



LITTLEHAMPTON HARBOUR BOARD
SAFETY MANAGEMENT SYSTEM

In Compliance With

THE PORT MARINE SAFETY CODE

Prepared By:

The Harbour Master with Nicholson's Risk Management Ltd

HARBOUR BOARD MEMBERS

Mr Philip Bush (Chairman)	Recreational User's Representative
Cllr Roger Elkins (Vice Chair)	Nominated by ADC
Cllr Dr James M Walsh	Nominated by WSCC
Cllr George Blampied	Nominated by ADC
Position vacant	Commercial User's Representative
Mrs Janet Mockridge	Nominated by WSCC
Mr Richard O'Callaghan	Representative for the EA
Captain Tom Drennan	Nominated by WSCC
Cllr David Edwards	Nominated by WSCC
Mr Karl Roberts	Nominated by ADC
Mr Roger Spencer	Nominated by ADC

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SUMMARY AND INDEX

Purpose:

To have a Safety Management System that is structured, cohesive and auditable.

Introduction

Littlehampton Harbour Board's constitution, powers and procedures comply with the Port Marine Safety Code (PMSC) 2016. 4

This document describes how the Littlehampton Harbour Board has a Safety Management System (SMS) comprising the 7 essential elements of policy, organisation, plan, measure, review, record and continuous improvement.

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THE LITTLEHAMPTON HARBOUR SAFETY MANAGEMENT SYSTEM

INTRODUCTION

Background.

The Port Marine Safety Code (PMSC) was first published in March 2000 and periodically revised by the Department of Transport with a new edition in 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 that they have to run their harbours safely. The format is that of the International Standards Organisation, ISO, for Quality Management Systems. The aim of this document is to describe and direct how the Littlehampton Harbour Board (LHB) complies with the PMSC and how it will continue to do so.

Littlehampton Harbour Board

The plans and policies for the harbour discharge the roles and statutory duties which are placed on the Harbour by the Littlehampton Harbour and Arun Drainage Outfall Act 1927 as modified by the Littlehampton Harbour Revision Orders of 1986, 1988 and 2015, and Part II of the West Sussex County Council Act, 1972.

The Board's responsibility and authority extends to "the River Arun and the estuary thereof below the line of high water mark of ordinary spring tides from the south side of Arundel Bridge, the seaward limits being defined by point A (North 50 degrees 48.014 minutes West 0 degrees 32.844 minutes), point B (North 50 degrees 47.865 minutes West 0 degrees 32.849 minutes), point C (North 50 degrees 47.858 minutes West 0 degrees 32.069 minutes) and point D (North 50 degrees 48.135 minutes West 0 degrees 32.055 minutes); and ... the quays, piers, landing places and all other works, land and buildings for the time being vested in or occupied or administered by the Board as part of the harbour undertaking, whether or not within the area described." (Littlehampton Harbour Revision Order 2015).

For the purposes of pilotage under Part I of the Pilotage Act 1987 the area is extended "three nautical miles on the west by an imaginary line joining Halnaker Mill and Middleton Church and on the east by an imaginary line joining Chanctonbury Ring and Goring Church" (Littlehampton (Pilotage) Harbour Revision Order 1988.)

The Statutory Harbour Authority for Littlehampton Harbour is the Littlehampton Harbour Board, which includes 4 Members appointed by West Sussex County Council, 4 Members appointed by Arun District Council, 1 by the Environment Agency, 1 by the Board to represent Recreational Users of the Port and 1 by the Board to represent Commercial Users of the Port.

The terms of reference of the LHB are to administer Littlehampton Harbour in accordance with the Littlehampton Harbour Acts and Orders, 1927 to 2015 and the principles of governance promoted in Modernising Trust Ports (second edition) published 2009 by the DfT.

The 1927 Act incorporates certain sections of the 1847 Harbours, Docks and Piers Clauses Act that give the Harbour Master statutory powers concerning the management of the Harbour. The LHB is also a Competent Harbour Authority (CHA) under the Pilotage Act, 1987.

Managing Littlehampton Harbour - The Safety Management System.

The LHB is a safety conscious and a 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.

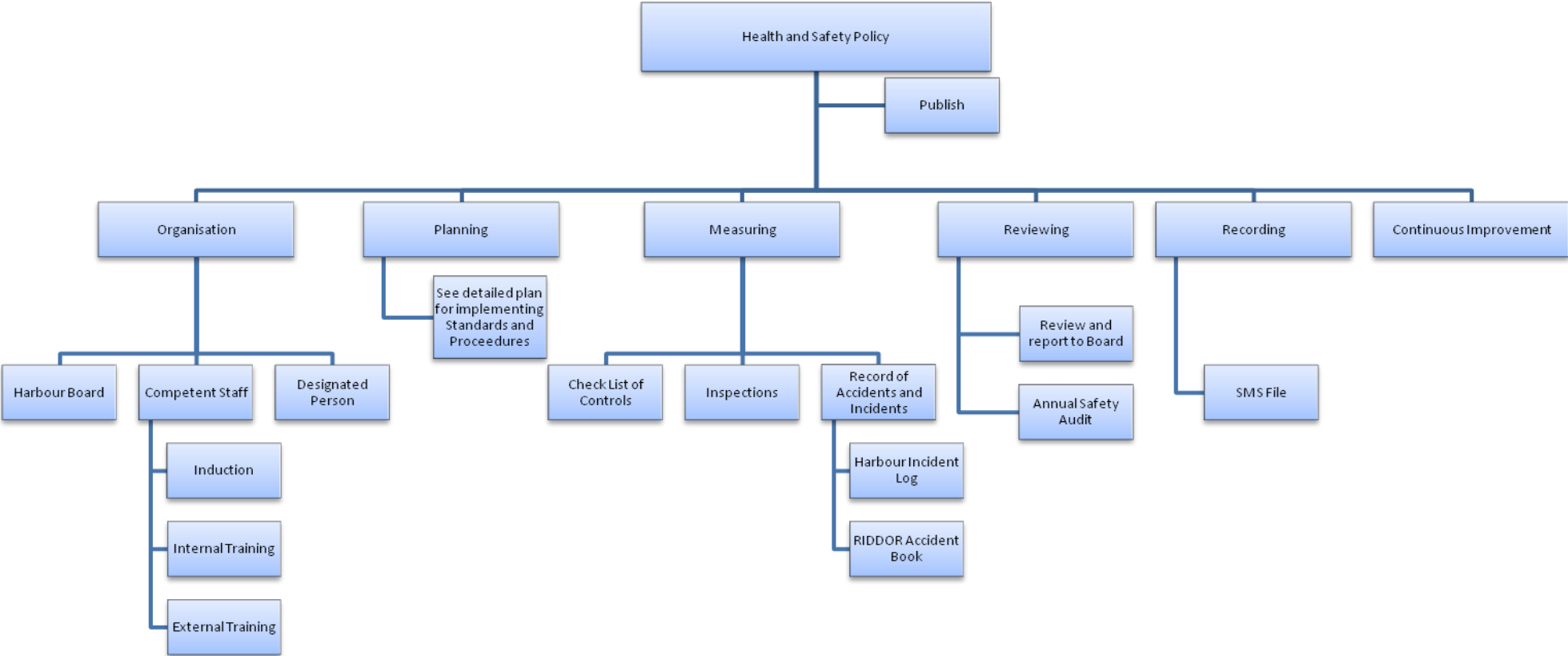
The safety procedures that form the plan to implement the safety management system are on Page 13.

