



East Suffolk House, Riduna Park, Station  
Road, Melton, Woodbridge, IP12 1RT

# Southwold Harbour Management Committee

## Members:

Councillor David Ritchie (Chairman)  
Councillor Maurice Cook (Vice-Chairman)  
Mr David Gledhill  
Mr Richard Musgrove  
Mr John Ogden  
Mr Mike Pickles  
Councillor Craig Rivett  
Councillor Mary Rudd  
Councillor Letitia Smith

Members are invited to a **Meeting of the Southwold Harbour Management Committee**  
to be held in the Stella Peskett Millennium Hall,  
on **Thursday, 9 March 2023 at 4.00pm**

An Agenda is set out below.

## Part One – Open to the Public

## Pages

- 
- |          |  |              |
|----------|--|--------------|
| <b>1</b> | <b>Apologies for Absence</b><br>To receive apologies for absence, if any.  |              |
| <b>2</b> | <b>Declarations of Interest</b><br>Members and Officers are invited to make any declarations of interests, and the nature of that interest, that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the Meeting if it becomes apparent that this may be required when a particular item or issue is considered. |              |
| <b>3</b> | <b>Term of Office of Co-opted Member David Gledhill ES/1491</b><br>To consider the term of office of co-opted member David Gledhill.   | <b>1 - 4</b> |


		Pages
<b>4</b>	<b>Term of Office of Co-opted Member Richard Musgrove ES/1492</b> To consider the term of office of co-opted member Richard Musgrove.	<b>5 - 8</b>
<b>5</b>	<b>Feedback on the Southwold Harbour Study</b> To receive feedback from the Committee on the Southwold Harbour Study documents presented at the Harbour Management Committee meeting of the 23 February 2023.	
<b>6</b>	<b>Draft Standard Operating Procedures and Draft Oil Spill Contingency Plan ES/1493</b> To consider the Draft Standard Operating Procedures and Draft Oil Spill Contingency Plan.	<b>9 - 81</b>
<b>7</b>	<b>Update from the Committee's Working Groups</b> To receive an update from the Harbour Management Committee's working groups.	
<b>8</b>	<b>Update from the Stakeholder Advisory Group</b> To receive an update from the Stakeholder Advisory Group.	
<b>9</b>	<b>Work Programme</b> To discuss the Harbour Management Committee's Forward Work Programme.	<b>82 - 82</b>
<b>10</b>	<b>Date of Next Meeting</b> That the date of the next meeting be noted as the 13 July 2023.	

## Part Two – Exempt/Confidential

Pages

There are no Exempt or Confidential items for this Agenda.

**Close**



Chris Bally, Chief Executive

## **Filming, Videoing, Photography and Audio Recording at Council Meetings**

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[democraticservices@eastsoffolk.gov.uk](mailto:democraticservices@eastsoffolk.gov.uk)



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East Suffolk Council is committed to achieving excellence in elected member development  
[www.local.gov.uk/Community-Leadership](http://www.local.gov.uk/Community-Leadership)



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 09 March 2023

<b>Subject</b>	Term of Office of Co-opted Member David Gledhill
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastssuffolk.gov.uk">nicola.wotton@eastssuffolk.gov.uk</a>

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

## Purpose and high-level overview

**Purpose of Report:**

To consider extending the Term of Office of Co-opted Member, David Gledhill, for a further 3 year term.

**Recommendation:**

That it be recommended to the Leader of the Council that David Gledhill be Co-opted for a further 3 year Term of Office onto the Southwold Harbour Management Committee, starting on the 1 August 2023.

## Impact Assessment

**Governance:**

The reasons for the establishment of the HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. As previously agreed in report ES/0683, the Co-opted vacancies were advertised and following the due appointments process, 4 Co-opted Members were appointed. The HMC Terms of Reference are prescriptive regarding the length of term of office and David Gledhill was appointed for a 2 year term. Therefore, his Term of Office should be reviewed by the HMC at this time.

**Environmental:**

The HMC must act in the best interests of the Port, which includes ensuring its long term sustainability and success. Environmental factors will be taken into account in the decisions which the HMC will make.

**Equalities and Diversity:**

The EIA was up-dated to take account of the impact of the establishment of the HMC on those with protected characteristics. No adverse impacts were identified.

**Financial:**

The HMC is a Committee of the Cabinet. Its costs of administration will be absorbed by the Democratic Services/Members budget, in the same way as any other Committee of the Council is accounted for.

The costs of Members and Co-opted Members attending the meetings can be absorbed by the Members Budget.

**Legal:**

The HMC was set up in accordance with the Ports Good Governance Guide of 2018, published by the Department for Transport and available as a link in Report ES/0683 (2 March 2021 referenced below and available on CMIS)

**Risk:**

There is no particular risk identified with this proposal.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
T01	Growing our Economy	<input checked="" type="checkbox"/>
T02	Enabling our Communities	<input checked="" type="checkbox"/>
T03	Maintaining Financial Sustainability	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation	<input type="checkbox"/>
T05	Caring for our Environment	<input checked="" type="checkbox"/>

## Background and Justification for Recommendation

1 Background facts	
1.1	At the East Suffolk Council's Cabinet held in 2021, the Cabinet confirmed the appointments to the Southwold Harbour Management Committee (HMC).
1.2	This comprised of 5 Cabinet Members - Councillor Rivett, Councillor Cook, Councillor Rudd, Councillor Ritchie and Councillor Smith.
1.3	Four Co-opted Members were also appointed, for varying terms of office, in accordance with the HMC's Terms of Reference. The Co-opted appointments were as follows: <ul style="list-style-type: none"><li>Alastair MacFarlane as a Co-opted Member of the HMC for a term of 3 years.</li><li>David Gledhill and Richard Musgrove as Co-opted Members for the term of 2 years and</li><li>Mike Pickles as a Co-Opted Member of the HMC for a term of 1 year, which was later extended for a further 3 years.</li></ul>
1.4	Since that time, Alastair MacFarlane has resigned as a Co-opted Member, to take up the position of General Harbour Manager. The resulting vacancy for the remainder of that 3 year term was filled by John Ogden, following a thorough recruitment process. John Ogden's term of office ends in 2024.

2 Current position	
2.1	The Term of Office of David Gledhill, Co-opted Member of the HMC, will come to an end after he will have served on the HMC for 2 years.
2.2	An HMC meeting is scheduled for 13 July 2023. However, should that meeting not take place, due to unforeseen circumstances, the term of office of David Gledhill would lapse in the meantime. Therefore, it would be helpful to provide some certainty and consider this matter now, prior to the commencement of the Pre-Election Period on 16 March 2023.

3 How to address current situation	
3.1	The HMCs Terms of Reference, paragraph 3.4, states that:  <i>'Co-opted Members who sit for only one or two years in the first term may be appointed for one or two subsequent three-year terms without further competition being required.'</i>
3.2	It is therefore proposed that David Gledhill be appointed as a Co-opted Member for a further 3 year Term of Office.

4 Reasons for recommendation	
4.1	It is important that the HMC has a full complement of Members and Co-opted Members in order to carry out its work. The matter is being considered now, in case the meeting scheduled for 13 July 2023 did not take place, as his Term of Office would then lapse on 31 <sup>st</sup> July 2023.
4.2	The Terms of Reference state that it is not necessary for further competition for Co-opted Members who sit for only 2 years in the first term. David Gledhill brings a wealth of knowledge and experience to the HMC that helps it to carry out its work. Therefore, it is in the best interests of the HMC that David Gledhill be Co-opted for a further 3 year term of office.
4.3	David Gledhill has indicated that he is willing to be Co-opted for a further term.

## Appendices

Appendices:
None

Background reference papers:
None



## SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 09 March 2023

<b>Subject</b>	Term of Office of Co-opted Member Richard Musgrove
<b>Supporting Officer</b>	Nicola Wotton Deputy Democratic Services Manager <a href="mailto:nicola.wotton@eastsuffolk.gov.uk">nicola.wotton@eastsuffolk.gov.uk</a>

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



## Purpose and high-level overview

**Purpose of Report:**

To consider extending the Term of Office of Co-opted Member, Richard Musgrove, for a further 3 year term.

**Recommendation:**

That it be recommended to the Leader of the Council that Richard Musgrove be Co-opted for a further 3 year Term of Office onto the Southwold Harbour Management Committee starting 1 August 2023.

## Impact Assessment

**Governance:**

The reasons for the establishment of the HMC have been agreed in previous reports to the Southwold Harbour Lands Joint Committee. As previously agreed in report ES/0683, the Co-opted vacancies were advertised and following the due appointments process, 4 Co-opted Members were appointed. The HMC Terms of Reference are prescriptive regarding the length of term of office and Richard Musgrove was appointed for a 2 year term. Therefore, his Term of Office should be reviewed by the HMC at this time.

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**Risk:**

There is no particular risk identified with this proposal.

## Harbour Business Plan Priorities

To be added when the plan is in place.

## East Suffolk Council Strategic Plan Priorities

Select the themes of the <a href="#">Strategic Plan</a> which are supported by this proposal:		
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1 Background facts	
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1.4	Since that time, Alastair MacFarlane has resigned as a Co-opted Member, to take up the position of General Harbour Manager. The resulting vacancy for the remainder of that 3 year term was filled by John Ogden, following a thorough recruitment process. John Ogden's term of office ends in 2024.

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4 Reasons for recommendation	
4.1	It is important that the HMC has a full complement of Members and Co-opted Members in order to carry out its work. The matter is being considered now, in case the meeting scheduled for 13 July 2023 did not take place, as his Term of Office would then lapse on 31 July 2023.
4.2	The Terms of Reference state that it is not necessary for further competition for Co-opted Members who sit for only 2 years in the first term. Richard Musgrove brings a wealth of knowledge and experience to the HMC that helps it to carry out its work. Therefore, it is in the best interests of the HMC that Richard Musgrove be Co-opted for a further 3 year term of office.
4.3	Richard Musgrove has indicated that he is willing to be Co-opted for a further term.

