

# SAFETY PLAN FOR MARINE OPERATIONS

## 2018 – 2020



## **Introduction**

PMSC 2.26 states that: To demonstrate the organisation’s commitment to marine safety and to ensure the involvement of harbour users, a safety plan for marine operations should be published at least once every three years. The plan should illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. It should commit the organisation to undertake and regulate marine operations in a way that safeguards the harbour/facility, its users, the public and the environment. It should refer to commercial activities; the efficient provision of specified services and the effective regulation of vessels including near miss reporting. It should also explain how commercial pressures would be managed without undermining the safe provision of services and the efficient discharge of its duties.

The Bristol Port Company (TBPC) delivers the guidance of The Port Marine Safety Code through the Marine Department Quality Manual, which incorporates a Marine Safety Management System. The manual is structured around the hierarchy of Legislation, Regulation, Policies, Safety Management, Procedures and Instructions covering all functions and activities of the Marine Department.

One component of this Manual is this Safety Plan, which articulates the TBPC’s commitment to safety.

## **Structure and Components of the Safety Plan**

### **Legislation, Regulation, and Policies.**

The functions of a Statutory Harbour Authority are governed by Legislation in the first instance. Acts of Parliament, including the Harbours, Docks and Piers, Clauses Act 1847 and the Pilotage Act of 1987 provide the legislative foundation. These are supported by more specific legislation, including Harbour Empowerment and Revision Orders, and By-laws. In turn, this legislation is enabled by documents from Regulating Authorities, including IMO, IALA, and MCA. Links to the relevant documents are available through [www.bristolport.co.uk](http://www.bristolport.co.uk).

As the Competent Harbour Authority for that part of Bristol’s Harbour described as “the designated harbour” together with the “added pilotage area” in the Port of Bristol Harbour (Deep Sea Container Terminal) Revision Order 2010 No 2020, acting under powers contained in the Pilotage Act, 1987, gives Pilotage Directions which are through with General Pilotage Regulations.

The Marine Management Policy identifies the responsibilities, objectives, and covers operational policies associated with marine safety.

## **Risk Assessment**

Risks are assessed and control measures applied in three separate electronic Hazard Management databases, navigation hazards, risks to personnel, and the risks associated with the operation of port craft utilising the 'HAZMAN' product marketed by Marico. Where risks cannot be eliminated, they will be reduced to ALARP, and controlled accordingly. A reporting system feeds into the database to provide a live response mechanism.

Marine Operating Procedures and Work Instructions are derived from the control measures in order to provide a consistent planning and response methodology.

## **Marine Procedures**

Marine Operating Procedures are divided into three sections, covering Passage Planning, Lock and Dock Operations, and VTS Administrative procedures. Each procedure is numbered individually and is designed to act as a standalone guide to the completion of a task. Marine Operating Procedures can be found as a separate section within the Quality Manual. These procedures necessarily take the form of a set of guiding principles in order to provide personnel with sufficient information to make correct decisions, yet allow adequate room for the deployment of judgement to take account of the infinite range of environments and circumstances which characterises Marine business.

## **Work Instructions**

Work Instructions are detailed, step-by-step instructions which list the actions necessary to complete an individual piece of work, and are a subordinate process to Marine Operating Procedures. As the majority of Marine Department operational business is controlled through Marine Operating Procedures, there are few (if any) Work Instructions for much of the time.

## **Schedules, Handbooks, Leaflets and Notices**

Regularly updated information such as tariffs and Notices to Mariners, and Recreational Craft Navigational Guidance, are available in leaflets, handbooks, and on line in order to meet the demands of all customers.

## **Marine Reporting Procedures**

The Marine Reporting Procedures detail the vehicle for reporting including incidents, accidents, defects, near-misses, and any events from which a safety lesson can be derived. These reports can be completed by any member of TBPC staff, Harbour User and are managed through a report database. All actions in response to the initial report are recorded, and the form closed only when all relevant response actions have been completed.

## **Operating Manuals**

Operating Manuals are instructional documents created for specific activities or equipment types. Examples include VTS Operating Manual, Port Craft Operating Manuals, Lock Operating Manual & Conservancy Manual.

## **Response and Management Plans**

The Bristol Port Company, as a Statutory Harbour Authority, is required to have a range of Response Plans in order to cover the actions required in the event of an incident or accident. The primary document is the TBPC Port Emergency Plan, which is supported by the following subordinate plans:

TBPC Oil Spill Contingency Plan

TBPC Oil Basin Emergency Plan

TBPC RP7 Emergency Plan

An Exercise Programme ensures that these Plans are regularly practised.

## **Provision of services, regulation, and commercial activity**

### **Provision of specified services**

TBPC has operates a VTS providing TIS to vessels the west of Portishead Point, and TOS for vessel to the east of the Point; these Services can be combined efficiently with the Tidal Planning and Duty Harbour Master servicers. Regulation of vessel movements is achieved through the Tide Plan. Pilotage is delivered by the Bristol Pilots Limited Liability Partnership. Towage is provided by Svitzer in order to access the capability of an international tug operator. Line-handling is carried by the Pill Hobblers.

### **Commercial Activity**

TBPC provides the full range of Port Services, including stevedoring and engineering. Commercial activities range from the large scale import of bulk coal, animal feed and motor cars, through breakbulk forest products to containers, jet fuel and other liquid cargoes.

Constructive tension will always exist between meeting commercial deadlines and the maintenance of safety. TBPC's Shareholders chair a daily meeting of Board Members, who also comprise the Harbour Board. At this meeting, commercial priorities are evaluated, and the daily operational plan constructed around the meeting of these safely and efficiently.

## **Safety Performance**

TBPC monitors its safety performance through the following records and KPIs, which are assessed annually on 31 December. These are listed below, together with the standing objectives which have been set until 31 December 2020:

### **Standing Objectives**

<u>Service Provision/Activity</u>	<u>Objective per year</u>
Shipping Activity Levels	Record
Dangerous Cargos carried	Record
Ratio of incidents/damage to shipping movements (KPI)	<5%/<1%
Incidents Reports (Detail)	Record
Management of Navigation and Pilotage (KPI) (100% Piloted Passage Plans, and <5 vessel delays)	100% PPPs 0 delay
Hazards and Risk Assessment Review (KPI)	100%
Dredging (Maintained depths) (KPI)	>4.2m RPD/0.8m Avm
Dredging Quantities	Record
Conservancy (Light availability) (KPI)	>99%
Exercise Plan	

This safety performance is reported through the Annual Management Review.

### **Temporary Objectives**

<u>Service Provision/Activity</u>	<u>Objective/date</u>
Pilotage: Introduce improved pilot training/assessment	30 Mar 2018
Towage: Refine Towage Guidelines	30 Apr 2018
Conservancy: Introduce plough dredge capability	30 Oct 2018
Conservancy: Introduce refined fluid mud measurement	30 Oct 2018