Public Documents

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

1. Littlehampton Harbour and Arun Drainage Outfall Act 1927
West Sussex County Council Act, 1972
2. Harbour Revision Orders 1986, 1988 and 2015
Littlehampton Harbour General Directions 2015
Pilotage Directions and Pilotage Training Plan (2014)
Admiralty Charts 1991 (Ed. 8 published March 2017) and 1652 (Ed. 8 published February 2016)
3. Port Marine Safety Code (November 2016)
Guide to Good Practice on Port Marine Operations (February 2016)
Managing Trust Ports (2nd Ed.)
National Policy Statement for Ports (2011)
HSE Safety in Docks – Approved Code of Practice and Guidance (April 2014)
4. Littlehampton Harbour Board Constitution (2013)
Littlehampton Harbour Board Standing Instructions (SIs) (2012)
Littlehampton Harbour Board Staff Handbook
5. Littlehampton Harbour Board Safety Management System (SMS – revised annually)
Littlehampton Harbour Emergency Plan - 2016, under review
Littlehampton Harbour Oil Spill and Contingency Plan, ARUNSPIL (February 2017)
Littlehampton Harbour Waste Management Plan (2017)
The LHB Business Plan (January 2016)
Littlehampton Harbour Health & Safety and PMSC Risk Assessments (Reviewed annually)
Littlehampton Harbour Standard Operating Procedures [SOPS] (reviewed annually)
6. Local Notices to Mariners (LNtMs)
Littlehampton Harbour Guide for 2018 (revised annually)

OUTLINE CHART OF SAFETY MANAGEMENT SYSTEM



1. POLICY - SETTING A STANDARD

Mission Statement;

The Littlehampton Harbour Board will manage the safety and sustainable development of an effectively run public corporation trust port and provide a friendly and efficient customer focussed service to all harbour users.

The six core principles that underpin all the activities of the Harbour Board are safety, stakeholder involvement, value for money, environmental stewardship, a commitment to act as a catalyst for substantial economic development and provide support for local employment.

The LHB shall identify, quantify and manage the significant marine risks associated with Littlehampton Harbour. This will ensure there is proper control of movements of all vessels by regulating safe arrival, departure and movement within the harbour.

Existing powers shall be reviewed on a periodic basis, to avoid a failure in discharging duties or any risk exceeding powers of control.

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

The LHB will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. They will ensure the safety of their harbour by exercising their statutory conservancy functions to a high standard. They will regulate the use of the harbour by maintaining the necessary General Directions and ensuring that these and other statutory regulations are appropriately enforced. The Board will ensure such marine services as are required for the safe use of their harbour are available and are maintained and operated to a high standard.

The Board will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised. The LHB marine policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation.

Business Plan - a shared vision;

To maintain an open port and to act in capacity as a Competent Harbour Authority (CHA). It will use all reasonable endeavours to maintain the port as a viable commercial operation for the major commercial tenant, Tarmac.

To transform the harbour and seafront into a thriving leisure destination, creating a variety of new skills, development and business opportunities that are economically sustainable as one part of a holistic approach to regeneration in Littlehampton. The harbour will have attractive and accessible waterfronts that are well connected with the town, supporting a harbour that is extensively used by local people and attracts visitors to the area with a range of marine, cultural, heritage and recreational activities.

The harbour will be managed cost-effectively, safely and sustainably as a Trust Port in the interest of all its beneficiaries. We will encourage active use of the harbour by all stakeholders including the leisure, commercial, and fishing sectors.

Strategic Business Aims;

Manage the harbour's infrastructure for safe navigation of Littlehampton Harbour and improve the financial and operational efficiency of the Harbour Board including its consultation with stakeholders.

Work towards a business-as-usual state where precepting powers can be relinquished in favour of a long-term management plan for the harbour and its assets as a Trust Port.

Littlehampton Harbour Board is committed to Port Safety;

- To ensure that the best channels for navigation are determined, marked and monitored;
- To monitor lights and marks used for navigation within their jurisdiction;
- To provide hydrographic surveys of the harbour when required for the maintenance of up-to-date charts (including diagrammatic charts of all mooring areas);
- To have an effective system for promulgating navigation warnings affecting the Harbour;
- To consider the effect of weather on harbour safety and promulgate warnings as required;
- To consider the effects on harbour safety of proposed changes in use or harbour works;
- To maintain up to date secondary legislation (byelaws and general directions as appropriate) in consultation with port users and enforce them so as to effectively regulate harbour use;
- To enforce all relevant statutory Harbour legislation, Health and Safety regulations, the Merchant Shipping Act and Harbour byelaws as necessary;
- To provide suitable resources to deliver effective marine services such as the provision of the pilot boat and harbour workboats;
- To carry out all its functions with special regard to the possible environmental impact, protecting the character of Littlehampton Harbour;
- To operate efficiently and safely the Harbour workshops, machinery, plant, equipment, Harbour vessels, pontoons and boat storage compound;
- To ensure that suitable plans for emergency situations are maintained and regularly updated and exercised;
- To keep the duties and powers under review;
- To confirm the roles and responsibilities of key personnel at the harbour authority;
- To outline present procedures for marine safety within the harbour and its approaches, Standard Operating Procedures, (See Appendix 2);
- To measure performance against targets, after building a database recording incidents, including near misses;

- Refer to emergency plans that would need to be exercised; and
- Be audited on an annual basis.

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;
- Comply with all harbour safety procedures laid down by Littlehampton Harbour Board;
- Report hazard, risk, accident, incident or near miss to the Harbour Master;

Harbour users operating both commercially and 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 special and general directions and any other regulations aimed at ensuring the safe use of the Harbour.

Health and Safety Management System;

The Littlehampton Harbour Board has adopted a health and safety management system in compliance with the principles set out in the Port Marine Safety Code.

The health and safety management system arising out of risk assessments, Appendix 1, includes policies for emergency plans, conservancy, the environment, management of navigation, pilotage and marine services.

Nominated Harbour Safety Officer;

The Deputy Harbour Master is the Safety Officer. In his absence urgent harbour safety matters should be referred to the Harbour Master.