## Appendices

Appendices:
None
Background reference papers:
None



**SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE**

**Thursday, 09 March 2023**

<b>Subject</b>	Draft Standard Operating Procedures and Draft Oil Spill Contingency Plan
<b>Supporting Officer</b>	Alastair MacFarlane General Manager Southwold Harbour and Lands <a href="mailto:alastair.macfarlane@eastssuffolk.gov.uk">alastair.macfarlane@eastssuffolk.gov.uk</a>

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is <b>NOT</b> in the public interest to disclose the exempt information.	Not applicable
<b>Wards Affected:</b>	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 <a href="#">Strategic Plan</a> 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><b>Gap</b> – there are no Standard Operating Procedures (SOPs) for harbour activities.</p> </td><td> <p><b>Requirement</b> – the following actions are recommended:</p> <ul style="list-style-type: none"> <li>A template should be created to provide a standardised approach to SOPs.</li> <li>A list of SOP titles should be created following consultation with staff on processes used in the harbour.</li> <li>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.</li> </ul> </td></tr> <tr> <td> <p><b>Gap</b> – 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><b>Gap</b> – 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><b>Gap</b> – there are no Standard Operating Procedures (SOPs) for harbour activities.</p>	<p><b>Requirement</b> – the following actions are recommended:</p> <ul style="list-style-type: none"> <li>A template should be created to provide a standardised approach to SOPs.</li> <li>A list of SOP titles should be created following consultation with staff on processes used in the harbour.</li> <li>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.</li> </ul>	<p><b>Gap</b> – 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><b>Gap</b> – 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

#### Appendices:

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



## **SOP ENTRY/DEPARTURE OF VESSELS SOUTHWOLD HARBOUR DRAFT**

### **Contents**

- 1. Document Control**
- 2. Introduction**
- 3. Responsibilities**
- 4. Vessels departing from mooring and proceeding to sea/ berthing elsewhere within the Harbour**
- 5. Vessels arriving at Southwold Harbour.**
- 6. Launching**
- 7. Restricted Visibility**
- 8. Arrival/Departure outside office hours.**

### **1.0 Document Control**

This SOP is subject to a 3 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)



## **2.0 Introduction**

In line with the requirements of the port marine safety code and good practice, Southwold Harbour has carried out a risk assessment and produced this Standard Operating Procedure for the safe arrival/departure of vessels and movement within the harbour including procedures during restricted visibility.

Due to the size and nature of Southwold harbour and traffic type, mainly small fishing vessels and leisure craft and having considered the ALARP principal of risk, it has been concluded that Southwold Harbour does not require a VTS or formal LPS.

During working hours, the Harbour Master or Deputy Harbour Master will keep a listening watch on channel 12.

CCTV coverage of the harbour is available in the Harbour Master's Office.

## **3.0 Responsibilities**

This SOP does not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation, including manoeuvring in accordance with the International Collision Regulations.

## **4.0 Vessels departing from mooring and proceeding to sea/ berthing elsewhere within the Harbour**

Vessels equipped with VHF radio should call Southwold Harbour on channel 12 during working hours prior to leaving a berth.

If located within the Harbour Master's office Harbour, staff will check CCTV and make visual observation, taking due notice of other movements including vessel launching and the operation of the foot ferry.

If clear, Harbour staff will respond by radio. If other operations are taking place but not causing immediate concern, this will be relayed to the departing/ manoeuvring vessel which will then be advised to proceed with caution.

Any vessel without radio communication should contact the Harbour Master before leaving a berth or launching.

If Harbour staff are unable to view CCTV and are operating within the harbour, they will make visual observations and even if no other operations are apparent will advise vessels to proceed with caution.

## **5.0 Vessels arriving at Southwold Harbour.**

Any visiting vessel especially if unfamiliar with Southwold Harbour and its approaches and berthing arrangements should contact the Harbour Master at least 24 hours before arrival on 01502 72412 and again on channel 12 before entry.

All vessels shall call Southwold Harbour on VHF Channel 12 before making an approach to the Harbour.

If within the Harbour Master's office' Harbour staff will check CCTV and make visual observation, taking due notice of other movements including vessel launching and the operation of the foot ferry.

If clear, Harbour staff will respond by radio. If other operations are taking place but not causing immediate concern, this will be relayed to the arriving vessel which will then be advised to proceed with caution.

Visiting vessels unfamiliar with the harbour will be given advice in relation to safe navigation, and any additional local information in relation to navigational hazards

If Harbour staff are unable to view CCTV and are operating within the harbour, they will make visual observations and even if no other operations are apparent will advise vessels to proceed with caution.

## **6.0 Launching/Recovery**

All vessels intending to launch or recover from slipways will not do so without first seeking permission from the Harbour Master or Deputy Harbour Master.

## **7.0 Restricted Visibility**

Southwold Harbour is not equipped with radar facilities and is unable to give an all clear during periods of restricted visibility. Vessels without radar are strongly advised not to proceed to sea or manoeuvre within the harbour during periods of restricted visibility.

Vessels equipped with operational Radar should proceed with caution during periods of restricted visibility.

## **8.0 Arrival/Departure outside office hours.**

Southwold Harbour is unable to provide live entry/departure information outside office hours.

All vessels are encouraged to arrive/ depart when the Harbour Master or Deputy Harbour Master is on duty, if however, circumstances do not allow for this, any vessel arriving/departing or manoeuvring/ operating within the harbour outside these times should call Southwold Harbour on Channel 12. If no reply is received vessels should proceed with due caution and with regard to the International Collision Regulations.



**SOUTHWOLD HARBOUR FUELLING/BUNKERING STANDARD OPERATION  
PROCEDURES to be read in conjunction with Vessel Fuelling Guidance  
Southwold Harbour (attached) DRAFT**

Issue Date: Ver 1.0

**Contents**

- 1.0 DOCUMENT CONTROL
- 2.0 INTRODUCTION
- 3.0 LEGAL REQUIREMENT
- 4.0 DEFINITIONS
- 5.0 RESPONSIBILITIES
- 6.0 OIL SPILL RESPONSE
- 7.0 ROAD TANKER/BOWSER DELIVERY & RECEIVING VESSEL PROCEDURES
  - 7.1 NOTICE OF ENTRY
  - 7.2 DOCUMENTATION
  - 7.3 SAFETY EQUIPMENT
  - 7.4 TRAINING CERTIFICATES
  - 7.5 DELIVERY PROCEDURES
  - 7.6 RECEIVING VESSEL
  - 7.7 RESPONSIBILITIES FOR VESSEL AND ROAD TANKER/BOWSER OPERATOR
  - 7.8 COMMUNICATION ARRANGEMENTS.
  - 7.9 EMERGENCY PROCEDURES
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## **1.0 Document Control**

This SOP is subject to a 3 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

## **2.0 Introduction**

This SOP has been developed to ensure that Bunkering Operations are conducted in a safe manner to reduce and minimize risks to personnel and the environment and applies to all parties involved within the Harbour Estate. There are three accepted methods of bunkering within the Harbours Estate

**1. Road Tanker/Bowser**

**2. Fuel berth**

**3. Containers**

## **3.0 Legal Requirement**

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

## **4.0 Definitions**

Unless the context otherwise requires in this SOP:

4.1 "Fuel Supervisor" means the appropriately qualified person appointed by the Bunker Supplier to supervise the Bunkering Operations on behalf of the Bunker Supplier.

4.2 "Fuel Supplier" means the party supplying Bunkers to or receiving Bunkers from a vessel.

4.3 “Operator” means any person appointed by the vessels owner to supervise the Fuelling Operations.

4.4 “Fuel/Bunkers” means petroleum in any form including petrol, fuel oil, diesel, sludge, oil refuse, refined products, and any noxious liquid substance (as defined in MARPOL 73/78 Annex II Chapter 1 Regulation 1) and the residues thereof when carried on board vessels but not as freight-paying cargo.

4.5 “Fuelling Operations” means the transfer of Fuel between vessels, road tankers/bowser, by approved fuel containers or shore facilities.

4.6 “Harbour Master” means the Harbour Master appointed by the Harbour Authority being East Suffolk Council (and includes their authorised deputies and assistants)

4.7 “Officer in Charge” means the appropriately qualified officer appointed by the vessel’s Master to oversee the Fuelling Operations.

4.8 “Vessel” means any vessel as defined under the Merchant Shipping Act 1995 as updated.

## **5.0 Responsibilities**

5.1 This SOP does not relieve any person of the requirement to comply with any statutory Act, Order or Regulation that may apply to their vessel or operation.

5.2 Fuelling Operations must be performed diligently, safely and without deliberate or undue delay.

5.3 The vessel’s Master or Operator is responsible for the Bunkering Operations for their appointed vessel.

5.4 Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Harbour Office by the Vessel and or Tanker Driver.

The following information must, as a minimum, be provided:

- The location of the spill.
- The type of oil spill.
- The approximate quantity.
- The immediate action taken.
- Preventative measures put in place

5.5 Any incidents or accidents arising out of the bunkering operations that may impact in any way on the environment shall be reported immediately to the Harbour Office by the Vessel and or the Tanker driver

## **6.0 Oil Spill Response**

All vessels involved in bunker transfers, by any means, within the Harbour Jurisdiction should maintain on board sufficient oil spill response equipment to respond effectively to the potential size of spill that could occur during bunkering operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available during the bunker transfer

### **6.1 Vessel Oil Spill Response Equipment**

All vessels and road tankers should maintain on board sufficient oil spill response equipment to respond effectively to the most likely types of spills that could occur during normal operations. An adequate number of personnel to assist in deployment of emergency equipment must also be available.

Oil spill dispersants cannot be used without prior approval from the MMO via the Harbour Master.

### **6.2 Reporting**

The Master of a vessel /driver of a road tanker must report a discharge or probable discharge of any pollutant without delay to the Harbour Master on VHF 12, within working hours, or via phone 01502724712 or 07941329160

Notifications are to be followed by the completion of a POLREP (**Pollution Report**) form.

## **7.0 Delivery of fuel from vehicle tanker/bowser to vessel Procedures**

Road tankers/bowsers are occasionally used for the bunkering of vessels. There may be occasions that a road tanker unfamiliar with the Harbour will request access. In all cases the following procedures shall apply.

### **7.1 Notice of Entry**

Fuel oil deliveries by road tanker shall only be permitted entry to the Harbours jurisdiction if tanker operators have given the Harbour Office notice of entry of dangerous substances.

Notice of entry shall be emailed to the Harbour Master not less than 24 hours in advance of the vehicle's intended arrival at the Harbour.

- The notice shall contain:
- The delivery Company's Name and contact details.
- Name of vessel receiving fuel/oil delivery.
- Type and quantity of fuel/oil.
- Vehicle Registration number and number of crew.
- Approximate ETA of delivery vehicle.

**ANY BOWSER CONTAINING FUEL STORED ON HARBOUR LAND SHOULD BE KEPT CLEAR OF THE QUAY EDGE AND RIVER.**

## **7.2 Documentation**

Drivers of road tankers shall carry all appropriate documentation:

- General Safety Instructions for Dangerous Goods.
- Class specific hazard characteristics.
- Minimum drivers' personal and safety equipment.

