



CHICHESTER
HARBOUR
CONSERVANCY

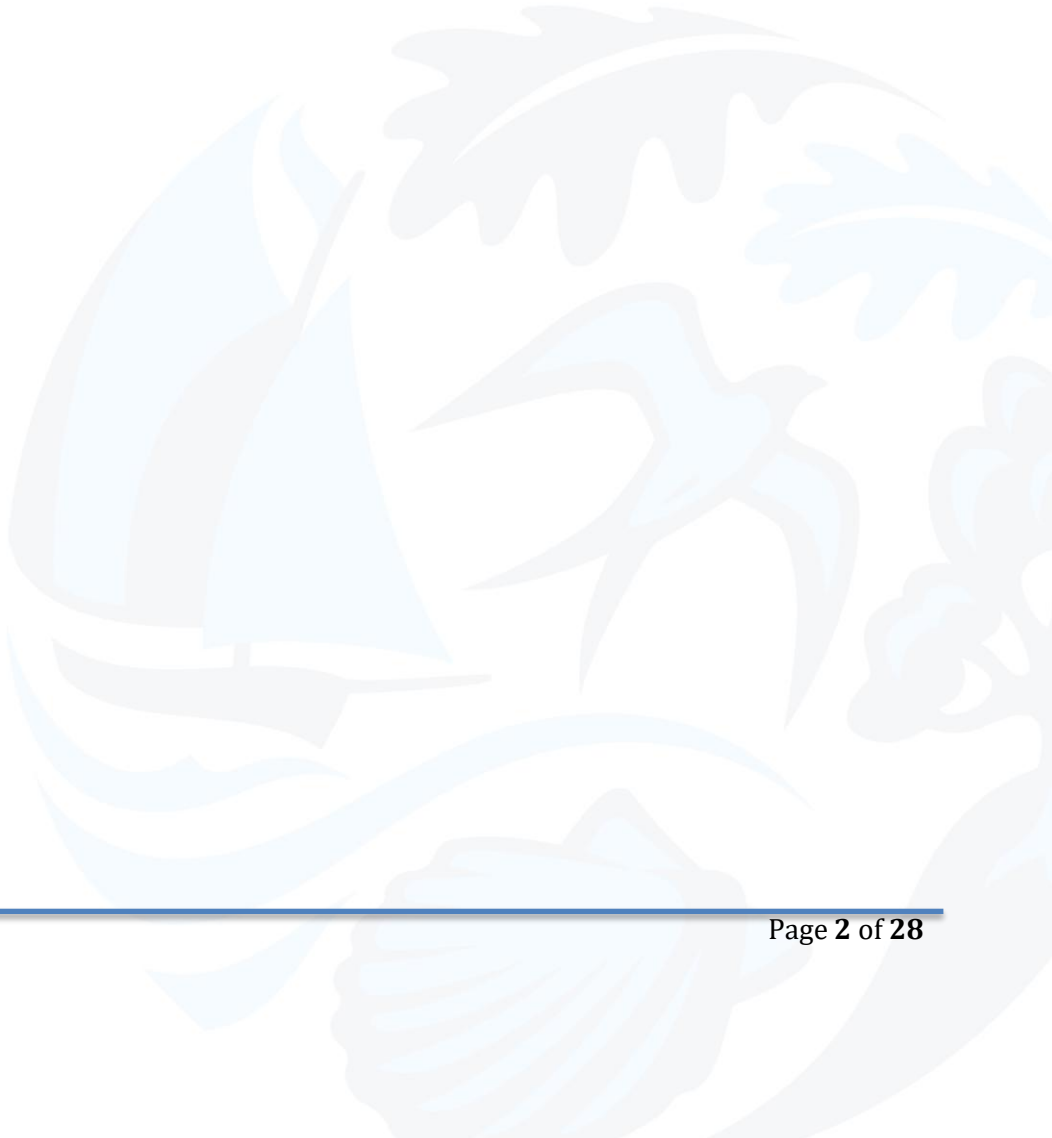
PORTS AND MARINE FACILITIES SAFETY CODE

MARINE SAFETY MANAGEMENT SYSTEM MANUAL

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1.0 Introduction

Chichester Harbour Conservancy is a Trust Port established by the Chichester Harbour Conservancy Act 1971 and is the Statutory Harbour Authority (SHA) for Chichester Harbour. Additionally, Chichester Harbour Conservancy is also the Local Lighthouse Authority (LLA) for Aids to Navigation within the same limits.

The Port Marine Safety Code was published in March 2000, and revised in 2009, 2012 and November 2016. It is issued by the Department for Transport (DfT) with the Maritime and Coastguard Agency (MCA) responsible for overseeing its implementation. The Code establishes an agreed national standard for port marine safety and a measure by which harbour authorities can be held accountable for their legal powers and duties to run their harbours safely.

In 2025, the Department for Transport revised and reissued the Code under a new title — the Ports and Marine Facilities Safety Code (PMSC) — to reflect its expanded scope and evolving best practices. The updated Code now explicitly includes marine facilities such as terminals, pontoons, and berths, and places greater emphasis on dynamic risk management, board-level accountability, and performance monitoring.

Chichester Harbour Conservancy is fully committed to complying with the PMSC and to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public, and the environment.

This Manual outlines the Conservancy's Marine Safety Management System (MSMS) and demonstrates how it meets the requirements of the updated Code, including the development of a Marine Safety Plan, the implementation of formal risk assessments, and the continuous review of operational procedures.

2. Accountability for Marine Safety

The Duty Holder and the Designated Person have defined and complementary responsibilities under the PMSC to ensure the effective governance, implementation, and continuous improvement of the Marine Safety Management System (MSMS).

2.1 The Duty Holder

The PMSC requires each harbour authority to accept and demonstrate accountability for the discharge of its statutory duties and powers to a defined national standard. At Chichester Harbour Conservancy, the Members of the Conservancy Board are collectively and severally the “Duty Holder.” They are responsible for ensuring that the MSMS is fit for purpose, properly resourced, and effectively implemented across all port and marine facilities under the Conservancy’s jurisdiction.