Emergencies in the Harbour;

Emergencies where life is in danger must be notified at once to the Coastguard by dialling 999 or through VHF channel 16. Other emergencies should be notified to the duty Harbour Master by the quickest available means. The nearest A&E unit is at Worthing.

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, telephone 01903 721215 or 07775 743 078. Alternatively there is an online Accident or Incident Reporting Form available on the LHB website.

Mr Philip Bush (Chairman)
Littlehampton Harbour Board

2. ORGANISATION

Accountability and Responsibility - The Duty Holder

In accordance with the PMSC, members of the Littlehampton Harbour Board are, jointly, the Duty Holder for the harbour. They are collectively and individually responsible and they cannot assign or delegate their accountability for compliance with the Code on the grounds they do not have particular skills.

The Board has an established Safety Management System, the components of which are shown diagrammatically on Page 6.

The Littlehampton Harbour Board sets 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. The Board is responsible for deciding where risks are to be insured, disclaimers issued and notices displayed.

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 Plan on Page 11.

The “Designated Person” as described in the PMSC is Nicholson’s Risk Management Limited. The Designated Person has direct access to the Harbour Board.

Competence Standards.

The LHB shall assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation. Employees of the Harbour are recruited and selected on their suitability to fill their job descriptions. They shall be appropriately trained, experienced and qualified.

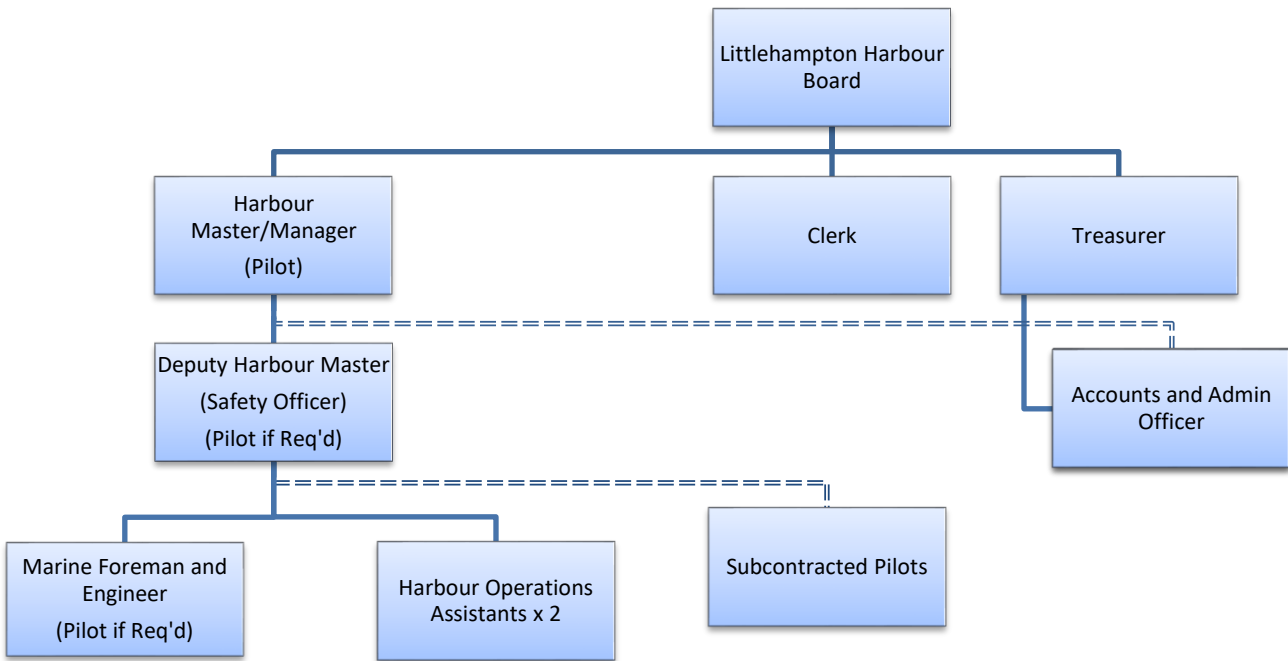
Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. They are reminded of their safety duties set out in the Safety Policy and responsibilities and shown diagrammatically in the chart below.

Reports on harbour office staff are held in confidential personnel files in the harbour office.

Recruitment

The Harbour Master recruits suitably qualified staff within his reporting chain to fill the roles set out in the following Organisation Plan. Other positions are recruited by the Board.

2.2 LITTLEHAMPTON HARBOUR BOARD – ORGANISATION PLAN



2.3 TRAINING POLICY

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

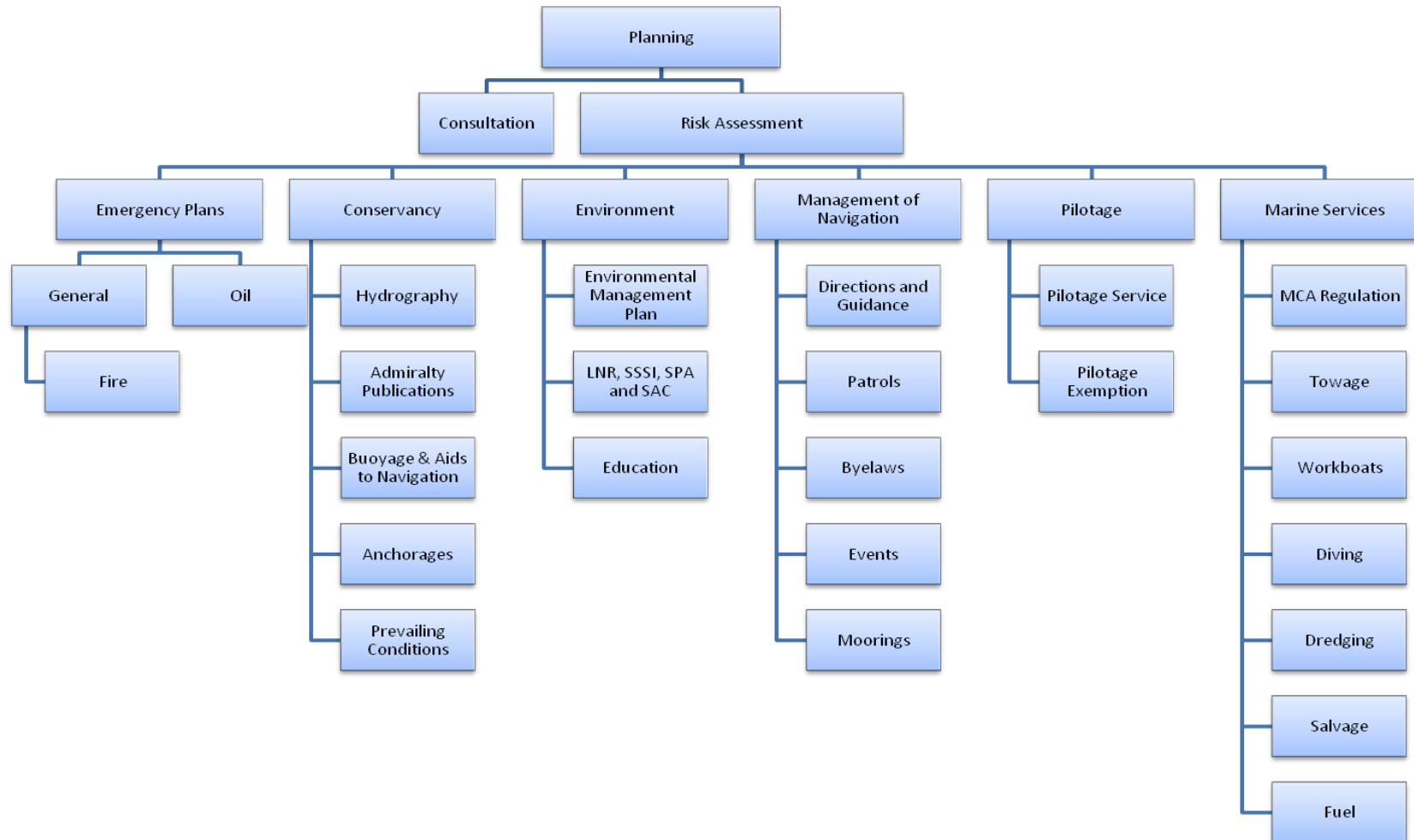
The training policy is to undertake training where appropriate for all members of staff in order to provide the services required by the Board and to meet the required standards. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their roles within the organisation.