Drivers shall also carry a Transport Document which contains the following information:

- The UN number of the fuel/oil.
- The Proper Shipping Name.
- The class number of the fuel/oil.
- The Packing Group or Classification Code.
- The total quantity.
- The gross and net weights.
- The consignor and consignee details.



### **7.3 Safety Equipment**

Road Tankers operating within the Harbours Estate shall carry appropriate fire extinguishers, safety equipment, PPE and first aid equipment and spill response equipment.

### **7.4 Training Certificates**

Road Tanker drivers entering the Harbours jurisdiction shall carry their training certificates. These may be in a standard “credit card” format with security features and include a photo of the holder. They shall have received general training plus an ADR Training certificate.

### **7.5 Delivery Procedures**

7.5.1. When on the Harbours Estate drivers shall comply with existing Road Traffic Legislation, observe the maximum speed limit of 5mph and obey all road signs.

7.5.2. Road Tankers/Bowsers should be regularly inspected and maintained to DVSA standards.

7.5.3. Only certified delivery hoses shall be used.

7.5.4. Appropriate PPE shall be always worn when engaged in fuel transfer operations.

7.5.5 At the delivery location the vehicle/bowser shall be positioned so as not to cause any obstruction and provide the best access for the delivery hose.

7.5.6. Transfers should take place during daylight hours. If undertaken during the hours of darkness the driver/ bowser owner is responsible for ensuring the transfer area is well lit, if this is not possible the transfer should be postponed.

7.5.7. The driver should always remain with his vehicle.

7.5.8. After completion of fuel transfer the hoses should be stowed away and secured. The vehicle/bowser should be moved clear of the delivery location to allow for the area to be inspected to ensure it is left in a clean and tidy condition.

7.5.9. Additionally in the event of a spillage the driver/ bowser operator shall: -

- Shut the pump off together with the gun/valve.
- Immobilise the vehicle.
- Phone/alert the Harbour Master and report the spillage.
- Keep all personnel and ignition sources clear of the spillage area.
- Use the onboard spill kit to contain the spill and commence clean-up operations.

## **7.6 Receiving Vessel**

7.6.1. The Vessel's Master is responsible for the Fuelling Operations and must appoint an Officer in Charge

7.6.2. During Fuelling Operations, the Officer in Charge and Fuel Supervisor shall ensure that all necessary measures are taken to prevent the spillage of fuel into the waters of the Harbour or onto any quayside.

7.6.3 In the event that the Officer in Charge cannot identify or establish communications with the Bunker Supervisor, then Bunkering Operations should not commence or if they are under way they should cease immediately.

7.6.4. If the Bunkering Supervisor cannot identify or establish communications with the Officer in Charge, then Bunkering Operations should not commence or if they are under way they should cease immediately.

## **7.7 Responsibilities for Vessel and Road Tanker/Bowser operator**

Once fuelling has commenced:

- No smoking, naked flame or hot work is permitted.
- A constant visual watch is maintained throughout the entire transfer operation.
- Weather and sea conditions must be constantly monitored, and moorings appropriately tended
- Sufficient absorbent spill material is available on site to deal with any accidental spillage.
- Action must be taken to stop or contain any spill and Port Control is immediately notified.
- Visual check of waters around vessels/on quay to identify any spills.

### **7.8 Communication Arrangements**

During transfer operations there should be regular communication maintained between the vessel and supplier. Once the method of communication is initially established, the following information should be exchanged:

1. Confirm transfer starting and stopping procedures.
2. Confirm quantities.
3. Confirm emergency stop procedures.
4. Confirm method of raising the alarm in the event of an emergency.

### **7.9 Emergency Procedures**

Procedures for handling all emergencies may vary but should include as a minimum:

1. Method of emergency shutdown of fuel delivery.
2. Method of raising the alarm.
3. Responsibilities of key personnel.
4. Action taken by employees to ensure their own safety and the safety of those around them.
5. Action taken by employees to minimise the damage to property and environment.
6. Method of cleaning up a spill.
7. Method of informing Harbour Master & Owners.

### **8.0 Harbour Fuel Tank Deliveries**

The Harbour receives bunker deliveries from Council approved suppliers who are familiar with the workings of the Harbour fuel tank system and surrounding area.

The Harbour Master will ensure that the Harbour fuel tank is in good order and ready to receive the ordered quantity of fuel.

## **9.0 Fuel Berth Procedures**

The Harbour provides the facility for fuelling vessels that operate using diesel and are of a suitable size to access the fuel berth situated at on the North side of the Harbour in the fisherman's compound.

Fuel is only issued from the Harbours facility by direct service. The fuel berth facility has an Emergency shut off button, key switch, and manual valve on feed.

### **9.1 Direct Service Procedure**

Any vessel requiring fuelling from the Harbour facility should contact the Harbour office during working hours.

The Harbour Master or Deputy Harbour Master are the only people authorised to issue fuel from the harbour fuel tank.

### **9.2 Portable Diesel Containers for Private Use**

The carriage of diesel by private individuals in a vehicle where the fuel is intended for their personal use, including their leisure or sporting activities, is exempt from the general restrictions on the carriage of dangerous goods by road. However, where fuel is carried in refillable containers filled by or for a private individual, the total quantity transported must not exceed 240 litres at a time and each individual container must not contain more than 60 litres. In addition, the individual must take measures to prevent the containers from leaking.

**Red Diesel obtained from the Harbour is for the use in Vessels only and may not by Law be used in own road vehicles.**

### **9.3 Fuelling via Approved Portable Containers**

All vessels that require to be bunkered via portable containers shall adhere to all relevant sections of this SOP.

## **10. Commercial Fuelling Procedures**

10.1. A risk assessment must be prepared prior to the initial fuelling operations commencing and kept under regular review.

10.2. The operator will designate 1 member of their staff to oversee fuelling operations and ensure they are fully trained in the procedures specific to their vessel.

10.3. The staff member in charge is responsible for ensuring the vessel is in a safe & secure position to receive fuel.

10.4. The staff member in charge is responsible for ensuring that the No Smoking requirements within the vicinity are met.

10.5. At no time are vessels to be rafted together to receive fuel and at no time are the containers/hoses when full /charged to be passed over other vessels.

10.6. At times when the containers are to be lowered to the receiving vessel a suitably sturdy line and connection must be used and at any time no more than 3 containers are to be lowered together.

## **11.Recreational Fuelling Procedures**

11..1. All care should be taken when carrying / lifting and using any container within the Harbours jurisdiction.

11.2. At a minimum users must ensure they have adequate Oil Spill Response Equipment on board and are familiar with its use.

11.3. In the event of a spill users are to adhere to section 6.2 of this SOP.

## **12. Storage**

It is best practice to only bring containers onto the Harbour when absolutely necessary. The delivery should be timed so that the minimum amount of time between arrival and bunkering is achieved. It is best practice to remove any empty containers from the Harbour at the earliest opportunity.

## **Vessel Fuelling Guidance Southwold Harbour**

**IF VESSELS FUEL FROM ROAD TANKER THEY SHOULD INFORM THE HARBOUR MASTER PRIOR TO COMMENCEMENT AND ON COMPLETION.**

**Refuelling, including transferring fuel between containers, is potentially hazardous.**

do not smoke at any stage.

do not allow yourself to be rushed by other people.

be alert to the smell of diesel

Know the capacity of the vessels fuel tanks and be aware of how much spare capacity you have. You should be able to reconcile the quantity of fuel that goes in with the capacity of the tank.

Make sure the vessel is securely moored when refuelling.

Do not 'raft' – do not allow a vessel to moor alongside another vessel that is refuelling and do not allow another vessel to tie up alongside another while refuelling.

### **Before refuelling**

Locate emergency stop switches

Ensure that engine bays have adequate ventilation.

Ensure that there is correct fire-fighting equipment on board, that it is in good working order, that it is easily accessible and that you know how to use it.

Make yourself aware of other fire-fighting equipment that is close at hand.

Make sure you know where the nearest spill kit is located and consider carrying a small kit with you.

### **During Fuelling**

Ensure the hose nozzle is in the tank before starting the dispenser.

Operate the fuel dispenser by hand only – do not lock or jam the dispenser in the open position.

Don't overfill the tank: fuel expands in high temperatures and may overflow.

Ensure the dispenser is off before removing the hose nozzle from the tank

Portable fuel tanks should be filled on the ground away from the boat.

### **After Fuelling**

Make sure dispenser is securely replaced and secure

Clean up any spillage however small.





## **SOUTHWOLD HARBOUR**

### **DIVING STANDARD OPERATION PROCEDURES DRAFT**

Issue Date: Ver 1.0

#### Contents

1.0 DOCUMENT CONTROL

2.0 INTRODUCTION

3.0 LEGAL REQUIREMENT

4.0 PERMISSION TO DIVE

5.0 COMMERCIAL DIVING OPERATIONS

5.0 REGULATIONS AND GUIDANCE

5.1 HSE DIVING AT WORK REGULATIONS 1997

5.2 A BRIEF GUIDE TO COMPLYING WITH HEALTH AND SAFETY LAW

5.3 COMMERCIAL DIVING PROJECTS INLAND/INSHORE



## **1.0 Document Control**

This SOP is subject to a 2 yearly review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

## **2.0 Introduction**

Diving in any situation can be a dangerous activity. Divers are exposed not only to the possibility of drowning but also to hazards associated with pressure, the environmental conditions, the dive location, the work task being carried out and the equipment being used. However, with proper planning and appropriate safety precautions in place, diving can be carried out safely.

This Standard Operating Procedure (SOP) has been developed to give guidance to the requirements for diving activities within the Harbours jurisdiction for commercial projects.

Recreational diving is not permitted within Southwold Harbour

## **3.0 Legal Requirement**

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

## **4.0 Permission to Dive**

No person/s shall undertake any underwater or diving activities of any kind within the Harbour jurisdiction without valid permission to dive being granted from the Harbour Master or their representative.

forms can be obtained from the Harbour Office and should be completed and returned as stated within this SOP to the Harbour Office 48 hours prior to any activity taking place.

## 5.0 Commercial Diving Operations

Commercial Diving Operations carried out within the jurisdiction of Southwold Harbour must be conducted in strict compliance with the “Diving at Work Regulations 1997” (DWR) and Approved Code of Practice for Commercial Diving Projects Inland/ Inshore L104 (Second edition).

Diving Contractors and the clients of commercial divers are reminded that under Regulation 4 of the DWR 1997, Harbour Authorities have a general responsibility to take reasonable measures to ensure that commercial diving operations within their jurisdiction are undertaken safely and in accordance with the regulations.

