

SOUTH HAMS DISTRICT COUNCIL



Port Marine Safety Code Safety Management System

Version 13.2 dated 24 May 2015

Record of amendments

Amendment	Date	Description of changes

Document control

This is a controlled and 'live' document which will be subject to periodic review and amendment. Major amendments will be issued as version numbers (eg v1, v2 etc) with minor amendments annotated by a decimal point (eg minor amendments to v2 will be v2.1, v2.2 etc).

Proposals for amendments should be sent to the Harbour Master using one of the following means:

By phone: 01548 843791

By email: salcombe.harbour@southhams.gov.uk

By post: Salcombe Harbour Office, Whitestrand, Salcombe, TQ8 8BU

Review procedures

This plan will be reviewed at least annually by the Harbour Master. Occasions for review include following an incident or exercise which highlights shortcomings in the Safety Management System. It will also be audited by the Designated Person annually.

Review and Audit record

Date	Review (R) or Audit (A)	Description	Reviewer/ Auditor

Part 1 – The Manual

1. Introduction

The Port Marine Safety Code (PMSC) was first published in March 2000 by the Department of Transport and revised 2009. It establishes an agreed national standard for port marine safety and a measure by which Harbour Authorities can be held accountable for the legal powers and duties which they have to run their harbours safely.

It relies upon the principle that Harbour Authorities will base their policies and procedures relating to marine operations on a formal assessment of hazards and risks to marine operations. It expects that Harbour Authorities should maintain a formal safety management system developed from the risk assessment process.

1.1 Overview of Salcombe Harbour

Salcombe Harbour and the Kingsbridge estuary are situated within the South Hams Area of Outstanding Natural Beauty (AONB) and are also designated a Site of Special Scientific Interest (SSSI). Much of the area is also a Local Nature Reserve due to its marine habitats' flora and fauna. It is a ria (drowned river valley) and not a 'true' estuary since, apart from a few very small creeks that empty into the ria, there are no river systems that empty into it. Approximately 75% of the water in the ria is tidally flushed. The lower estuary is partially separated from the sea by a submerged sand bar and consists of rocky and sandy bays. The upper estuary comprises mainly inter-tidal mud flats. Small areas of salt marsh occur at the head of the creeks. The estuary supports a very rich and diverse inter-tidal and sub-tidal flora and invertebrate fauna, including many rare and unusual species, partly due to the extensive seagrass beds. The estuary is used as an overwintering ground by large numbers of wildfowl, such as widgeon, teal and shelduck. The inter-tidal mud flats are important feeding grounds for passage waders, particularly greenshank.

Salcombe Harbour and the Kingsbridge estuary is primarily a leisure and recreational port although it does host a small commercial shell-fishing fleet. As such the types of vessel which frequent the Harbour include stand-up paddleboards, canoes, RIBs, dinghies, small and medium-sized powerboats, and yachts. The Harbour hosts approximately 5,600 resident vessels and circa 5,900 visiting vessels per annum, most of which visit between mid June to early September. In addition there are small passenger ferries (seasonal) which operate between Salcombe and Dartmouth; Salcombe and Kingsbridge; Salcombe to East Portlemouth, and Salcombe and South Sands.

The limiting factor in the maximum draught of vessel that can be accommodated is the Salcombe Bar which is 2.1m Chart Datum. The maximum vessel draught will also be dependent upon vessel safety depth below the keel and the state of the tide and sea state.

There are a number of chandlers and small workshops in Island Street, where the Harbour Authority also has a general workshop capable of servicing small launches up to 5m. There is a tidally constrained boatyard at Lincombe with a ship-lift of up to 25t.

There is a fuel barge (20k ltr diesel, 10k ltr petrol) moored in the Harbour which is periodically replenished by road tanker at Batson quay, which is where the FV and RNLI vessels are also refuelled.

The UK has obligations under SOLAS to provide shelter for maritime casualties which may require use of waters within a port as a place of refuge. The MCA and SOSREP are responsible for discharging this obligation and Salcombe may be tasked to accommodate a vessel subject to the limitations of the Harbour facilities described above. The limiting factor in this instance is the lack of dry dock or other repair facilities: other than Lincombe the nearest vessel repair facilities are Plymouth.

1.2 Aim, scope and objectives of the Safety Management System

The Salcombe Harbour Authority is committed to fulfilling its duties and responsibilities set out within the PMSC and aim to undertake and regulate marine operations so as to safeguard the Harbour, its users, the public and the environment.

The scope of the Safety Management System (SMS) encompasses all operations and activities within the Salcombe Harbour Authority's jurisdiction, including:

- Third party marine operations within the Harbour, with the exception of shore-side operations or those with no implications for navigational safety;
- Marine leisure and sports activities; and
- Marine operations undertaken by any support or service organisation, including marine services such as towage, dredging, surveying and diving.

The adoption and diligent application of the SMS will contribute to the following objectives:

- Ensuring a safe, efficient, cost-effective, sustainable harbour operation for the benefit of all users and the wider community;
- Enabling the Salcombe Harbour Authority to fulfil its legal responsibilities whilst meeting the changing needs of all Harbour users;
- Preventing acts or omissions that may cause injury to employees or others, or damage to the environment;
- Maximising the quality and value for money of Authority-provided services, and the maintenance of dues at competitive levels so as to attract users to the Harbour; and
- Meeting the national standards of the Port Marine Safety Code.

1.3 System components

An SMS which manages the hazards and risks, along with any preparations for emergencies, must be developed, implemented and maintained. This should be operated effectively and revised periodically. Its components include:

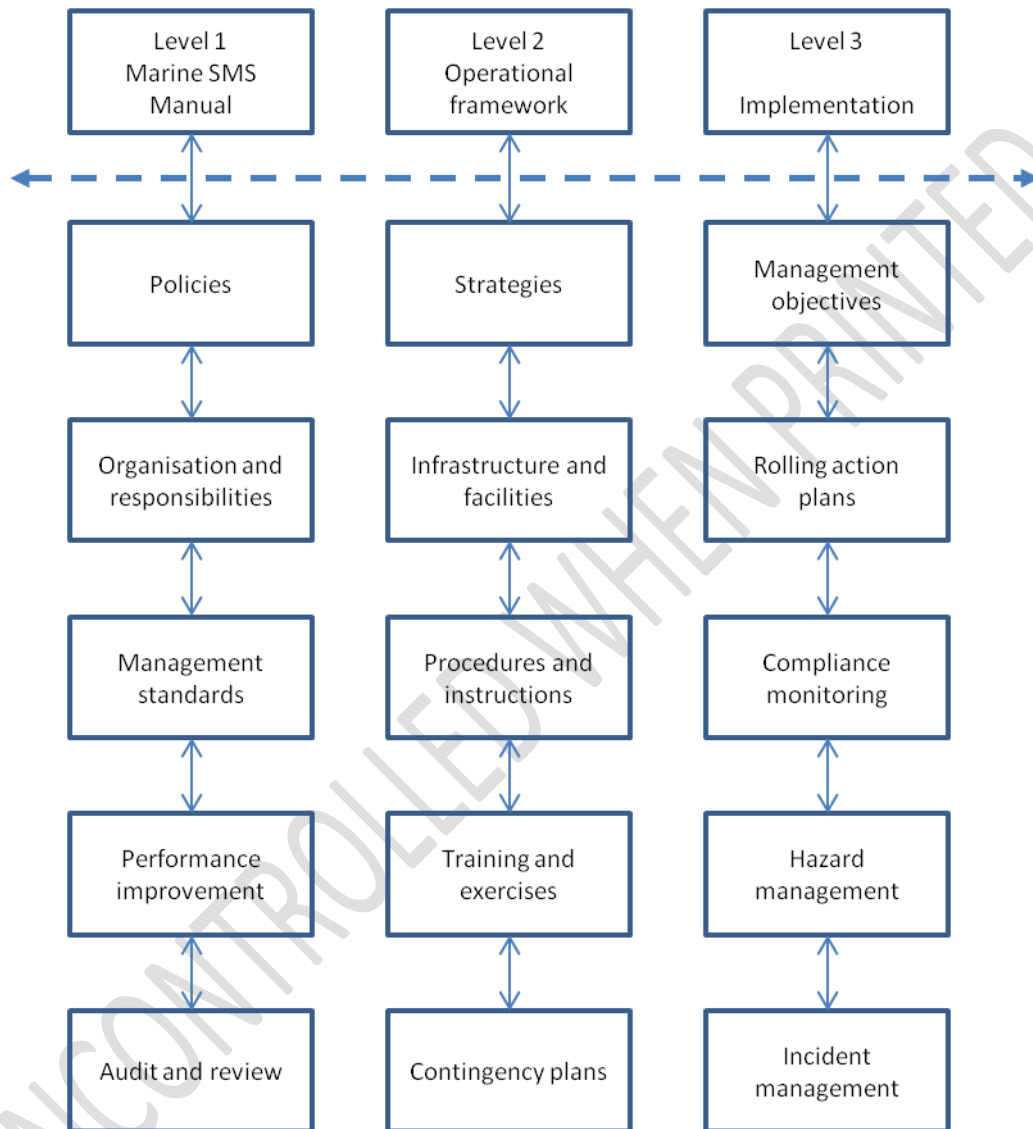


Figure 1: The components of a Safety Management System

2. Policy

2.1 Statement of commitment

2.1.1 The Harbour Authority's statement of commitment

South Hams District Council (SHDC) is the statutory harbour authority for Salcombe and Kingsbridge Estuary and is committed to undertaking and regulating marine operations to safeguard the Harbour, its users, the public, the local environment and the local heritage. This undertaking is delegated to the Salcombe Harbour Board (SHB). It is the policy of the SHB to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and to have a formal marine safety management system that ensures that all risks are controlled by either being eliminate or kept 'as low as reasonably practicable' ([ALARP](#)).

2.1.2 The Harbour Board's statements of commitment

The SHB aims to run a safe, efficient, cost-effective, sustainable harbour for the benefit of all users and the surrounding communities. It strives to manage, maintain and improve the Harbour consistent with the income it generates so as to achieve its vision, which is

"to retain and enhance the character of Salcombe and Kingsbridge Estuary whilst updating Harbour facilities to meet the requirements and expectations of residents and visitors for the 21st century."

The six core principles that underpin all the activities of the Harbour Board are:

- Safety;
- stakeholder involvement;
- value for money;
- environmental stewardship;
- catalyst for substantial economic development; and,
- support for local employment.

The SHB as "duty holder" under the PMSC has committed itself to meeting or exceeding all legal requirements, complying with the requirements of the PMSC and ensuring that adequate resources are available to discharge its navigational safety obligations in order that the Harbour is operated efficiently and safely and continues to meet the evolving needs of all Harbour users.

The SHB is committed to ensuring that all Harbour staff, users, contractors, stakeholders and members of the public are kept informed. The SHB recognises that safe operations depend on competent, trained and motivated people working within an active Safety Management culture.

All who work or use the Harbour have an obligation to contribute to harbour safety.

2.2 Health and Safety

2.2.1 Nominated Harbour Safety Officer

The Harbour Master is the Safety Officer. In his absence urgent harbour safety matters should be referred to an Assistant Harbour Master. The Harbour Master shall prepare an annual report evaluating the health and safety of the Harbour Authority's activities.

2.2.2 Responsibilities of SHB and Harbour staff

SHDC are committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of all staff towards these ends. The SHB will implement health and safety management systems which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and practicable measures necessary to eliminate or control risks. The SHB are committed to ensuring the safety of its employees and anyone else affected by its activities.

The ultimate responsibility for Health and Safety remains with the Salcombe Harbour Authority. The Harbour Master will advise the Authority on all matters related to the discharge of this responsibility and will oversee the implementation of its policies and decisions. The Harbour Master is responsible for the day to day management of the Harbour and for the compliance with all Health and Safety legislation and shall operate a health and safety policy that sits alongside that required by the Port Marine Safety Code.

The Harbour Master is assisted in discharging these responsibilities by the Assistant Harbour Masters and Harbour staff. All Harbour staff have a duty to comply with all harbour safety procedures laid down by SHB and ensure that marine operations are undertaken in a safe manner. They must report hazards, risks, accidents, incidents or near misses to the Harbour Master.

Harbour users are responsible for their own health and safety and that of other Harbour users who may be affected by their acts or omissions. Harbour users must comply with bylaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

2.2.2 Health and Safety Management

Salcombe Harbour Board has adopted a health and safety management system as required by the Health and Safety at Work etc Act 1974 and in compliance with the principles set out in the Port Marine Safety Code. The health and safety management system includes policies for emergency plans, conservancy, the environment, the management of navigation, pilotage and marine services.

2.2.4 Reporting of Accidents Incidents and Near Misses

The public should report all matters of safety – including accidents, incidents and near misses – promptly to the attention of the Harbour Master. The reports will be used to help in assessment of the effectiveness of the harbour safety management system.

2.3 Marine safety

The Marine Safety Policy augments the Health and Safety Policy. The Harbour Authority is committed to:

- Complying with all legal requirements.
- Managing its assets safely and efficiently.
- Maintaining relevant harbour equipment to agreed industry standards.
- Recruiting and training operational staff to nationally agreed competence levels (National Occupational Standards).
- Ensuring that the staff is properly trained for emergencies and contingencies.

In making these commitments the Harbour Authority has appointed the Harbour Master to fulfil the role of Marine Operations Safety officer responsible for:

- Ensuring that the Harbour Authority complies with the Port Marine Safety Code.
- Ensuring that all risks are assessed and eliminated or reduced to as low as reasonably practical (ALARP) in accordance with best practice.
- Carrying out routine safety inspections on marine operations and re-assessing risks dynamically as appropriate.
- Reporting, investigating and recording all incidents and accidents, and ensuring that ‘lessons learned’ are widely disseminated to all appropriate persons, bodies and institutions.

2.4 Environmental policy

Salcombe Harbour Authority is committed to the protection and conservation of the environment and will seek to maintain and continually improve, wherever possible, high environmental quality through the strict adherence to environmental legislation and internationally agreed convention, directives and resolutions intended to prevent pollution and protect the environment.

The Harbour Authority recognises the need to conserve the natural environment of the waters under its control through sound environmental management. Environmental policies for the Harbour ensures that, wherever possible, duties carried out by Harbour staff and recreational and commercial activities within the area of jurisdiction will take place without any adverse effects on the quality of the environment.

The Harbour Authority's Environmental Policy, objectives and targets will be accessible on-line and also held at the Harbour's offices and workshops. It will be available to all staff, persons working on behalf of the Harbour Authority, and Harbour stakeholders.

The waters within the control of the Harbour Authority are of National and European importance and include areas that have an environmental designation i.e. SSSI, AONB, SAC and Local Nature Reserve. They are designated for the high quality and diversity of the marine and estuarine habitats and species that are supported partly by the estuary's unusual geography.

