

Port Marine Safety Code

Marine Safety Management System & Safety Plan



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CHICHESTER
HARBOUR
CONSERVANCY

Chichester Harbour Conservancy

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Mr P Montyn (Vice-Chairman)
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Ms A Wakelin
Mrs D Johnson
Mr G Barrett
Mrs J Branson
Mr J Hunt
Mr L Quantrill
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Mr M Inkster
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Mrs S Payne
Mr S Radford



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Chichester Harbour Conservancy

Port Marine Safety Code Safety Plan

1 Background

1.1 Chichester Harbour Conservancy is a Trust Port established by the Chichester Harbour Conservancy Act 1971. The Port Marine Safety Code (PMSC) was published in March 2000, and revised in 2009, 2012 and November 2016, by the Department for Transport (DfT). It established 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.

1.2 Chichester Harbour Conservancy is committed to complying with the PMSC and undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public and the environment in fulfilment of the Common Law Duty of Care. The aim of this document is to describe Chichester Harbour Conservancy's Marine Safety Management System and how it demonstrates compliance with the PMSC's requirement for a Safety Plan.



2 Accountability for Marine Safety

2.1 The Duty Holder and the Designated Person have accountability and responsibility for delivering the required PMSC standards as follows:

- a. The Duty Holder.** The Code requires each harbour authority to hold itself accountable for the discharge of its duties and powers to a set standard. Conservancy Members are responsible for ensuring that the standard is met. Members of the Chichester Harbour Conservancy are severally and collectively the “Duty Holder”. Accountability for compliance with the code cannot be assigned or delegated on the grounds that members do not have particular skills. The current members are listed on the inside front cover.
- b. The Designated Person.** It is the role of the “Designated Person” to provide assurance to the “Duty Holder” that the safety management system is working effectively. The Designated Person for Chichester Harbour Conservancy is Mr. Monty Smedley of ABPmer Ltd who is responsible for undertaking an annual independent audit of the Conservancy’s compliance with the Code.
- c. Officers of the Conservancy.** The responsibility for executing the plans and policies of the Conservancy rests with its officers. The delegation of responsibility is contained in detailed Job Descriptions for all harbour staff. The organisation and chain of command is also shown in Annex C.

3 Key Measures to Secure Marine Safety

3.1 Review Existing Powers. Chichester Harbour Conservancy are cognisant of their local legislation, as well as wider harbour acts, associated legislation and guidance. During 2020, Ashfords LLP were commissioned to undertake a formal review of the Chichester Harbour Conservancy Act 1971 and the Conservancy’s powers. As a result of that review an application for a Harbour Revision Order to designate the Conservancy with Powers of General Direction was made to the Marine Management Organisation 18 December 2020. The HRO also fine-tunes some wording in the Act so that it remains fit for purpose.

3.2 Formal Risk Assessment: It is the policy of the CHC to have powers, policies, plans and procedures based on a formal assessment of hazards and risks, and CHC have a formal marine safety management system in place to ensure that all risks are controlled – the more severe ones must either be eliminated or kept “as low as reasonably practicable’ (ALARP).

The management and control of risks associated with harbour operations and activities is affected by comprehensive assessment of hazards, measurement of risk and the implementation of control measures which are detailed in HOSIs, Directions, Notices, Publications and Guidance; supported by effective command, control and supervision. The risk assessments for harbour operations are at Annex D to this document and are cross-referenced to the relevant control measure or document. Risk assessments are reviewed annually, following incidents, or new activity.

3.2.1 Formal risk assessments are used to:

- identify hazards and analyse risks;
- assess those risks against an appropriate standard of acceptability; and
- where appropriate, consider a cost-benefit assessment of risk reducing measures.

The aim of this process is to eliminate the risk or, failing that, to reduce risks to as low as reasonably practicable. The preferred hierarchy of risk control principles is to:

- a. minimise risk - by suitable systems of working.
- b. combat risks - by taking protective measures to prevent risk;
- c. eliminate risks - by avoiding a hazardous procedure, or substituting a less dangerous one;

3.2.2 The risks are formally reviewed every year, and post review of relevant marine accident or health check trend report. Investigations are also made of all incidents, which are the subject of incident reports to ensure that risks to health and safety are as low as reasonably practicable. Nor are there unacceptable risks to property, to the environment or to the reputations or goodwill of Chichester Harbour businesses.

3.2.3 To reduce the likelihood of incidents and as part the drive for continuous improvement, a Safety Plan for 2022 is detailed at Annex E.



3.2.4 H&SAW procedures for Conservancy Employees are set out in Chichester Harbour Conservancy's Harbour Office Standing Instructions (HOSI's); these include a statement of safety commitment and procedures for the safe conduct of significant activities performed by Chichester Harbour Conservancy employees.