The diving contractor is responsible for ensuring that a risk assessment is carried out and a diving project plan is prepared. The risk assessments must identify and address site specific hazards and their risks. During this process the Diving Contractor will determine the appropriate diving methods and equipment to be used.

When planning a dive project within the Harbour the Diving Contractor must consult with the Harbour Master, and if applicable, the representative of any other organisation having temporary control of the site before permission to dive can be granted.

The consultation must be undertaken no less than 48 hours prior to commencement of the planned dive project to allow sufficient time for the Harbour Master, and where applicable, any other organisation’s representative to review the documentation and advise on any procedures or arrangements that must be complied with and where appropriate agree any additional measures deemed necessary, such as **publishing a Notice to Mariners**.

To comply with the DWR, all commercial diving operations within the harbour jurisdiction must have the appropriate **Permission** issued by the representative of the organisation having control of the site prior to commencing any dive operation. In most instances this will be the Harbour Master.

The Dive Contractor requires the permission of the Harbour Master before any diving commences and they must also be informed when diving is concluded.

In an emergency the Harbour Master, or someone deputising for the Harbour Master may give permission for diving operations to take place after due consideration of the appropriate plans and risk assessment.

**Permission to dive is valid only for the periods specified on the request form.**

**The Harbour Office is to be informed prior to the divers entering the water and on completion of the dive when all participants of the activity are clear of the water.**

**During Office hours: VHF Ch. 12 or by Phone**

**Out of Office hours: Phone**

**Any person diving within the Harbour jurisdiction shall immediately comply with any Directions given by the Harbour Master or their representative.**

**All persons involved in a dive must possess insurance that provides Third Party Liability cover**

**The dive craft/ safety boat, if used, shall be equipped with VHF radio and shall maintain a continuous watch on Channel 12. Whilst divers are in the water the International Code of Signals flag "A" shall be exhibited.**

**If diving without boat cover, then a surface marker buoy must be used.**

**The dive permission may be rescinded by the Harbour Master or their representative without notice at any time.**



## **SOUTHWOLD HARBOUR PERMISSION TO DIVE**

Diving Contractor Name

.....

Diving Supervisor Name

.....Mobile.....

Address

.....

Telephone ..... Email

.....

Seeking permission to dive at the following location:

From..... (time) to..... (time), on .....  
(date/dates)

Description of work to be carried out:

.....  
...

Diving Supervisor's contact details whilst work being carried out:

Mobile :..... VHF call  
sign.....

Communications between Diving Supervisor and Southwold Harbour Office will be  
carried  
out via:

**VHF Channel 12 (Callsign SOUTHWOLD HARBOUR)**

**Telephone** 01502 724712

To be filled in by Harbour Master or his Authorized Deputy:

#### **PERMISSION TO DIVE GRANTED**

(Diving Checklist Overleaf Completed)

Signed ..... for/Harbour Master

Name ..... Date/Time .....

To be filled in by Harbour Master or his Authorized Deputy:

#### **DIVING OPERATIONS COMPLETED**

Signed ..... for/Harbour Master

Name ..... Date/Time .....

## **DIVING CHECKLIST**

Before a "PERMISSION TO DIVE" can be granted, the following DIVING CHECKLIST must be completed.

### **To be completed by the diving supervisor/diver**

**Is there a safety number (minimum diver + 1 safety number)?**

**Agree to inform the Harbour Office immediately before diving commences**

**Agree to inform the Harbour Office when divers clear of the water and/or diving has been completed**

**Any vessel/shore from which the diver is working shall display the international code flag A**

**Local tidal conditions have been considered in the dive plan**

**(HW ....., LW .....)**

**The forecast weather conditions have been considered in the dive plan**

**All necessary charts have been looked at and any dangers/risks identified**

**Create a dive plan**

**Have an established emergency procedure**

Name of vessel (if used) .....Person in charge of vessel.....

Adjacent vessels informed

Diving supervisor qualification ..... Number of Qualified Divers.....

Are divers log books present?

Valid divers' certificates of medical fitness to dive

First aid at work qualifications (at least 2 members of the dive team)

A project plan including risk assessment and emergency procedures

***Diving supervisors' declaration***

*The Diving Supervisor is required to confirm full compliance with the Diving at Work Regulations 1997, any subsequent amendments and the appropriate Approved Code of Practice. In particular, he confirms that the requirements of the Southwold Harbour Diving Checklist have been met and that procedures are understood for summoning assistance in an emergency.*

**I declare that the foregoing requirements have all been satisfied. I have read and understood the conditions of this document.**

**SIGNATURE**

**To be completed by Harbour Office**

Divers' certificate of competence checked

Agree broadcast requirements

Discuss and approve dive plan

**Discuss and approve emergency procedures**

**Known shipping movements**

**Inform necessary harbour users / notice to mariners**





## **HOT WORK SOUTHWOLD HARBOUR SOP DRAFT**

### **STANDARD OPERATING PROCEDURE**

Issue Date:   Version

Contents

1.0 DOCUMENT CONTROL

2.0 INTRODUCTION

3.0 HOT WORKS CARRIED OUT WITHIN THE JURISDICTION OF SOUTHWOLD HARBOUR

3.1 HOT WORK REQUEST FORM

3.2 HOT WORK REQUEST CHECKLIST

#### **1.0 Document Control**

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated

DATE Review(R)

Amendment(A)

## 2.0 Introduction

The aim of this SOP is to give the requirements for the preparation and conduct of hot work within the Harbour's Jurisdiction.

A hot work notice and declaration is required for all hot work carried out in the Harbour area.

The declaration is issued to the Harbour Master or Deputy Harbour Master by the person/entity intending to carry out hot work to ensure that all hot work is carried out in a safe manner.

Declarations should generally apply to any type of work which involves actual or potential sources of ignition, and which is done in an area where there may be a risk of fire or explosion, or sparking portable electrical equipment which is likely to cause ignition.

A declaration should be used for any welding or flame cutting.

## 3.0 Hot Works carried out within the jurisdiction of Southwold Harbour

Where repair and/or maintenance work is being carried out on board a vessel or at premises within the Harbour it is good practice to follow standard hot work procedures.

As a responsible authority there is a duty of care to have procedures in place to create a safe environment for life and property.

**Declaration** for any hot works must therefore be forwarded to the Harbour Master before the intended work can start within the Harbour area by completing the declaration form giving details of the work to be undertaken.

**THE HARBOUR MASTER RESERVES THE RIGHT TO REASONABLY REFUSE PERMISSION FOR HOT WORK TO BE UNDERTAKEN ON THE GROUNDS OF HEALTH AND SAFETY, SAFE NAVIGATION OR PROTECTION OF THE ENVIRONMENT.**

If the work is of a **routine nature** that **is regularly** carried out within premises where any hot work is not going to affect vessels, goods or stores then declarations may be apply for a **specified period** rather than for each individual occasion.

A completed declaration form should be sent to the Harbour Masters office **by hand or email**.

A response either **verbal or written** from the Harbour Masters office is necessary before work can commence.

A **FIRE WATCH** should be completed 30 minutes after Hot Works are completed.

It is expected that those in charge of the operation will carry out the necessary risk assessments and take all the usual precautions.

**Any Hot Works required to be undertaken by third parties within Southwold Harbour, within an Enclosed or Confined Space as defined by the HSE or the Code of Safe Working Practices for Merchant Seamen Chapter 17 'Entering Enclosed or Confined Spaces', require an appropriate risk assessment and safe system of work or permit to work to be carried out.**

### **3.1 HOT WORK NOTICE AND DECLARATION FORM**

<b>Declaration to carry out 'Hot Works' i.e. Burning, Welding or other work involving naked flames onboard vessels / on any Quay and/or any premise within Southwold Harbour area</b>
Name of person/Agent
Vessel / Location
Location & Description of work
Who will carry out the Hot Work?
When will Hot Works commence? Date Time
When will Hot Works cease? Date Time
Email address/address Authorisation to be returned to:

**NONE OF THE ABOVE WORKS ARE TO BE CARRIED OUT PRIOR TO NOTICE AND DECLARATION  
BEING RECEIVED AND ACKNOWLEDGED BY THE HARBOUR MASTER**

**Conditions:**

Any DECLARATION is only valid for the task and the time constraints as entered within the Notice and Declaration.

Those intending to carry out Hot Work should take due consideration of the Hot Work check list below.

I am satisfied that all precautions have been taken and that safety arrangements will be maintained for the duration of the work described in this permit.

Name Authorised person in Charge

Signature

### **3.2 HOT WORK CHECKLIST**

#### **FIRE PROTECTION**

1. If fire detection needs to be disabled then the Harbour Office will be informed.
2. A continuous 'Fire Watch' should be maintained both during and after the work in the work areas to which sparks and heat may spread.
3. Adequate firefighting apparatus should be on hand in the area where Hot Work is taking place. Only competent personnel are to undertake Hot Work and provide the fire watch
4. Personnel involved with Hot Work and providing the fire watch are to be familiar with the means of escape and the method of raising the alarm/calling the fire brigade.
5. Combustible materials have been cleared from the area where hot work will take place, where such materials cannot be cleared adequate protection has been used to shield them.
6. Flammable liquids have been removed from the work area.
7. Floors/decks have been swept clean.
8. Combustible floors or decking have been covered with over-lapping sheets of a non- combustible material.
9. Protection, (non-combustible or purpose made blankets, drapes or screens) have been provided for: Walls, partitions and ceilings of combustible construction or surface finish and all holes and openings through which sparks could pass.
10. Combustible materials have been moved away from the far side of any walls or partitions where heat could be conducted, especially where these incorporate metals.
11. Enclosed equipment and spaces (e.g. tanks, containers and dust collectors) have been emptied and tested for, or is known to be free of flammable/explosive concentrations of vapour, gas or dust.

#### **EQUIPMENT**

12. All equipment/ apparatus used to carry out the hot work has been checked, examined and found to be in a fit for purpose condition
13. Gas cylinders have been properly secured and sited a safe distance away from the area where work is taking place.
14. Appropriate Personnel Protective Equipment (PPE) for the task is available.



## **MANAGING ABANDONED UNSERVICEABLE OR WRECKED VESSELS SOUTHWOLD HARBOUR SOP DRAFT**

Issue Date: Ver

### **Contents**

- 1. Document Control**
- 2. Introduction**
- 3. Gather Details**
- 4. Preliminary Action**
- 5. Legal Action**

### **1.0 Document Control**

This SOP is subject to a 5 yearly, review and periodic amendment as required.