The Harbour Authority intends to work closely with environmental agencies and local stakeholders to ensure that the quality of the environment is improved upon, thereby enhancing the natural resources for future generations. They shall also encourage users of the Harbour and suppliers of services to adopt practices compatible with the aims of this environmental management system.

It is believed that educating and training employees, as well as the public, on the importance of conserving and enhancing the environment will contribute to achieving environmental goals. Our employees will set and demonstrate the level expected, that others will follow.

2.5 Beach and water safety

Extracts from the Council's Beach and Water Safety policy influence, and in turn are influenced by, the SMS. The Beach and Water Safety Policy can be found in [Part 8](#) but germane extracts include:

2.5.1 South Hams District Council's vision

The Council's aim is that the beaches of the South Hams provide a valuable resource for the health, enjoyment and well-being of the District's residents and visitors; a clean unspoiled environment; a range of opportunities from popular amenity beaches with high quality facilities to remote tranquil coves; and a resource underpinning the prosperity of the tourism economy.

2.5.2 A hierarchy of standards

The Council recognises that there is a wide range of beach types, with different levels of facilities and amenities. The Council therefore advocates a hierarchy of indicative management standards for each category of beach.

2.5.3 Bathing water quality

The Council seeks excellent water quality for all beaches in the South Hams, and particularly for those owned or managed by the Council. It will take a proactive approach to informing and warning the public about water quality hazards on the beaches which it controls or jointly controls with others, as required by Bathing Water Regulations. It will continue to seek improvements to water quality through lobbying the respective agencies and by providing technical support and advice for relevant Environment Agency and Natural England initiatives.

It is the policy of SHB to seek recognition for the quality of bathing water within the Harbour, including a Blue Flag for South Sands beach.

2.5.4 Beach safety

The levels of provision of any rescue equipment, lifeguards and boat lane marker buoys will be informed by comprehensive risk assessment of all South Hams beaches and shoreline. The Council will ensure that appropriate safety facilities are in place on its own beaches. Where safety facilities are provided on beaches which are privately owned, the Council will move towards recouping the costs from owners.

2.5.5 Beach signage

The Council will continue to provide appropriate safety signage at the beaches it owns and manages. It will continue to facilitate the provision of appropriate safety signage at privately owned amenity beaches, and seek to recoup the cost from sponsorship, parish council or landowner contributions. Signage will adhere to the standardised national format developed by RNLI. The Council will seek to avoid a proliferation of 'signage clutter' at all sites by ensuring that signs are well designed and carefully sited, and the number of signs is minimised by careful coordination with others.

2.5.6 Active and hazardous sports and activities

Recreational pressures and conflicts will, where possible, be addressed through education, good site management, and cooperation with other beach owners and agencies. Although the case for updating the Council's byelaws relating to beach management and safety is not currently pressing, the situation will be kept under review.

2.6 Training

The SHA [training policy](#) can be found at 5.1 Training Policy and records in Part 10.

3. Organisation and responsibilities

3.1 Harbour Authority

Salcombe Harbour is a municipal harbour operated by South Hams District Council, which is the statutory Harbour Authority. The Authority's statutory responsibilities, general powers and limits of jurisdiction are defined in the Pier and Harbour Order (Salcombe) Confirmation Act 1954 and supported by the Salcombe Harbour Bye-Laws 2009. These duties include an obligation to conserve and facilitate the safe use of the Harbour and a duty of care against loss caused by the Authority's negligence.

Under the Pilotage Act 1987 (amended by the Marine Navigation Act 2013), a Harbour Authority which has powers to make it compulsory to use a pilot, and levy charges for the use of a pilot, is termed a "Competent Harbour Authority" (CHA). As pilots are not required in any part of Salcombe Harbour, Salcombe Harbour Authority is not a CHA under the Pilotage Act 1987.

3.2 Salcombe Harbour Board

Overall strategy and performance of the Harbour is managed by the Salcombe Harbour Board, which is a committee of Full Council. It comprises four elected councillors and 6 independent members appointed by the Council following an open competition. The Board holds 6 public meetings a year.

3.3 Duty Holder

The Salcombe Harbour Board is the Duty Holder as defined in the PMSC and as such Board Members are individually and collectively accountable for marine safety. They are also, on behalf of the Harbour Authority, accountable for managing operations within the Harbour safely and efficiently. The role of Duty Holder includes:

- Maintaining strategic oversight and direction of all aspects of the Harbour operation, including marine safety;
- Responsibility for the development of policies, plans, systems and procedures for safe navigation;
- Ensuring that assessments and reviews are undertaken as required to maintain and improve marine safety; and
- Ensuring that the Harbour Authority seeks and adopts appropriate powers for the effective enforcement of their regulations, and for setting dues at a level which adequately funds the discharge of all their duties.

3.4 Designated Person

The Dartmouth Harbour Master is the nominated Designated Person for Salcombe Harbour. The Designated Person provides independent assurance directly to the Duty Holder that the SMS, for which the Duty Holder is responsible, is working effectively. The main responsibility of the

Designated Person is to determine, through inspection, assessment and audit, the effectiveness of the SMS in ensuring compliance with the PMSC.

3.5 Harbour Master and Harbour staff

The Harbour Master has day-to-day responsibility for the safe operation of navigation and other marine activities in the Harbour and its approaches. The Harbour Master is assisted in discharging these responsibilities by the Assistant Harbour Masters and Harbour staff as shown in figure 2.

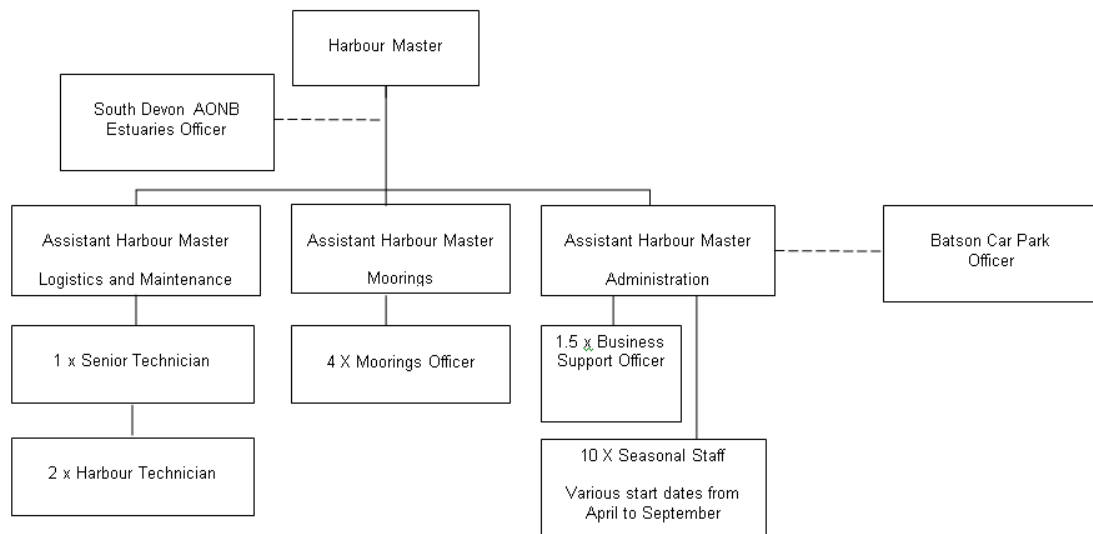


Figure 2: Salcombe Harbour staff structure

3.6 Estuary consultative fora

A well established and formal consultation mechanism which comprises a number of fora ensures that the SHB has strong and direct links with both Harbour users, local communities and other external organisations which have interests in the estuary:

- The Salcombe and Kingsbridge Estuary Association;
- The Salcombe-Kingsbridge Estuary Conservation Forum;
- The Kingsbridge Estuary Boat Club;
- South Devon and Channel Shell Fishermen;
- Kingsbridge and Salcombe Marine Business Forum.