Accountability for compliance with the Code cannot be delegated or disclaimed on the basis of individual expertise. All Members are expected to understand their responsibilities, receive appropriate training, and actively engage in the oversight of marine safety. The current list of Members can be found on the [Members and meetings - Chichester Harbour Conservancy](#). Section of the CHC website. As Duty Holder, the Members of the Conservancy Board are:

- aware of the organisation’s powers, duties and responsibilities relating to marine safety through attendance at Duty Holder training and harbour awareness events;
- ensure that a suitable MSMS, which employs formal safety assessment techniques, is in place;
- approve appointment of a suitable Designated Person;
- oversee senior executive appointments to Chichester Harbour Conservancy;
- ensure that appropriate resources are made available for discharging marine safety obligations by approving budgets;
- ensure that the management of marine safety continuously improves by approving the publication of Chichester Harbour Conservancy’s Marine Safety Plan; and
- report on the Chichester Harbour Conservancy’s compliance with the relevant parts of the Code to the MCA when invited to make the Compliance Declaration.

2.2 The Designated Person

The Designated Person (DP) provides independent assurance to the Duty Holder that the MSMS is operating effectively and in full alignment with the PMSC. The DP must have sufficient independence, competence, and access to the Duty Holder to carry out this role credibly and without conflict of interest.

Chichester Harbour Conservancy has appointed Mr. Monty Smedley of ABPmer Ltd as its Designated Person. He is responsible for conducting an annual independent audit of the Conservancy’s compliance with the Code, and for reporting findings and recommendations directly to the Duty Holder.

2.3 Officers and Stakeholders of the Conservancy

The day-to-day execution of Chichester Harbour Conservancy’s marine safety policies and procedures is the responsibility of its officers and stakeholders.

Annex A contains the Organisational Chart for Chichester Harbour Conservancy.

These roles are defined as follows:

- Chief Executive

The Chief Executive provides strategic leadership and is responsible for ensuring that the Conservancy's policies, including marine safety, are implemented effectively across all departments. This role ensures that the Marine Safety Management System (MSMS) is properly resourced and integrated into the wider governance framework.

- Harbour Master

The Harbour Master is the principal operational authority for marine safety and navigation. The Harbour Master exercises statutory powers and local byelaws, including powers to regulate vessel movements, enforce directions, respond to emergencies, and investigate incidents. The Harbour Master is responsible for overseeing the safe conduct of navigation, managing operational risks, and ensuring compliance with all relevant legislation and guidance.

- Deputy Harbour Master (Health and Safety)

The Deputy Harbour Master (Health and Safety) supports the Harbour Master and leads on the development, implementation, and review of risk assessments across all marine operations and facilities. This role is responsible for ensuring that all hazards are identified, assessed, and controlled in accordance with the Ports and Marine Facilities Safety Code (PMSC). The Deputy Harbour Master also oversees the Conservancy's health and safety procedures, incident investigations, and continuous improvement initiatives related to operational safety.

- Conservancy Employees

Conservancy staff, including Patrol Officers, administrative personnel, and technical support team are responsible for implementing specific elements of the MSMS. Their duties include monitoring harbour activities, issuing safety notices, maintaining infrastructure, and supporting emergency response. All employees receive regular training and are expected to uphold the Conservancy's safety culture.

- Harbour Users

Harbour users including commercial operators, recreational boaters, berth holders, and club members play a vital role in maintaining a safe marine environment. While not employees, they are considered operational stakeholders under the PMSC. Users are expected to comply with published safety guidance, report hazards or incidents, and participate in consultation processes through the Advisory Committee and other forums.

The organisational structure and reporting lines for these roles are illustrated in Annex A. All parties contribute to a shared commitment to marine safety, environmental protection, and continuous improvement.

3.0 Legislation

3.1 Review of Legislative Powers

Chichester Harbour Conservancy remains fully cognisant of its statutory responsibilities under the Chichester Harbour Conservancy Act 1971, as well as wider harbour legislation, national guidance, and associated regulations. In 2020, Ashfords LLP conducted a formal review of the Conservancy's powers, resulting in an application to the Marine Management Organisation for a Harbour Revision Order. This Order was granted on 17 June 2025 and came into force on 11 July 2025, conferring powers of General Directions and modernising elements of the Act to ensure it remains fit for purpose.

The Conservancy continues to monitor legislative developments and undertakes periodic reviews to ensure its powers remain aligned with the evolving scope of the Ports and Marine Facilities Safety Code (PMSC), including its applicability to marine facilities.

3.2 Key Statutes

The key statutes governing the Conservancy as the SHA are:

3.2.1 National Legislation

- (A) Harbour, Docks and Piers Clauses Act 1847
- (B) Harbours Act 1964
- (C) Docks and Harbours Act 1966
- (D) Health and Safety at Work etc. Act 1974
- (E) Dangerous Vessels Act 1985
- (F) Pilotage Act 1987
- (G) Merchant Shipping Act 1995
- (H) Railways and Transport Safety Act 2003
- (I) Civil Contingencies Act 2004
- (J) Marine Navigation Act 2013

3.2.2 Local Acts and Orders

- (A) Chichester Harbour Conservancy Act 1971
<https://www.legislation.gov.uk/ukla/1971/70/contents/enacted>
- (B) The Harbour Directions (Designation of Harbour Authorities) Order 2015
<https://www.legislation.gov.uk/uksi/2015/573/schedule/paragraph/2/made>
- (C) Chichester Harbour Revision Order 2025
<https://www.legislation.gov.uk/uksi/2025/705/contents/made>

3.2.3 Inclusion of the Harbours, Docks and Piers Clauses Act 1847

The Harbour, Docks and Piers Clauses Act 1847 is incorporated into the Chichester Harbour Conservancy Act 1971, via Section 4(1). The incorporation of the whole 1847 Act has specific exclusions of certain numbered clauses.

3.3 Limits of Jurisdiction

The limits within which the Conservancy shall exercise jurisdiction as harbour authority are defined in the 1971 Act, Section 82, and as modified by the HRO 2025, Section 11. The harbour limits comprise the area lying within the outer edge of the line coloured red on the attached plan (See Plan [Annex B](#)).

3.4 Health and Safety Procedures

Health and Safety at Work (H&SAW) procedures for Conservancy employees are set out in HR toolkit. These include a statement of safety commitment and detailed procedures for the safe conduct of significant activities performed by Conservancy staff. Procedures are reviewed regularly and updated to reflect changes in legislation, operational practice, and lessons learned from incident investigations.

