



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 09 March 2023

Subject	Draft Standard Operating Procedures and Draft Oil Spill Contingency Plan
Supporting Officer	Alastair MacFarlane General Manager Southwold Harbour and Lands alastair.macfarlane@eastssuffolk.gov.uk

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	Southwold

Purpose and high-level overview

Purpose of Report:

To provide members with proposed draft Standard Operating Procedures and draft Oil Pollution Contingency Plan

Recommendation:

That having commented on the draft Standard Operating Procedures and draft Oil Pollution Contingency Plan, the Harbour Management Committee note their contents.

Impact Assessment

Governance:

The HMC is required to approve ongoing work related to the management and compliance of Southwold Harbour.

Environmental:

The HMC must act in the best interests of the port, which includes its ongoing sustainability and success. Environmental factors will be considered in the decisions which the HMC will make.

Equalities and Diversity:

No direct impact

Financial: HMC required to approve capital budget items

No direct impact

Legal:

No direct impact

Risk:

Non-compliance with the Port Marine Safety Code 2016 increases East Suffolk Council's risk to reputation and potential prosecution.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input type="checkbox"/>
T02	Enabling our Communities	<input type="checkbox"/>
T03	Maintaining Financial Sustainability	<input type="checkbox"/>

T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	When setting up the HMC, a list of likely tasks and priorities were set out.
1.2	One task was to ensure the Harbour was compliant with all relevant legislation, and ensure appropriate health and safety policies were in place and being kept up to date.

2 Current position					
2.1	The HMC appointed ABP Mer as Southwold Harbour's Designated Person. Part of this service includes the provision of a gap analysis against the requirements of the Port Marine Safety Code.				
2.2	The Port Marine Safety Code ('the Code') sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses, or works in, the UK port marine environment. It is authored by the UK Government, supported by the devolved administrations and representatives from across the maritime sector and, whilst the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply.				
2.3	In August 2022 ABP Mer produced the Port Marine Safety Code Gap Analysis: Southwold Harbour August 2022.				
2.4	The gap analysis identified 33 items that are a requirement of the Code or an omission against a regulatory requirement, details of these as they relate to Standard Operating Procedures and Oil Pollution Response are detailed below.				
2.5	<table border="1"> <tr> <td> <p>Gap – there are no Standard Operating Procedures (SOPs) for harbour activities.</p> </td><td> <p>Requirement – the following actions are recommended:</p> <ul style="list-style-type: none"> A template should be created to provide a standardised approach to SOPs. A list of SOP titles should be created following consultation with staff on processes used in the harbour. SOPs should be created as activities are conducted by the staff who carry out the role(s) recording the 'how we do it' approach. All relevant staff should review and update the SOPs. </td></tr> <tr> <td> <p>Gap – there is no Oil Pollution Response Plan. It should be noted that the Harbour Authority is below the required threshold to require an MCA approved Oil Pollution Preparedness, Response and Co-operation (OPRC) plan under the 'Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. The Harbour Authority does not have a Tier 2 Responder. It does however, have oil pollution response equipment and harbour staff have received training on its use.</p> </td><td> <p>Gap – there is no Oil Pollution Response Plan. It should be noted that the Harbour Authority is below the required threshold to require an MCA approved Oil Pollution Preparedness, Response and Co-operation (OPRC) plan under the 'Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. The Harbour Authority does not have a Tier 2 Responder. It does however, have oil pollution response equipment and harbour staff have received training on its use.</p> </td></tr> </table>	<p>Gap – there are no Standard Operating Procedures (SOPs) for harbour activities.</p>	<p>Requirement – the following actions are recommended:</p> <ul style="list-style-type: none"> A template should be created to provide a standardised approach to SOPs. A list of SOP titles should be created following consultation with staff on processes used in the harbour. SOPs should be created as activities are conducted by the staff who carry out the role(s) recording the 'how we do it' approach. All relevant staff should review and update the SOPs. 	<p>Gap – there is no Oil Pollution Response Plan. It should be noted that the Harbour Authority is below the required threshold to require an MCA approved Oil Pollution Preparedness, Response and Co-operation (OPRC) plan under the 'Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. The Harbour Authority does not have a Tier 2 Responder. It does however, have oil pollution response equipment and harbour staff have received training on its use.</p>	<p>Gap – there is no Oil Pollution Response Plan. It should be noted that the Harbour Authority is below the required threshold to require an MCA approved Oil Pollution Preparedness, Response and Co-operation (OPRC) plan under the 'Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998. The Harbour Authority does not have a Tier 2 Responder. It does however, have oil pollution response equipment and harbour staff have received training on its use.</p>
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3. How to address current situation

3.1	Southwold Harbour does not currently comply with the Port Marine Safety Code.
3.2	In order to reach compliance with the Port Marine Safety Code, Southwold Harbour management Committee should note and approve the draft documents prior to publication and distribution

4. Reason/s for recommendation

4.1	Although the responsibility for Standard Operating Procedures sits with appointed officers, it is recommended that the HMC note the attached draft documents prior to publication and distribution to allow HMC members with expertise in these areas to comment.
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Appendices

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Appendix A	Entry/Departure of Vessels - Standard Operation Procedures - Southwold Harbour (Draft)
Appendix B	Fuelling/Bunkering - Standard Operation Procedures - Southwold Harbour (Draft) <i>To be read in conjunction with Vessel Fuelling Guidance - Southwold Harbour</i>
Appendix C	Diving - Standard Operation Procedures - Southwold Harbour (Draft)
Appendix D	Hot Work - Standard Operation Procedures - Southwold Harbour (Draft)
Appendix E	Managing Abandoned Unserviceable or Wrecked Vessels - Standard Operation Procedures - Southwold Harbour (Draft)
Appendix F	Towage - Standard Operation Procedures - Southwold Harbour (Draft)
Appendix G	Oil Spill Response - Standard Operating Procedure - Southwold Harbour (Draft)
Appendix H	Oil Spill Contingency Plan - Southwold Harbour (Draft)

Background reference papers:

DATE	TYPE	AVAILABLE FROM
August 2022	Port Marine Safety Code Gap Analysis: Southwold Harbour	Alastair MacFarlane General Manager Southwold Harbour Lands alastair.macfarlane@east Suffolk.gov.uk