3.7 Salcombe Harbour Port Users Group

Salcombe Harbour Port Users Group is primarily concerned with formal consultations in respect of Harbour Directions, but it also enables the consultative fora to network directly, other than via the Harbour Board. The Port Users Group consists of representatives from the consultative fora, together with representatives from Salcombe Yacht Club.

4. Planning and implementation

4.1 Marine safety objectives

This SMS seeks to meet a number of objectives. These include the promotion of a positive safety culture amongst SHA staff and Harbour users; and minimizing risks to 'as low as reasonably practicable' (ALARP).

4.1.1 ALARP defined

Guidance offered by the Health and Safety Executive (HSE) defines the concept of ALARP as being at the heart of the British health and safety system. 'Reasonably practicable' involves weighing a risk against the trouble, time and money needed to control it, thus ALARP describes the level to which workplace risks are expected to be controlled.

The Court of Appeal (in its judgement in *Edwards v National Coal Board* [1949]) defined "reasonably practicable" more narrowly than "physically possible" by introducing the concept of proportionality, judgement and flexibility in determining when a control results in a risk being 'as low as reasonably practicable'. Such determinations should consider the application of 'good practice' and discussion with stakeholders. Where there is a lack of 'good practice' then such determinations should be derived from first principles by applying common sense and/or exercising professional judgement or experience.

If for any reason the safety management system identifies a control measure that is not effective the activity is to cease until suitable control measures are in place and the risk mitigated to as low as reasonably practical.

4.2 Risk assessment

There are two types of risk assessment: the planned, formal risk assessments which provide the framework to describe how all risk assessments are carried out in practice; and dynamic assessment which helps the individual to assess a situation which is constantly changing. The risk assessments contained within this SMS are of necessity mainly concerned with the former, although a comprehensive working knowledge of these will assist in the 'on the spot' assessment of the latter type. Formal risk assessment involves 5 stages:

1. Identifying the problem (data gathering)
2. Hazard identification
3. Risk analysis
4. Assessing the efficacy of existing control measures
5. Identifying and adopting new control measures

A **hazard** is something with the potential to cause harm, loss or injury whereas a **risk** is a combination of frequency of occurrence (likelihood) and consequence (outcome). Part 3 contains the formal risk assessments conducted by the Salcombe Harbour staff.

4.3 Risk control measures

To minimize risks to ALARP, a 'layered defence' approach is employed:

- Eliminate or prevent risks – for example by ceasing the process;
- Substituting risks – by following a different (less hazardous) process;
- Isolating risks - by putting a barrier between the person (or environment) and the risk;
- Reducing the risk – through procedures or training; and
- Protecting against risk – by wearing suitable PPE.

These control measures can be grouped by type:

4.3.1 Legal controls

A number of Acts, Orders and other legislation are available to the Harbour Authority, Harbour Board and Harbour Master (eg Byelaws, General, Special and Harbour Directions).

Part 2 catalogues this legislation and indicates how this assists in controlling risk.

4.3.2 Documentary controls

- [Risk assessments](#);
- Safety policies eg Lone-Worker policy;
- Certification of competence and recognised qualifications;
- [Method statements](#) and other Safe Systems of Work;
- Permits and Licences;
- Management plans eg [Environmental Management Plan](#);
- Emergency plans eg oil spill response, fire and mud rescue etc;
- Surveys and charts;
- Admiralty and Local Notices to Mariners;
- Weather forecasts and warnings; and
- Tide timetables.

4.3.3 Physical controls

- VHF equipment;
- Aids to Navigation; and
- EPIRB.

4.3.4 Operational controls

4.3.4.1 Conservancy: buoys and lights, surveys and wrecks

SHA is a Local Lighthouse Authority (LLA) and is responsible for the provision of a comprehensive and well-maintained system of Aids to Navigation in the Harbour. This is inspected annually by Trinity House, which is the General Lighthouse Authority (GLA) for England, Wales, the Channel Islands and Gibraltar.

SHA periodically commissions a number of surveys of the Harbour and significant changes are notified to the UK Hydrographic Organisation (UKHO). Admiralty Chart 28 refers to Salcombe Harbour and its approaches. In addition, the survey results are used to determine the necessity, timing and scope of the Harbour's maintenance dredging programme. Records and further details can be found in Part 4.

If there is a wreck within the Harbour limits that is likely to become an obstruction or danger to navigation, SHA will take all necessary steps including ensuring that it is lit and buoyed as required until it is removed with the minimum environmental impact commensurate with the operational need.

4.3.4.2 Dredging

SHA undertakes maintenance dredging of areas within the estuary approximately every 5 years to remove silt deposits which may pose a risk to the safety of navigation. Records and further details can be found in Part 4.

4.3.4.3 Pilotage and towage

SHA does not have, nor currently requires, the powers of a 'Competent Harbour Authority' within the meaning of the Pilotage Act 1987 (see para 3.1) but keeps the necessity for the provision of a pilotage service under regular review.

SHA does not provide a formal Vessel Traffic Service within the Harbour but does provide information on request.

SHA does not provide a formal towage service within the Harbour, but may provide assistance within the Harbour limits if deemed necessary for safety reasons using Harbour launches after a comprehensive dynamic risk assessment has been conducted to ensure that the proposed operation is safe.

4.3.4.4 Security

Salcombe Harbour is not required to comply with the International Ship and Port Facility Security (ISPS) Code because this applies only to vessels of greater than 500 GRT engaged in international voyages. Although unlikely to transpire (because of the navigational limitations of the Harbour) this

is kept under regular review. However, SHA employs a night [security patrol](#) service within and around the Harbour to deter and detect crime and other illegal activities. In addition, Devon and Cornwall Police work from the Salcombe Harbour Office via a formal partnership arrangement, further enhancing security within the Harbour.

4.3.4.5 Environmental management

Salcombe Harbour is situated within an AONB, is a designated SSSI and Local Nature Reserve and has also been recognised as an Eco-Port by the European Sea Ports Organisation (ESPO). Furthermore, South Sands beach has been awarded the Blue Flag by Natural England (NE). Protecting this special environment is central to fulfilling the SHB vision.

SHA have developed an [Environmental management system](#), within which can be found [Environmental management plans](#).

In addition, SHA have implemented a [Port Waste Management Plan](#) which is audited by the MCA annually. SHA also maintains records of types and volumes of waste landed and disposed of within the Harbour.

As listed below, Salcombe Harbour has an MCA-approved [Oil Spill Contingency Plan](#) in place which is regularly reviewed and exercised. A stock of equipment sufficient to mitigate a Tier 1 spill is held on the Fish Quay; a Tier 2 and 3 response is provided by Adler and Allen who are on a retained contract for this purpose.