Major changes will be issued as a new version with all minor amendments to that version annotated by

DATE Review(R)

Amendment (A)

## **2.INTRODUCTION**

A derelict vessel is any abandoned ship or craft that has since become a nuisance, either through neglect, full or partial submergence, drifting or grounding.

Such vessels can impact the safety of navigation, public health and the environment (including visually), so require management.

The main reasons vessels become derelict is end-of-life disposal cost and the lack of incentive for owners to dispose of vessels responsibly.

Removal of the vessel and associated debris is the only way to fully mitigate the issues associated with them. This requires an authority to take direct responsibility over the vessel and its management.

## **3.Gather details**

Is the vessel a wreck

Section 255 (1) of the Merchant Shipping Act 1995 defines a wreck as being “jetsam, flotsam, lagan and derelict found in or on the shores of the sea or any tidal water”

Is it capable of being towed

Is there somewhere to keep it

What is the status of the vessel owner and/or mooring holder

What terms regulate the vessel’s presence in the harbour

Is a debt owed against the vessel

## **4. Preliminary action**

Before a decision is made on whether to exercise the Harbour’s rights to sell the vessel or remove the wreck, several steps should be taken:

Attempt to contact the vessel owner in writing (by post and email if possible) at least twice over several months, indicating that failure to satisfy the outstanding debt will result in the vessel being sold or removed.

Carry out a brief wider investigation into the status or whereabouts of the owner to ensure that there is no other means of contacting them (for example, by contacting, any known business associates, or an internet search).

Carry out a brief investigation into the vessel to ascertain if any other parties have an interest in the vessel (for example, any charges held over the vessel or possible part ownership).

## **5. Legal Action**

**If all above actions taken and removal not resolved,**

Consider the following options:

Use powers under Section 55 Elgin & Lossiemouth & Southwold Confirmation Act 1933 and the Southwold Harbour Order 1933

Exercise contractual lien where there is a debt against the vessel

Rely on statutory powers of distraint and sale of abandoned vessels where there is a debt against the vessel

Rely on the powers under the Merchant Shipping Act 1995:

Rely on powers under the Harbour, Docks and Piers Clauses Act 1847

Rely on provision for the removal or refusal of entry to vessels under the Dangerous Vessels Act 1985





## **Southwold Harbour Towage SOP DRAFT**

### **STANDARD OPERATING PROCEDURE**

Issue Date: Version 1

#### **Contents**

- 1. Document Control**
- 2. Introduction**
- 3. Guidance for Vessels engaged in towage operations.**
- 4. Towing Operations in Restricted Visibility**

#### **1.Document Control**

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated

DATE Review(R)

Amendment(A)

## 2. Introduction

It is unlikely that tug operations will take place within Southwold Harbour due to prevailing tidal constraints, traffic type and channel width.

It may however be the case that on occasion small commercial craft are engaged in towage operations within the Harbour.

It is not uncommon for Southwold Lifeboat to tow rescued small craft into Southwold Harbour.

## 3. Guidance for vessels engaged in towing operations

Within Southwold Harbour, occasional towing operations may take place.

When operations are proposed, **other than in an emergency**, a towage plan/method statement should be submitted to the Harbour Master in advance of the proposed time of commencement of the operation.

**With respect to dinghy towage or occasional small boat towage within the harbour, Notification prior to departure and arrival will be deemed sufficient.**

The towage plan/method statement should include the following detail:

1. Which port the barge/vessel is going to or coming from if appropriate.
2. Arrangements for recovery and streaming emergency towline
3. Communication method between towed vessel and towing vessel.
4. Confirmation that the level of qualification and training of personnel manning the towing vessel and towed vessel is at least the minimum required for the class of vessel and area of operation, including any necessary local knowledge.
5. Arrangements for lighting (to comply with Collision Regulations) if appropriate.
6. Confirmation that a general health and safety risk assessment has been carried out in accordance with the requirements of The Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997

NB: The towage plan/method statement must be completed and submitted to the Harbour Master before commencement of the operation.

For vessels coming from and going to sea, the operator must declare that the vessel(s) is(are) coded/certified for the intended area of operation.

Failure to comply with this requirement will result in delay.

Such certification will include as a minimum SCV2 or other Certificate of Compliance, Loadline Exemption Certificate, and confirmation of appropriate insurance.

For tows proceeding from inland waters to sea, the operator must also declare that the towed vessel(s) are watertight, weathertight and will reach their destination safely with regard to the sea and weather conditions which are likely to be encountered en-route.

For vessels which are not certified to operate at sea, and which thus operate solely within categorised waters the operator must declare that the vessel is fit for purpose and confirm compliance with the relevant regulations for Class IX(A) vessels which relate to the carriage of Life Saving Appliances and firefighting equipment. These can be found in: -

- The Merchant Shipping (LSA) Regulations 1999, and
- The Merchant Shipping (Fire protection: Small Ships) Regulations 1988.

**Additional discussion concerning towing operations may be necessary in view of prevailing weather and tidal conditions and any other special circumstances**

#### **4. Towage operations in restricted visibility**

Towing in restricted visibility poses the most serious threat to the safety of the towing vessel, its crew, and other harbour users.

Restricted visibility is any occasion where visibility is, or is expected to, reduce to a distance where the towing vessel's normal ability to perform may be impaired. Such restrictions in visibility could be due to fog, mist, snow, rain, sleet or any other conditions which impair visibility.

No tug/towing vessel should be made fast to a vessel when unable to maintain sight of the adjacent shore or point of navigational relevance or significance.



## **SOUTHWOLD HARBOUR**

### **STANDARD OPERATING PROCEDURE OIL SPILL RESPONSE (DRAFT)**

#### **Contents**

- 1.0 DOCUMENT CONTROL
- 2.0 INTRODUCTION
- 3.0 REPORTING PROCEDURES
- 4.0 ACTION CHECK LIST
- 5.0 RECORDS
- 6.0 CONTACTS AND ACTIONS

#### **1.0 Document Control**

This SOP is subject to a 5 yearly review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated

DATE Review(R)

Amendment(A)

#### **2.0 Introduction**

**The aim of this SOP is to** cover the response to any spillage caused by or during berthing, refuelling, maintenance, and other commercial and leisure operations by vessels within Southwold Harbour.

**It should be read in conjunction with the Southwold Harbour Fuelling SOP and the Southwold Harbour OSCP.**

**Southwold Harbour** can only mount a Tier 1 land response, and, using its 25 metre river boom, could apply a temporary holding response around a small vessel.

It is not bound to have a Tier 2 contract in place but would rely **on East Suffolk Council** response and Suffolk County Council's Tier 2 contractor (see East Suffolk Council marine pollution operational response plan).

**Suffolk County Council. SCC** has a contract for specialist pollution remediation services for a Tier 1 or 2 response. The contract requires the on-site attendance by the contractor (Adler and Allan) within four hours of notification and for the supply of specialist advice, trained personnel, material and equipment and the removal of hazardous substances. Activation of the contract is via SCC Waste Management Services or Out of Hours by JEPU Duty Officer. If activated Out of Hours, SCC Waste Management Service must be informed the next working day.

### **3.0 Reporting Procedures**

This section sets out the reporting procedures, which should be followed if an oil spill occurs within the harbour area.

The extent of notification of external organisations and authorities will be determined by the initial classification of the incident.

Responsibility for external notification and completion of the POLREP (CG 77) rests with the Harbour Master or his Deputy.

The statutory requirement, placed on the Harbour Master under SI 1998 No1056 is to report all actual or probable discharges of oil to the Coastguard on POLREP CG77.

PREVENTION OF OIL POLLUTION ACTS: 1971 & 1986 MERCHANT SHIPPING ACT 1995

**These Acts place an obligation on persons to immediately report to the Harbour Master, an oil spill that enters, or threatens to enter the harbour. Persons include port users, vessel crewmembers, oil companies and industrial firms with water frontage**

## **Instructions for completing form CG77 (POLREP)**

### **INFORMATION WHICH SHOULD BE PROVIDED IN AN INITIAL REPORT**

#### **CG77 POLREP:**

- A. CLASSIFICATION of report – (i) Doubtful, (ii) Probable, (iii) Confirmed.**
- B. DATE and TIME pollution observed/reported, and identity of observer/reporter**
- C. POSITION (Always by LATITUDE & LONGITUDE) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.**
- D. TIDE, WIND speed and direction.**
- E. Weather conditions and SEA state.**
- F. CHARACTERISTICS of pollution. Give type of pollution eg. Oil (type), packaged or bulk chemicals, or garbage. For chemicals give proper name or United Nations Number if known. For all, give also appearance, e.g., liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapours etc. should be given.**
- G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether because of apparently deliberate discharge or a casualty. If the latter, give a brief description. Where possible give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination.**
- H. Details of VESSELS IN THE AREA.**  
**To be given if polluter cannot be identified and the spill is of recent origin.**
- I. NOT USED**
- J. Whether PHOTOGRAPHS have been taken and/or SAMPLES for analysis.**
- K. REMEDIAL ACTION taken or intended to deal with the spillage**
- L. FORECAST of likely pollution (e.g., arrival on beach), with estimated timing.**

**M. NAMES of those informed other than the addressee**

**N. Any OTHER relevant information (e.g., names of other witnesses, references to other instances of pollution pointing to source)**

## Oil Pollution Report Format (POLREP)

**Date**                      **Time**                      **From**

<b>A Classification of report</b>	(i) Doubtful (ii) Probable (iii) Confirmed	
<b>C Position and extent of pollution</b>		
<b>B Date and time pollution observed and identity of observer/reporter</b>		
<b>D Tide, wind speed and direction</b>		
<b>E Weather conditions and sea state</b>		
<b>F Characteristics of pollution</b> <b>G Source and cause of pollution</b> <b>H Details of vessels in the area</b> <b>J Whether photographs taken and/or samples for analysis</b>		
<b>K Remedial action taken or intended</b>		
<b>L Forecast of likely affects</b>		
<b>M Names of those informed</b>		
<b>N Any other relevant information</b>		



#### 4.0 ACTION CHECK LIST

	<b>ACTION</b>	<b>COMPLETED</b>
<b>1</b>	Complete initial report POLREP	
<b>2</b>	Advise Head of Operations and General Manager of incident	
<b>3</b>	If there is risk of fire, explosion or toxic effect call out emergency services, and suspend all activity in the effected area, until clearance is given by the appropriate authorities.	
<b>4</b>	When source of pollution is known assist to locate the responsible polluter, so that the source may be stopped/contained	
<b>5</b>	Remind personnel involved at initial stage of clean up operations, the use of dispersant is not allowed, unless authorised.	
<b>6</b>	Commence log of times and incidents	
<b>7</b>	Assess the extent of spill and decide what assistance is required for anti-pollution operations. Take photographs of affected area.	
<b>8</b>	Inform Coastguard. Send POLREP via email, (Section 5.3). Copy to EA, NE and JEPU	
<b>9</b>	Implement Action Plans appropriate to spill type and size.	
<b>10</b>	Inform MMO Marine Environment Division when dispersant is required	
<b>11</b>	Inform MMO when dispersants are used	

## **5.0 Records**

It is essential that all events occurring during an incident are logged and recorded. This will aid if liability, compensation, or reimbursement issues arise as a result of the incident.

