal waters and groundwater. In order to deliver these responsibilities, Peel Ports Group employ a dedicated Group Planning Team and an external Group Marine Environmental Advisor to give advice and assurance on compliance. All the ports have or will have established a Maintenance Dredging Protocol and Water Framework Assessments are carried out and measures implemented, where applicable, to achieve a 'good ecological status'. An environmental check list protocol is available to ensure compliance with national regulations.

Marine services

Peel Ports Group are required to facilitate Marine Services within their areas of jurisdiction. Respective Ports have identified and implemented reasonably practicable measures to regulate the safe conduct of these operations

Marine support services may be carried out by Peel Ports personnel, contractors engaged by Peel Ports Group and/or by other 3rd party operators. Certain activities are essential to support marine operations of the ports. Marine services identified as requiring control and/or consent measures includes, but is not limited to:

- Dredging Works
- Commercial vessel Mooring operations
- Bunkering operations
- Diving operations
- Hot Works
- Dormant Bessel management

Ports follow local SOPs/LWIs for the control of these activities. Please refer to Port specific SOPs, MSMS Volume 2- section 10 - Marine Services.

Leisure craft engagement

Peel Ports Group engages regularly with the local Leisure Community to discuss marine safety. As a minimum, an annual leisure committee meeting is held to facilitate discussion on safety matters pertaining to that port. All changes and proposals that may have an impact on leisure users shall as far as practical be subject to local consultation. Ports each have their own SOP in place in the MSMS Volume 2 if applicable.

Consultation with external stakeholders

This is the process of communication, discussion, feedback and publication of the key control measures, the MSMS and policies. Consultation should always be with affected stakeholders and can be done via various means. It can be to notify stakeholders of relevant port and marine safety information, changes to procedure and policy, changes to regulations, or changes to the port's key marine safety control measures. Stakeholders may be internal staff or external groups. Groups can be setup specifically for certain consultations e.g. HAZID, or changes to Pilotage Directions, or they may use already established liaison groups such as the Port Terminal Liaison Committees.

Some forms of Consultation are statutory such as changes to Pilotage or General Directions and Byelaws, Marine Licence applications, harbour works licensing, changes to port dues and charges.

Consultation should be recorded and minuted.

All ports shall establish as a minimum the following external consultation meeting:

Meeting	Frequency	Topics covered
Pilotage Management Committees (6 Monthly)	Senior Marine Managers, Pilot Reps, Towage, Agents, Line handling, principle port users / terminal operators	Representatives for pilotage, towage, shipping agents, boatmen services and the Principal Port Users (for ports), or the Terminal Operator form these committees. The main objective of these committees is to discuss marine safety issues, potential changes to procedures or legislation, incident trends, changes to assets and infrastructure
Leisure Community Annual Meeting (Annual)	Senior Managers Marine Operations, Leisure Users reps	A formal annual Leisure Community meeting should be held at the respective ports to facilitate discussion on safety matters pertaining to that port. This should include a safety presentation by the Ports Marine Team. Similarly, these meetings are to discuss marine safety issues and to discussed potential changes to procedures and legislation, incident trends, events, or changes to assets and infrastructure.

Training

Competence Assurance & Marine Training

The competence of employees is an essential element in the management of risk.

The Training Competency and Standards Committee (TCAS) will oversee the Marine Training requirements matrix and ensure Training is provided to an appropriate level and will set the minimum training requirements for the marine staff. This shall be a combination of statutory training for certain functions and training recommended by TCAS. TCAS is made up of representatives of all Group ports' marine functions.

Safety Management Training

All Peel Ports Group marine staff are enrolled on the Peel Ports Group Learning Management Site (LMS). The LMS hosts some of the mandatory courses for Marine staff; one of these being the "Port Marine Safety Code- The Code" - The aim of this training course is to ensure all port users and those involved in marine operations understand how Peel Ports Group has complied with the Code and considered the advice in the Guide in the implementation of the Marine Safety Management System.

Task Changes

Changes to operational systems and/or safety critical tasks or activities will be considered when Employees transfer to different operating functions, tasks or work locations, or where they are required to take on new responsibilities or to deputise for an employee performing a different activity.