4.3.4.6 Contingency planning

Although hazardous and dangerous cargoes are not handled in Salcombe Harbour, a fuel barge operates year round and a range of contingency and consequence management plans have been developed for this and other emergencies. These include:

- [Emergency Plan](#)
- [Fire](#)
- [Casualty](#)
- [Grounding/flooding](#)
- [Oil pollution](#)
- [Sewerage or other water pollution](#)
- [Mud rescue](#)
- [Rabies](#)
- [Search and Rescue](#)
- [Flotsam and jetsam](#)

4.3.4.7 Incidents

In the event of an incident occurring it will be graded according to the nature of the incident, number of casualties, environmental impact and the likely disruption to harbour activities.

Minor incidents are those that can be managed and resolved using the Harbour's organic capacity, resources and available staff, augmented as necessary by the Emergency Services eg ambulance.

Major incidents are those that are beyond the Harbour Staff's and Emergency Services ordinary capacity to manage without extensive mobilisation of additional equipment or personnel. Examples include:

- Death or serious injury;
- Extensive damage or contamination to the environment;
- Extensive damage to vessels or harbour infrastructure; and
- Serious disruption to the routine operating of the Harbour.

4.3.4.8 Command and control

Minor incidents will be controlled at the scene under the command of the senior person present in the Harbour Office. For major incidents, Initial Command and Control (C2) will be effected from the Harbour Office and routine administrative functions will cease. If the situation is unlikely to be resolved within one working day then a decision regarding the re-location of command and control functions will be taken to allow Harbour Office functions to resume. The secondary C2 site is the offices within the Harbour Workshop and the tertiary C2 site is at the Fish Quay, although this will require hosting facilities to be erected.

4.3.4.9 Incident/accident investigation procedures

An incident log is maintained at the Harbour Office in which all incidents or accidents are recorded before being transferred to an [electronic \(master\) copy](#). Byelaw 14 directs the masters of all vessels which have been involved in an accident, grounding, fire or causes an obstruction to report the matter to the Harbour Office and complete an [Accident Report Form](#).

Where appropriate an investigation into the causes of the accident or incident will be conducted by the Harbour Master or delegated to a member of the Harbour Staff. The purpose of this investigation is not to apportion blame but to learn lessons to avoid future repetitions. For this reason, none of this evidence can be used in subsequent legal proceedings and this fact should be made clear to all witnesses so that they are not discouraged from coming forward.

If it appears that an offence has been committed then an entirely separate investigation will be conducted, under caution if required, but cannot refer to any of the evidence gathered in the former investigation.

5. Training

5.1 Training Policy

Safety training is an essential and indispensable ingredient of an effective SMS and high quality, relevant and timely training will be provided to all members of staff in order that they are qualified and competent to fulfil their role and responsibilities safely.

Members of staff will, as required by their particular role, be qualified to operate launches, plant and items of equipment utilised in the daily operation of the Harbour. This includes the re-validation of these qualifications.

New members of staff will be provided with a bespoke induction and training programme. No member of staff will be expected to undertake any role or take on any responsibility for which they are not correctly trained or qualified. Mentoring and supervision will also be provided from within the Harbour staff.

Training will be scheduled into the programme and adequate records, including certificates or other documentation, maintained to provide an audit trail of qualification and competence. 'On the job' training and Continuous Professional Development (CPD) are also key elements of the training policy.

The training records and certificates of qualification can be found in Part 10.

6. Performance monitoring

A number of methods are employed to monitor performance. These include:

- Putting this and other documentation into the public domain so that our performance is subject to public scrutiny;
- Reporting against established Performance Indicators (PIs) at Harbour Board meetings, to which the public are invited;
- Being subject to external assessment and report by:
 - The Designated Person (for Safety Management)
 - The MCA (for compliance with the PMSC, our oil spill contingency readiness and waste facility management)
 - Trinity House (as a General Lighthouse Authority)
 - The Environment Agency (for water quality and pollution incidents)
 - Natural England (for Blue Flag status)
 - The European Sea Ports Organisation (for Eco-Port status)
- Publishing accident and incident statistics in the Annual Report
- Proactive line management and oversight of activities

7. Review and Audit

7.1 Internal review

The Harbour Master will conduct a review of the SMS on the following occasions:

- Annually in advance of the 'high' season;
- Following incident or accident which highlights a shortfall in the SMS or working practices.

7.2 External review and audit

The Designated Person will audit the SMS at least annually, normally as part of the harbour inspection. The results of this audit will be reported to the Harbour Board. Any changes required will then be undertaken with the Board's endorsement. The method used to collect the required information for the audit and review would be interview, consultation and SMS records.

A record of all reviews and audits are held in Part 14.

Part 2 – Legal

1. Statutory

1.1 List of Acts and Orders relevant to Salcombe Harbour Authority

The list of Acts and Orders relevant to the Salcombe Harbour Authority can be found in the table below:

Title	Overview
Piers and Harbours Order (Salcombe) Confirmation Act 1954	This Act empowers the District Council to act as the Harbour Authority and defines duties, roles, responsibilities and freedoms which they may enjoy
Marine Navigation Act 2014	This Act empowered named Harbour Authorities (including SHA) to develop and issue Harbour Directions
Harbour Docks and Piers Clauses Act 1847	This Act governs harbours, docks and piers and provides for port development. It also defines and empowers the Harbour Authority, Harbour Master and their staff
Conservation (Natural Habitats &c) Regulations 1994	These regs make provision for implementing Council Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora. It requires 'relevant authorities' to sign up to a Management Plan if they are within a Special Area of Conservation
Control of Pollution (Amendment) Act 1989	An act to provide for the registration of carriers of controlled waste and exercisable powers in relation to vehicles shown to have been used for illegal waste disposal
Control of Pollution (Landed Ships' Waste) Regulations 1987	The deposit of tank washings at reception facilities in accordance with the Prevention of Pollution (Reception Facilities) Order 1984
Control of Pollution (Landed Ships' Waste) (Amendment) Regulations 1989	This amendment includes garbage and defines the harbour area
Control of Pollution (Special Waste)(Amendment) Regulations 1988	This amends the 1980 Regulations so that they continue to apply to special waste which is not hazardous waste
Countryside and Rights of Way Act 2000	Contains measures to strengthen SSSI and provides a basis for the conservation of biological diversity together with improving the management of AONB
Dangerous Substances in Harbour Areas Regulations 1987	These regs govern aspects of handling, storage, loading, unloading and carriage of dangerous substances in harbours and harbour areas
Dangerous Vessels Act 1985	Empowers Harbour Masters to give directions to prohibit vessels from entering their Authority's areas or to require the removal of vessels from those areas when they present a grave and imminent danger to the safety of any person or property, or risk obstruction to navigation. They also enable the SofS to give further directions or countermand HMs directions
Diving at Work Regulations 1997	These regs impose requirements and prohibitions with respect to persons at work who "dive" as defined in regulation 2(2)