3.3 Marine Safety Management System. Chichester Harbour Conservancy is a safety conscious and publicly accountable authority. It is committed to undertaking and regulating marine operations in a way that safeguards the harbour, its users, the public, and the environment. It has an established Marine Safety Management System, the components of which are shown diagrammatically at Annexes A and B. The Marine Safety Management System is implemented through a number of existing public documents, which, together, form a cohesive web of management. As appropriate, relevant sections of these documents are cross referenced to PMSC standards:

- Chichester Harbour Management Plan 2019 - 2024
- Annual Progress Report on Management Plan 2021-22
- Chichester Harbour Office Standing Instructions (HOSIs)
- Health & Safety at Work - Policy, Risk Assessments
- Chichester Harbour Conservancy Byelaws (1996)
- Information for Mariners and website
- Chichester Harbour Emergency Plan (2022) and Oil Spill Pollution Plan (2022)
- Admiralty Chart 3418
- Notices to Mariners

3.3.1 The overarching plans and policies of the Conservancy are contained in the CHC Management Plan. They aim to discharge the roles and duties which are placed on the Conservancy by the Chichester Harbour Conservancy Act 1971, subsequent legislation, and government guidance.

3.3.2 The Conservancy also have the following public facing policies:

- Compliance and Enforcement
- Data Protection
- Complaints

3.4 Consultation. Plans and reports are published as a means of improving the transparency and accountability of Chichester Harbour Conservancy, as well as providing reassurance to the users of harbour facilities. CHC shall evaluate past events and incidents; to recognise potential dangers and the means of avoiding them.

3.4.1 Consultation with harbour users takes place through the Chichester Harbour Advisory Committee which is a statutory body established under the Chichester Harbour Conservancy Act 1971. Harbour users hold the majority of seats on the Advisory Committee which meets quarterly and they are (and required by the Act to be) consulted on all aspects of harbour management, including safety of navigation. Chichester Harbour Federation an organisation representing all sailing Clubs and marine organisations in the Harbour consult their wider membership before meetings of the Advisory Committee.

3.4.2 There is a facility on CHC's website for the public to send their comments direct to the Harbour Master. The Conservancy also hold periodic Conservancy Day's, which provides an opportunity for Harbour users to speak directly to Board members and the Director & Harbour Master.

3.5 Competence Standards. Employees of the Conservancy are recruited and selected on their suitability to fill the Job Descriptions, which are maintained on the HR Toolkit database, these are based on national occupational standards. Employees are reported upon annually and, at that time, their Job Description, responsibilities and performance are reviewed. Reports on Harbour staff are held on the HR Toolkit.

Arising from the annual review of performance, training standards and requirements are examined and appropriate training undertaken.

3.5.1 Staff training and qualifications are recorded in a Training Database. This database records all qualifications gained and training received by individual staff members. The database highlights job roles where certain qualifications are compulsory and automatically flags up when items of qualifications or training are due for re-validation.





3.5.2 Once validated, electronic copies of all qualifications and certificates are stored on the Harbour Office secure server.

3.6 Incident investigation. Incidents will be investigated by the harbour master, or his deputy to:

- a) determine the cause of the incident, with a view to preventing a recurrence of that incident (or similar); and
- b) to determine if an offence has been committed: if so, there may be the need on the part of a harbour authority to initiate enforcement action that may lead to prosecution in their own right or through an agency of another authority such as the Police or the MCA.

By ensuring that a robust, rigorous, independent investigation has been carried out, the board and the duty holder can be assured that their obligations for compliance have been addressed. In some circumstances external assistance may be sought.

An early decision will be made as to whether or not a move to prosecution, as a failure to give a PACE caution early in the proceedings may compromise the ability to successfully prosecute. In making this judgment it should also be borne in mind that a caution may inhibit attempts to get to the cause of an incident.

3.6.1 Any conclusions from investigations or lessons learned will be included in the harbour masters report together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Conservancy, and/or the MAIB, and any other appropriate authorities, by the quickest means available.

3.7 Statutory Reporting. Reportable incidents defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, and the Merchant Shipping (Accident Reporting and Investigation) (Amendment) Regulations 2012 are notified to the MAIB at the earliest opportunity.

3.8 Monitoring and Measuring Performance and Auditing. CHC will measure health and safety performance against predetermined standards. Compliance with CHC's marine safety management system will be required to meet the national standards as laid down in the Port Marine Safety Code.

CHC's key performance indicators are set out in:

- Policies 4 & 5 of the Management Plan,
- Trinity House availability targets, audits and inspections
- MCA approval of Oil Spill Plan
- MCA approval of Port Waste Management Plan
- The Safety Plan (annex E)

All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Harbour Safety Management System.

3.8.1 Recording Accidents and Incidents. CHC will maintain records of accidents and incidents. Records will also be kept of safety controls.

3.8.2 Safety Inspections and Checklist of Controls.

The calendar for the review of safety topics is at Annex F.

3.8.3 Annual Review and Report. An independent audit of the Safety Management System will be conducted each year and there will be an overview of accidents and failures during the year, with recommendations for addressing shortcomings, this will be reported to the Conservancy in January each year.

3.8.4 Regular reviews. Notwithstanding this annual report, the system will be kept under continuous appraisal and immediate action taken where shown necessary.

CHC will monitor, review and audit the marine safety management system on a regular basis so that lessons are learned from all the relevant experience and such lessons are effectively applied. Performance of the system shall be assessed against internal performance indicators and, where appropriate, by benchmarking against other ports that have adopted good practice.

