



SOUTHWOLD HARBOUR MANAGEMENT COMMITTEE

Thursday, 10 March 2022

Subject	HEALTH AND SAFETY UPDATE
Supporting Officer	Kerry Blair Head of Operations Kerry.blair@eastsoffolk.gov.uk

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

Wards Affected:	Southwold
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Purpose and high-level overview

Purpose of Report:

To receive an update on Health and Safety at Southwold Harbour

Recommendation/s:

That the Harbour Management Committee notes the content of the report.

Impact Assessment

Governance:

No impact.

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:

No impact.

Financial:

No impact.

Legal:

No impact.

Risk:

The risk of not ensuring that the health and safety duties are adequately carried out are that the council could receive a sanction from the Health and Safety Executive, and that public safety could be compromised.

Harbour Business Plan Priorities

To be added when the plan is in place.

East Suffolk Council Strategic Plan Priorities

Select the themes of the Strategic Plan which are supported by this proposal:		
T01	Growing our Economy	<input 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 type="checkbox"/>

Background and Justification for Recommendation

1 Background facts	
1.1	East Suffolk Council (ESC) has responsibilities under the Health and Safety at Work etc. Act 1974 for the activities that are carried out on its land and by its employees
1.2	The council also has responsibility for marine safety for those activities that are carried out in Southwold Harbour.
1.3	This report identifies additional resources and activity that are needed to ensure the safe operation of the harbour.

2 Current position	
2.1	The absence of a manager to assist the Harbour Master and his deputy to develop procedures to manage the risks at the harbour has significantly affected compliance and currently Southwold Harbour is being operated at the minimum legal standards. Therefore the priority is to appoint someone to fulfil the recently advertised Southwold and Harbour Assets Manager post.
2.2	The Council has competent persons who can advise on the land based activities but it has been identified that there is less capacity in relation to port marine safety. This should be remedied by the appointment of the Southwold and Harbour Assets Manager and a third party to fulfil the function of the “designated person”.
2.3	The Council’s Corporate Health and Safety Team will work with the Southwold and Harbour Assets Manager and their team to review the current, rather basic, risk assessments and establish safe systems of work which will be incorporated into risk assessment and method statement (RAMS) documentation. The use of a health and safety consultancy service has been considered but discounted at this time, but will be kept under review, as it is anticipated that the Southwold and Harbour Assets Manager will be better placed to address the health and safety matters as part of the overall review of the harbour assets in conjunction with the internal Corporate Health and Safety Team. In the future it is anticipated that the Corporate Health and Safety Team will audit the RAMS on a regular basis.
2.4	The key land based priorities are: <ul style="list-style-type: none"> • workplace transport which includes the interaction of pedestrians and heavy plant as well as private vehicles driving through the harbour as well as parking; • cooperation and exchange of safety information in areas shared with other businesses which could affect all harbour users and visitors e.g. the use of lifting equipment, stability of stored vessels etc.; • staff development and demonstration of competency to ensure that all land based risks that East Suffolk Council are responsible for are managed effectively.
2.5	Port marine safety management requires specialist knowledge and expertise. Notwithstanding that the new Southwold and Harbour Assets Manager will have marine safety experience it is likely that the function of the “designated person”

	will be undertaken by a third party, with the required competence and independence, under contract.
2.6	The team at Oulton Broad can provide Harbour Master cover for Southwold and has access to the Broads Authority and any plans that are in place for contamination such as oil spillages.
2.7	The current marine safety plan is implicit in the way the harbour is operated by the Council rather than being a published plan. A marine safety plan will be drafted in such a way that the plan is explicit and auditable with a programme of three yearly reviews. Regular internal audits will be carried out to ensure the plan is being implemented effectively and will give assurance for the statement of compliance.

3 How to address current situation

3.1	<p>The following issues have been identified by the HMC's Compliance working group as being the key priorities to address the issues raised in this report.</p> <ul style="list-style-type: none"> • Review workplace transport and parking segregation, and status of roads/footpaths/rights of way around and in harbour to see what could be done to reduce risk. • Review H&S in shared areas, incl. operation of handling equipment • Identify training needs for duty holder and designated person, and where additional staffing resource needed. • Formally assess and audit risk assessments for land and water side operations and ensure process for review going forward. • Review and ensure proper implementation of marine safety management system in line with current legislation. • Review and ensure staff training and skills, and process for review and updating going forward. • Implement and publish marine safety plan.
3.2	As outlined in section 2.1 – it is important to bring additional staffing resource to the harbour with a clear responsibility for health and safety. This appointment to the Harbour Asset Manager role was approved by the HMC in it's January meeting. The post is currently out to advertisement. The actions in section 3.1 will form the initial priorities of the Harbour Asset Manager.
3.3	In addition, it is recommended that recruitment to the role of Designated Person commences with immediate effect.
3.4	Finally, a review of all of the council's assets is currently being undertaken to carry out a risk assessment, agree parameters for regular inspection and mitigations for the risks identified. The harbour and it's assets will be included in this review. Responsibility for inspections and recording defects will sit with the Harbour Asset Manager.

4 Reason/s for recommendation

4.1	It is recommended that the HMC agree that the actions in Section 3, above, form the initial priority of the Harbour Asset Manager on appointment.
4.2	In addition, it is recommended that the recruitment of a Designated Person commences with immediate effect.

Appendices

Appendices:
None.

Background reference papers:
None.