Environmental Protection Act 1990	Makes provision for the control of pollution and includes waste, litter and pollution at sea
Food and Environment Protection Act 1985	Replaces the Dumping at Sea Act 1974; makes provision for the control of the deposit of substances and articles on and under the sea-bed
Harbour, Docks and Piers Clauses Act 1847	Hydrographic surveying, buoyage and lighting, dredging, pilotage, communications, general port safety including byelaws, wrecks and wreck removal
Harbour Works (Environmental Impact Assessment) Regulations 1999	These regs implement a European Directive on the assessment of the effects of certain public and private projects on the environment, in respect of the procedure for making harbour revision orders and harbour empowerment orders relating to harbour works to which the Directive applies
Harbour Act 1964	This Act provides for the control of harbour development and for giving financial assistance for the improvement of harbours. It makes other provisions with respect to the construction, improvement, maintenance and management of harbours; provides for charges levied by certain harbour authorities and lighthouse authorities
Marine and Coastal Access Act 2009	This act covers the formation of the Marine Management Organisation, the transfer of powers for marine licensing, establishment of inshore fisheries and conservation authorities, marine conservation zones, marine plans, marine policy statement and coastal access
Merchant Shipping Act 1984 (amended 1988)	Amends the law relating to inter alia compensation and liability for oil pollution
Merchant Shipping (Reception Facilities for Garbage) Regulations 1988	Harbour authorities are empowered to provide reception facilities for garbage from ships and are required to ensure that facilities in their harbour are adequate
Merchant Shipping Act 1995	Covers wreck removal and provision of aids to navigation
Merchant Shipping (Port State Control) Regulations 1995	Covers the inspection of foreign ships and crews
Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Act 1995	Requires ships carrying dangerous or polluting goods to provide at least 24 hours notice before entry into port
Merchant Shipping and Maritime Security Act 1997	Extends the powers of fire authorities to use fire brigade equipment at sea; makes further provision for the protection of wrecks, inspection and detention of ships, and waste reception facilities
Merchant Shipping (Oil Preparedness, Response and Co-operations Convention) Regulations 1998	This Act mandates production of oil spill contingency plans and the need for harbour authorities to clear up a Tier 1 spill and have a formal agreement for Tier 2 response in place
Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003	Requires the provision of port waste facilities and to have a waste management plan
Merchant Shipping (Accident Reporting and Investigation) Regulations 2005	Mandates reporting of specified accident types and describes the process for so doing
Natural Environment and Rural Communities Act 2006	Directs Councils which are harbour authorities to have regard to the conservation of biodiversity when exercising their powers
Pilotage Act 1987	Competent Harbour Authorities have a duty to keep the need for pilotage under review

Planning (Hazardous Substances) Act 1990	This Act details hazardous substances which, when present above threshold quantities on, over or under land, would trigger the requirement for hazardous substances consent
Planning (Hazardous Substances) Regulations 1992	These Regulations enact the above Act
Prevention of Oil Pollution Act 1971	This Act deals with the prevention of oil pollution from vessels into the sea
Prevention of Pollution (Reception Facilities) Order 1984	This Order amends the 1987 Regs to apply the same requirements that cover tank washings to ships' garbage landed in Britain
Public Health Act (Amendment) Act 1907	Empowers Councils to licence Boats and Boatmen when carrying no more than 12 passengers and not proceeding to sea
Transfrontier Shipment of Hazardous Waste Regulations 1988	These Regs provide a system of managing the transfrontier shipping of hazardous waste which is 'special waste'
Transport and Works Act 1992	This Act legislates for breath testing of seafarers; the environmental duties of harbour authorities; and amends the Harbours Act 1964
Water Resources Act 1991	Makes provision for the management of water resources including conservation, recreation, abstraction licences, discharges and regulation of pollution
Wildlife and Countryside Act 1981	This Act gives protection to native species (especially those at threat), controls the release of non-native species, enhances the protection of SSSIs and builds upon the rights of way rules in the National Parks and Access to the Countryside Act 1949
Marine Safety Act 2003	This Act makes provision for the giving of Directions to ships for purposes of safety or pollution and about the enforcement of such Directions
Control of Pollution (Oil Storage)(England) Regulations SI 2001/2954	This SI requires a person having custody or control of oil to carry out certain works and take certain precautions for preventing pollution of controlled waters for the purposes of the Water Resources Act 1991
Hazardous Waste (England and Wales) Regulations 2005	Relates to the handling and management of hazardous waste which is normally in the form of oil contaminated materials after an incident or contaminated dredge spoil
List of Wastes (England) Regulations 2005	These Regs specify what kinds of wastes different facilities can accept under the terms of their environmental permits and in relation to exemptions
Waste (England and Wales) Regulations 2001	These Regs replace waste regulations relating to the registration of waste carriers, the duty of care and the waste strategy. They also introduce new provisions which puts greater emphasis on the waste hierarchy and the waste life-cycle
European Sea Ports Organisation EcoPorts Green Guide	This guide helps harbour authorities commit to sustainable development and continuous development of their environmental performance
Merchant Shipping (Accident Reporting and Investigation) (Amendment) Regulations 2013	Amends the 2005 regulations
Merchant Shipping (Prevention of Pollution) (Limits)(Revocation) Regulations 2013	Revokes certain Regs relating to the prevention of pollution in merchant shipping which are superseded by the declaration of an Exclusive Economic Zone under the Marine and Coastal Access Act

Waste Electrical and Electronic Equipment Regulations 2013	These Regs replace the WEEE Regs 2006 and introduce a waste management system for electrical and electronic equipment
The Scrap Metal Dealers Act 2013	Introduces a requirement to be licenced to carry on business as a scrap metal dealer
Clean Air Act 1993	This Act provides a comprehensive control mechanism to protect the environment from smoke, dust and fumes from any chimney and industrial or trade premises.

1.2 Bye-Laws

The Bye-Laws pertaining to Salcombe Harbour were made by SHDC in 2009 and are reproduced below:



SHA Bye-Laws
2009.pdf

1.3 Harbour Directions

The Salcombe Harbour Authority has been awarded powers to issue Harbour Directions in the Marine Navigation Act 2014. As yet, none have been developed or issued.

2. Non-Statutory

2.1 Port Marine Safety Code

The Port Marine Safety Code applies to all harbour authorities in the UK that have statutory powers and duties. It establishes the principle of a national standard for every aspect of port marine safety and aims to enhance safety for those who use or work in ports, their ships, passengers and the environment. It applies to port marine operations the well-established principles of risk assessment and safety management systems. It provides a measure by which harbour authorities can be accountable for the legal powers and duties which they have to run their harbours safely and help to discharge their obligations effectively.



port-marine-safety-code.pdf

2.2 Marine and Coastguard Agency 'M' notices

'M' notices are produced by the MCA to publicise important information to the shipping and fishing industries. There are 3 types of notices:

- Merchant Shipping Notices (MSN) – conveying mandatory information that must be complied with under UK legislation.
- Merchant Guidance Notes (MGN) – giving significant advice and guidance relating to the improvement of the safety of shipping and of life at sea, and to prevent or minimise pollution from shipping.
- Marine Information Notes (MIN) – intended for more limited audiences eg training establishments, or contain information which will only be of use for a short period of time.

Within each series of notices, suffixes M or F indicate whether these relate to merchant ships and/or fishing vessels.

A list of extant M notices can be found at <https://www.gov.uk/ships-cargoes/m-notices>

2.3 Admiralty and other publications

There are a number of Admiralty and other publications, including (but not limited to) tide tables, Admiralty List of Radio Signals, Admiralty List of Lights and Fog Signals and Pilots.

Part 3 – Risk assessments

1. SHA risk assessments

Risk assessments are either reviewed as a new risk emerges or is identified, or following an incident in which our assessments have proven to be sub-optimal, or annually, whichever is the most frequent. The latest SHA risk assessments can be found here:

2. External (third party) risk assessments

Third parties seeking to conduct marine-related activities or operations within the harbour must first submit a copy of their formal risk assessment to the Harbour Master for endorsement. Paper copies of these risk assessments are filed within the Harbour Master's copy of this SMS.