Refresher Training

To ensure that staff remains abreast of developments and to prevent any decline in the level of competence and skills of either management or staff, relevant training and instruction shall be repeated periodically, as appropriate. This will ensure that continued competence and skill levels are maintained in accordance with required competence, pre-determined job requirements and/or risk control criteria.

Training and Competence

The TCAS requirements will be discussed each month at the MMT. TCAS discussions will concentrate on strategic issues or on-going work-streams/projects, as required. The TCAS Working Group will report directly to GHM and following each meeting, the SMMO will brief their team on the issues and outcomes of the meeting. Working Group information, recommendations, etc. will be further discussed in MMT where projects will be defined and allocated to appropriate staff. The aim is to ensure that training, competency and standards within Marine are maintained and improved in order to remain fit for purpose in support of the provision of Marine services.

The TCAS committee will:

- Take strategic direction from MMT and the Marine Management Team Meetings process;
- Monitor the training plan to ensure its effectiveness and that training, competency and standards are being appropriately assessed, controlled (mitigated) and managed;
- Maintain the marine standards matrix;
- Review and propose amendments and improvements to the training records system.
- Consider when training information, available courses, etc., can be shared with other Ports/Departments, both Peel and non-Peel, in order to generate mutual benefits.
- Review all communication channels between Ports and ensure relevant information concerning training, competency and standards is disseminated;
- Ensure consistency in the application of the Training across the Ports.
- Review and assist in the development of new and existing operational training systems, policies, procedures and safe systems of work;
- Undertake training, competency and standards work and projects as directed by GHM.

MSMS Performance & effectiveness Monitoring

Performance of the MSMS and its effectiveness

Performance and effectiveness of the MSMS measured through the following methods:

- Accident tracking
- Quarterly and 3 yearly audits
- Accident investigation performance
- DP quarterly and annual marine safety monitoring
- (as a minimum) Publish a 3-yearly safety plan (PMSC GTGP 2.3)
- Publicly reporting on PMSC performance annually (PMSC GTGP 2.3.1 & 5.2.1))
- Enhancement tracker closure performance

The following performance monitoring techniques and tools shall be utilised:

- A combination of Key Performance Targets (KPT) and Key Performance Indicators (KPI) will be used to provide an indication of overall safety performance;
- Target time compared to implementation time of safety measures;
- How effective were the measures in improving safety;

Marine incident Database- Group Accident Tracker

Marine accident/incident data is be collated and analysed in the form of a Group Accident Tracker and Safety Performance Dashboard. Each Port will input marine accident data into the Group Marine Accident Tracker and Safety Performance Dashboard which produces a continuous record of accident reports. This data is used to:

- Provide safety assurance, to Port Management (local and Group)
- Identify trends which may have adverse impacts on safety performance
- Assist in the formulation of corrective actions to arrest any trends

This is explained in further detail in SSP011.

Key Performance Targets

The following Key Performance Targets are used:

- Very Serious and Serious accidents per 1000 vessel movements.

Key Performance Indicators

The following Key Performance Indicators are used:

- Accident causes;
- Accident ratio to number of commercial vessel moves
- Aids to Navigation maintenance and repair:
- Any non-compliance with IALA standards on a 3-year rolling programme;
- Marine Safety management System:
- Any non-compliance with a MSMS procedure.
- Full completion of the monthly Accident Reports by the 5th of the following month;
- To complete the following Safety Management processes within the stated timescales;
- All Marine Investigations in the timescale set in the MSMS;
- All required audits and non-compliance corrective actions in the agreed timescales.
- To achieve 100% completion of all necessary risk assessments as determined by the MSMS process.

This is explained in further detail in SSP010.

Performance Reporting

Peel Ports Group ensures safety performance is regularly reported, emerging trends analysed, and improvements initiated through the Group Accident Tracker. Performance monitoring is reviewed at Monthly MMTs and Quarterly by the DP. Safety performance will be an agenda item for the Group Health and Safety Board. Where KPI indicate failure to perform then the MMT shall agree appropriate corrective actions.