- Safety training is regarded as an indispensable ingredient of an effective Port Marine Safety Management System and programme, as it is with Health and Safety matters. It is essential that all 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 the Harbour launches and 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 Harbour staff.
- All permanent members of staff working afloat as a minimum have undertaken and qualified for the RYA Power Boat Level 2 (or equivalent). Harbour Staff skippering the ERICA or taking vessels outside the SHA have STCW II/1 or an Advanced Powerboat qualification with a commercial endorsement. Casual staff hold RYA Power Boat Level 2, RYA Safety Boat qualifications or similar experience in which case local endorsement is carried out following an assessment of competency.
- There will be induction training for any seasonal staff prior to commencing their duties, in line with the requirements of the Port Marine Safety Code.
- It is vital that new members of staff are promptly qualified in those areas where deficiencies are recognised. Staff will not be permitted to undertake tasks without supervision unless they are adequately trained.
- Members of staff are trained both internally and externally to achieve the requisite level of competence. The importance of "on the job" training in the workplace (on the Standard Operating Procedures (listed on Appendix 2) is not underestimated. In house training forms an invaluable part in achieving high standards of safety and of quality.
- Records of training will show clearly the type and the date of training received and a schedule of future training requirements.

Regular staff meetings are held to ensure good communications and quality, both in service and in delivering health and safe

3.1 PLANNING - RISK ASSESSMENTS AND SAFETY MANAGEMENT

Diagram of the various procedures for putting the safety policy into practice.



3.2 - CONSULTATION

Consultation is a continuous and wide-ranging process. It includes meetings with all users and service providers so there is a consensus, as far as possible, about safe navigation.

The main vehicle for consultation with harbour users, in line with the Guide to Good Governance, is the Stakeholder Safety Committee Meeting that sits four times a year, with representatives invited from

- Littlehampton Harbour Board
- Littlehampton Police
- Maritime & Coastguard Agency
- Arun District Council Foreshore Officer
- West Sussex Fire and Rescue
- Arun Yacht Club
- Osborne Boatyard
- Littlehampton Marina
- Ship & Anchor Marina Ford
- Littlehampton Marina Berth Holders Association
- Arun Youth Aqua
- Littlehampton Sailing Club
- The Shipyard
- Harbour Park
- Sea Cadets
- Nautical Training Corps
- Littlehampton Angling Club
- Charter Fishermen's Representative
- RNLI
- Environment Agency
- Commercial Fishermen Representative
- Angmering Park Estate Representative
- Bairds Farm

3.3 RISK ASSESSMENT

It is the policy of the LHB to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and to have a formal marine safety management system. The marine safety management system shall be 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).

Detailed Risk Assessments.

The activities and the responsibilities of the LHB are covered in the specified areas (listed on Appendix 1) for each of which there has been drawn up a detailed risk assessment following the principles laid down by the Health and Safety Executive and PMSC as appropriate for the risk being controlled. Further specific Risk Assessments are conducted as and when necessary for specific events or activity.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to “as low as reasonably practicable”. This means what it says and any activity for which control of the risk might be regarded as too expensive is prohibited.

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 level of marine risk determined in line with the principles laid down in the PMSC, considering the risk to ‘people’, ‘property’, ‘plannet’ and ‘port’.

Each potential hazard is considered in terms of a most likely and a worst credible scenario and impacts on the areas outlined above scored in terms of frequency and consequence on a scale of 0 and 4; 4 being the most significant or frequent.

Against each hazard the severity of harm has then been assessed, both in terms of direct injury to people, property, environmental damage and port operations, and given an overall risk score (between 1.5 and 4.5). Risks can then be ranked in likelihood and severity.

Other risk to employees and staff is managed under the H&SaWA (as opposed to the PMSC). Risk Assessments are carried out to reduce or remove risk wherever possible using best practice (SOPs), training, and PPE as required.

Significant Marine Risks

The frequency and consequence of hazards are factored to establish significant marine risks. These are identified by those activities that produce a score of 3 or more on each Risk Assessment. These risks must be mitigated by the implementation of specific control measures.

If for any reason the 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.

There is a list ranking the most significant risks down to the lowest risks.

Risk Controls

The safety controls for the risks identified, listed on pages 18 to 21, are to be reviewed periodically as well as part of accident and incident reviews and amended where necessary.

Further Controls

The further measures necessary to bring the risks as low as reasonably practical, and in line with the policy to seek continuous improvement, are listed on page 33.

3.5 - REMOVE UNACCEPTABLE RISKS

THE GREATEST RISKS ARE IDENTIFIED IN THE RISK ASSESSMENTS

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.