4.0 Duties and Powers

4.1 Open Port Duty

Chichester Harbour Conservancy maintains an Open Port for the safe and lawful navigation of vessels, as required by the Chichester Harbour Conservancy Act 1971 and Section 33 of the Harbours, Docks and Piers Clauses Act 1847. This duty excludes hovercraft and hydrofoil vessels under provision 4(g) of the 1971 Act.

4.2 Statement of LPS Provision

Following formal risk assessment, Chichester Harbour Conservancy has determined that a Local Port Service (LPS) is appropriate to support safe navigation for leisure craft, small fishing vessels, small passenger vessels, and licensed work boats, while safeguarding the harbour's environmental sensitivities.

4.3 Byelaws

Under Section 83 of the 1971 act, the Conservancy may make, alter or repeal byelaws for a very wide range of purposes to regulate conduct within the harbour. These are reviewed periodically to ensure they remain effective and proportionate. The Conservancy has two sets of Byelaws:

- Chichester Harbour Conservancy, Byelaws for the protection of Pilsey Island Local Nature Reserve, 1985.
- Chichester Harbour Conservancy, Byelaws relating to vessels entering using or leaving the Harbour and notes for guidance of harbour users, 1996. [Cited as The Chichester Harbour Byelaws, 1973.]

4.4 Special Directions

The Harbour Master (and authorised officers) may issue a Special Direction in respect of a vessel anywhere in the harbour. The definition of 'Harbour Master' [HRO, 2025, Section 2] reads:

"harbour master" means any person appointed as such by the Conservancy, and includes the duly authorised deputies and assistants of the harbour master and any other person authorised by the Conservancy to act, either generally or for a specific purpose, in the capacity of harbour master.

The powers to issue Special Direction are laid out in the HRO, 2025, Section 6 (1) to Section 6(4). This issue of a Special Direction is further detailed in the Standard Operating Procedure 12.

The following are authorised to issue Special Directions:

- Harbour Master;
- Deputy Harbour Master;
- Assistant Harbour Master.

4.5 General Directions

Under the Chichester Harbour Revision Order 2025, the Conservancy has the power to issue General Directions for the ease, convenience or safety of navigation; the safety of persons; the protection of

property, flora or fauna; the ease, convenience or safety of harbour operations ashore. These are developed in consultation with stakeholders and published for transparency. The procedure for giving, amending or revoking General Directions is listed in Section 4 of the Harbour Revision Order 2025, with instructions for publishing General Directions listed in Section 5.

4.6 Harbour Directions

Where applicable, Harbour Directions may be issued under the Harbour Directions (Pilotage and Navigation) Regulations, subject to appropriate consultation and publication.

4.7 Dangerous Vessel Directions

The Harbour Master may direct or detain vessels deemed to pose a risk to safety, the environment, or other harbour users, in accordance with statutory powers. These requirements are listed in the 'Compliance and Enforcement' Policy.

4.8 Pilotage

Chichester Harbour Conservancy is a Competent Harbour Authority (CHA) and has the authority to require pilotage. CHC assesses the risk of the movement of shipping into and out of the harbour. With no large commercial traffic other than dredgers, there are no extant pilotage directions and the movements are judged on an individual basis. An application has been made to the Department for Transport for the removal of the CHA designation.

4.9 Towage

Towage operations are subject to Chichester Harbour Towage Guidelines. [Towage Guidelines - Chichester Harbour Conservancy](#). All vessels towing a vessel or structure, over 12m in length, or the total length of the tow exceeds 20m are to provide a towage plan to the Harbour Master before committing to enter the harbour or departing moorings.

4.10 Licencing of passenger vessels

Vessels and masters of commercial passenger vessels operating only in the Harbour are licensed as follows:

- a. 12 passengers or more - both vessels and master are licensed by the MCA.
- b. Fewer than 12 passengers - Chichester Harbour Conservancy Boat and Boatman's licence may be issued in accordance with the guidelines of the Solent & Southern Harbour Masters Association licences for boats and boatmen.

4.11 Environmental Duty

The conservation of nature is a primary function of the Conservancy under the 1971 Act. The harbour environment is highly protected reflecting the important habitats and species it supports. CHC carries out all its functions with special regard to the possible environmental impact, protecting from damage and pollution the marine environment and the landscape, heritage, amenity and tourism attractions of Chichester Harbour. CHC carries out all functions with regard to its statutory environmental responsibilities under the Environment Act 2021 and the Natural Environment and Rural Communities Act 2006. The Conservancy has a duty to conserve and enhance biodiversity and to protect the designated status of the harbour as an NL, SSSI, SAC, and SPA.

All marine operations are assessed for environmental impact, and the Conservancy works closely with statutory agencies and stakeholders to ensure compliance and promote sustainable use of the harbour.

4.12 Emergency Preparedness and Response

The Chichester Harbour Emergency Plan (revised 2024) outlines immediate actions for harbour staff and emergency services. It is shared with local authorities and emergency responders. Joint exercises are held at least every 2 years.

CHC has an MCA approved Oil Spill Contingency plan. The document is regularly reviewed with the following exercise and test schedule:

- Two notification exercises per year;
- Two Tier 1 mobilisation exercises per year;
- One table-top exercise per year; and
- One Tier 2 Incident Management Exercise (IME) ever three years.

The Harbour Master has the power to prohibit the entry into a port of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety, and to control similarly the entry on to dock estates of dangerous substances brought from inland. These powers are contained in the Dangerous Goods in Harbour Areas Regulations (DGHAR) 2016. In practice, there is limited scope for vessels carrying dangerous goods to use Chichester Harbour.

4.13 Civil Contingencies Duties

Chichester Harbour Conservancy is not a “Relevant Harbour Authority,” within the meaning of Part 2 of the Civil Contingencies Act 2004, it is however a category 2 responder and will cooperate and share information with category 1 responders, contributing to Local Resilience Forums as required

4.14 Collecting Dues

The Conservancy funds its statutory duties through the collection of Harbour Dues, which are published annually on its website.

5.0 Risk Assessment

Chichester Harbour Conservancy maintains a robust and proactive approach to marine risk management, fully aligned with the Ports and Marine Facilities Safety Code (PMSC). All powers, policies, plans, and procedures are underpinned by formal hazard and risk assessments, implemented through the Marine Safety Management System (MSMS).

