



EAST SUFFOLK COUNCIL - SOUTHWOLD HARBOUR

Marine Safety Plan 2023 - 2025



Version 1.0

January 2023

1 Introduction

East Suffolk Council own and manages Southwold Harbour and as a Statutory Harbour Authority (SHA) has responsibilities and duties under health and safety, environmental and maritime legislation, and guidance.

The Port Marine Safety Code (PMSC) is published by the Department for Transport and sets out a national standard for port marine safety. The Code applies to all Harbour Authorities and other marine facilities, berth owners and terminal operators in the UK.

As part of its compliance with the requirements of the PMSC, East Suffolk Council is publishing the following 'Safety Plan for Marine Operations' for a period of three years, covering 2023 to 2026. The plan is **issued by East Suffolk Council Cabinet** as the duty holder for Southwold Harbour.

This Marine Safety Plan is one component of a comprehensive (strategic level) Marine Safety Management System (MSMS) and serves to support the continuing improvement of marine safety performance.

This Marine Safety Plan commits East Suffolk Council to undertaking the proper management and regulation of marine operations within the scope of its powers and authority, and in line with its stated marine policies.

2 Marine Policies

East Suffolk Council has several policies in support of the management and regulation of marine operations. For Southwold Harbour, these are the:

- Navigational Safety Policy
- Conservancy Policy
- Enforcement Policy
- Training Policy
- Environment Policy

These strategic policies are embedded in the MSMS and are approved by the **Duty Holder and the Harbour Management Committee** under the requirements of the PMSC.

3 The Management of Marine Operations

An overview of East Suffolk Council's structure, management, and documentation is maintained in the MSMS which supports the delivery of this Plan. External audits of the MSMS are undertaken on an annual basis.

East Suffolk Council is committed to ensuring a positive safety culture and to enhancing its risk based MSMS.

Southwold Harbour will consistently and proactively review its risk assessments for all identified marine hazards and when required, identify control measures to mitigate those risks to an acceptable level of **ALARP** (As Low as Reasonably Practicable).

East Suffolk Council has responsibilities to provide safe navigation and, as far as its powers allow, to facilitate the safe transit of vessels using its ports and harbours.

4 Plan Period

This plan covers a three-year period of 01 January 2023 to 31 December 2025.

5 Management Objectives

East Suffolk Council has split its objectives into two sets, the first addresses 'Standing Objectives' the second set addresses 'Period Objectives'.

5.1 Standing Objectives

The objectives support the ongoing improvement plan for Southwold Harbour.

This plan is owned by the **Harbour Master**, on behalf of the **Duty Holder**, and aims to address high level improvement targets which will benefit the harbour and fulfils the requirement of the PMSC for the Duty Holder to maintain a 'Marine Safety Plan'.

Provision / Activity	Objective	Measure
1 Duty Holder	Duty Holders to have received training on their role and responsibility under the Code in the last three years. Duty Holders to have undertaken an operational tour of the Harbour in the last three years	All Duty Holders trained (100%) All Duty Holders to have attended a harbour tour (100%)
2 Designated Person	External Audit completed once per year Annual Report/Presentation to the Duty Holder	Gap analysis 2022 Annual
3 Legislation	Review legal duties and powers periodically	Under review HRO applied for 2022 Five-yearly review
4 Duties and Powers	MAIB Reportable Incidents: make all reports to the MAIB within 24 hrs, with investigation followed up.	Nil to date
	Incident investigation: close out all incidents in accordance with defined procedures and closed out within an agreed timeframe	Nil to date
	Hydrographic Survey set out in a survey plan	To be achieved 2023
5. Risk Assessment	All Marine Risk Assessments to be in date	To be reviewed 2023
6 MSMS	The Marine Management Team will undertake a formal review of all marine policies on a three-yearly basis	Three-yearly
	The Marine Safety Management System will be reviewed annually (or following any significant industry changes)	Annual
7 Review and Audit	Review SMS on an annual basis.	Annual by the Designated Person
	Complete internal audits to the three-yearly schedule	Annual by the Council

Provision / Activity	Objective	Measure
8 Competence	Ensure staff with marine safety responsibilities are trained and experienced to undertake their duties	Ongoing - review by Q1 2023
9 Plan	Publish a three yearly 'Marine Safety Plan' (this plan) Published and in-date	Published by Q1 2023
	Publish an assessment of the organisation's performance against the last period plan	Annually, in the Harbour Review / Annual Report
10 Aids to Navigation	Aids to Navigation: Three-year performance meets or exceed IALA performance threshold. Annual inspection by Trinity House (TH) as the General Lighthouse Authority	No Non-compliances (measured annually by TH)

5.2 Period Objectives

Provision / Activity	Objective	Measure
1. Vessel Traffic Management	Carry out a Formal Risk Assessment of Local Port Service in line with MGN 401	By Q4 2023
2. Liaison and consultation with stakeholders (all SHAs)	Ensure good lines of communication are in place on marine safety matters for new and existing activities with Harbour Users Groups.	Advisory group and harbour User Group by Q1 2023
3. Training	Review training needs for all staff associated with Marine Operations to ensure staff with marine safety responsibilities are trained to undertake their duties, identify mandatory training	Establish a training matrix by Q1 2023
4. Emergency plan	Establish an exercise plan. Conduct real time and tabletop exercises for emergencies	Establish a plan and carry out an exercise by Q4 2023