3.9 Enforcement. The Conservancy has a duty to regulate the use of the Harbour, including vessel movements, and is empowered to do this through Byelaws, Special Directions, Harbour Directions, national legislation and international regulations.

A Compliance and Enforcement Policy sets out the Conservancy's approach to achieving compliance and provides guidance on the general principles the Conservancy follows including enforcement options and is available to view on the Conservancy's website.

The Conservancy maintains a comprehensive patrol presence on the Harbour to enforce byelaws and issue Directions. Orders for the conduct of patrols and prosecutions are contained in HOSIs. There is a 24-hour emergency call out system to raise a duty harbour master and a coxswain

3.10 Publication of Plans and Reports. As a means of improving transparency and accountability and to demonstrate the authority's commitment to maritime safety and ensure the involvement of harbour users, the MSMS & safety plan for marine operations is published every year. The plan illustrates how the policies and procedures are developed to satisfy the requirements under the PMSC. In the plan CHC commits to undertake and regulate marine operations in a way that safeguards the harbour, its users, the public and the environment. It refers to commercial activities in the harbour; the efficient provision of specified services and the effective regulation of shipping.

3.10.1 The duty holder will also publish an assessment of the harbour authority's performance against the plan. Information gathered from the monitoring and auditing of the marine safety management system, shall be used to support the analysis and conclusions.

3.10.2 An incident log is maintained and records all accidents, incidents and complaints which come to the attention of the Conservancy. Action/follow up action, if taken, is recorded. Written complaints and replies are held on file. Major incidents are subject to immediate review to establish cause and to validate prevention measures.

3.11 Open Port Duty & Harbour Dues. The Chichester Harbour Conservancy Act 1971 includes the provisions of the Harbours, Docks & Piers Clauses Act 1847, section 33 – namely the requirement to maintain an Open Port (noting that the 1971 Act, provision 'g', does not apply to hovercraft or hydrofoil vessels). The discharge of this duty is financed by the levying of Harbour Dues, which are published on the Conservancy's website.

4 General Duties and Powers

3.12 Monitoring Compliance. Once every three years, the Duty Holder is required to confirm in writing to the MCA that the harbour authority is complying with the Code. This exercise was completed in 2021 and will next be due 31 March 2024.

3.121 Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident but could also be triggered by other indicators of noncompliance.

4.1 Conservancy Duty

4.1.1 Hydrography. Hydrographic records of the Harbour are maintained at the harbour office.

As required by the Management Plan and HOSIs, known areas of shoaling that increase risk to mariners (e.g. Chichester Bar) are subject to full hydrographic survey annually. Hydrographic surveys will be undertaken with reference to the Hydrographic Code of Practice (International Hydrographic Organization publication SP44, IHO standards of survey).

General checks of the channels are undertaken by echo sounder.

4.1.2 Admiralty Charts. The Hydrographic Office receives all hydrographic information and Local Notices to Mariners are published on the web and are sent by e-mail. UKHO subscribe to this service. An annual summary of relevant information is provided to the UKHO. Chart 3418 - Langstone and Chichester Harbour.

4.1.3 Prevailing Conditions. Long and short term Met Office weather forecasts are displayed at the harbour office and updated daily. A monitor displayed at the Harbour Office, is connected to the offshore weather station installed at the harbour entrance on the West Pole Beacon and the Camber Beacon inside the harbour. These display real time weather updates.

4.1.4 Aids to Navigation. The harbour has a comprehensive, well maintained and modern system of aids to navigation based on formal risk assessment and installed in consultation with Trinity House. The routine inspection and maintenance regime is laid down in HOSIs.





Records are kept and casualties are reported to Trinity House as soon as reasonably possible. Trinity House inspect ATN annually and carry out periodic compliance audits. The five year review in consultation with the Advisory Committee, Chichester Harbour Federation, and harbour users, was conducted in 2022 and is next due in 2027.

4.1.5 Anchorages. Anchorages are shown on Chart 3418 and their operation is subject to risk assessment and review.

4.1.6 Wrecks. All wrecks in, or in or near the approach to the harbour will be risk assessed at the earliest opportunity and suitable control measures put in place to mitigate any risks posed. (Where there is a wreck in, or near, the approaches to the harbour which is or is likely to become a danger to navigation CHC may take possession of, remove or destroy it – section 252 Merchant Shipping Act 1995)

4.1.7 Works and Dredging Licences. The Conservancy's regulations and conditions for the issue and control of works and dredging licences are contained in HOSIs.

4.2 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. It is cognisant of the Natural Environment and Rural Communities Act 2006 and its duty under section 40 to conserve biodiversity.

4.2.1 Countryside and Environmental Management and Safety. The policy and functional objectives for managing the Chichester Harbour AONB, SSSI, SAC and SPA in an environmentally responsible way are contained in the Management Plan.

4.2.3 Waste Management. The Conservancy has an MCA compliant Port Waste Management Plan and sees that it is implemented.

5 Specific Duties and Powers

4.3 Civil Contingency Duty & Emergency Plans. 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.

4.3.1. The Chichester Harbour Emergency Plan, revised 2022, details the immediate action to be taken by harbour staff and the emergency services in the event of most foreseeable emergencies. It is held by all emergency services and local authorities.