The objective of Formal Risk Assessment (FRA) is to describe hazards in the harbour, understand the risk and identify controls. Risk is measured against four criteria:

- Life;
- Environment;
- Harbour operations/Harbour utility (reputation, business interruption, etc); and
- Physical infrastructure (vessels, mooring, quay, jetty, etc).

The outcome of each marine risk assessment has a two-part test:

- Is the risk tolerable?
- Is the risk reduced to a point considered to be “As Low As Reasonably Practicable” (ALARP)?

The preferred hierarchy of control is:

- Eliminate risks – avoid hazardous procedures or substitute safer alternatives
- Combat risks – implement protective measures to prevent harm
- Minimise risks – apply safe systems of work and operational controls

In 2025, the Conservancy transitioned to the MARNIS system for risk and incident management. This digital platform enables real-time tracking, analysis, and reporting of marine hazards, incidents, and control measures. It supports dynamic risk assessment and continuous improvement across all harbour operations. The tolerability position and risk matrix descriptors are shown in Annex C.

5.1 Formal Safety Assessment

The International Maritime Organization (IMO) Formal Safety Assessment (FSA) approach is a five-step process:

1. Identification of hazards;
2. Assessment of risks;
3. Risk control options;
4. Cost benefit assessment (if required); and
5. Recommendations for decision-making.

Step 4 uses Cost Benefit Assessment (CBA) to determine if a risk control is justifiable. In practice, most decisions made by marine professionals to implement risk controls will have clear benefit when compared to the cost. Should this not be possible, a CBA approach can be used.

5.2 Reviewing Risk Assessments

A comprehensive Hazard Identification Workshop (HAZID) was held in October 2025, involving stakeholders from commercial operators, recreational users, sailing clubs, berth holders, and marine service providers.

This collaborative process ensured that the Conservancy's risk register reflects the full diversity of harbour activities and incorporates stakeholder insight into hazard prioritisation and control strategies. Risk control measures including Standard Operating Procedures (SOPs), General Directions, Notices to Mariners, and operational guidance.

MARNIS Marine Risk Assessments are reviewed annually, following incidents, or in response to new activities, emerging threats, or trend analysis.

Reviews ensure that controls remain effective and risks are managed to a point considered to be ALARP.

5.3 Dynamic Risk Assessment

Harbour staff are trained to apply dynamic risk assessment during live operations, particularly when conditions change or unforeseen hazards arise. This enables real-time decision-making and immediate control measures to maintain safety. Examples include:

- Sudden changes in weather or visibility
- Unexpected vessel movements or breakdowns
- Emergency response situations
- Dynamic assessments are recorded where feasible and used to inform future reviews and updates to the risk register.

6.0 Marine Safety Management System

Chichester Harbour Conservancy is a safety-conscious and publicly accountable authority, committed to undertaking and regulating marine operations in a manner that safeguards the harbour, its users, the public, and the environment. In accordance with the updated Ports and Marine Facilities Safety Code (PMSC), the Conservancy maintains a comprehensive and integrated Marine Safety Management System (MSMS).

The MSMS is designed to ensure that marine operations are conducted safely, risks are effectively managed, and statutory duties are fulfilled. It incorporates governance, operational procedures, risk assessment, incident reporting, and stakeholder engagement. The system is implemented through the following key documents and resources:

- Chichester Harbour Management Plan 2025-2030
- Standard Operating Procedures (SOPs)
- Health & Safety at Work Policy and Risk Assessments
- Chichester Harbour Conservancy Byelaws (1996) and General Directions
- Information for Mariners and Conservancy website
- Chichester Harbour Emergency Plan
- Oil Spill Pollution Plan
- Admiralty Chart 3418
- Notices to Mariners
- MAIB reports and Safety Digests
- Training matrix and records for marine personnel
- Planned maintenance system
- Bridging documents/ MOUs with marine facilities
- MARNIS Risk and Incident Management System (introduced in 2025)

The MSMS is reviewed annually and updated in response to operational changes, incident investigations, stakeholder feedback, and changes in legislation or national guidance.

6.1 Strategic Framework

The overarching plans and policies of the Conservancy are contained in the Chichester Harbour Management Plan, which sets out the strategic objectives and statutory responsibilities of the organisation. These documents support the discharge of duties placed on the Conservancy by the Chichester Harbour Conservancy Act 1971, subsequent legislation, and government guidance, including the PMSC.

6.2 Public-Facing Policies

To support transparency and good governance, the Conservancy maintains the following public-facing policies:

- [Compliance and Enforcement Policy](#)
- [Data Protection Policy](#)
- [Complaints Policy](#)

These policies are published on the Conservancy's website and are reviewed regularly to ensure they remain current, accessible, and aligned with best practice.

6.3 Consultation and Stakeholder Engagement

Chichester Harbour Conservancy recognises that effective consultation is essential to maintaining a safe and well-managed harbour. In line with the PMSC, the Conservancy engages regularly with stakeholders to evaluate risks, review incidents, and improve operational safety.

Engagement includes:

- Quarterly meetings of the Chichester Harbour Advisory Committee, a statutory body established under the Chichester Harbour Conservancy Act 1971. The Committee comprises representatives from harbour users, sailing clubs, commercial operators, and environmental groups.
- Biannual marina managers meetings.
- Targeted workshops and forums, such as the HAZID workshop held in October 2025, which brought together a broad spectrum of stakeholders to review and update the Conservancy's risk assessments.
- Publication of incident summaries, MAIB reports and Notices to Mariners via the Conservancy's website.
- Working with all marine facilities within the SHA to raise awareness of PMSC requirements and develop bridging documents with the facilities.

6.4 Adjoining and Interfacing Organisations

Chichester Harbour Conservancy has a range of Organisations located within, and adjacent to its harbour jurisdiction. These are broadly split into:

- Multiple Mooring Holders (17 Mooring Organisations);
- Sailing Clubs (12 Clubs);
- Marinas (7 Marinas); and
- Others (3, including Langstone Harbour Board).

Chichester Harbour Conservancy is committed to engaging with Organisations on marine safety, security and efficiency of marine operations. This engagement may take the form of a:

- Service Level Agreement (SLA);
- Memorandum of Understanding (MOU); or
- A formal Harbour Access Agreement (HAA).