3. Ranked hazards list

The diagram overleaf shows the relative ranking of the highest identified hazards:

Severity (Consequence)	Catastrophic (Fatality; life/career-changing injury; lasting environmental impact)	Aircraft ditches in hbr 8 Major oil pollution incident	Swimmer hit by vessel 11 Fire on EGREMONT	12	19	20
	High (Permanent non-life/career changing injury; property written off/replaced; non-permanent serious environmental impact)	5	Ferry sinks in hbr – mass MOB Vessel fire Fall from height Fuel barge – large spill	10	17	18
	Medium Temporary injury; property is repairable; minor temporary environmental impact)	2	Fuel spill during bunkering ops @ Fish Quay 4 Mooring failure Person stuck in mud	9	14	Vessel under way collides with another / structure 16
	Minor (No or minor injury; property damage slight or nil; no environmental impact)	1	Minor fuel spill from leisure vessel 3 Slips, trips & falls (staff)	Slips, trips & falls (public) 6 Vessel aground	Vessel adrift collides with another/structure 13	Vessel capsize or swamped 15
		>1/century	>1/decade	>1/year	>5/year	>10/year
	Likelihood (frequency)					

Part 4 – Conservancy/Port access

1. Surveys and hydrographical information

The SHA recognises its duty to conserve the harbour so that it is fit for use as a port, and its duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it. Hydrographical surveys are regularly commissioned by the SHB and records are maintained by the Harbour Office; these are shared with the UKHO under a formal agreement, thereby ensuring that Admiralty Chart 28 is maintained up to date.

2. Dredging

SHA was granted the powers to undertake works, including dredging, in the Salcombe Harbour Act 1954, and commissions third-parties to undertake maintenance dredging on its behalf approximately every 5 years. Where applicable, the SHA adheres to the licensing requirements of the Marine Management Organisation (MMO) and also undertakes comprehensive consultation with both statutory and non-statutory consultees. The preferred method of dredging is Water Agitation Dredging (WAD)/Water Injection Dredging (WID) because it is relatively environmentally benign.

Paper copies of dredging records are filed within the Harbour Master's copy of this SMS.

3 Aids to navigation

As a Local Lighthouse Authority, SHA is responsible for maintaining a comprehensive, well maintained and modern system of aids to navigation based on risk assessment and installed in consultation with Trinity House.

3.1 Marks, buoys, beacons, lights

A list of marks, buoys, beacons and lights is maintained in PANAR, which the Harbour Office regularly reviews.

3.2 Trinity House inspections

A record of Trinity House inspections is maintained within the 'Navigation' folder of the Harbour's IT system.

Part 5 – Security

Security patrol

To augment the Harbour Staff's daytime presence on the water, SHA contract a night security patrol service. Their primary aim is to deter and detect marine crime, however their secondary purpose is to enforce Bye-Laws and deter anti-social behaviour.

Reports

The security company files a report for each patrol undertaken. These are held within the Harbour Master's copy of this SMS.

Part 6 – Environmental management

1. Environmental management system

SHA operate an endorsed Environmental management system, which can be found on the Harbour's IT system [here](#).

2. Environmental management plans

The Environmental Management Plan for Salcombe-Kingsbridge estuary can be found on the Harbour's IT system [here](#).

3. Port Waste Management Plan

The SHA port waste management plan is reviewed triennially. The latest PWMP can be found here:



Port Waste
Management Plan 20:

Part 7 – Moorings management

1. Moorings policy

The provision and management of mooring facilities within Salcombe Harbour is one of SHA's core activities. The Moorings Policy has been developed based on a range of factors, principally:

- Safety, including navigational safety;
- Optimising the use of the harbour; and,
- Conserving and enhancing the natural environment.

A paper copy is held within the Harbour Master's copy of this SMS as well as here:



Moorings Policy 2nd
Edition (2012) amend

2. Moorings maintenance

All moorings must be inspected and if necessary maintained annually. All berthing and mooring facilities owned and provided by SHA are inspected during the winter months; this includes a contracted diver team to undertake the inspection of deep water moorings. Maintenance records are held in paper form in the Harbour Workshop and form part of this SMS.

Part 8 – Beach and water safety

1. Beach and water safety policy



Beach management
policy approved by E:

2. Risk assessments

Risk assessments for all beaches and inland waterways are held on the Harbour's IT system [here](#).

UNCONTROLLED WHEN PRINTED

Part 9 – Harbour operations

1. Diving

Bye-Laws prohibit diving in the estuary without the written permission of the Harbour Master, who operates a 'permit to dive' system. Diving Permits are issued on receipt of:

- A generic risk assessment
- A generic dive project plan
- Divers qualifications
- First aid qualification
- Medical supervisors qualifications
- Divers medical certificate

When the diving permit is completed for the specific dive, any amendment to the generic risk assessment and the diving project plan or qualifications of additional divers are to be produced for the Harbour's retention. For professional divers, HSE Commercial Diving standards must be followed.

Copies of completed Diving Permits are retained in the Harbour Master's copy of this SMS for one year.

2. Work boats

There are procedures for the safe operation of harbour launches based on the risk assessments. These can be found in the [Method Statements](#) on the Harbour IT system. Maintenance documentation for each workboat is held at the Harbour Workshop.

3. Salvage and towing

Towing may only ordinarily be undertaken by staff that have successfully completed a towage training course. In an emergency, towing may be attempted if a dynamic risk assessment indicates that it is safe to do so.

Salcombe Harbour Authority does not undertake salvage operations, however the harbour may be requested to accommodate vessels salvaged by others eg RNLI, or if directed to do so by the Secretary of States' Representative for Marine Salvage and Intervention (SOSREP).

4. Workshop operations

All workshop operations are subject to formal risk assessment and all activities should adhere to the [Method Statements](#) on the Harbour IT system.

5. Fish quay

Commercial shore-side fishing activities take place on the Fish Quay, which is designated a 'working area'. Access to the General Public is restricted and all operators must provide the Harbour Office with a comprehensive risk assessment for endorsement. These are held in the Harbour Master's copy of this SMS.

UNCONTROLLED WHEN PRINTED

Part 10 – Training

1. Training needs

2. Training log

3. Records and certificates

UNCONTROLLED WHEN PRINTED

Part 11 – Emergency response

1. Emergency Plan

INITIAL RESPONSE TO ALL INCIDENTS (except pollution):

Unless already being employed on the water, at least one Launch is to be located at Normandy pontoon and immediately available to respond to an incident within Harbour Limits.

The first staff member to arrive is to remain in the Harbour Office to:

- Establish communications (a list of phone numbers is held in the Harbour Office);
- Contact the Harbour Master;
- Co-ordinate and transmit relevant information;
- Open and maintain log of events, times of action taken and radio messages

Incidents usually attract spectators. These should be directed to a safe area away from the incident.

SAFETY IS THE PRIMARY CONCERN AT ALL TIMES

2. Fire

Harbour Office to be manned.

Dial 999 and request Fire services. Give brief, concise details including the following:

- Size of vessel + type (if dive boat, oxygen cylinders may be on board)
- Location, using 6 figure grid reference
- Number of casualties/personnel onboard
- Need for breathing apparatus ? Not qualified to make judgement.
- Additional appliances, what fuel is on board, etc.

Inform Coastguard.

Establish communications with Harbour launches via VHF 14 and 12

If additional personnel are required, request support from Lifeboat crew.

First available launch is to load fire crew at WHITESTRAND pontoon. If this is not practicable, BATSON slipway is the secondary launch point.

Second available launch is to stand by for follow-on fire crews.

Consider use of Dory or Eddystone vessels for carrying injured or further back-up.