To achieve this, logs should be kept by all key personnel.

Entries in the logs should, as a minimum, show details of events, actions taken, communications with outside Agencies, decisions made and points relevant to the operation.

These logs should be retained once the incident has ended to form part of the final incident report and provide the basis for a "wash-up" meeting

### Incident Log Sheet

<b>INCIDENT</b>		<b>DATE</b>	
<b>LOCATION</b>		<b>TIME</b>	

<b>TIME</b>	<b>DETAILS</b>

## **6.0 CONTACTS AND ACTION**

**Suffolk - Joint Emergency Planning Unit**

**01473 265376 [emergency.planning@suffolk.gov.uk](mailto:emergency.planning@suffolk.gov.uk)**

**Email POLREP**

**Notify by Phone**

**East Suffolk Council**

**Customer Services: Tel: 0333 0162000**

**Out of Hours: Tel: 0800 4402516**

**Notify by phone**

**Coastguard 01262 672317 [Zone10@hmcg.gov.uk](mailto:Zone10@hmcg.gov.uk)**

**Email POLREP**

**Environment Agency 0800 807060 [ics@environment-agency.gov.uk](mailto:ics@environment-agency.gov.uk)**

**Email POLREP Notify by Phone**

**Natural England 0300 0601200 (24**

**Hrs) [marineincident@naturalengland.org.uk](mailto:marineincident@naturalengland.org.uk)**

**Email POLREP Notify by Phone**

**Marine Management Organisation**

**Emergency Contact dedicated Spill Response number**

**Tel: 0870 785 1050 If there is no reply call the 24hr Duty Room on: 0845 051 8486**

**email: [info@marinemanagement.org.uk](mailto:info@marinemanagement.org.uk)**

**Helpline: 0300 123 1032**

**Notify by phone**

**Marine Management Organisation**

**0300 2002024**

**07770 977825 (24hrs)**

**[dispersants@marinemanagement.org.uk](mailto:dispersants@marinemanagement.org.uk)**

**Notify before dispersants used**

**Defra Duty Office 0345 051 8486 (24hr)**

**For use during an incident if no answer from MMO**



## **SOUTHWOLD HARBOUR OIL SPILL CONTINGENCY PLAN DRAFT**

VERSION 1

FEBRUARY 2023



## Version Control

Date	Version	Update Reason	Author	
2023	1.0	Original	Alastair MacFarlane General Manager: Southwold Harbour	

**Document owner:**

- **Harbour Master**

The Harbour Master is responsible for maintenance and review of the plan.

**Distribution:**

- **Duty Holder**
- **Harbour Master**
- **Harbour Manager Southwold Harbour**
- **Designated Person (PMSC) Southwold Harbour**
- **Joint Emergency Planning Unit (JEPU)**

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**Figure 4. SSSI EDGED PURPLE**

## 1. Description

### 1.1 Purpose of the Plan

The purpose of the oil spill contingency plan for marine pollution is to ensure that there is a timely, measured, and effective response to any incidents that occur within Southwold Harbour statutory harbour limits. The aim of this Plan is to enable response personnel to deal with an incident in a timely and efficient manner, so that normal port operations can be resumed.

The requirement to have an **Oil Spill Contingency Plan (OSCP)** for Harbours, Ports and Oil Handling Terminals around UK waters has been formalised by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which implements the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC, 1990). The Convention, adopted by the International Maritime Organisation (IMO) is aimed to **“mitigate the consequences of major oil pollution incidents involving, in particular, ships, offshore units, sea-ports and oil handling facilities”**.

Southwold Harbour is not currently required to have a formal OSCP as it falls below the UK Government threshold, however the provision of a plan is seen as best practice.

The plan has been prepared as An East Suffolk Council/ Southwold Harbour document to be read in conjunction with the **East Suffolk Council Marine Pollution Operational Response Plan and Suffolk Marine Pollution Emergency Response Plan**.

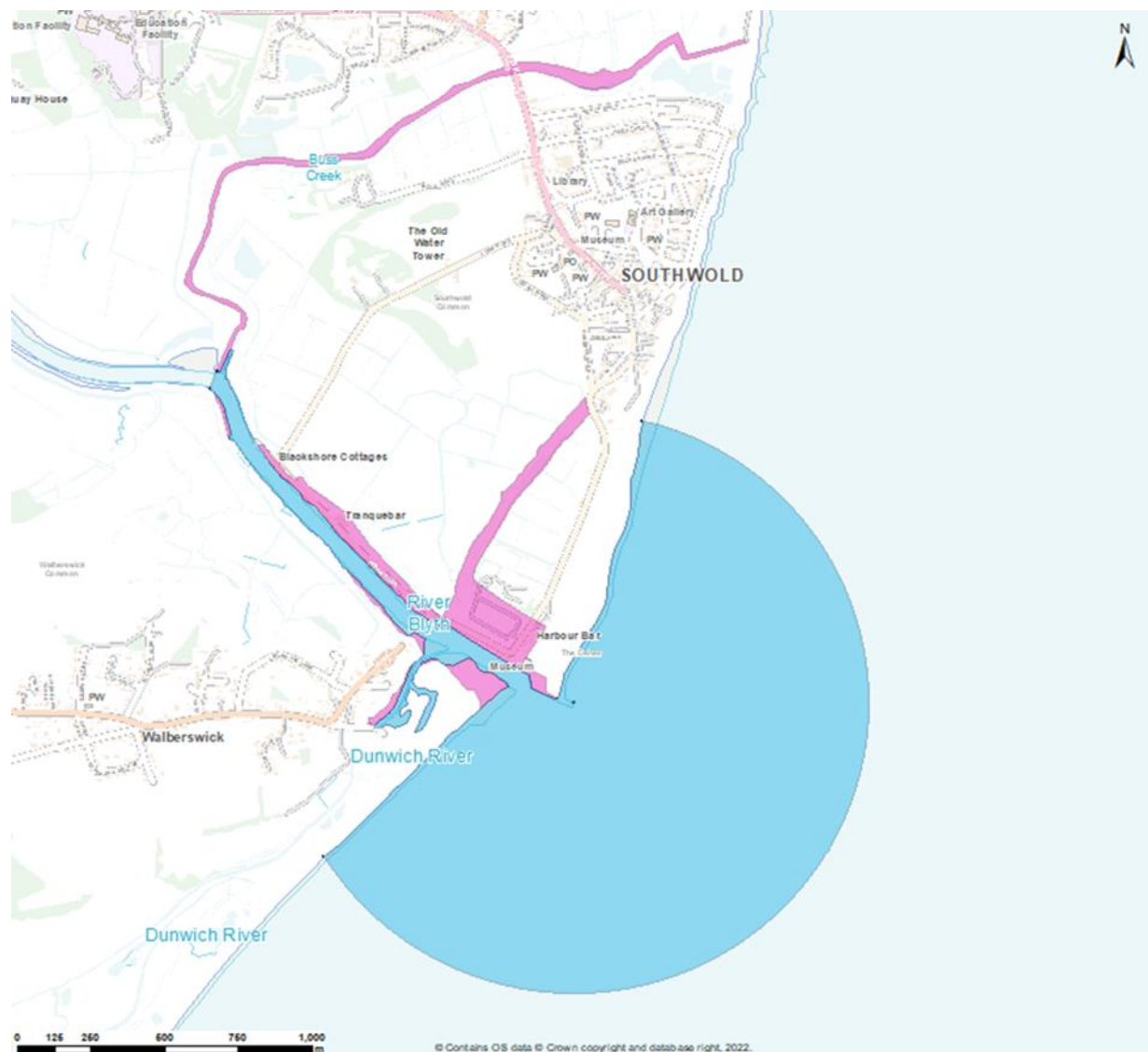
UK Government Guidance states that:

**‘Harbour Authorities have overall responsibility for the safety of marine operations on waters within their jurisdiction. Their underlying obligation is to manage the harbour so that it can be used in a safe and efficient manner. They must also ensure that the environment is safeguarded. These duties are also a commercial imperative. A serious accident is likely not only to cause serious disruption to the port at the time but may well have longer term impacts. Cleaning up pollution is an inherently difficult and time-consuming process. It may be longer still before the port returns to full running order and recovers from the cost and possible lost business caused by a large spill. It is therefore much better to work for accident prevention rather than having to deal with the consequences.’**

## 1.2 Use of the Plan

This plan is specifically for operations within Southwold Harbour and is designed to initiate an appropriate oil spill response in the event of an incident.

### FIGURE 1. SOUTHWOLD HARBOUR LIMITS



### **1.3 Environmental Policy**

This plan should be read in conjunction with **East Suffolk Council's Environment Policy** and **East Suffolk Council's Marine Pollution Operational Response Plan**.

### **1.4 Southwold Harbour**

The plan deals with oil spills originating from commercial and leisure marine and associated operations, within the harbour limits.

In the event of an Oil Spill Incident, Southwold Harbour / East Suffolk Council will be responsible for the overall co-ordination of incidents within its jurisdiction.

## 1.5 Hierarchy of Responsibility

### Responsibility for clean-up operations

Location of pollution	Responsibility for ensuring clean up
On the water, jetties, wharves, structures, beach, or shoreline owned by the harbour authority within the port/harbour area	Harbour authority
Shoreline (including land exposed by falling tide)	Local authority
Jetties, wharves, structures, beach or shoreline which is privately owned	Owner of the property / land
All other areas at sea (inside the EEZ/UK Pollution Control Zone and the UK Continental Shelf)	MCA

#### Land Based Wastewater or Sewage Pollution

The EA will co-ordinate with the water utility company in the event of a wastewater or sewage pollution incident affecting the marine environment

Suffolk County Council provide local authority lead for the management of response activities to Tier 3 and Tier 2 cross boundary pollution incidents at SCG (Strategic coordinating group) and TCG (Tactical coordinating GROUP).