All of the above are considered to match the Code's expectation on 'Bridging Documents'.

6.5 Incident Investigation

Chichester Harbour Conservancy investigates all marine incidents promptly and thoroughly to identify root causes, prevent recurrence, and assess any breaches of statutory duties. Investigations are led by the Harbour Master or a delegated deputy and follow procedures aligned with the Ports and Marine Facilities Safety Code (PMSC).

The Conservancy uses the MARNIS system to record and manage all harbour incidents. Staff can access the database both afloat and ashore, enabling real-time reporting, tracking, and analysis. In

addition, an incident reporting form is available on the Conservancy's website for use by harbour users, ensuring transparency and encouraging stakeholder participation in safety management.

Investigations aim to:

- Determine the cause of the incident and recommend corrective actions; and
- Assess whether an offence has occurred and whether enforcement action is appropriate.

Where necessary, external expertise may be engaged to ensure independence and rigour. The Duty Holder and Board are assured that investigations meet the standards required under the PMSC and support continuous improvement of the Marine Safety Management System (MSMS).

6.6 Reporting and Follow-Up

Findings and lessons learned are documented in the Harbour Master's report, along with any corrective actions taken. Where appropriate, detailed reports are submitted to the Conservancy, the Marine Accident Investigation Branch (MAIB), and other relevant authorities using the most expedient method available. All reportable incidents, as defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, are notified to the MAIB at the earliest opportunity. The Conservancy's procedures ensure timely and accurate reporting in accordance with statutory requirements and the PMSC.

6.7 Enforcement

Chichester Harbour Conservancy is committed to fair, proportionate, and transparent enforcement in support of its statutory duties and marine safety responsibilities. Enforcement action is taken in accordance with the Conservancy's Enforcement Policy, which reflects national guidance.

The Conservancy will:

- Promote compliance through education, engagement, and clear communication of rules and expectations.
- Investigate suspected breaches of legislation or harbour regulations in a timely and impartial manner.
- Take enforcement action where necessary to protect safety, the environment, or the integrity of the harbour.

Enforcement options include verbal or written warnings, formal cautions, Harbour Master's Directions, and prosecution. The chosen response will be proportionate to the nature and severity of the breach, the risk posed, and the conduct of the individual or organisation involved. Where an offence is suspected, the Conservancy will consider the early application of a PACE caution and may liaise with external agencies such as the Maritime and Coastguard Agency (MCA) or Police where appropriate. All enforcement decisions are documented and subject to internal review. The Conservancy will publish anonymised summaries of enforcement actions where appropriate to promote transparency and deter future non-compliance.

7.0 Review and Audit

7.1 Monitoring Performance and Auditing

Chichester Harbour Conservancy maintains a regular and systematic process to monitor, review, and audit the performance of its Marine Safety Management System (MSMS). This ensures statutory compliance, operational effectiveness, and continuous improvement in line with the Ports and Marine Facilities Safety Code (PMSC). Performance is assessed through:

- Independent annual audits
- Routine inspections and safety checks
- Analysis of incidents, near misses, and trends via the MARNIS system
- Testing and exercises of emergency procedures

All plans, procedures, and documents are reviewed to ensure they remain current and fit for purpose. Reviews may be triggered by:

- The regular audit cycle
- A marine incident or accident
- An MAIB report or Code self-compliance statement
- Operational changes or emerging risks

7.2 Defined role of the Duty Holder and Designated Person

The Designated Person conducts an annual audit of the Marine Safety Management System (MSMS) to assess compliance with the Ports and Marine Facilities Safety Code (PMSC). This audit benchmarks performance against internal Key Performance Indicators (KPIs) and recognised industry best practice. Findings and recommendations are compiled in a formal Annual Audit Report, which is presented to both the Advisory Committee and the Conservancy in its role as Duty Holder. This process ensures independent scrutiny, promotes transparency, and supports the Duty Holder who is ultimately accountable for maintaining a safe, effective, and continuously improving safety management system.

7.3 Compliance Declaration

Chichester Harbour Conservancy will submit a formal declaration to the Maritime and Coastguard Agency (MCA) every three years, as required by the PMSC compliance programme. The next declaration will be submitted in the first quarter of 2026.

If internal audits identify compliance issues that cannot be resolved internally, the Conservancy will consult its Designated Person and the MCA to confirm compliance and agree appropriate actions. The Conservancy will cooperate fully with the MCA should a Health-Check (verification) visit be required.

8.0 Competence

Chichester Harbour Conservancy is committed to ensuring that all personnel involved in the management and delivery of marine services are competent, qualified, and trained to appropriate national standards. This is essential to maintaining a safe and effective Marine Safety Management System (MSMS) and fulfilling the Conservancy's statutory duties.

8.1 Competency Standards

All staff with responsibilities for marine and navigational safety are recruited, trained, and developed in line with national occupational standards or equivalent frameworks. The Conservancy maintains a structured training strategy that includes:

- Structured recruitment against job role criteria.
- Defined competency requirements for each safety-critical role.
- Assessment of qualifications, certification, and relevant experience.
- Ongoing review of staff performance against these standards.
- Support for personnel working toward formal qualifications or certificates of competency.

The Conservancy maintains a role-specific training matrix that identifies mandatory qualifications and competencies for each position. All employees appointed to roles with responsibility for the safety of navigation or delegated powers of the Harbour Master receive appropriate training and assessment relevant to their duties.

Competence is assessed annually through performance reviews, during which job descriptions, responsibilities, and training needs are evaluated. Training requirements arising from these reviews are actioned promptly, and refresher training is provided at regular intervals.

8.2 Assessment and Verification

The Conservancy applies a consistent and transparent methodology to assess the fitness and competence of all personnel in safety-critical roles. This includes:

- Regular performance reviews and skills assessments
- Verification of professional qualifications and experience
- Monitoring of operational effectiveness and decision-making under pressure

Where gaps are identified, targeted training or mentoring is provided to ensure individuals are fully effective in their roles.

