



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Training Policy

Version 1.0 January 2023

Harbour Training Statement

The Southwold Harbour's services depend on the quality of its staff. It is therefore dedicated to the training and development.

The Harbour Authority recognises that the training needs of staff must be kept under ongoing evaluation through job descriptions and personal development review.

East Suffolk Council recognises that all its staff should have training appropriate to the responsibilities assigned to them relating to the safety of marine operations.

East Suffolk Council will assess the fitness of all who are appointed to positions with responsibility for safety of marine operations and will measure their competence against relevant National Occupational Standards. This policy commits the Harbour Authority to revalidating and maintaining qualifications for those in positions of responsibility for the delivery of marine safety.

Additionally, the Harbour Authority is committed to ensuring that the crew of harbour vessels, including launches and workboats, are appropriately trained and qualified.

Training Matrix

The matrix (next page) lays out the Harbour Authority's training expectations shown as Required (R), Optional (O) or Not Needed (-) against each role.

Role	PMSC Duty Holder	VHF Radio Operator Short Range Certification (SRC)	RYA Power Level 2	RYA Day Skipper	RYA Coastal Skipper	First Aid Certificate	Port Facility Security Officer	Oil Spill Response	Risk Assessment Training	Harbour Master Training
Duty Holder (member)	R	-	-	-	-	-	-	-	-	-
Southwold Harbour Management Committee (member)	R	-	-	-	-	-	-	-	-	-
Harbour Manager: Southwold Harbour and Caravan Site	O	O	O	-	-	O	-	L2	R	O
Harbour Master: Southwold Harbour	O	R	R	R	R	R	R	L2	R	R
Deputy Harbour Master: Southwold Harbour	O	R	R	O	O	R	O	L2	O	R