



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 12 January 2023

Subject	MARINE SAFETY MANAGEMENT SYSTEM
Supporting Officer	Alastair MacFarlane General Manager Southwold Harbour Lands alastair.macfarlane@eastsuffolk.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 set out the proposed Marine Safety Management System (MSMS) prior to presentation to and approval by Cabinet (the Duty Holder).

Recommendation:

That having commented on the Marine Safety Management System documentation, the Harbour Management Committee recommend it to Cabinet for approval.

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 impact

Financial:

No impact.

Legal:

No 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"/>

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. The gap analysis suggested that The Marine Safety Management System would benefit from a thorough review.
2.5	With the assistance of ABP Mer, research relating to documentation adopted by other harbours within the UK, and Consultation with Harbour staff, a new Marine Safety Management System has been produced, comprising the following documents: <ul style="list-style-type: none">• Marine Safety Management System (MSMS)• Marine Safety Plan 2023 – 2025• Safety of Navigation Policy• Conservancy Policy• Training Policy
2.6	In addition to these documents, the Port Marine Safety Code also requires a policy on Enforcement and Prosecution in the Harbour and an Environmental Policy. These are encompassed in the Council's existing Compliance and Enforcement Policy, and the existing Environmental Policies.

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 recommend to ESC Cabinet that the Marine Safety Management System and associated policies and plans are formally adopted and approved.

4 Reason/s for recommendation	
4.1	It is recommended that the attached documents are recommended to ESC Cabinet for approval and adoption as part of ongoing work to allow Southwold Harbour to comply with the Port Marine Safety Code 2016.

Appendices

Appendices:	
Appendix A	Marine Safety Management System (MSMS)
Appendix B	Marine Safety Plan 2023 – 2025
Appendix C	Safety of Navigation Policy
Appendix D	Conservancy Policy
Appendix E	Training Policy

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@eastsuffolk.gov.uk
November 2016	Port Marine Safety Code	https://www.gov.uk/government/publications/port-marine-safety-code
April 2019	East Suffolk Council Compliance and Enforcement Policy	https://www.eastsuffolk.gov.uk/assets/Your-Council/Plans-Policies-Strategies/East-Suffolk-Compliance-and-Enforcement-Policy.pdf