8.3 Seasonal Patrol Officer Training

Each year, the Conservancy delivers a comprehensive one-week in-house training programme for its seasonal patrol officers. This programme ensures that officers are fully prepared to operate safely and effectively within the harbour environment. The training includes:

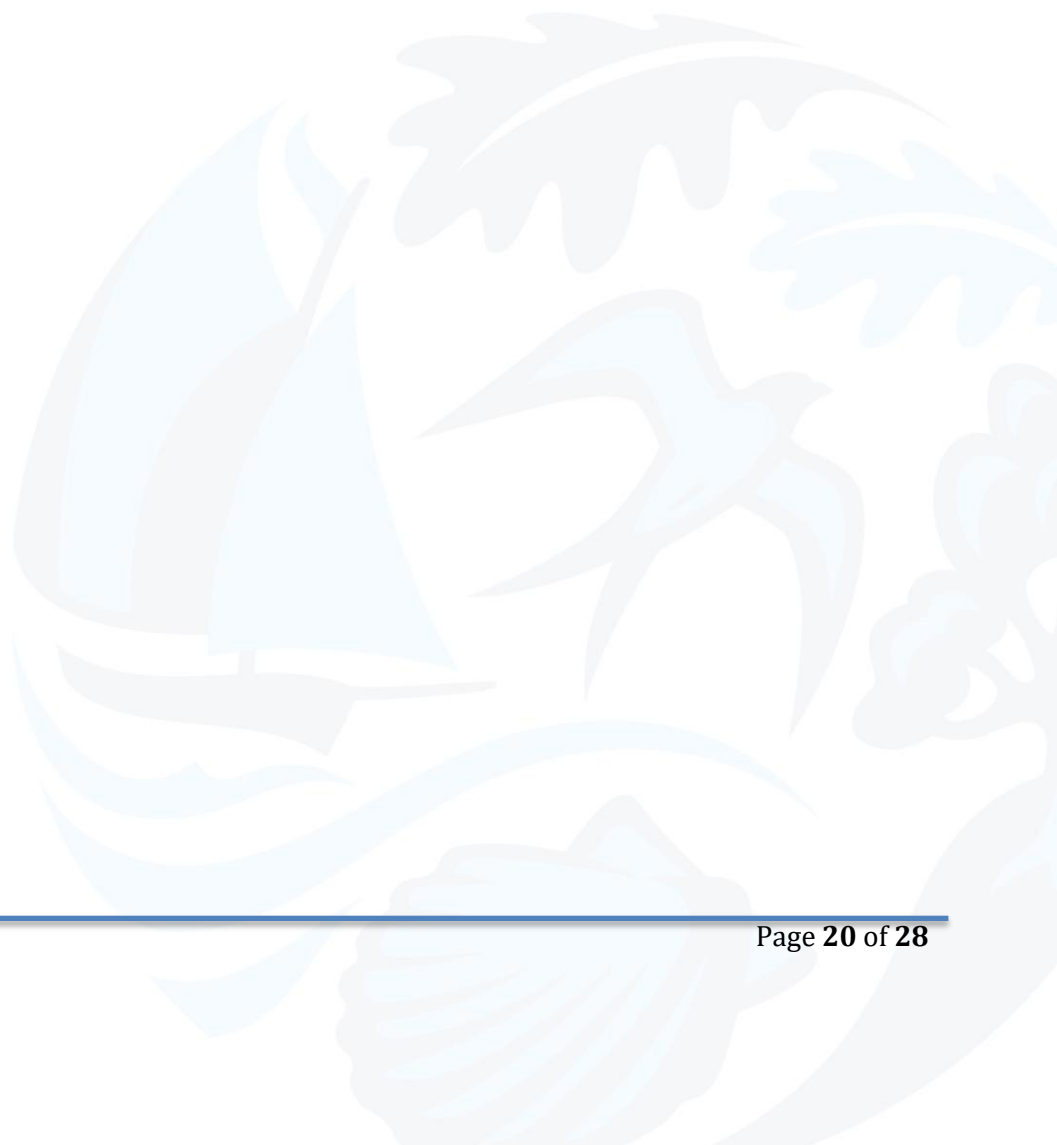
- Boat handling and towage
- Emergency preparedness and response
- Incident reporting and operational procedures
- Practical, scenario-based first aid
- Enforcement and engagement with harbour users

Training outcomes are documented and reviewed annually to maintain consistency, incorporate lessons learned, and ensure alignment with national standards and operational needs.

8.4 Continuing Professional Development

The Conservancy encourages continuing professional development (CPD). Staff are supported in attending relevant courses, workshops, and industry forums to stay current with best practice and regulatory changes.

Competence records are maintained for all relevant personnel and reviewed as part of the annual MSMS audit.



9.0 Plan

9.1 Marine Safety Plan

Chichester Harbour Conservancy publishes a Marine Safety Plan to demonstrate its commitment to marine safety and to ensure transparency and stakeholder involvement. The plan outlines how the Conservancy will meet the requirements of the Ports and Marine Facilities Safety Code (PMSC) and is reviewed and approved by the Conservancy and Advisory Committee.

The plan includes:

- A commitment to regulate marine operations in a way that safeguards the harbour, its users, the public, and the environment.
- Reference to commercial activities, enforcement, and the efficient provision of marine services.
- A clear statement on how commercial pressures are managed without compromising safety or statutory duties.
- Integration with other marine safety policies, including enforcement, training, and navigational safety.

The plan is published on the Conservancy's website and is available to all harbour users and stakeholders.

The plan incorporates:

- Strategic safety objectives.
- Key performance indicators (KPIs).
- Links to supporting policies and procedures.
- A summary of risk management priorities and planned improvements.

9.2 Review Cycle

The Marine Safety Plan and associated performance assessment are reviewed and published at least every three years, in line with the PMSC compliance cycle. This review period is aligned with the Conservancy's self-assessment and compliance declaration to the Maritime and Coastguard Agency (MCA).

10.0 Conservancy Duty

Chichester Harbour Conservancy exercises its statutory duty to conserve and maintain the harbour in a condition that is safe, navigable, and fit for purpose. This includes the maintenance of marine infrastructure, hydrographic surveying, management of aids to navigation, and the removal of hazards such as wrecks and abandoned vessels.

10.1 Maintenance of Marine Facilities

The Conservancy ensures that all marine facilities under its control are maintained in good repair and are fit for purpose. Regular inspections and maintenance support safe vessel operations, reduce long-term costs, and preserve asset value. Maintenance priorities are informed by risk assessment and operational need.