## 2. Scope of the Oil Spill Contingency Plan (OSCP)

This ORCP has been compiled to cover the response to any spillage caused by or during berthing, refuelling, maintenance, and other commercial and leisure operations by vessels within Southwold Harbour.

The scope of the OSCP covers key elements of guidance contained in the MCA's '**Contingency planning for marine pollution preparedness and response: guidelines for ports.**'

The OSCP indicates the Tier 1 response available at Southwold Harbour relevant to the perceived risk through normal operations, as well as a mechanism for calling upon Tier 2/3 response in the event of an abnormal incident or major accident affecting the Port.

**Southwold Harbour** can only mount a Tier 1 land response, and, using its ordered 25 metre river boom, could apply a temporary holding response around a small vessel.

It is not bound to have a Tier 2 contract in place but would rely **on East Suffolk Council** response and Suffolk County Council's Tier 2 contractor (see East Suffolk Council marine pollution operational response plan).

**Suffolk County Council. SCC** has a contract for specialist pollution remediation services for a Tier 1 or 2 response. The contract requires the on-site attendance by the contractor (Adler and Allan) within four hours of notification and for the supply of specialist advice, trained personnel, material and equipment and the removal of hazardous substances. Activation of the contract is via SCC Waste Management Services or Out of Hours by JEPU Duty Officer. If activated Out of Hours, SCC Waste Management Service must be informed the next working day.

**A definition of the tiered levels used in Southwold Harbour is shown below.**

## **Response Tier Definition**

### **Contained Operational Spills.**

These are spills, which are contained on a vessel or are land based and do not enter the water.

### **Tier 1 Spills**

Small operational type spills that may occur within a location as a result of normal activities.

The level at which a response operation could be carried out successfully using individual resources and without assistance from others.

Small operational spills where events can be controlled by onsite resources.

A Tier 1 spill is not likely to require recourse to intervention by resources out with the port, an external incident response organisation or external authorities, except for purposes of notification.

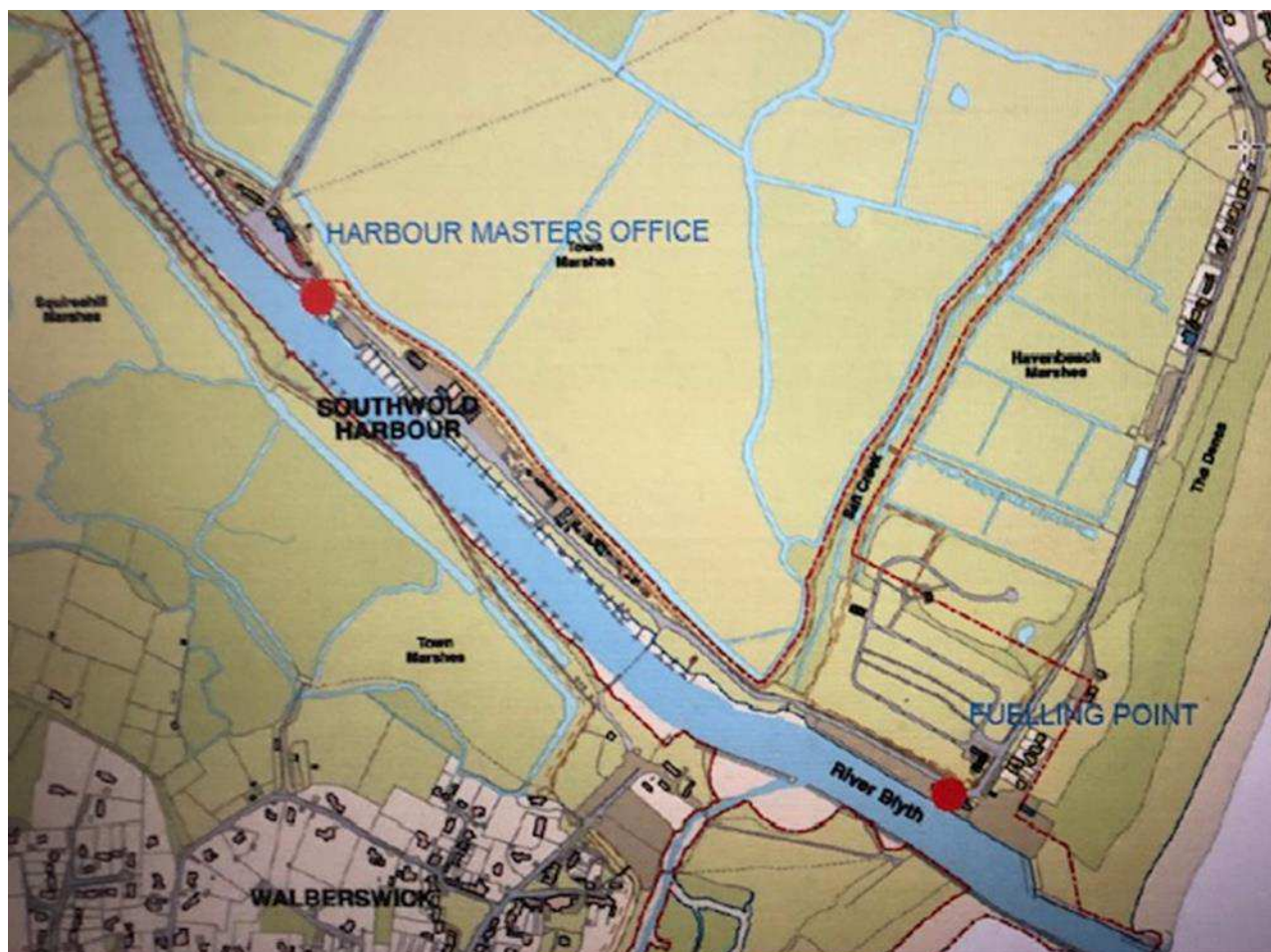
### **Tier 2 Spills**

A medium sized spill within the harbour limits where immediate resources are insufficient to cope with the incident and further resources may be called in on a mutual aid basis. A Tier 2 incident will involve East Suffolk Council Joint Emergency Planning Unit.

### **Tier 3 Spills**

A large spill where substantial further resources are required and support from a national (Tier 3) or international co-operative stockpile may be necessary. A Tier 3 incident is beyond the capability of both local and regional resources. This is an incident that requires national assistance through the implementation of the National Contingency Plan and will be subject to Government controls

**FIGURE 2. LOCATION OF FUELLING POINT AND HARBOUR MASTERS OFFICE**



### **3 Risk Assessment/Standard Operating Procedures**

#### **3.1 Standard Operating Procedures**

**Southwold Harbour has produced Standard Operating Procedures based on the assessment of risk relating to the following:**

Fuelling from harbour fuel tank to vessel

Delivery of fuel from vehicle tanker/bowser to vessel..... Notably, there are occasional vessels refuelling by road tanker/bowser for which there is a Standard Operating Procedure, which potentially could result in a spill of up to 24,000 litres.

Harbour fuel tank deliveries

Delivery of fuel by portable containers.



### **3.2 Additional Risk Assessment**

**Southwold Harbour has carried out risk assessments relating to**

Collisions between vessels

Contact between vessel and fixed installation

Grounding of vessel

### **3.2 Scope of Risk Assessments**

Southwold Harbour marine risk assessments cover operations from the point where vessels enter the Harbour Limits.

### **3.3 Factors of Assessment**

There is no crude or heavy oil fuel tanker marine traffic to Southwold Harbour.

Southwold Harbour is tidally restricted to all but shallow draft pleasure and fishing vessels (subject to siltation and weather-related change of depth) with no locks, cills, or bridges.

The harbour is open 24/7 but manned 0800 – 1600 (Winter – December to March) and 0800hours – 17 (Summer – April to November).

### **4.Port Operations**

Port operations are primarily fishing and leisure (including charter operators) with mitigation measures in place under the Port Marine Safety Code to control risk.

### **5. Navigational Access**

Tide dependent, 24/7 hours of entry (draft restrictions apply dependant on tide.), but facility is only manned 0800 hours – 1600 hour (Winter – December to March) and 0800hours – 1700 hours (Summer – April to November).

## **6. Mooring Availability**

Contact with Harbour Master in advance of arrival is encouraged. However, as the port is not manned 24/7, some vessels do arrive unannounced. However, the entrance channel is covered by CCTV 24/7.

## **7. Vessel Repair Facilities**

Harbour Marine Services Ltd. Operate a boat building and repair facility on the North bank of the Harbour while other smaller marine related businesses frequent the harbour.

## **8. Local Port Services**

Vessel traffic is monitored by VHF Channel 12, CCTV, and telephone during normal operational hours. In the event of any incidents, Channel 16 would also be monitored.

## **9. Specific Risks**

**The following sub-sections highlight the specific areas of risk that could cause oil to be introduced into the Harbour waters:**

## **9.1 Collision between Vessels**

As with most harbour/port operations, there is always a risk for those vessels operating in close proximity to collide with each other.

### **Control measures in place to mitigate the risk are:**

Standard Operating Procedures in place

Speed limit in place.

International Collision Regulations apply within the harbour limits.

Advisory Passage plan to be produced after Ato N workshop

Communication links with MCA Coastguard, RNLI, and emergency services

Oil spill response equipment kept at harbour for Tier 1 spill.

Harbour staff to be trained to follow safe working procedures during an oil spill.

Harbour staff trained in emergency first aid

Lifesaving equipment installed around harbour.

CCTV coverage of harbour

VHF radio communications (Channel 12) are monitored during working hours, traffic information available.

## **9.2 Contact between Vessel and Fixed Installation**

The potential of a vessel impacting a fixed installation must also be addressed.

This incident could occur within the Harbour, in several ways including:

Impact with the walls or piers entering/leaving the Harbour.

Impact with quay or stage/pontoon.

Impact whilst berthing.

An impact could occur in each of these areas owing to the following causes:

Loss of power to the vessels engines/manoeuvring aids.

Misjudgement of tide and current influences.

There is also a potential pollution risk associated for moving vessels to collide with moored vessels.

### **The control measures are**

Standard Operating Procedures in place

Speed limit in place

Passage plan to be produced

International Collision Regulations apply within the harbour limits.

Communication links with MCA Coastguard, RNLI, and emergency services

Oil spill response equipment kept at harbour for Tier 1 spill. Harbour staff to be trained to follow safe working procedures during an oil spill.

Harbour staff trained in emergency first aid

Lifesaving equipment installed around harbour.

CCTV coverage of harbour

VHF radio communications (Channel 12) are monitored during working hours, traffic information available.

