



## Fowey Harbour Commissioners



### Port Marine Safety Code

### SAFETY MANAGEMENT SYSTEM



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## RECORD OF AMENDMENTS

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	12-08-02	Emergency procedures section 10. NEW	MJS
	12-08-02	Commissioners details	MJS
	12-08-02	Under keel clearances new ref 10.6.1.	MJS
	04-06-03	Dredging and risk assessments statements altered. Bodinnick ferry operation	MJS
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	01-06-06	VTS PEC Arrangements Hydrographic surveys Incident reporting Standards of competency Shipping safety reports Leisure mooring Weather signals/ reports AIS	MJS
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# Index of Contents

	List of the Commissioners and Structure
<b>1</b>	<b>Introduction</b>
1.1	Mission statement
1.2	Safety Policy for marine operations
<b>2</b>	<b>Activities undertaken within port operations</b>
<b>3</b>	<b>Policies, duties and responsibilities</b>
3.1	Marine safety policy
3.2	Organisation
3.2.1	Fowey Harbour Commissioners
3.2.2.	Port Installations and moorings
3.2.3.	FHC/ IMERYYS Port Liaison Group
3.3.1.	Vessel Traffic Management
3.4.1	Pilotage
3.5.1	Licensed boats
<b>4</b>	<b>Operational procedures</b>
4.1	Authority and structure
4.2	Incident reporting and investigation
4.2.1	: Commercial & recreational
4.2.2	: Environmental
4.3	Emergency response procedures & test/review arrangements
4.4	Dangerous goods
4.5	Investigating incidents
4.5.1.	Types of Investigation
4.5.2.	Techniques of investigation
4.5.3.	Evidence Gathering
4.5.4.	Analysis of evidence
4.5.5.	Conclusion and recommendation
4.5.6.	Enforcement policy
<b>5</b>	<b>Standards of competence and training</b>
5.2	Safety training
<b>6</b>	<b>Monitoring</b>
6.1	Compliance monitoring
6.2	Performance monitoring
6.3	Key performance indicators
<b>7</b>	<b>Review, audit, accountability and consultation</b>
7.1	Review
7.2	Audit
7.3	Accountability and consultation
<b>8</b>	<b>Marine services</b>
<b>9</b>	<b>Conservancy duties</b>
9.1	Hydrographic survey and publication
9.2	Dredging

- 9.3 Aids to Navigation
- 9.4. Wreck marking and removal
- 9.5 Moorings
- 9.6 Meteorology
- 9.7 Life Saving appliances
- 9.8 Notices to Mariners
- 9.9. Harbour masters Notices
- 9.10 Works Licensing
- 9.11 Documentation

**10 Regulation of navigation**

- 10.1 Procedures
- 10.1.2 Emergencies:- Fowey Harbour Marine emergency Plan
- 10.2 Communications
- 10.3 Port Sailing Directory
- 10.4 Passage Plans
- 10.5 Pilot/master exchange
- 10.6 Pilotage Directions
- 10.6.1 Under Keel clearances.
- 10.7 Pilot Boarding and Landing
- 10.8 Dangerous Vessels
- 10.9 Anchorage's
- 10.10 Tidal streams

**11. Consultation**

Annex Document List: supporting documents



# Port Marine Safety

## 1. Introduction

The purpose of this plan is to establish the policies and supporting procedures of the Fowey Harbour Commissioners within the structure of an integrated safety management system. In order to keep the plan accessible, supporting documentation, detailed procedures and directions are collated as appendices to the Code, within the same controlled document system. In operational terms, this plan may be used as an executive summary of the policies, standards and procedures, with separate working documents available for use when a deeper level of detail is required.

### 1.1 Mission Statement.

The Fowey Harbour Commissioners will adopt practices and put in place controls to ensure that wherever possible the Harbour is operated safely and efficiently so as to safeguard the harbour, its' users and stakeholders and that those measures protect the environment of the harbour.