5.1 Byelaws. The Chichester Harbour Conservancy Byelaws provide effective control measures to manage the hazards identified in the risk assessments. These are reviewed annually and in the light of new activities. Enforcement is undertaken in accordance with the Conservancy’s Enforcement Policy.

5.2 Special Directions. Section 52 Harbour Docks and Piers Clauses Act 1847, provides powers to regulate the time and manner of a ship’s entry to, departure from and movement within harbour waters, and for related purposes.

Section 89 CHC Act 1971 extends the provisions of section 52 above:

- (a) shall extend to empower the harbour master to give directions prohibiting the mooring or anchoring of vessels in any particular parts of the harbour;
- (b) shall not be construed to require the harbour master in emergency to give particular directions in the case of every vessel in respect of which it is desired to exercise any of the powers of that section, but in pursuance of that section for all or any of the purposes thereof the harbour master shall be entitled in emergency to give general directions applicable to all vessels or to particular classes of vessels.

5.3 Harbour Directions. CHC is designated with powers to make Harbour Directions and has a Port User Group available for the purpose.





5.4 Passage Plans. There is no standing requirement for any vessel in Chichester Harbour to file a port passage plan, notwithstanding the requirements of SOLAS. Vessels with large or unusual tows are required to consult with the harbour master. Vessels of 18m or more in length overall, vessels not under command, restricted in their ability to manoeuvre, or towing a vessel or structure over 12m in length, or the tow exceeds 20m are required to give notice of their movements to 'Chichester Harbour Radio'. LNTM 2/22 General Instruction and Advice refers. Special directions and port passage guidance is issued when the situation requires, e.g. movement of dredgers, other large vessels, and towing unusual objects.

5.5 Prevention of Pollution. The Conservancy has an extant Oil Spill Pollution Plan which meets OPRC Regulations and has been approved by the MCA. It has in place a contract with Adler and Allan Ltd who provide the response to a Tier 2 oil spill in the Harbour. Staff receive OSRL initial training and attend 3-yearly refresher courses.

5.6 Vessel Traffic Management. Chichester Harbour Conservancy operate a local port service only, and maintain a daily watch on VHF Channel 14, during the period 0830 – 1700 (weekends and holidays excepted Nov – April, or Easter if earlier) Outside of these periods refer to website for information.

5.7 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.

5.8 Ship Towing. Orders for the safe operation of Conservancy launches and RIBs are contained in HOSIs and are based on the risk assessment. Master's of vessels undertaking large or unusual tows are required to consult the harbour master.

5.9 Local Lighthouse Authority. Availability targets for Chichester Harbour's aids to navigation are set by the General Lighthouse Authority. On a 3-yearly rolling assessment the following availability targets should be achieved:

- Category 2 99%
- Category 3 97%

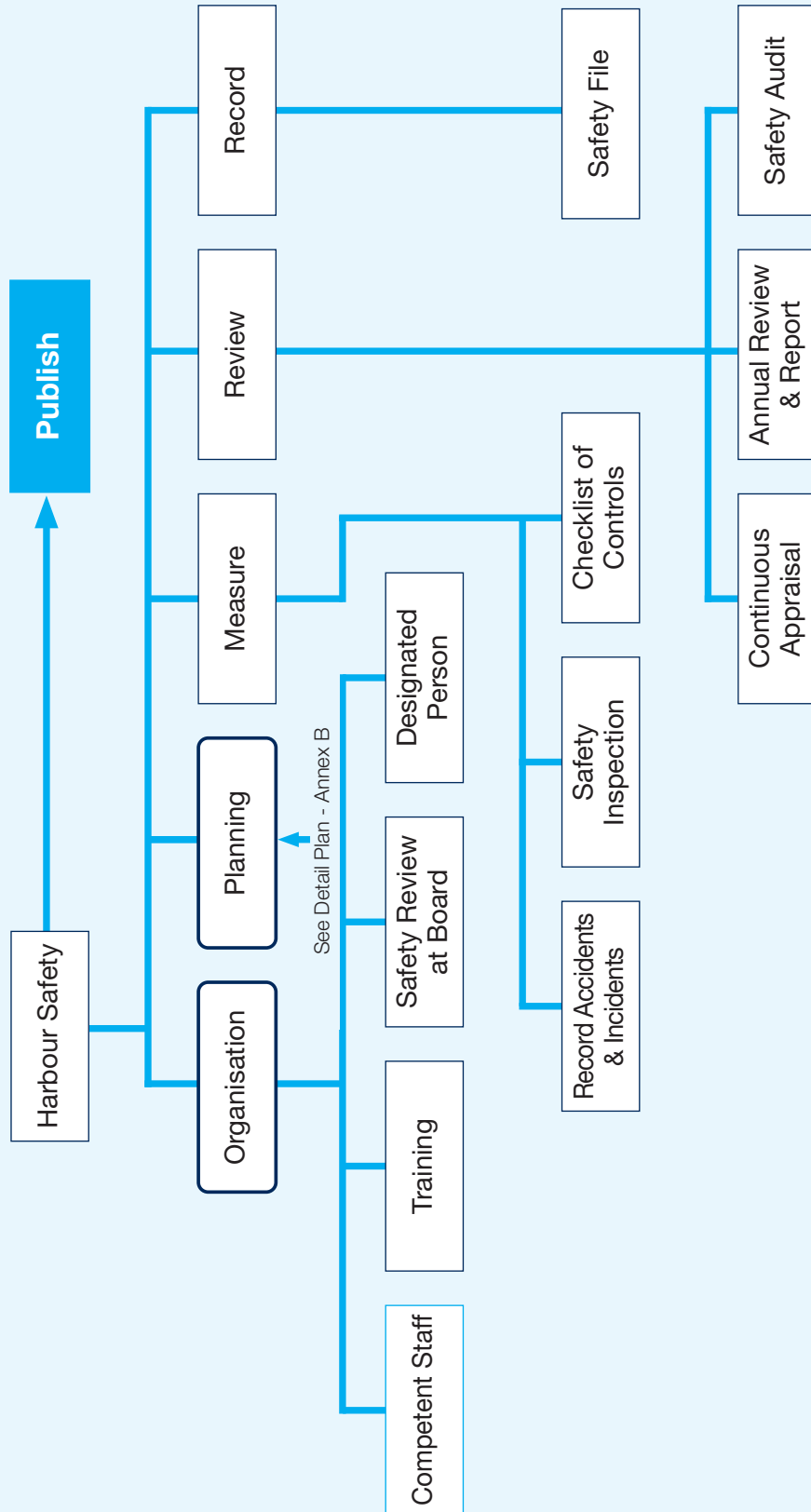
5.10 Licensing of Passenger Vessels and Masters of Passenger Vessels. Commercial vessels operating only in the Harbour are licensed as follows:

- 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.

5.11 Moorings. The Chichester Harbour Conservancy maintained moorings set the standard for levels of equipment and maintenance of small craft moorings. Records are kept of the maintenance of each individual mooring. Orders for the operation of the mooring barge are contained in HOSIs and are based on the risk assessment. Conditions for mooring site licenses, issued by the Conservancy, require that all moorings are fit for purpose and are inspected annually. The Conservancy produces guidelines for the correct equipment and assembly of privately maintained moorings.

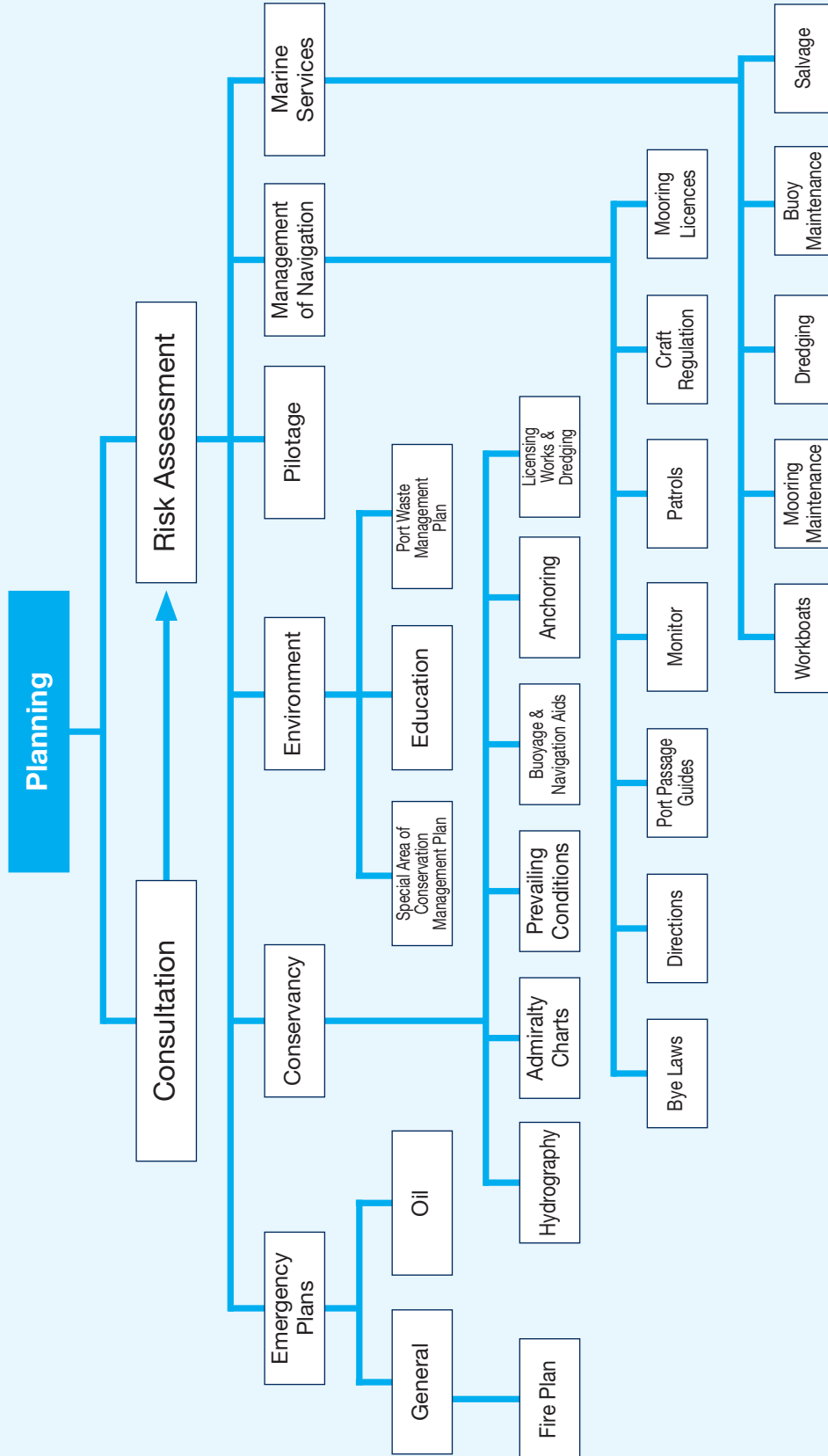
Annex A - Safety Management System (Matrix)