10.2 Conserving the Harbour

The Conservancy has a legal duty to conserve the harbour and exercise reasonable care to ensure it is safe for vessel use. This includes:

- Conducting hydrographic surveys in accordance with IHO SP44 standards and good practice guidance
- Identifying and marking the best navigable channels
- Installing and maintaining aids to navigation in optimal positions for all conditions
- Monitoring seabed changes and adjusting navigation marks as required
- Maintaining hydrographic and hydrological records
- Publishing hydrographic information in a timely manner
- Providing returns and updates to the General Lighthouse Authority (GLA) as required

Where a declared depth is advertised, the Conservancy ensures that approaches to that area are maintained under normal conditions or issues warnings if the depth cannot be guaranteed.

10.3 Admiralty Charts and User Information

Hydrographic data is shared with the UK Hydrographic Office (UKHO) to support updates to Admiralty charts and publications. Users are kept informed of harbour conditions through Local Notices to Mariners, website updates, and direct communications.

10.4 Aids to Navigation (AtoN)

Chichester Harbour Conservancy acts as the Local Lighthouse Authority for its area and maintains a comprehensive system of aids to navigation in consultation with Trinity House (as the General Lighthouse Authority), based on formal risk assessment and operational need.

- Aids are maintained in accordance with GLA availability criteria, assessed on a three-year rolling basis
- The following availability targets apply (Chichester Harbour has no Category 1 AtoN):
 - Category 2 Aids – 99% availability
 - Category 3 Aids – 97% availability
- Characteristics of aids to navigation comply with IALA Guidelines and Recommendations

- Changes to buoys, beacons, or lights are made only with Trinity House consent
- Returns and updates are submitted to the Trinity House as required
- Trinity House conducts annual inspections and may issue directions regarding the provision and positioning of aids to navigation

These standards ensure that navigation marks are reliable, optimally positioned, and suitable for all conditions, supporting safe passage through the harbour.

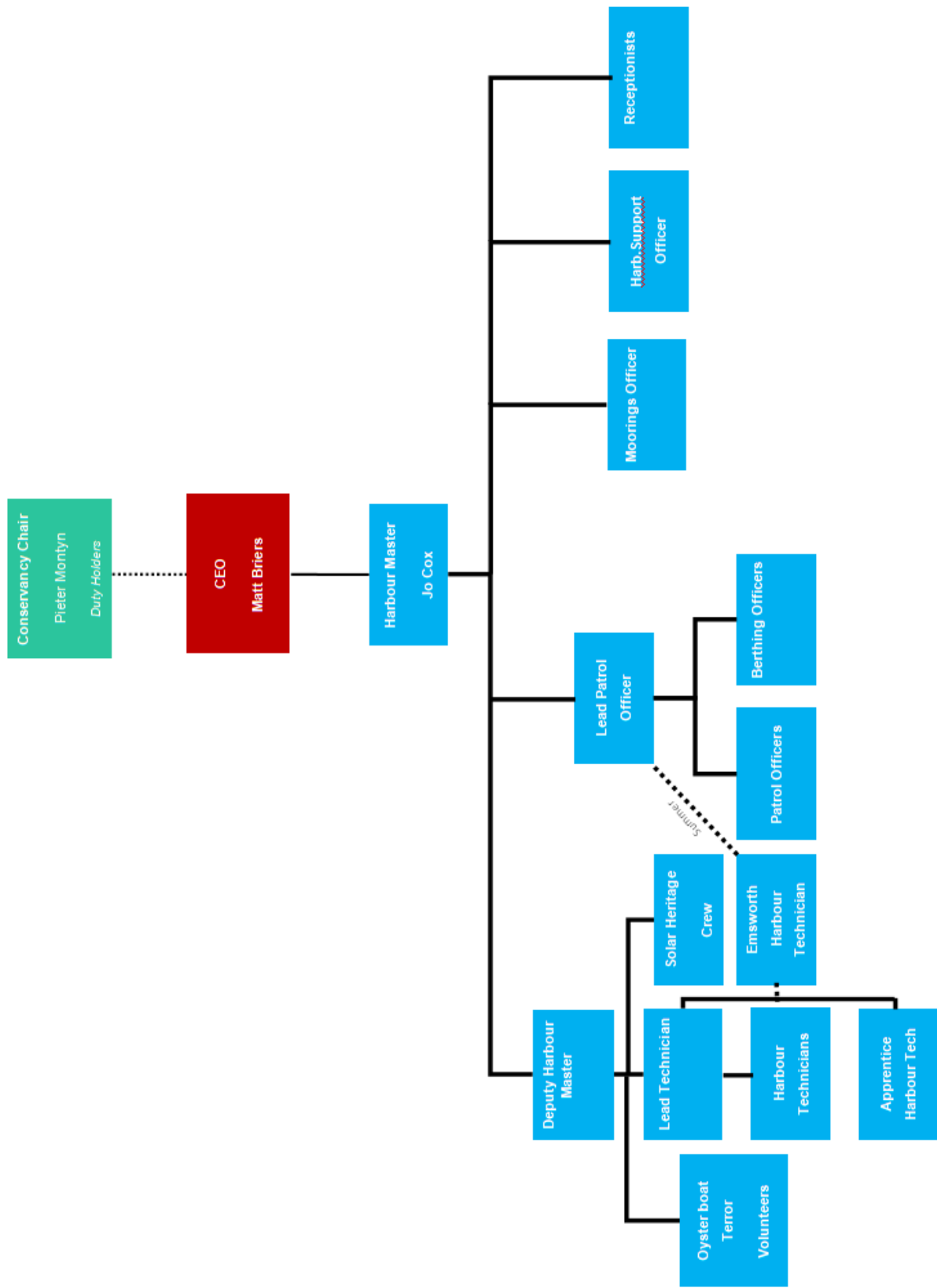
10.5 Wrecks and Abandoned Vessels

The Conservancy exercises its powers under Section 252 of the Merchant Shipping Act 1995 and the Harbour, Docks and Piers Clauses Act 1847 to manage wrecks and unserviceable vessels:

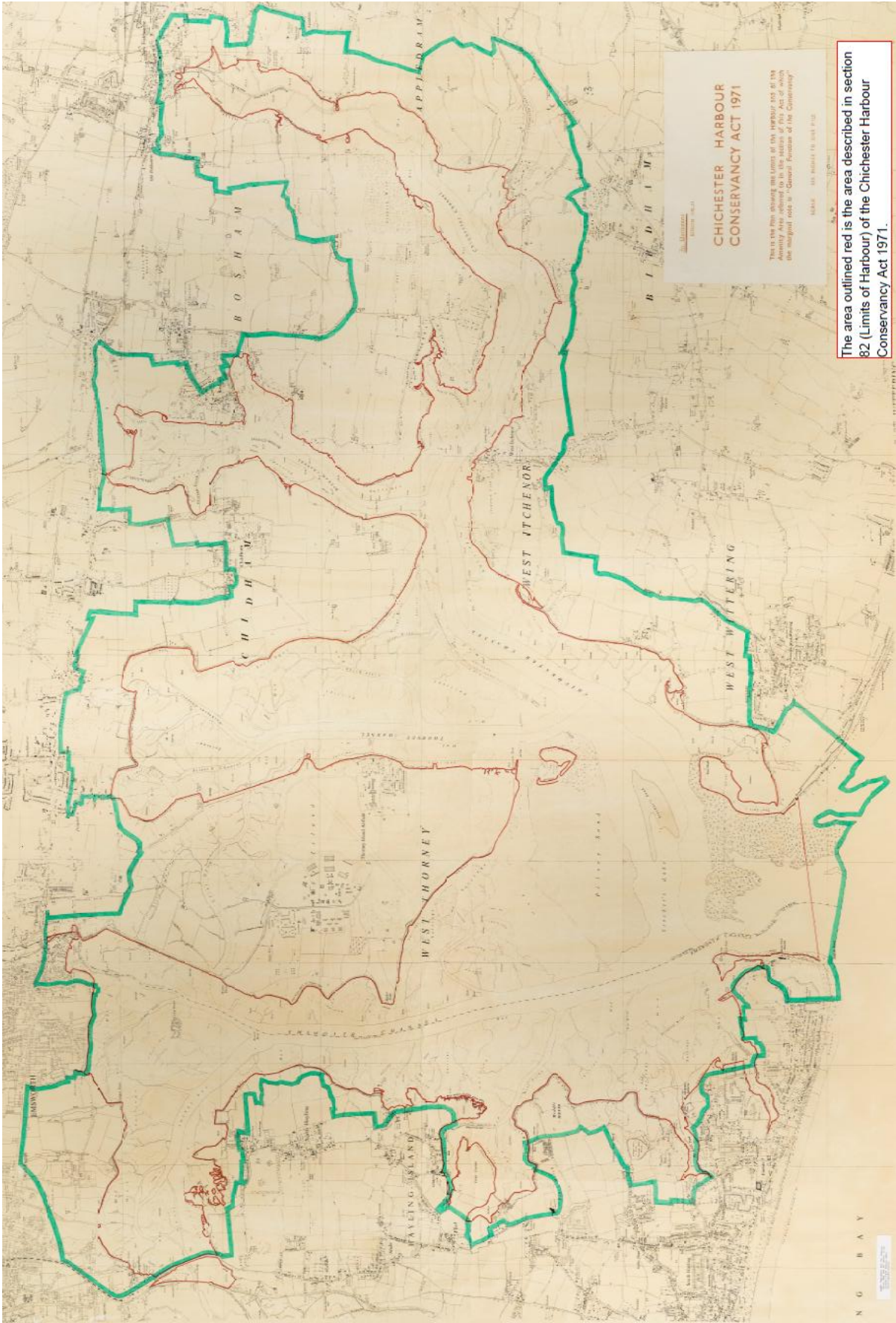
- Wrecks that pose a danger to navigation are assessed and, if necessary, marked, removed, or destroyed
- The Harbour Master may direct the removal of vessels that present a grave and imminent danger to safety
- Costs associated with removal may be recovered from the vessel owner
- All actions are taken with due regard to environmental protection and public safety

Where discretionary powers exist, they are exercised in the public interest, particularly where there is a threat to life. Legal advice is sought when necessary to confirm the scope and application of these powers.

Annex A – Organisational Structure (Marine)



Annex B – Harbour Limits



Annex C – Risk Matrix

Table 1 People Tolerance

| | | | | | | |
|-------------|---|---------------|---------------|---------------|--------------|-------------------------|
| Consequence | Major (One or more fatalities) | | | | | |
| | Serious (Multiple major injuries) | | | | | |
| | Moderate (Multiple slight or single major injury) | | | | | |
| | Minor (Single slight injury) | | | | | |
| | No Injury | | | | | |
| | | 1 in 50 years | 1 in 25 years | 1 in 10 years | 1 in 5 years | Yearly or more frequent |
| | | Frequency | | | | |

Table 2 Property Tolerance

| | | | | | | |
|-------------|----------------------------|---------------|---------------|---------------|--------------|-------------------------|
| Consequence | Major (> £1m) | | | | | |
| | Serious (£100,000 - £1m) | | | | | |
| | Moderate (£10,000-100,000) | | | | | |
| | Minor (£0 - 10,000) | | | | | |
| | None | | | | | |
| | | 1 in 50 years | 1 in 25 years | 1 in 10 years | 1 in 5 years | Yearly or more frequent |
| | | Frequency | | | | |

Table 3 Environment Tolerance

| | | | | | | |
|-------------|----------------|---------------|---------------|---------------|--------------|-------------------------|
| Consequence | Tier 3 | | | | | |
| | Tier 2 | | | | | |
| | Tier 1 | | | | | |
| | T1 no clean-up | | | | | |
| | None | | | | | |
| | | 1 in 50 years | 1 in 25 years | 1 in 10 years | 1 in 5 years | Yearly or more frequent |
| | | Frequency | | | | |

Table 4 Port reputation/amenity loss Tolerance

| | | | | | | |
|-------------|--------------------------|---------------|---------------|---------------|--------------|-------------------------|
| Consequence | Major (> £2m) | | | | | |
| | Serious (£20,000 - £2m) | | | | | |
| | Moderate (£2,000-20,000) | | | | | |
| | Minor (£0 - 2,000) | | | | | |
| | None | | | | | |
| | | 1 in 50 years | 1 in 25 years | 1 in 10 years | 1 in 5 years | Yearly or more frequent |
| | | Frequency | | | | |