3.6 - MANAGEMENT OF SAFETY CONTROLS - CHECK LIST

	Existing Controls	Notes	Responsibility	When Checked and Frequency
1	Accurate tidal information	Tide Boards available at Entrance/Narrows/Scrubbing Piles and Bridge. Channel Coast observatory Tide gauge Arun Platform Predictions from UKHO received as part of bi-lateral agreement.	JJ HM	Monthly Annual review with UKHO
2	Availability of latest hydrographic information	Chart BA1991 Ed. 8 2017 to incl. multibeam coverage from spring 2016.	HM	As required
3	Controlled vessel movements	Harbour closed for merchant vessel movements and escorts for commercial shipping to prevent conflict with small craft.	Pilot	During pilotage
4	Escort Towing	ERICA available during pilotage within CHA area.	engineer	Daily / Monthly
5	Guard/patrol vessels	The Harbour is patrolled during the day in the season and with security patrols in the winter Patrols, as LHB Standard Operating Procedures. SOP 6 Support from LHB patrol boats – as above.	LH	Pre-season meet
6	Oil spill contingency plans	Littlehampton Harbour Oil Spill and Contingency Plan, with regular staff training exercises and reviews. Supported National Contingency Plan. (Arunspill) Littlehampton Harbour Oil Spill and Contingency Plan, Tier 2, and Waste Management Plan, MCA approved. See staff training records.	BJ	Annual MCA review Annual exercise Three yearly multi agency ex 5 year OSCP
7	Operational pilot launch	ERICA available during pilotage within CHA area.	engineer	Daily
8	Passage planning (Pilot as per National Standard)	Pilotage Record form and Passage Planning chartlet available. Pilotage Directions s.9 – Passage Planning.	Pilot	As req'd
9	Pilotage directions	Pilotage Directions (last updated October 2016) and procedures, including CERS. Pilotage Direction: compulsory for all vessels over 60 gt., over 20m and carrying more than 12 passengers. Erica available to Assist Planned pilotage – Pilot requires advance notice of arrival. Restricted to tidal window. Passage planning on board vessel. Guidance Notes from MCA. Full appraisal of weather conditions. Entry not permitted when visibility dangerously low or wind over Force 5 Southerly. Vessels entering in ballast above F4 at discretion of HM and/or pilot. Guidance: max length 79m. PECs would be issued according to Littlehampton Harbour Pilotage Direction: Seasonal controls by patrol boats in the harbour to mitigate conflict with other vessels.	BJ Pilot BJ	As req'd By act As req'd
10	Standard Operating Procedures (SOPs)	Littlehampton Harbour Standard Operating Procedures (SOPs) provided for key tasks and reviewed at Team Meetings. Responsible Harbour Staff manage the harbour operations, with job descriptions and procedures (SOPs). Signed off annually by staff.	BJ	Team meetings and annually
11	Suitably qualified Marine Staff	The MCA require evidence of qualification, training, first aid, fire fighting and sea survival. Recorded in MARNIS.	HM DHM	Annually As req'd

	Existing Controls	Notes	Responsibility	When Checked and Frequency
12	Suitably trained Marine Staff	Experienced, trained Littlehampton Harbour staff. Commercially endorsed pilot boat cox'n. Annual training programme, including training for seasonal staff at start of season. LHB SOP2 on Training.	BJ DHM	Annually As req'd
13	Training & Authorisation of pilots	Pilotage Training Programme approved by board.	HM	As req'd
14	Availability Emergency Services / Equipment - shoreside	HM Coastguard and RNLI emergency resources.		
15	Availability of pollution response equipment	Tier 1 response equipment held at workshop incl. 2 x Grab bags and 50m of floating boom. Tier 2 contract in place with Adler and Allan 17 October 2016 for 3 years.	DHM HM	Annual Annual
16	Fire Emergency Plan	Fire Plans for Office and Workshop include annual internal inspection. Fire Afloat Plan The premises are provided with appropriate FFE in each working space. <ul style="list-style-type: none"> • There is a regular maintenance contract for the servicing and inspection of FFE • The premises are signed to indicate escape routes. • The premises are fitted with a smoke/fire alarm system which is tested regularly • Water pumps on workboats • Procedure when faced with a boat on fire 	LH	Annual internal inspection Annual review of Plan
17	Communications - Stakeholder	Signs and warnings, e.g. "Speed Limit 6.5 knots". Notices directing no swimming at Fisherman's Quay & footbridge. Harbour Office displays weather forecasts and tidal information in-season on the public notice board. Real time weather reports available on the internet. Weather at harbour Office available on LHB Website Web site, http://www.littlehampton.org.uk with General Directions, weather links, real-time weather observations and safety advice. Annual Harbour Guide. Admiralty and other charts, Reeds Almanac. Accurate Tidal Information, tide boards throughout the harbour Reporting CQS and other incidents at stakeholder meetings Promulgate safety advice through Harbour Safety Group.	LH Duty Officer BJ JJ BJ BJ	Annual Weekly in season Annual As required As required Quarterly
18	General directions	Powers of General Direction in place. No boat to race within 5metres of a berthed boat. General Direction forbids amateurs from diving. Professional diving requires permit granted by Harbour Master.	BJ	As required
19	Guidance for small craft	PWC required to receive safety brief and register details with the harbour office. Standing Local notice for small craft in place and renewed annually.	BJ/LH HM	As required Annually
20	Notices to mariners (Standing)	<u>Number 04 of 2004 – Shoal Bank in Harbour Entrance</u> <u>Number 08 of 2010 – Automatic bilge-pumps</u>	BJ/LH	As required

	Existing Controls	Notes	Responsibility	When Checked and Frequency
		<p><u>Number 02 of 2011 – Safety advice</u></p> <p><u>Number 05 of 2013 – Controlling Depth at Entrance</u></p> <p><u>Number 05 of 2014 – Jet Skis and Personal Watercraft (PWCs) Management Policy</u></p> <p><u>No 08 of 2016 LHB General Directions</u></p> <p>PWC required to receive safety brief and register details with the harbour office. See Standing LNTM.</p> <p>Standing Local Notice for small craft in place and renewed annually.</p>		
21	Aids to navigation, Provision & maintenance of	<p>LHB Duties, with PANAR reports as required, implemented in compliance with guidelines of Trinity House, who inspect and audit annually.</p> <p>Navigation marks regularly checked. Vessel reports followed up.</p> <p>Lit navigation marks in harbour approaches.</p> <p>Retro reflective tape / reflective plates.</p> <p>Siting of channel marks.</p> <p>Temporary buoys ready for deployment</p>	<p>LH</p> <p>JJ</p> <p>JJ</p>	<p>Quarterly</p> <p>Daily</p> <p>Daily</p>
22	Availability of suitably qualified boatmen	Annual training programme, including training for seasonal staff and staff likely to be used in tying up commercial vessels.		
23	Bunkering/Refuelling areas restricted	Bunkering checklist supplied to commercial vessels at Tarmac berths.		
24	Contingency plan exercises	LHB Emergency Plan	LH	Annual review
25	C.C.T.V. coverage	Good CCTV coverage.	LH	
26	Byelaws	Littlehampton Harbour Board bye-laws now removed in favour of General Directions now in place.		
27	LPS broadcast (navigation and safety information)	VHF Broadcasts, e.g. announcing commercial traffic movements.	Pilot	By Act
28	Notices to mariners (Temporary)	Local Notices to Mariners, published on web site and by e-mail to distribution list managed via web site...	BJ/LH	As req'd
29	Port Operational Guidelines	Fuelling berth subject to Local Authority licence. MCA Certificate requirements for trip and angling boats. The skippers are responsible and hold MCA certificate of competence.LHB and ADC (as Licensing Authority) have adopted Inland Waters Small Passenger Boat Code.		
30	COLREGS 1972 (as amended)	International Regulations for the Prevention of Collisions at Sea [IRPCS].		
31	Hazardous cargoes, Advance notice of	Notification requirements for hazardous cargo and vessel defects.		
32	Hydrographic surveying program	Survey regime as required by Harbour Master.	HM	Annually
33	Protective fendering	Adequate crane tyre fendering of quays at commercial wharves and wooden fendering at railway Wharf. Tyre fendering offered to charter fishing vessels.		
34	Safe allocation of berths (depth,available,suitable)	Emergency berth at Old Quay Wharf	HM	
35	AIS coverage	Available by mobile phone (HM and DHM receive allowance), work ipad and onboard ERICA.		