Safety Management System



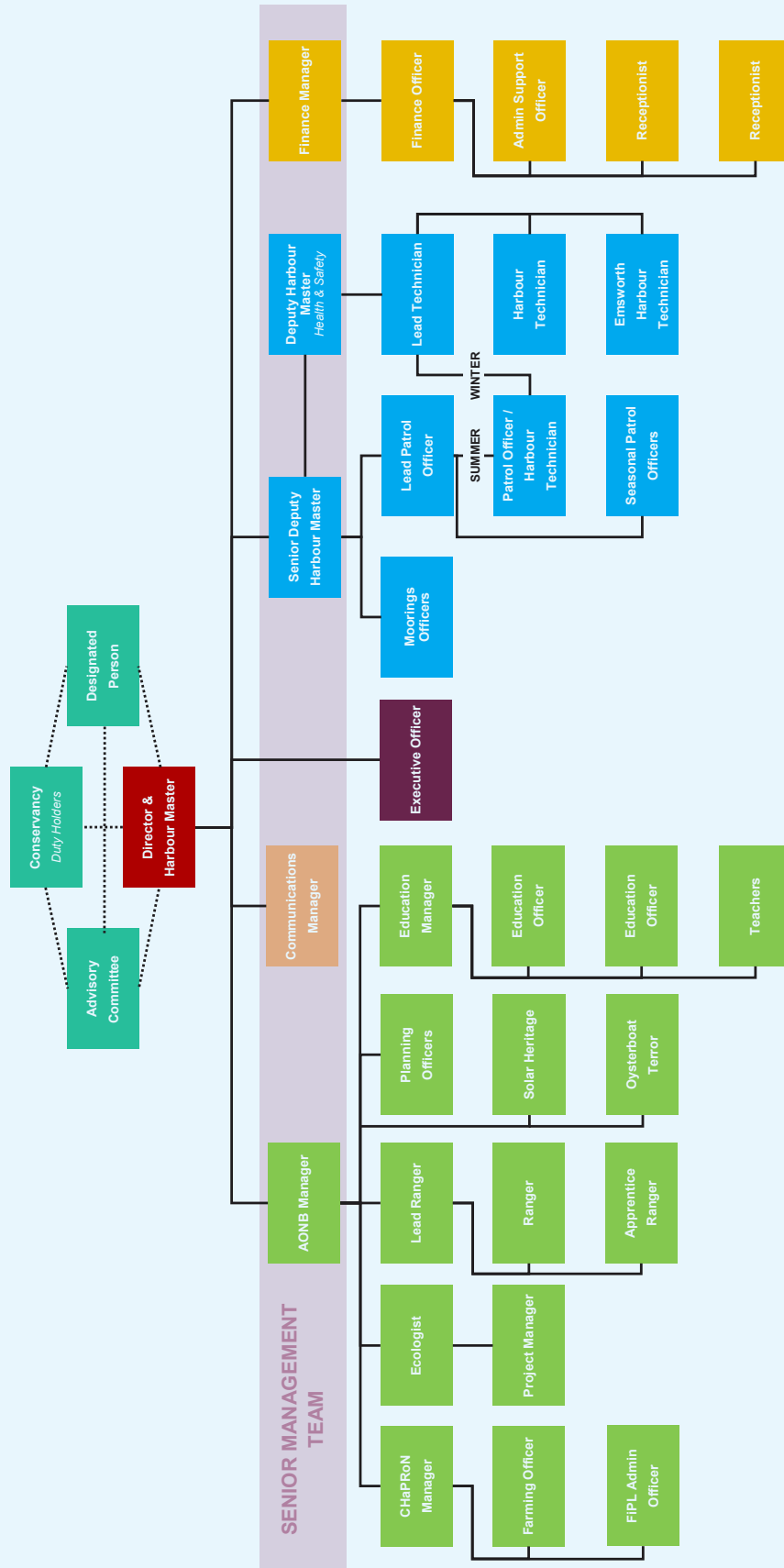
Annex B - Planning - Implementing Safety Procedure (Matrix)

