



shoreham port

MARINE SAFETY PLAN

2023 TO 2025



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Introduction

In accordance the Port Marine Safety Code (PMSC), Shoreham Port is obligated to release a Marine Safety Plan every three years, which outlines the procedures for conducting marine operations.

To assist with safety and efficacy of marine operations, Shoreham Port publishes policies, plans, procedures, and guidance documents, all of which have been developed by formal risk assessment process to eliminate or minimise risks to a level that is as low as reasonably practicable (ALARP)

Key Marine Documents together with the full Marine Safety Management System (SMS) can be found in the marine section of the ports website at www.shoreham-port.co.uk.

Furthermore, Shoreham Port issues Monthly PMSC reports detailing the dates of incidents and observations noted throughout the previous month, as well as training sessions, exercises, audit reviews, and hydrographic surveys completed within the period. These reports can also be found in the marine section of the port's website at www.shoreham-port.co.uk.

1) Marine Procedures and Guidelines

Procedures and guidance documentation for all marine navigation and operations are produced following consultation by the Ports Marine Management Team. All such documentation is reviewed regularly and following any changes to operations or following post incident investigation.

2) Marine Policies

Shoreham Port has developed marine policies to guide the management of all marine operations. These policies are not static; they are reviewed at least once during the lifetime of the plan to ensure their continued relevance and effectiveness.

At the heart of these policies is the Marine Safety Management System (MSMS). This system is not merely a theoretical framework; it is a practical, operational tool designed to ensure the safe and efficient conduct of all marine activities within the port.

The MSMS has received the highest level of endorsement within the organisation. The Chair of the Board at Shoreham Port has personally signed off on this system, acting on behalf of all Board members in their capacity as the Duty Holder. This act signifies their collective responsibility and commitment to uphold and implement these safety measures.

The approval by the Duty Holder underscores the importance placed on the safety of marine operations at Shoreham Port. It is a clear demonstration of the port's commitment to maintaining the highest standards of safety and efficiency in all its marine operations. This commitment is integral to the port's values.

3) The Management of Marine Operations

The Marine Management Team oversees all marine operations at Shoreham Port. Through consultations with the Marine Team and key stakeholders (Pilotage, Local Ports Services, Towage, Leisure), the Marine Safety Plan is committed to managing and regulating marine operations within the port's harbour limits. This commitment, within the port's authority, aims to ensure safe navigation for all users and environmental protection.

Safety is paramount at Shoreham Port. In managing marine navigation and operations, the safety of life and vessels always comes first. To maintain high safety standards, it may be necessary to delay vessel movements or activities within the harbour. This may occasionally inconvenience harbour users. However, any such delays will be minimised, and safety will always take precedence.

4) Marine Management

To ensure the effective functioning and maintenance of the Marine Safety Management System (SMS), Shoreham Port's marine department undertake a series of activities. These activities are designed to ensure continual compliance with the Port Marine Safety Code (PMSC), fulfilment of statutory obligations, and the management of all risks to be As Low as Reasonably Practicable (ALARP).

Key activities include:

- **Monthly Management Reviews:** These involve the review of the Marine SMS, including document/procedure review schedules, incident reporting, training, and progress on tasks/projects.
- **Weekly Informal Meetings:** The marine management team holds weekly informal meetings to discuss ongoing issues and developments.
- **Marine Reporting and Investigation:** A comprehensive system is in place for reporting and investigating marine incidents, with the implementation of lessons learned from these incidents.
- **Risk Assessments:** Detailed marine/navigational risk assessments are regularly conducted to identify and mitigate potential hazards.
- **Liaison Meetings:** Regular, wide-ranging liaison meetings are held with stakeholders, including terminal operators, agents, tugs, and pilots. This also includes regular Local Port Services, Pilotage, and towage meetings.
- **Audits:** An internal audit program is in place, supplemented by bi-annual external PMSC audits. The Shoreham Port Business Risk & Safety Committee provides detailed scrutiny of the PMSC audit reports.
- **Annual Presentation by the Designated Person:** The Designated Person presents to the Duty Holders annually, providing an opportunity for direct communication and feedback.
- **Emergency Response:** Emergency response plans and procedures are maintained and exercised regularly, ensuring preparedness for any potential marine emergencies.
- **Staff Training and Development:** Comprehensive training and development programs are in place for members of the marine team, ensuring the recruitment of trained, experienced, and competent personnel.

