

Port & Marine Facilities

Safety Code

Marine Safety Plan

2026 – 2028



Introduction

Shoreham Port as the Statutory Harbour Authority (SHA) has responsibility to ensure a safe environment for the general public and users of the port and other facilities under their jurisdiction.

Shoreham Port is committed to complying with the Port Marine and Facilities Safety Code (PMSC) which lays down minimum standards of safety applicable to all harbours and similar establishments.

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.

As part of its compliance with the requirements of the PMSC, Shoreham Port publishes the following Marine Safety Plan (MSP) for the conduct of marine operations in the Port for the period 2026–2028.

Marine Policies

Shoreham Port has published several Key Marine Policies in support of the management and regulation of marine operations in the statutory harbour area. These strategic policies are referenced within the Port's Marine Safety Management System (MSMS) and are approved by the 'Duty Holder' as defined within the PMSC.

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

This Marine Safety Plan has been developed to describe how the SHA intends to fulfil those responsibilities listed in the MSMS, as well as identifying the associated Key Performance Objectives.

1. Marine Procedures

The MSMS also refers to or explains in more detail a comprehensive list of operational procedures, processes and manuals that have been developed by and maintained by the Harbour Master to manage marine safety within port limits. These include:

- Traffic management;
- Operational procedures;
- Pilotage;
- Conservancy;
- Marine Services.

Notwithstanding a requirement to review any components of the MSMS, whether manuals, plans or operational procedures following an incident or accident, a MAIB report, a Code self-compliance statement, a change in procedures or any other amendment, there exists a firm intention to review all components of the MSMS, insofar as reasonably practicable, in 3-year cycles.

2. 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

Shoreham Port has powers to issue General and Special Directions for the purposes of promoting or securing conditions conducive to the ease, convenience or safety of navigation in the port and to regulate and manage marine safety within the port limits.

3. Marine Activity 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 and Facilities 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, pilots, RNLI, National Coastwatch Institution and leisure users. 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.

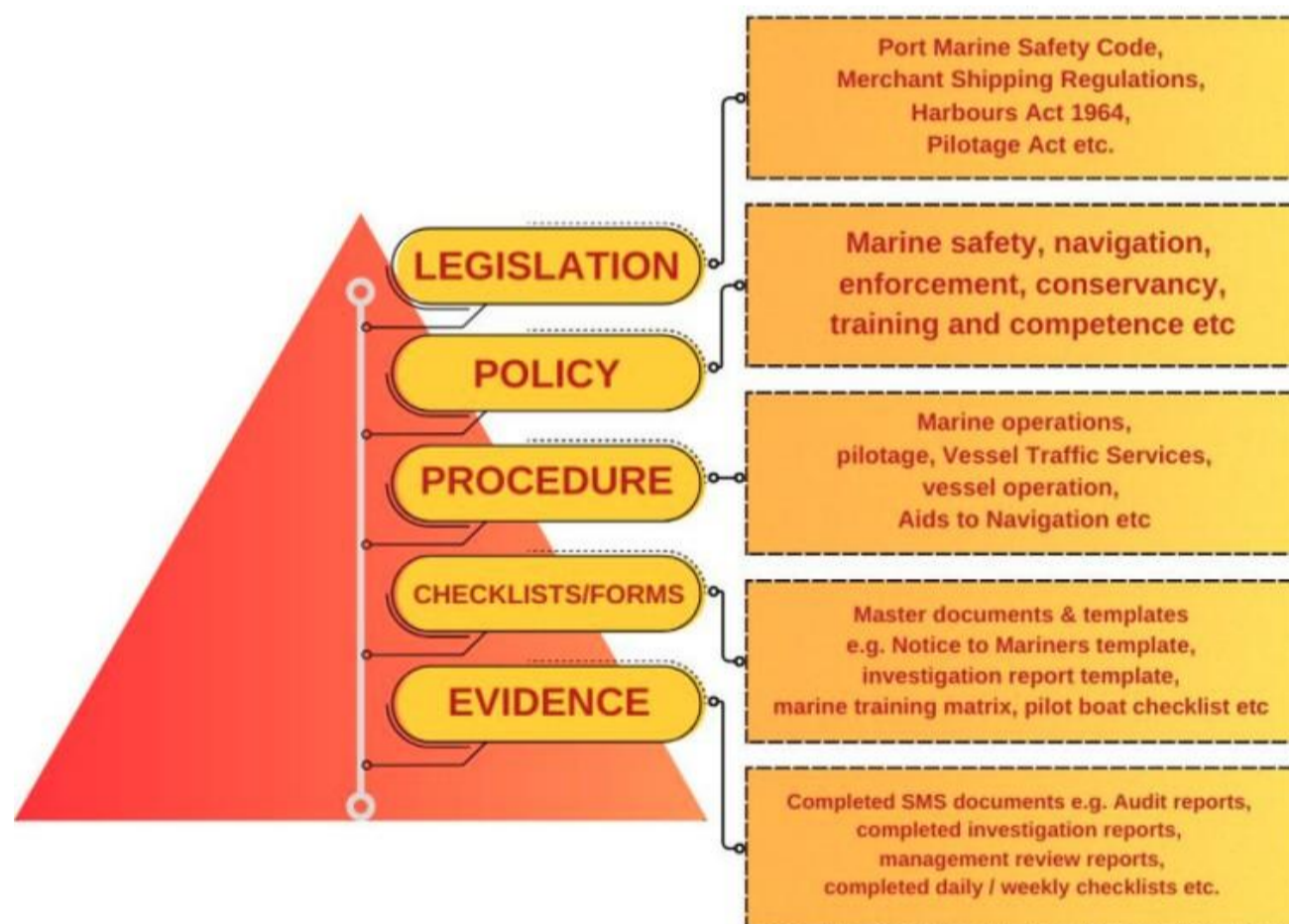
These activities demonstrate a robust and proactive approach to marine safety management, ensuring that all operations are conducted safely and efficiently. The continual professional development of personnel and the regular review and updating of procedures and practices further enhance this commitment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