Launch fire crew will have the following priorities:

- Saving of life
- Preventing the fire from spreading
- Maintaining navigational access, ie not blocking a channel
- Containing the fire

If a launch carries fire fighters onto a vessel it must remain on station – remember you are their only means of evacuation or escape!

Consider towing the vessel on fire onto the nearest open mud or shore line, taking the following into account:

- Risk of exploding petrol/gas cylinders
- Wind direction (avoid smoke or burning cinders starting secondary fires ashore or on nearby vessels)

In the event of a fire in a waterfront property, it may be appropriate for the Harbour Launch to assist with the evacuation of personnel by sea if their exit is restricted by fire in the building.

3. Marine Casualty

If medical assistance is required for a vessel in the Harbour, call 999 and ask for the ambulance service. They will activate the first responder who will, at their discretion, go afloat to attend the casualty.

If the casualty cannot get to shore in the Harbour Launch, activate the Lifeboat via the Coastguard

4. Grounding/flooding

In the event that a vessel floods and is at risk of sinking consider directing (or towing) onto a shallow open mud area.

Evacuate personnel who wish to get off the vessel – stand by to pick up personnel from the water if they have had to abandon their vessel.

Call out Lifeboat if additional resources are required.

5. Oil Spill Contingency Plan

The master copy is held in the Harbour Office but is reproduced here for reference:



Salcombe Harbour Oil
Spill Response Plan - |

6. Sewerage or other water pollution

There is a Combined Sewerage Overflow off South Sands Beach. If there is a significant discharge (which normally only occurs after heavy rainfall), South West Water will send an automated alert to SHDC. The following procedure details the actions to be taken upon receipt of an alert.



CSO_Procedure.pdf

7. Mud rescue

The potential risk for members of the public to get stuck in the mud is great within the Salcombe and Kingsbridge Estuary.

In the event of a report of a member of the public requiring rescue from the mud the following actions are to be taken:

- Activate the emergency call out procedure.
- Advice to stranded personnel is to remain in their boat if they are in a boat, do not try to walk out over mud.
- Contact Coastguard to put Mud Rescue Unit on notice (MRU are based at Exmouth)
- First available Boat Crew to take dory and proceed to vicinity of stranded person.

The following should be considered:

- Crew must be at least 2 personnel
- Lifejackets are to be worn
- Take extreme care on falling tide not to compound rescue situation
- Regular updates to be transmitted to Harbour Office

Mud rescue kit to be taken:

- Sled
- Throwing Line
- Perry buoy
- 2 pairs of Spare overalls for rescued persons
- Large capacity lifejackets for trapped casualties

Report back, if rescue beyond Harbour Staff capabilities I/C will consider:

- Requesting assistance from Coast Guard
- Requesting assistance from Fire Brigade

8. Rabies

[The Devon County Council Rabies plan](#) is available online

9. Search and Rescue

Establish communications with the Coastguard and RNLI. Record information on the following:-

- Missing persons
- Last known position of vessel
- Name of boat/owner
- Description of vessel, size and any additional relevant information

Home base and home telephone numbers of casualty, if local, may be on computer.

A log must be opened and updated at the Harbour Office giving details of search parties, Harbour launches in use, details of crews and search areas covered. Ensure crew of searching boats have lifejackets, torches or searchlights, and that they are in radio contact.

As time progresses it will be important to organise searching boats into a roster to ensure adequate rest and sustenance.

If searching Harbour/estuary, ensure that each boat searches a given part in a proper sequence, relative to current and the state of the tide and wind

A chart of the search area is to be displayed in the Office and marked with search areas, vessels names etc.

10. Flotsam and Jetsam

Procedure for dealing with flotsam and jetsam:



Flotsam & jetsam
flow chart - Salcombe

UNCONTROLLED WHEN PRINTED

Part 12 –Boat and Boatmen Licensing

The Salcombe Harbour Authority licence boats less than 24m in length, and which carry no more than 12 passengers, and which do not proceed to sea . In addition SHA licence the boatmen in charge of these vessels. Those which exceed these requirements are licenced by the MCA.



Boat Licensing
conditions 2010.pdf

This licencing is conducted using the South West Regional Ports Association Small Craft Licensing Guide, also known as the 'Blue Book'.



SWRPA boat
guidelines May 15.doc

Part 13 – Review and Audit

UNCONTROLLED WHEN PRINTED

Glossary

As Low As Reasonably Practicable (ALARP) – a term indicating that, after mitigation measures have been put in place, the residual risk is as low as reasonably practicable ie the cost or resources involved in reducing it further would be grossly disproportionate to the benefit gained.

Admiralty List of Radio Signals (ALRS) – a catalogue which provides comprehensive information on maritime radio communications.

Area of Outstanding Natural Beauty (AONB) – an area of countryside which has been designated for conservation due to its significant landscape value.

Competent Harbour Authority (CHA) – a harbour authority which has been given statutory powers relating to the provision of pilotage in their waters.

Continuous Professional Development (CPD) – a means by which people maintain their knowledge and skills.

Emergency Position-Indicating Radio Beacon (EPIRB) – a radio transmitter which aids the location of an individual to the emergency Search and Rescue services

European Sea Ports Organisation (ESPO) – the representative body of port authorities of the member states of the EU. Inter alia it grants the status of eco-port to qualifying ports and harbours.

General Lighthouse Authority (GLA) – the agency primarily responsible for aids to navigation. In the UK this is Trinity House.

Gross Registered Tonnage (GRT) – a ship's total internal volume expressed in 'register tons', each of which equals 100 cubic feet (2.83m³)

International Ship and Port facility Security code (ISPS) – an amendment to the Safety of Life at Sea Convention on minimum security arrangements for ships, ports and government agencies.

Local Lighthouse Authority (LLA) – ports, harbours or other parties providing navigational aids in a locality as part of its facilities. These must adhere to the General Lighthouse Authority's policy on the correct provision and maintenance of such equipment.

Maritime and Coastguard Agency (MCA) – a UK government agency working to prevent loss of lives at sea and responsible for implementing British and international maritime law.

Natural England (NE) – a non-departmental public body of the UK government responsible for ensuring that England's natural environment is protected and improved.

Providers Aids to Navigation Availability Reporting database (PANAR) – an online database administered by Trinity House to assist Local Lighthouse Authorities to fulfil their responsibility to maintain records of Aids to Navigation availability.

Port Marine Safety Code (PMSC) – the national standard for port safety within the UK

Port Waste Management Plan (PWMP) – a plan for the management and correct disposal of waste generated within ports and harbours.

Rigid Inflatable Boat (RIB) – a lightweight boat with inflatable gunwales.

Salcombe Harbour Authority (SHA) – The Authority having statutory powers and responsibilities for Salcombe Harbour.

Salcombe Harbour Board (SHB) – the management board which is responsible for the management of safety within Salcombe Harbour.

South Hams District Council (SHDC) – the statutory owner of Salcombe Harbour.

Safety Management System (SMS) – the means by which safety management is effected.

Secretary of State's Representative (SOSREP) – a nominated individual empowered by the Secretary of State to be the ultimate decision maker during maritime salvage and pollution incidents.

Site of Special Scientific Interest (SSSI) – a site within the UK considered to be of special interest by virtue of its fauna, flora, geographical or physiographical features.

United Kingdom Hydrographic Organisation (UKHO) – a government organisation responsible for providing navigational and hydrographic information.

Very High Frequency (VHF) radio – a combined transmitter and receiver which operates on standard international radio frequencies.