These activities demonstrate a robust and proactive approach to marine safety management, ensuring that all operations are conducted safely and efficiently. The continual professional development of personnel and the regular review and updating of procedures and practices further enhance this commitment to safety.

5) Ongoing Management Standing Targets for the Period of the Plan

Standing Targets Service Provision / Activity Target		Target
1	Navigational Incidents	<ul style="list-style-type: none"> No major incidents, serious injuries, or serious pollution because of a failure of the port's Marine Safety Management System
2	Local Port Service	<ul style="list-style-type: none"> Provide an effective Local Port Service for the port.
3	Provision of a Pilotage service including the authorisation of Pilotage Exemptions	<ul style="list-style-type: none"> No major incidents resulting from Pilotage or Pilot Exemption errors. To have a sufficient number of Pilots and a robust roster to ensure that no vessels are unduly delayed.
4	Conservancy and Hydrographic Service	<ul style="list-style-type: none"> Ensure the hydrographic survey program is maintained and survey charts are published. Relevant data is sent to the United Kingdom Hydrographic Office.
5	Emergency Plans	<ul style="list-style-type: none"> Maintain, exercise, and regularly review of Emergency Plans.
6	Liaison and consultation with Port Users	<ul style="list-style-type: none"> Regular meetings with Shoreham Port Board to give a Port Marine Safety Code update. A Port Users Group meeting is held biannually. An annual public meeting is held. An annual Leisure Safety Group meeting is held.
7	Training	<ul style="list-style-type: none"> All Duty Holders to have internal and external training on the Port Marine Safety Code.
8	Designated Person	<ul style="list-style-type: none"> Designated Person to bi-annual audit the Harbour Authority's compliance with the Port Marine Safety Code. To provide relevant and timely information to the Duty Holder's as required. To address the Duty Holders annually.

6) Review Summary of Previous Plan (2020-2022)

The following provides a performance overview of the ports Standing targets of the previous plan 2020 to 2022.

Throughout the plan period, Shoreham Port experienced no major incidents, serious injuries, or significant pollution incidents which could be attributable to failures in its Marine Safety Management System (MSMS). The port maintained a continuous Local Port Service (LPS) without disruption, demonstrating operational stability and reliability. Furthermore, there were no significant incidents recorded that could be attributed to shortcomings in the port pilotage service, including situations involving masters possessing pilot exemption certificates.

Shoreham Port implemented a comprehensive Hydrographic survey programme. All scheduled surveys were completed as per the port's Hydrographic plan, and results disseminated to relevant stakeholders. Additionally, necessary information required by the United Kingdom Hydrographic Office (UKHO) was promptly provided, ensuring compliance with regulatory obligations.

In accordance with the Port Marine Safety Code (PMSC), Shoreham Port integrated emergency preparedness into its schedule. The exercise plan consists of; oil spill exercises, major emergency plan exercises, PMSC exercises, and security drills / exercise. The port also conducted a Tier 2 Incident Management exercise, as mandated by the Maritime Coastguard Agency (MCA). Despite challenges posed by the COVID-19 pandemic, the port completed 53 out of 54 scheduled exercises, with only one security exercise deferred due to lockdown restrictions.

The PMSC emphasises the importance of involving user groups or representatives in risk assessment reviews. Shoreham Port actively engaged with stakeholders, including user groups outlined in its Standing Targets, to gather practical insights and ensure effective consultation. This approach underscores the port's commitment to engaging with its user community.

The Board at Shoreham Port serves as the Duty Holder, responsible for strategically overseeing compliance with the PMSC. As outlined in the MSMS, board members received training to ensure understanding of their obligations and commitment to meeting safety standards.

The port underwent six audits by its appointed Designated Person to assess compliance with the PMSC. Each audit report provided independent assurance to the board regarding the effectiveness of the MSMS. Additionally, the Designated Person presented verbal reports to the board three times during the plan period, facilitating ongoing dialogue and oversight.

In conclusion, Shoreham Port has shown strong performance in upholding its Marine Safety Management System during the 2020-2022 plan period. Moving forward, continued adherence to best practices and proactive risk management will serve to enhance safety standards and uphold the port's ongoing success.