	Existing Controls	Notes	Responsibility	When Checked and Frequency
36	Harbour/Dock Masters powers	<p>As authorised by: Littlehampton Harbour and Arun Drainage Outfall Act 1927 (as amended), Merchant Shipping Act 1894, Harbour, Docks & Piers Clauses Act 1847, Harbours Act 1964 and Pilotage Act 1987.</p> <p>Local licensing for Dredging, Outfalls, Private Jetties, Hards and Sea Defences: - Littlehampton Harbour consent required, after method statement and specific risk assessment drawn up by approved Contractor, an environmental impact study, EA and MMO consent. The conditions of the licence will require safe working.</p>		
37	Operational communications equipment,	<p>Littlehampton Harbour Office monitors channels 71 and 16, during the working day and is on call to the HMCG 24 hours a day.</p> <p>The Duty Officer carries the duty mobile phone.</p> <p>Regulated VHF procedures and channel allocation.</p> <p>VHF available at Workshop and harbour Office. Portable units available for all staff.</p>		
38	Communications between the dock/jetty and traffic	Linesmen and Pilot to carry VHF.		
39	Mooring plans	To be completed		
40	Dock regulations 1988 & A.C.O.P. Safety in docks	<p>H & S Policy for Harbour staff and PMSC Policy for Port Operations.</p> <p>Risk Assessments carried out and staff to work to SOPs</p> <p>Plant to be operated by personnel not judged to be competent in its use.</p> <p>LHB to inform divers of underwater hazards, e.g. by the bridge.</p> <p>HSE qualifications and practices.</p> <p>Provide Risk Assessment and Method Statement to HA</p>		
41	Requirement for notification of vessel defects	Notification requirements for hazardous cargo and vessel defects.		

3.6.2 EMERGENCY PLANS

Emergency Policy of the LHB:

The 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.

Emergency Organisation and Management Responsibility

The Littlehampton Harbour Emergency Plans detail the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies.

The emergency response relies on the regulated VHF procedures and channel allocation.

They are held by all emergency services and local authorities.

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

Tier 1

HM Coastguard and RNLI emergency plans and resources with two inshore lifeboats.
National Contingency Plan

Tier 2

Littlehampton Harbour Fire Policy and Procedures
Littlehampton Harbour Oil Spill and Contingency Plan (Arunspill)
Littlehampton Tier 2 Oil Spill Response contract (Adler and Allan)

Tier 3

Life saving apparatus on pontoons Harbour Office and Harbour Workshop:
Fire drill and fire practices
First aiders and first aid boxes.
First response oil spill equipment including spill bags and 50m floating boom.

Training for Emergencies

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

The MAIB Accident Reports and the Small Craft Digest are discussed at periodic staff meetings. Electronic copies are also distributed to stakeholder organisations.

3.6.3 - CONSERVANCY

Conservancy Policy of the LHB

- A. LHB recognises its duty to conserve the 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 use it.**
- B. LHB will aim to provide users with adequate information about conditions in the harbour.**
- C. LHB recognises the extent of its duty and powers as a Local Lighthouse Authority; and specific powers in relation to wrecks.**

Conservancy Organisation and Management Responsibility

Hydrography

LHB complies with the Hydrographic Office Code of Practice (2011) on the Provision of Hydrographic Information. Hydrographic records of channels in the harbour are maintained by the harbour office.

The authority has not yet undertaken maintenance dredging that required a Marine Licence from the Marine Management Organisation. The navigation channels are monitored by echo sounder and other methods as appropriate and surveyed as required.

The Hydrographic Office receives all hydrographic information and Local Notices to Mariners produced by the Harbour.

Admiralty Charts of Littlehampton Harbour are kept up to date, BA 1991 (Ed. 8 published March 2017) and BA 1652 (Ed. 8 published February 2016) .

Works and Dredging Licences

Licences for dredging, if required, will be obtained from the Marine Management Organisation.

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 Board inspects navigation marks under its jurisdiction in accordance with availability criteria laid down by the General Lighthouse Authority and effects maintenance and repairs as necessary. The alteration of existing marks and establishment of new marks is kept under review by the Board.

As Local Lighthouse Authority the Board communicates its requirements and the requirements of Trinity House to other bodies with responsibilities for maintenance of navigation marks in the harbour.

Aids to navigation under its jurisdiction are variously maintained by:

- a) Littlehampton Harbour Board
- b) West Sussex County Council
- c) Littlehampton Yacht Club
- d) Arun Yacht Club

Anchorage

The Littlehampton Harbour Board has authority under the 1847 Act and 2015 HRO to regulate anchoring, should that be necessary.

Prevailing Conditions

Conditions at the Harbour Office are available online via the Harbour website along with links to a number of remote local monitoring stations and to forecasts

A printed weather forecast is displayed at the Harbour Office in-season on the public notice board along with daily tidal curve. Tide times are provided throughout the year.

The RNLI also displays weather forecasts and tidal predictions by the public slipway, as does the Foreshore Office of Arun District Council at the Foreshore Office by the coastguard tower.

Further information is available on request from the Harbour Office and information is readily available in the media and on the web.

3.6.4 - ENVIRONMENT

Environment Policy of LHB

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

The Board will undertake and regulate all harbour activities in a manner sympathetic to the environment and in accordance with the best principles and practice of conservation.