Implementing Safety Procedures



Annex C - Organisation

Chichester Harbour Conservancy Organisation Chart 2021



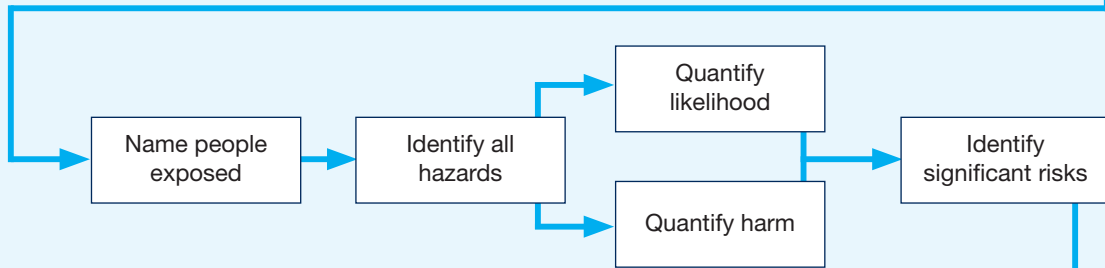
Annex D - Risk Assessment

Risk Assessment Process

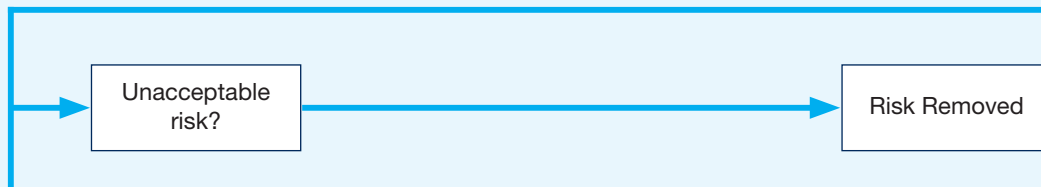
1) Divide into areas for assessment

Activities?
Areas?
Boats?
Buildings?

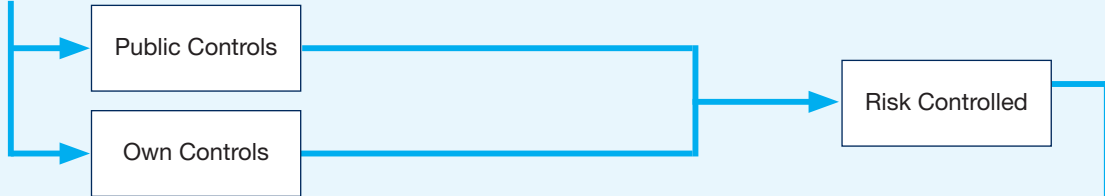
2) Identify the significant risks



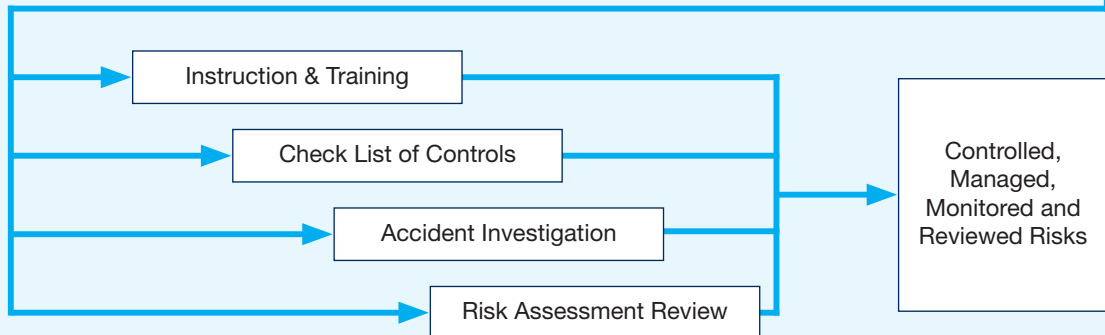
3) Remove the unacceptable risks



4) Control the risks



5) Systems to monitor and to manage risks



Annex D - Risk Assessment

Risk Estimator Definitions and Tables

Likelihood

Very Unlikely (1)	Unlikely (2)	Likely (3)	Very Likely (4)
Unlikely to be experienced during a 30 year period	Typically experienced once every 10 years	Typically experienced once every year	Typically experienced once every month

Severity

Definitions	Slight Harm (1)	Moderate Harm (2)	Extreme harm (3)
Person (Pe)	Superficial injuries; cuts and bruises	Minor fractures; burns; concussion	Major fractures; multiple injuries; fatal injuries
Asset (As)	Superficial hull damage; no water ingress or superficial equipment damage	Vessel holed; ingress of water or Moderate equipment damage	Major damage; loss of vessel or equipment
Environment (En)	Minor pollution <50 litres of pollutant	Moderate pollution <250 litres of pollutant	Major pollution >250 litres of pollutant
Port Use (Po)	Incident dealt with internally. Minor Inconvenience	Bad local publicity. Minor loss of revenue. Some restrictions to navigation.	Bad widespread publicity. Prolonged restriction to navigation.