### **9.3 Grounding**

Certain tidal and environmental conditions can result in lower than predicted water depths at times and there is always scope for human error. Therefore, there is a possibility that a vessel may run aground.

As far as predicting the possibility of this scenario, due to unfamiliarity with the harbour, the likelihood that any grounding incident resulting in the discharge of pollutants would involve visiting recreational craft is higher, as the regular fishing fleet have experienced crews with local knowledge.

**The chances of a vessel grounding are not insubstantial, however causing anything more than minimal amounts of oil to enter the water is viewed as remote owing to the vessel size and type. Historically we are unaware of any pollution incidents resulting from the grounding of vessels.**

### **The control measures are**

Standard Operating Procedures in place

Speed limit in place

Passage plan to be produced

International Collision Regulations apply within the harbour limits.

Communication links with MCA Coastguard, RNLI, and emergency services

Oil spill response equipment kept at harbour for Tier 1 spill. Harbour staff to be trained to follow safe working procedures during an oil spill.

Harbour staff trained in emergency first aid

Lifesaving equipment installed around harbour.

CCTV coverage of harbour

VHF radio communications (Channel 12) are monitored during working hours, traffic information available.

#### **9.4 Unstable moored vessels**

Vessels moored at quayside/ stage or pontoon mooring may become unstable and keel over if not correctly moored and ballasted. This could lead to spillage of fuel and engine oil.

In this situation Tier 1 equipment will be deployed by harbour staff with 25metre river boom to contain the spill.

#### **9.5 Fuelling Operations.**

Fuelling takes place from a fixed point and occasionally by road tanker/bowser and handheld containers for which there are bunkering/ fuelling procedures/SOP's in place.

Fuel (Diesel) is stored in two integrally bunded tanks in the fisherman's compound.

The facility is locked, and fuel is only issued by Harbour staff.

Material Data Safety Sheet for Gas Oil is kept in Harbour Master – Documents/Safety

Management System/COSHH/Material Safety Data Sheets/GAS OIL Safety Data

The two tanks are manufactured in general accordance with regulations and have a capacity of 10,000 litres respectively.

**Fuel is dispensed from two pumps in an enclosed fuel dispensing facility. All key-holders are given training in the use of the fuel station. The pumps have Emergency shut off button, key switch, and manual valve on feed**

Fuel is delivered to the storage tanks by a licenced supplier operating to current industry standards. Road tanker vehicles are equipped with spill kits and drivers are fully trained.

The maximum capacity of road tankers on site is 24,000 litres.

## **9.6 Ship to Ship Oil Transfers**

None takes place.

## **9.7 Inherited Incident**

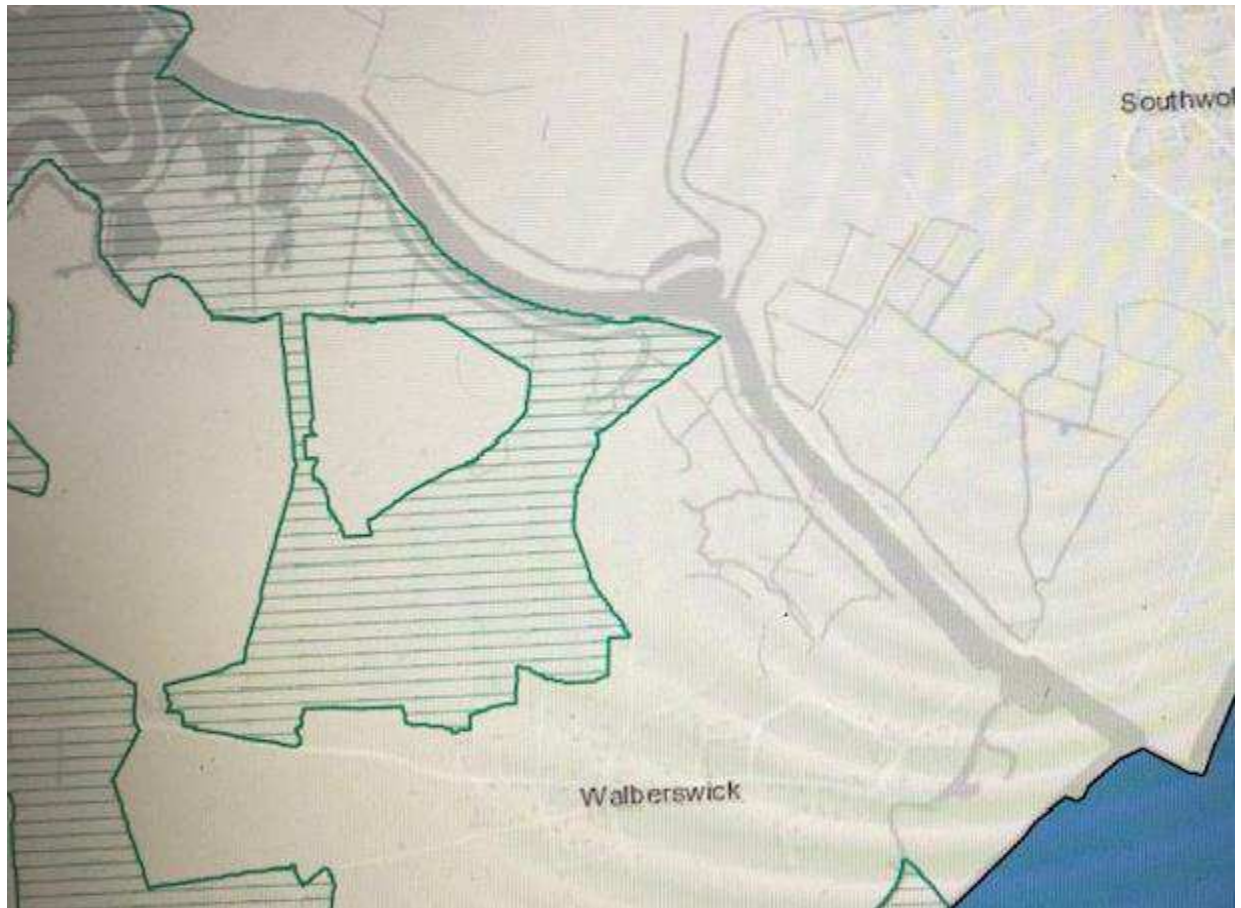
The proximity of the North Sea and offshore ship to ship transfers means pollution within the Harbour could come from an incident occurring outside the Harbour's jurisdictional waters, i.e., pollution that has been driven into the harbour limits by the wind and tide. This type of incident is difficult to plan for, as there can be no pre knowledge of the type and the potential quantity of oil spilled.

## **10. General/Environmental Sensitivities.**

Southwold Harbour is within an Area of Outstanding Natural Beauty (AONB) adjacent to a RAMSAR site on the south bank of the river Blyth. (wetland site designated to be of international importance under the Ramsar Convention,[1] also known as "The Convention on Wetlands")

It has a SSSI to the north and South, an SAC (Special Area of Conservation) to the east, while the harbour waters themselves constitute part of an SPA (Special Protection Area) selected to protect one or more rare, threatened, or vulnerable bird species listed in Annex I of the Birds Directive, or certain regularly occurring migratory species.,

**FIGURE 3. RAMSAR SITE SHADED GREEN**



**FIGURE 4. SSSI EDGED PURPLE**





## 11. Training

To familiarise personnel in the use of this plan and comply with MCA Guidelines, Oil Spill Response training courses will be held for employees of Southwold Harbour with an identified role within the OSCP (**MCA Level 2P TO BE ARRANGED**).

## 12. Exercise Programme

To ensure that the OSCP is “user friendly” and understood by all those involved in its use, communications and practical exercises will be undertaken on a regular basis.

A record of Personnel Training and Contingency Plan Exercises will be held by the Harbour Master.

Annual Exercises	Timing	Type of Exercise
Table-top exercise	1 x p.a.	Communications test May incorporate mobilisation and deployment of local response equipment.
Mobilisation exercise	2 x p.a.	Inspect and use the equipment, updating personnel in procedures and use.

**13. TIER 1 OIL SPILL EQUIPMENT AVAILABLE.**

**25 metre river fence boom**

**Harbour Launch**

**120 Litre capacity drum**

**Oil Absorbent pads**

**Oil Absorbent socks**

**Disposal bags**



## **14. EMERGENCY CONTACTS**

### **Joint Emergency Planning Unit (JEPU)**

**Duty Officer 24/7 Tel: 01473 265376**

**[emergency.planning@suffolk.gov.uk](mailto:emergency.planning@suffolk.gov.uk)**

### **East Suffolk Council**

**Customer Services: Tel: 0333 0162000**

**Out of Hours: Tel: 0800 4402516**

### **Maritime and Coastguard Agency Operations Room (Humber)**

**Tel: 01262 672317**

**email: [Zone10@hmcg.gov.uk](mailto:Zone10@hmcg.gov.uk)**

### **Environment Agency**

**Regional Control Room (24 hour) 0800 807060**

**email: [incident@environment-agency.gov.uk](mailto:incident@environment-agency.gov.uk)**

### **Marine Management Organisation**

**Emergency Contact dedicated Spill Response number**

**Tel: 0870 785 1050 If there is no reply call the 24hr Duty Room on: 0845 051 8486**

**email: [info@marinemanagement.org.uk](mailto:info@marinemanagement.org.uk)**

**Helpline: 0300 123 1032**

### **Natural England**

**National Marine Incidents line Tel: 0300 060 1200**

**email [Marine.Incidents@naturalengland.org.uk](mailto:Marine.Incidents@naturalengland.org.uk)**

**RSPB**

**Regional Office, 65 Thorpe Road, Norwich. NR1 1UD**

**Tel: 01603 660066**

**Minismere Reserve 01728 648281.**

## Southwold Harbour Management Committee

### Work Programme

9 March 2023	<ul style="list-style-type: none"> <li>• Standard Operating Procedures</li> <li>• Co-opted Members Term of Office – Richard Musgrove and David Gledhill</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>
July 2023	<ul style="list-style-type: none"> <li>• Election of Chairman and Vice Chairman for 2023/24</li> <li>• Options for the replacement of the South Pier</li> <li>• Business Plan</li> <li>• Update from the Working Groups</li> <li>• Update from the SAG</li> <li>• Work Programme</li> <li>•</li> </ul>

Other matters:

Report from ABP Mer on Harbour Audit (timeline to be confirmed)

An informal Annual Meeting needs to be convened once a year, with SAG Members being invited.

To review the post of Southwold Harbour and Asset Manager once in post for a year.

Business Case on the North Wall