Environmental Management Plan

The policy and functional objectives for managing Littlehampton Harbour are contained in the Littlehampton Harbour Management Plan. It sets out how the harbour will be managed in an environmentally responsible and sustainable way to take account of its close proximity to the West Beach Local Nature Reserve (LNR) which is part of the West Beach Site of Special Scientific Interest (SSSI); and to the Kingmere Marine Conservation Zone (MCZ) 6nm offshore.

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

The risk assessments identify environmental consequences of accidents and the controls to reduce the risks to as low as reasonably practical.

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

The Board regulates all harbour operations in accordance with local, national and international requirements for nature conservation.

Environmental works undertaken by the Board are subject to risk assessment and training needs will be identified by performance appraisal.

Waste Management

The Board maintains a waste management plan which is reviewed every four years.

Waste transfer records are maintained by the wharf operators.

Five separate bins are provided for visitors; paper, plastic, glass, household waste and international food.

The Board complies with regulations controlling the disposal of certain wastes.

Education

The Harbour Master and the Deputy Harbour Master give talks to local interest groups.

All known educational activities in the harbour are subject to risk assessments and are led by competent staff.

Pollution Response

The LHB retains first response oil spill materials and 50m of floating boom at the LHB Workshop. A Tier 2 contract with Adler and Allan (commencing 17th October 2016 and valid for 36 months is in place.)

3.6.5 - MANAGEMENT OF NAVIGATION

Policy for Management of Navigation

- A. **The LHB has made a set of General Directions, rules which every user must obey as a condition of his or her right to use the harbour. All byelaws have now been rescinded.**
- B. **The LHB recognises its duty to make proper use of powers to give Directions and to regulate all vessel movements in its waters, and if necessary it's powers to make byelaws as required.**
- C. **These powers shall be exercised in support of the policies and procedures developed in the LHB's safety management system, and should be used to manage the navigation of all vessels.**
- D. **The LHB is developing clear policies on the enforcement of Directions, and would monitor compliance.**
- E. **If they were appropriate in a particular case, the powers of Direction would be used to require the use of a port passage plan.**

Management of Navigation Organisation and Management Responsibility

LHB's risk assessments showed that VTS would be inappropriate and excessive; instead a Local Port Service is provided. The Board endeavours to provide a fair and balanced opportunity for all recreational sectors to enjoy the harbour in safety through the application of local rules and Directions, zoning and, where applicable, permits and licences. The Board will apply restrictions and controls in accordance with risk assessments for specific activities and will in so far as this is practicable consult with user groups in identifying and imposing control measures.

General and Special Directions

The LHB was granted powers of General Direction in the HRO of 2015 to manage the hazards identified in the risk assessments. A set of General Directions (GDs) were made in March 2016. All byelaws remaining extant have now been cancelled. Special Directions may also be given as laid down in the HRO of 2015,

Events

The Board requires full information on all harbour events including risk assessments where applicable. The Harbour Master works closely with all sailing clubs and organisations that use the harbour. Where necessary, special arrangements are made to promote the safety of the events they run.

Marina and Yacht Clubs

The Board through the Harbour Master liaises on safety issues with Littlehampton Marina and the two yacht clubs.

Plan: Directions and Port Passage Guidance

There is no standing requirement for any vessel in Littlehampton Harbour to file a port passage plan. The Board has a power of Special Direction under the Pilotage Act, 1987 and the 2015 HRO.

Patrols

The Harbour maintains a patrol presence on the Harbour to enforce byelaws and other directions during the day in the summer season and with security patrols in the winter. Procedures for the conduct of patrols are in place while procedure for enforcement in accordance with Police and Criminal Evidence Code is incorporated into the GDs Enforcement policy published in April 2017.

Byelaws

The Littlehampton Harbour Board has now rescinded all extant byelaws. The power for the board to make byelaws is however retained.

3.6.6 - PILOTAGE

Policy for Pilotage

The LHB 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 Littlehampton Harbour Board's Local Port Service as set out in the Admiralty List of Radio Signals and as published on the web. The LHB is fully Consolidated European Regulatory System [CERS] compliant. 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).

There is a Pilotage Direction for Littlehampton Harbour where pilotage is compulsory for all vessels:

- over 60GT.;
- over 20m and carrying more than 12 passengers;
- any vessel engaged in towing or pushing another where the combined tonnage exceeds 60GT;
- any vessel greater or equal to 20m suffering a defect or deficiency that effects its normal ability to navigate and/or manoeuvre or its ability to comply with the requirements of the COLREGS and/or STCW.

Ship reports are logged for each arrival and information passed, as CERS, to the relevant authorities.

The Board has set out pilotage arrangements, regulations, procedures, directions and records to ensure operating procedures keep the risks as low as reasonably practical.

Pilotage Directions were last reviewed in July 2016, and will be reviewed again in 2017/8 to incorporate revisions to the minimum number of acts required to revalidate Pilots recommended by the LHB's Pilotage Sub-committee in October 2017.

Pilot Training

The Board has adopted a Pilotage Training Programme.

Pilotage Exemption Certificates (PECs)

Pilotage Exemption Certificates are issued in accordance with the Board's Regulations for Pilotage.

3.6.7 MARINE SERVICES

Policy for Marine Services

- A. The LHB safety management system shall cover the use of harbour craft and the provision of pontoons.
- B. The formal safety assessment shall be used to identify the need for, and potential benefits for safety management of harbour craft.
- C. The LHB shall ensure 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.
- D. The LHB shall ensure that byelaws and the power to give directions are available for these purposes.

Marine Services Organisation and Management Responsibility

Commercial Craft Regulation

MCA or Local Authority Certification is required for commercial vessels, including trip boats, venturing outside the Harbour Limits.

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.

Towage

Only those staff that have successfully completed in-house towage training are permitted to take vessels in tow.

Workboats.

There are Standard Operating Procedures and mandatory training requirements for the safe operation of the Board's workboat and pilot boat, based on risk assessments for these operations.

Diving

Diving within the harbour requires the Harbour Master's written consent. HSE Commercial Diving standards and practices must be complied with.

Dredging

Dredging is subject to MMO licensing. A Maintenance Dredge Baseline document has been compiled and published by the LHB to outline current practices along with licensable and exempt activity.

Salvage

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

Fuel

There is bunkering of berthed commercial vessels by road tanker and with formal check list. Smaller commercial boats are generally fuelled by hand from containers brought to their pontoons.

The Littlehampton Marina supplies fuel to the public. The harbour supplies diesel to commercial operators from its bunded tank at the Workshop, and a small amount of petrol is stored in a fire resistant cabinet outside the workshop.

4. MEASURE COMPLIANCE

Measuring Policy

- A. The LHB will measure health and safety performance against predetermined standards.**
- B. Performance in complying with the LHB safety management system will be required to meet the national standards as laid down in the Port Marine Safety Code.**
- C. Appropriate performance indicators will be set.**
- D. All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Harbour Safety Management System.**

Recording accidents and incidents

Major incidents are subject to immediate investigation to establish cause and to validate control measures. The reporting requirements of RIDDOR and of the MAIB are followed.