Accident & Incident Investigation

SAP (EHS) is used to capture accidents, near misses, corrective actions and generic risk assessment. Peel Ports Group Marine Investigation and Enforcement SSP011 provides further detail and Ports have their own SOPs to follow.

A **'marine accident'** is defined as any marine casualty or any marine incident. An accident also includes serious injuries.

A **'marine incident'** is an event or sequence of events which has occurred directly in connection with the operation of a ship that endangered, or if not corrected would endanger the safety of a ship, its occupants or any other person or the environment. **'Near misses'** are marine incidents.

Every accident is analysed, the direct and root causes identified. Accidents where lessons can be learned will be discussed at the relevant forum e.g. Local Liaison Committees. The Group Harbour Master may require a formal investigation depending on the nature of the accident. A report will be compiled to capture the investigation findings, conclusion and any recommendations. If the MAIB indicate they will be investigating, the level of any port formal investigation will be decided by the GHM.

The MCA is notified if there is a deficiency which may affect the safe navigation of the vessel, or which may pose a threat of harm to the marine environment as per The Merchant Shipping (Port State Control) Regulations 2012 and MGN 564.

This is explained in further detail along with agreed KPIs in SSP011.

Audit

The internal audit schedule shall define the frequency for auditing the management system. These audits shall determine whether the MSMS:

- Conforms to this manual, the procedures and other planned arrangements;
- Conforms to all relevant legislation and guidance;
- Has been properly implemented and maintained.

The audits, along with the management review, ensure the on-going effectiveness of the MSMS and assess compliance to legal and other requirements. Thus, the auditor must be impartial and objective whilst completing the audit. The internal audit format, standard and method are managed by the Group Marine Services Manager (GMSM) as a qualified and experienced internal auditor. Auditors will be briefed on the format and conduct of their audits and provided with templates and assistance by AGMSM. External Audit training will be provided for all staff involved in the Audit process. New auditors will shadow an experienced auditor for their first audit before conducting an audit by themselves.

Audit guidelines are in SSP004.

Objectives

An Internal Audit is a means of exposing an established procedure or operation to a high-level review, thereby to ensure that the port is complying with the MSMS policies and procedures. The Internal Audit is not an in-depth survey and is not as detailed as the external Designated Person audits. The internal audits are designed to provoke review and discussion between the audited port and the auditor to assist the port in identifying and recording any areas for improvement. It shall provide the Port with a good indication of how well they are managing to implement the MSMS. It shall also highlight to the Port and the GHM any areas of the MSMS which require updating or further clarity.

Independent Audits/Reviews by the Designated Person

Independent safety oversight of the MSMS will be achieved by a three-yearly audit. The audit will be an audit of the operational compliance with the MSMS and additionally will take the form of a 'gap analysis' of the compliance of the MSMS with the current PMSC. The Independent DP Audit will be conducted by Peel Ports Group appointed DP. The DP will produce an audit report identifying any shortfalls and/or deficiencies in the MSMS. The Audit will assess the continued provision of an appropriate and effective Marine SMS and Peel Ports Group' overall compliance with the requirements of the Port Marine Safety Code.

Ongoing Internal Reviews

To provide a measure of ongoing activities, safety development initiatives and performance against key measures, a quarterly monitoring summary is provided by the Designated Person. The calendar year is summarised into four quarters (January to March, April to June, July to September, and October to December). The summary report is provided in the month following completion of each quarter. From this monitoring activity the following sections are addressed:

- Enhancement plans;
- Accident/Incidents records;
- Accident/Incident reports closure; and
- Marine risk assessments.

Enhancement items are drawn primarily from external and internal audit findings. Progress and closure of enhancement items are monitored at a Group level through the Group Enhancement Tracker which summarises all port specific enhancement items.

Review of relevant external information

Performance monitoring is reviewed at Monthly MMTs and Quarterly by the DP. Safety performance will be an agenda item for the Group Health and Safety Board. Audits, along with the management review, ensure the on-going effectiveness of the MSMS and assess compliance to legal & other requirements.