The Commissioners are committed to performing its' duties and responsibilities in a safe and efficient manner

The Board are committed to

- (a) To facilitating the safety of navigation in the harbour and its approaches
- (b) To Providing a high quality and efficient pilotage service throughout the CHA are including Fowey and Par Harbours.
- (c) To regulating the activities within the harbour ensuring the national and byelaws are complied with and enforced
- (d) Reviewing at regular interval all plans, policies and procedures.

## **1.2 Safety Policy for Marine operations**

This marine safety policy augments the harbour commissioners existing Health and Safety Policy required by the Health and Safety at Work acts and relates to marine operations and the provisions of the Port Marine Safety Code. As part of their commitment to facilitating the safe navigation and operation of vessels within the Port of Fowey and within the C.H.A Pilotage district including Par and Charlestown Harbours Fowey Harbour Commissioners will/;-

- 1) Develop and maintain a Marine Safety Management System safeguarding the port, its users the environment and public who gain benefit from it.
- 2) To consult with staff, pilots, agents and relevant stakeholders with regard to marine safety issues.
- 3) Having used risk assessments to identify hazards and risks put in place appropriate control measures to reduce these to as low as practicable
- 4) To ensure that emergency and contingency plans are in place.
- 5) To provide a highly professional pilotage service
- 6) To employ or train personnel to suitable standards or qualification.
- 7) To provide sufficient resources to carry out the various functions.
- 8) To monitor and manage the safe navigation of all vessels in the harbour
- 9) To promulgate marine safety information and advise to harbour users.
- 10) To undertake regular hydro graphic surveys and dredging programmes to ensure that the advertised controlling depths within the harbour are maintained.
- 11) To provide aids to navigational ensuring safe passages in the harbour.
- 12) To regularly review the safety management system, carry out external audits and to evaluate the safety performance.

## 2. Activities Undertaken within Port Operations

The Harbour Commissioners provide port services and facilities under power laid on them.

### a) Pilotage

As provided under the Pilotage Act 1987 for the ports of Fowey, Par and Charlestown.

### b) Towage

Towage and other ancillary services within Fowey Harbour are provided as a non statutory service.

### c) Conservancy duties including

- Hydrographic surveys and information.
- Provision of navigation aids and information.
- Dredging of the harbour.
- Provision and control of leisure moorings.
- Maintenance of properties and harbour infrastructure.
- Environmental management

### d) Regulatory Duties

In administering the harbour , control and regulation of movements of vessels by means of

- ❖ Setting of Byelaws, licences and revision orders
- ❖ Safety management systems and directions
- ❖ Port Emergency Plan
- ❖ Contingency Plans including oil pollution
- ❖ Environmental including waste management

## 3. Policy, Organisation, Duties and Responsibilities

### 3.1 Marine Safety Policy

The marine safety policy provides a co-ordinated statement of policies affecting the harbour, relating to safety and environmental matters, moorings and other matters.

The Board accepts responsibility to maintain high standards of safety in operations and the need to raise funding accordingly to enable this.

### 3.2 Organisation

#### 3.2.1 Fowey Harbour Commissioners

**Responsibilities** are assigned as follows.

The Board of the Fowey Harbour Commissioners (“the Board”) is the **designated Duty Holder** in accordance with the Port Marine Safety Code (“the Code”).

The position of Chief Executive of the Harbour Commissioners is combined with that of Harbourmaster.

The Chief Executive , a Board member, is the day to day Designated Person under the Code, with responsibility for providing assurance directly to the Board that the day to day regime of the safety management system is operating effectively, reporting any failings, and auditing

compliance with the Code. These reports are made monthly to the board in the **port operations report** with annual summaries provided in **The Annual Report**.

**Independent Auditors** appointed by the Board will further act as “**designated persons**” providing the independent inspection regime, Annual Reports and Audits. The report goes directly to the Board and the auditor can be asked to report in person any areas of concern.