LIKELIHOOD OF OCCURRENCE	SEVERITY OF HARM		
	Slight Harm (1)	Moderate Harm (2)	Extreme harm (3)
Very Unlikely (1)	Low Risk (1)	Low Risk (2)	Medium Risk (3)
Unlikely (2)	Low Risk (2)	Medium Risk (4)	High Risk (6)
Likely (3)	Medium Risk (3)	High Risk (6)	Very High Risk (9)
Very Likely (4)	Medium Risk (4)	Very High Risk (8)	Very High Risk (12)
Low Risk (1 or 2)	No additional controls or actions are required. Consideration may be given to a more cost-effective solution or any improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.		
Medium Risk (3 or 4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where a moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High Risk (6)	The act should not take place until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk is extant, urgent action should be taken.		
Very High Risk (8, 9 or 12)	The act should not take place until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk is extant, urgent action should be taken. <i>If it is not possible to reduce the risk, even with unlimited resources, then prohibiting the activity should be considered.</i>		

ALARP Statement

Through the application of control measures, risks are reduced until they reach an acceptable level (As Low As Reasonably Practical). This ALARP level does not constitute a numbered value (for example a Medium Risk could be considered ALARP if it is no longer practical or cost effective to reduce the risk further). All Risk Assessment that are deemed to have met ALARP are 'stamped' with the following statement:

"Through the analysis of hazards and the application of the control measures listed, the risks in this assessment are currently deemed to have been reduced to As Low As Reasonably Practicable. This Risk Assessment will be reviewed annually and future incidents, legislation or training may necessitate the addition of further control measures."

Annex E

Safety Plan 2023

Review

The risk assessments are live documents and are reviewed after incidents or changes in activities. Staggered reviews will be conducted each January and April in order to spread the workload across the working year (see Annex F: Calendar of Safety Topics).

Each of the risk assessments requires the employee responsible to state whether the risks are as low as reasonably practicable. In each case the answer recorded is in the affirmative.

Actions Taken

The following actions were completed in 2022 to bring the risks to ALARP

- Weekend Navigation Bulletins were issued every weekend between April and the end of October, detailing the location and times of sailing races, and other significant events.
- The Safety in Tenders, Wash and Slow, Lifejacket Safety and Don't Drink & Boat campaigns were issued through the Weekend Navigation Bulletin.
- A new Paddlesport Safety leaflet was produced. Printed copies are distributed by the Patrol Team and are available as digital copies on the Conservancy website.
- Information on Collision Regulations was disseminated weekly in the form of questions in the Weekend Navigation Bulletins.
- Relevant MAIB reports were circulated in the Weekend Navigation Bulletin.
- Posters were displayed at marinas and sailing clubs as part of a campaign to alert mariners to the dangers of drinking and driving boats.
- Posters were displayed at marinas and sailing clubs as part of a campaign to promote the wearing of lifejackets and buoyancy aids.
- Information cards were distributed by patrol staff in a campaign to improve the safety of tender users.

Safety Objectives for Marine Operations

		COMPLETION
Safety on the Water	1. Discuss the management of the beach front at Black Point with Hayling Island Sailing Club, with specific reference to the safety of swimmers.	April
	2. Produce a new safety poster highlighting the dangers of swimming.	May
	3. Prepare and publish Towage Guidance, as identified in the PMSC Audit Dec 22.	June
	4. Acquire Powers of General Direction.	Ongoing
Facilitating Navigation	Create open water at Itchenor for through traffic and vessel launching by re-configuring mooring areas and consolidate berths onto mid-stream pontoons.	2023
Water Quality	Monitor water quality against the good or excellent standards of the Bathing Water Directive and publish all water testing results on the website.	Ongoing
General Directions	On confirmation of HRO compile General Directions.	
	Review all Conservancy documents to ensure correct referencing in light of HRO changes and General Directions.	

Annex F

Calendar of Safety Topics

Month	Primary Topic	Secondary Topic
January	Review Emergency & Oil Plans (5 Year OSCP review due 2026)	Equipment Inspections
February	Review Training Review RA's -* Section A – Navigation Section B – Public on the Harbour Review HOSIs (Operations & Administration)	Byelaws
March	Boat Licences	Hydrographic Survey
April	Patrol Assistants Induction Review RA's -* Section C – Working on the Harbour Section D – Employee Activity on the Harbour Review HOSIs (Infrastructure & Assets)	Electrical Installations
May	COSHH	PPE
June	Jetties, Pontoons, Quays etc Environmental Landholdings	First Aiders First Aid Boxes
July	Buoyage, Nav Aids	Review Mooring Maintenance Chart 3418
August	Diving	Volunteers
September	Weather Stations	Swimming & Paddlesport
October	Works Licences	Environmental - PWMP
November	Analyse Incident Reports	Safety Campaigns
December	Fire Safety Drill	Staff Appraisals

* All shore-based Risk Assessments; Employee Activity Ashore, Single Events, and Fire Safety, are reviewed on an annual basis outside of this schedule.



Chichester Harbour Conservancy

The Harbour Office, Itchenor, Chichester,
West Sussex PO20 7AW
T: 01243 512301 E: info@conservancy.co.uk
www.conservancy.co.uk



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HARBOUR
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