4. Performance Objectives

As a Statutory Harbour Authority, Shoreham Port seeks to continuously improve the Duty Holder’s compliance with the requirements of the PMSC, and reduce all foreseeable risks associated with harbour operations to a level as low a reasonably practicable (ALARP).

The detailed plans for PMSC compliance are contained within the MSMS.

The Marine Safety Plan Objectives listed in the attached Compliance Matrix hereafter outline the process used to monitor ongoing compliance and prompt continuous improvement towards best practice in marine operations. The improvement plan will be cyclical in nature and follow the sequence below.



5. Additional and specific objectives for 2026

Upon the annual review of developments and events/incidents at the Port during 2025, as part of the annual internal audit of the Port’s safety performance, the following observations or opportunities for improvement were identified to improve the port’s PMSC compliance:

1. Duty Holders to undertake PMSC Duty Holder Training
2. Regularly review the targets in the marine safety plan to make sure that the KPIs are measurable against the desired targets.
3. To conduct an exercise to identify better utilisation of the Harbour Master’s assets, such that the management of marine safety at the port can be improved insofar as reasonably practicable, updating the MSMS accordingly.
4. Review the workboat coding and local coding criteria for an electric vessel to replace the survey vessel or patrol vessel.

6. Marine Safety Plan – Compliance Matrix

MARINE SAFETY PLAN - COMPLIANCE MATRIX			SHOREHAM PORT		2026-2028				Unmet, Partially Met or Achieved
PMSC Provision or Activity	Marine Navigational Safety Policy objective	PMSC GtGP Chapter	Marine Safety Plan Objective	How measured?	2025	2026	2027	2028	
1	Duty Holder	Formally identify and designate the Duty holder, whose members are individually and collectively accountable for compliance with the PMSC to ensure safe marine operations within the port's limits	1.2	Duty Holders to have received training on their role and responsibility under the Code in the last three years	100% of Duty Holders trained				
				Representative for the Duty Holders to have undertaken a port visit or attended a PMSC meetings with HM	Duty Holders to have undertaken a marine operations leadership visit or attended a PMSC meeting with HM within 3-years.				
				The Duty Holder is defined as the Harbour Board; the Board must appoint and retain a member with relevant maritime experience.	Appoint/Maintained				
2	Designated Person	Appoint a 'Designated Person' with direct access to the duty holder to provide independent assurance about the operation of the marine safety management system	2.2	Appoint and maintain a Designated Person to provide independent assurance directly to the 'duty holder' that the safety management system is working effectively	Appoint/Maintained				
				Annual verbal report by the Designated Person to the Duty Holder	Annual				
				Harbour Master to provide a report, including updates on PMSC issues, within the marine Board report for the Duty Holders and for review by DP.	PMSC Board Report.				
3	Legislation	Review regularly and be aware of their existing powers based on local and national legislation, seeking amendments to its legal powers if required in order to promote safe navigation.	3	Review legal duties and powers at least once every three years	Review every 3 years				
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	4	To issue, maintain, review and enforce General Directions to conserve and promote the safe use of the port	Internal or external audit every 5 years				
				To take such action that is necessary or desirable for the maintenance, operation, improvement or conservancy of the harbour / facility	Internal or external contractor				
5	Risk Assessment	Ensure through risk assessment, that all marine risks, including those associated with any harbour works in the SHA area, are formally assessed and are eliminated or reduced as low as reasonably practicable in accordance with good practice	5	To ensure that the Port's Risk Assessment system is kept up to date, with all Risks and Controls reviewed within the prescribed review periods	Annually Reviewed				
				To undertake a review of the Port's Navigational Risk Assessment at least every 3 years	Review every 3 years				
6	Marine Safety Management System	Operate an effective Marine Safety Management System which has been developed after consultation, is based on a formalised Risk Assessment process, and refers to an appropriate and comprehensive approach to incident investigations.	6	To review the key elements e.g. manuals & policies that constitute the port's MSMS every 3 years.	Internal audit				
				Ensure the Port's Marine Safety Management System is audited externally, in accordance with the PMSC and the audit reports are shared with the Duty Holder.	External audit				
7	Review and Audit	Undertake, monitor, review and audit the port's risk assessments, as well as the port's Marine Safety Management System on a regular basis	7	To organise an external audit, with a subsequent report for the Duty Holder every 3 years	External audit every 3 years				
8	Competence	Appoint, develop and retain sufficient competent people, who are appropriately trained, qualified and experienced, in positions of responsibility for managing marine and navigational safety	8	Ensure that all staff, with marine safety responsibilities are trained to undertake their duties and appropriately certified	100% of mandatory training completed				