### **Safety Management systems**

The Harbour Commissioners policies are fully supported by procedures to:-

- ◆ Monitor the safe arrival ,departure and movements of all vessels within the harbour area
- ◆ Protect the users and general public from dangers arising from marine and other port related activities
- ◆ Have special regard to environmental impact
- ◆ Prevent acts or omissions that may cause injury to employees and contractors

**3.2.2. Port Installations** in the harbour in other ownership include:

1. **IMERYS MINERALS (PORTS)** Own under lease and operate 5 commercial loading jetties for the export of china clay and the limited handling of other cargoes. Vessels are moored alongside with ships ropes to mooring points on the quays, on pontoons, buoys or shore points. Mooring arrangements are supervised and provided by the Fowey pilots Association and boatmen. Berthing and allocation of berths is under the control of Imerys Ports Superintendent. All arrangements are made at the daily Imerys Planning Meeting attended by the duty Pilot. The harbour Master is consulted on berthing of vessels by the Ports superintendent, agents and pilots.

2. **Cornwall Council( CC)** Own Parts of Fowey Town Quay together with Caffa Mill Launching slipway. Vessels berthing to Town quay do so with the Permission of CC. The Harbour Master will give instructions regarding berthing where access rights are threatened or safety matters relate. CC lease Ready Money Beach area.

3. **POLRUAN TOWN TRUST (PTT)** Own the Polruan Quay and are responsibly for policy management of the Quay. Under agreement Fowey Harbour Commissioners manage all Marine functions relating to the quay and own the Mooring Pontoons attached to it.

**3.2.3. FHC/ IMERYS Port Liaison Group** – Is established and meets regularly to consider all matters of port operations including safety management systems. Information fed from FHC safety meetings and pilots together with comments and reports from masters and owners are considered, reviewed and acted upon.

Within the Harbour, The Commissioners are responsible for ensuring that vessels are safely moored at all times. Where vessels are moored to Third Parties properties it is the responsibility of those parties to ensure that safe and adequate mooring points, fendering and access is provided. The harbour master will inspect such berths from time to time and consult with owners and operators and publish such arrangements in the port information details.

### **3.3.2. Vessel Traffic Management Information Services (VTIS)**

The provision of V.T.I.S. is under continual review dependent on traffic levels, legislative requirements and the A.L.A.R.P. level set by risk assessment.

As practice the Fowey Harbour Authority does not operate a 24-hour full surveillance management control system. The System is to provide advice to mariners and harbour users and for the conveyance of Directions covering particular movements or events.

V.T.I.S. is based on known commercial and leisure movements and is operated by harbour office staff /duty pilots together with patrol staff. A port Radar surveillance system linked to AIS and CCTV situated at Whitehouse quay covers the lower harbour and mouth of the estuary. This information is relayed to the harbour office V.T.I.S. centre and used to provide information to pilots, harbour users and to control movements safely. All data is recorded for future analysis, incident investigation and enforcement. Vessel identification is available via AIS. A speed alert warning allows patrols to be alerted and speed limits enforced. V.H.F Communications on channels 16,12 and 9 are monitored and recorded.

A full information service is available 0800 hrs to 1800 extended in the summer until dusk to cover anticipated leisure traffic.

Outside of these hours V.T.I.S. is provided by the pilots during commercial vessel movements.

During Peak periods and to cover particular port operations and activities port control V.T.S. are under the direct control and supervision of the HARBOUR MASTER.

Arrangements for V.T.I.S. are fully detailed in the "Port Operations Manual"

V.T.I.S. Operations will be reviewed on a regular basis taking into account traffic flows, technology and port safety requirements

### **3.4.1. Pilotage**

The Fowey Harbour Commissioners assess the needs of pilotage and the service is provided by the Pilots under the contractual arrangement. Directions are formalised by the Harbour Master's Directions to Pilots.