Incidents, accidents, complaints and near misses are recorded in the MarNIS software tool Incident Log with contemporaneous information. This log records follow-up action where appropriate and is used to generate yearly KPIs and identify trends.

Safety Inspections and Checklist of Controls

There is also a checklist of control measures (Page 17). Each control is where possible allocated a person responsible (within MarNIS) and regular maintenance and inspection controls are carried over to the Planned Maintenance Schedule.

5. REVIEW

The LHB will monitor, review and audit the marine Safety Management System on a regular basis. Performance of the system shall be assessed against internal performance indicators and where appropriate, by benchmarking against other ports that have adopted good practice.

Procedure for Reviews

The Harbour Master will include both in his staff meetings and in the Board Meetings a review of any accidents, incidents or near misses.

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, independent investigation has been carried out, the LHB as the duty holder can be assured that their obligations for compliance have been addressed.

Any conclusions from investigations or lessons learned will be included in the minutes together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Harbour Board, Arun District Council's Health and Safety Officer and/or the MAIB, to the chief inspector and any other appropriate authorities, by the quickest means available.

Every three years the MCA will be given a letter confirming compliance with the Port Marine Safety Code. Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident, but could also be triggered by other indicators of non-compliance.

Annual Review and Report

Every year Nicholson's Risk Management Limited will conduct an audit of the 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. Such appraisals will include

- Safety inspections;
- Continuous appraisal;
- On-going Hazard Identification;
- Evaluation of Standard Operating Procedures and their effectiveness;
- Assessment of incident/accident reports;
- Re-evaluation of risks;
- Input of informal observations and reports.

In addition to the continuous management of the system described above, the SMS will be subject to annual review against the background of staff appraisals and performance monitoring. For this purpose the Board will:

- Review job descriptions in accordance with the changing needs of the Board;
- Provide advice and training where necessary to meet objectives;
- Ensure that reporting and recording procedures are sufficient to meet the needs of the SMS;
- Provide resources to ensure that the SMS is effective and evolutionary. Resources will be made available to enable an external audit of the SMS when appropriate.

6. RECORD AND PUBLISH

The Harbour is careful to maintain due diligence records. This Safety Management System is itself clear evidence of care and commitment. The risk assessments provide considerable further examples of how the safety policy has been put into practice.

Publication of Plans and Reports

To demonstrate LHB's commitment to maritime safety and ensure the involvement of harbour users, the safety plan for marine operations (SMS) shall be published every year at an LHB meeting open to the press and the public and be available to be read and downloaded from the LHB website.

This 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 vessels. 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 LHB, as Duty Holder, will also publish in the Annual Report 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. CONTINUOUS IMPROVEMENT

The object is to make continual improvement to the quality of the harbour management system and to provide customer satisfaction, which will be measured.

LHB shall establish, document, implement and maintain a management system and continually improve its effectiveness.

The specific improvements proposed for 2018 are as follows,

- Review how to maintain Pilotage competence and safety with the decline in commercial shipping numbers.
- Exercise the Emergency Plan.
- Plan a resurvey of the harbour entrance.
- Risk Controls

Keep under review the list of marine risks.

Monitor the safe launching and recovery on the steep slipway and improve signage where necessary.

Draw up a risk assessment and procedure for safely bringing a casualty ashore.

Consider regular reviews by LHB staff of aids to navigation.

Distribute publicity of the availability of scrubbing piles and the safe procedure.

- Training

Use the draft matrix for showing what training is needed for each employee.

Run a calendar of safety topics and Tool Box Talks

The Standard Operating Procedures to be reviewed progressively in team meetings.

Maintain the programme for allocating each specific control to a particular manager and specifying when he is to check that the control is in place.

- Records

Record on each accident report the relevant risk assessment.

Make a record of when staff are made aware of each of the risk assessments relevant to their jobs.

Adopt a procedure for the Harbour Master to be the one person able to close down an accident report.

Add the availability of Emergency services to the risk assessments where this is a control.

Find hardware to link the MARNIS software to LHB's Microsoft programmes and printer.

RISK ASSESSMENTS

Marine Ops	Sinking/capsizing	Merchant Shipping alongside Small Leisure/Fishing or Other Vessel on Mooring Leisure/Fishing Vessel underway Dinghies/Rowing Boats/Tenders/Kayaks/Paddle Boards in River
	Collision both underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Any Other Vessel
	Collision not underway	Merchant Shipping - Smaller Vessel Small Leisure/Fishing or Other Vessel - Small Leisure/Fishing or Other Vessel PWC - Other Vessel
	Contact floating object	Small Vessel or PWC and Debris Any Vessel or PWC and Swimmer
	Contact Fixed object	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Grounding/stranding	Merchant Shipping - Entrance Merchant Shipping - Docks Leisure/Fishing Vessel
	Fire/explosion	Fire afloat
	Non-accidental Event	Vandalism
	Environmental	Fuelling Ops - Bunkering Fuelling Ops - Commercial/Leisure at Marina or Workshop
Public Access	Public ashore	Public Access to LHB Pontoons Public Slipway Other Supervised Slipways (LM,AYC,LYC)
Employee Activity	Work afloat	Patrolling Ops Workboat Ops Salvage and Rescue Ops Maintenance Ops (incl. AtN) Pilotage Ops Diving ERICA - Bed Levelling ERICA - Towing ERICA - Craning and Slinging ERICA - Inland Passenger Code
	Shore based ops	Craning and Slinging Ops Chainsaw/Petrol Cutter Driving

		Workshop Office Bridge Working on Commercial Wharf
Fuel	Fuel Spill	LHB Fuelling Ops Other Independent Fuelling Ops
Fire	Fire ashore	Workshop Office
Events	Event Planning	Regatta Other non LHB Events

STANDARD OPERATING PROCEDURES

- 1 Office Daily Tasks
- 2 Training*
- 3 Hot Work Permit
- 4 Banking and Accounts – TO BE UPDATED
- 5 Lone Working and Staff Security
- 6 Patrols
- 7 Smoking, Alcohol and Substance Misuse
- 8 Shipping*
- 9 Bridge
- 10 Crane
- 11 Removal of Vessels
- 12 Section 43 Applications
- 13 Till Operation
- 14 No Longer Used
- 15 Streamline Card Machine
- 16 Credit and Debit Card Accounting Procedures
- 17 Fuel Dispensing*
- 18 Fresh Water for Merchant Vessels.

*Associated with PMSC RA

See also Standing Instructions (SIs) for: Use of Private Cars (8), Lone Working (11) and Hot Work (23)