9	Plan	Publish a safety plan showing how the standards in the PMSC will be met and a report assessing their performance against that plan at least every 3 years	9	Publish a 3-yearly Marine Safety Plan (this plan) and make it available publicly on website and to Duty Holder	Publish Plan				
				Publish an annual assessment of the port's performance against the current plan	Publish annual assessment				
10	Aids to Navigation	Ensure the provision of necessary aids to navigation (buoys, beacons, lights) within port limits, and to comply with the directions from the applicable Lighthouse Authority, supplying it with information and returns as required.	10.5	As the Local Lighthouse Authority to provide and maintain adequate navigational aids consistent with port user requirements to facilitate safe navigation within the port and in its approaches	Cat 1 > 99.8% Cat 2 > 99.0% Cat 3 > 97%				
11		Raise, remove, destroy and mark any sunken vessel or other obstructions that are, or may become a danger to safe navigation within port limits	10.11	Raise, remove, destroy and mark a sunken vessel or other obstructions that are, or may become a danger to safe navigation within port limits, issuing NtM immediately	My Compliance, NtM's and remedial actions				
12	Traffic Management	Monitor and manage vessel traffic within port limits through the provision of a system which has been determined by formal risk assessment, that may include a VTS or LPS	8.6	Provide and maintain at least an LPS service on a consistent basis (>95%), operated by qualified operators	>95% of time				
13		Promulgate navigational, tidal and other relevant information as appropriate to port users	8.7	Provide on request, weather, tidal and traffic information to all commercial vessels and to all recreational & fishing vessels insofar as practicable.	>95% of time				
14	Pilotage	Provide a Pilotage Service appropriate to the district and in accordance with the requirements of the Pilotage Act 1987	4.5	To annually review and consider the need for pilotage services to be provided to secure the safety of ships navigating in or in the approaches to the port, having regard in particular to the hazards involved in the carriage of dangerous goods or harmful substances	Local Port Service meeting				
				To annually review that Shoreham Port Pilots and Pilot Exemption Certificate holders have the required Acts and ENG1 certificates for the Duty Holder to issue Pilotage authorisation.	Local Port Service meeting				
15	Hydrography	Conduct and make available Hydrographic Surveys, conducted to International Hydrographic Office standards to ensure safe navigation within port limits and share the soundings with the UKHO.	10.8	To undertake an annual hydrographic survey of the Port navigational channels, sharing results with UKHO and relevant port users.	Port survey published				
				To provide accurate tidal information	Data promulgation > 95% of time				
16	Dredging	Undertake maintenance dredging as appropriate	10.9.1	To arrange and undertake maintenance dredging as necessary in an attempt to achieve a maximum entrance allowance of Height of Tide Plus 1.2m	Dredge Reports Entrance Allowance NtM				
17	Consultation	Consult with port users and other relevant stakeholders in respect of navigational safety issues and proposed changes to navigational arrangements	3.10	Annual attendance of Shoreham Port Users Group, Leisure Safety Group Meeting and Safety Improvement Team meeting.	Meeting minutes				

				To hold a Local Port Service meeting twice a year to discuss navigational safety and related matters	Meeting minutes			
18	Emergency Preparedness	Prepare, plan and exercise for emergencies, developing and maintaining appropriate plans, that ensure effective management and co-ordination in respect of the SHA's response to emergency incidents, including oil spills, within its area of jurisdiction	4.9	Review Emergency Plan every 3 years	Internal review every 3 years			
				To ensure that an approved OPRC Plan is maintained in accordance with MCA Guidance	5-year review			
				To annually exercise Port's Emergency Plans	Internal or external exercise report			
19	Accident Reporting and Investigation	Robustly, rigorously and promptly investigate all marine accidents or incidents, reporting as required and taking any appropriate remedial action(s).	6.9	To ensure that all marine accidents or incidents are robustly and rigorously investigated by a competent person, in a timely manner	My Compliance			
				To advise the MAIB of any marine accidents, in accordance with MGN564, and/or police if appropriate, publishing findings if beneficial to do so	Incident reports. 100% of notifiable incidents reported			
				In the aftermath of any incident, accident or near miss, to review any/all relevant risk assessments and to take all necessary and appropriate steps to prevent recurrence within agreed timeframe.	My Compliance incident reporting system actions. Monthly Marine Operations Meeting minutes			
20	Marine Services	Ensure that providers of marine services and any vessels they utilise within the Port are compliant with national and local legislation, as well as industry good practice	10	To audit mooring practices and ensure compliance with industry good practice (SIP 005)	Mooring audit every 3 years See training matrix			
				Annual audits of the port tugs and pilot cutter vessels and ensure compliance with industry standard.	Workboat Code			