Pilots are appointed and authorised by the Board as the competent harbour authority.

Formal requirements for training are detailed in the Pilotage Arrangements document, together with the examination requirements and syllabus.

Limited Authorisations (P.E.C's) may be issued to Masters and mates who can meet the standards expected of a fully authorised pilot for particular ship/ act types.

Arrangements for the syllabus, tripping and examination of pilots with limited authorization (PECs) is contained in the pilotage Arrangements publication

There is provision under the Pilotage arrangements for pilotage exemptions to be issued. At the date of this issue of the Code, none are issued.

Pilotage is undertaken by contractual arrangement with the Fowey Pilots' Association partnership. Details of the arrangement are to be found in the Pilotage Arrangement document. (Pilot 1/ARR). Pilot Boatmen who also provide a lines service are contracted separately.

Both contracts are reviewed annually.

### **3.5.1. Licensed Boat operations**

The operation of licensed passenger vessels in the harbour is of the highest priority to the Harbour Commissioners. The safe boarding and landing and management of these vessels will therefore be given the highest priority and the Harbour Byelaws regarding licensed boats and operators enforced strictly. The Harbour Commissioners will meet all standards set in M.C.A. codes and guidance from the SW small craft safety standing committee.

Fowey is a busy commercial port handling cargo vessels up to 170 m LOA, cruise liners and 7500 visiting leisure craft annually. This is in addition to the 1500 resident moorings in the harbour and all the associated local traffic. The narrow confines of the estuarial harbour especially off the commercial berths requires vessels over 95 metres LOA to be turned in the lower harbour and berthed with tugs which also assist these sized vessels to sea. A car ferry operated in the narrowest reach of the harbour at Bodinnick and large vessels wishing to proceed through and beyond this congestion zone need permission.

The Fowey Harbour Commissioners license all passenger boats operating in the harbour and their operators. MCA authorized and visiting craft are inspected and all operators wishing use the harbour for carriage of passengers entering the harbour from another port is examined on their

local knowledge to ensure their safe operations. This knowledge will, in addition to having a full knowledge of the safe navigation of the drying river and harbour, include a full working knowledge of the port workings and the interface with the commercial and ferry operations, communications, reporting procedures and SAR. Boatmen license regimes are met.

In the event of an incident involving passenger carrying craft it is essential to know passenger numbers and where about. All licensed boats operating in the harbour will operate a passenger recording system and vessels entering from another port will report in to the harbour office on arrival and departure.

#### **4. Operational Procedures**

##### **4.1 Authority and structure**

Under the Fowey Harbour Order Act, the Board has powers to make harbour byelaws and appoint a Harbour Master, with power to give directions for the undertaking of operations within the area of the harbour.

The Fowey Harbour Commissioners have control over commercial, leisure and maintenance operations. These areas are subject to risk assessments at appropriate intervals with the intention of recognising changes and maintaining safe operations.

Harbour byelaws will be reviewed and revised as required with reference to risk assessment findings.

Operational procedures are detailed in the following documents.

- Harbour regulations
- Harbour Master's notices
- Pilotage arrangements
- Directions to Pilots

##### **4.2 Incident reporting:- commercial, recreational and environmental**

Records of all reported incidents are kept in the harbour office

###### **4.2.1. Commercial and recreational**

All reported incidents are required to be investigated. The extent of subsequent investigation is determined by the initial findings together with the actual and potential consequences of the incident.

Initial investigation of all incidents is undertaken by the Harbour Master and his authorised deputy, the Deputy Harbour Master in conjunction with pilots, MCA, MAIB and other statutory agencies together with independent advisors. The requirement for competence of investigators is fulfilled by this arrangement, by virtue of their professional qualifications and experience.

For detailed guidance, reference should be made to the Incident Procedure section of the Pilotage Arrangements and Port Operations Manual, which define the procedure to be followed and describe the structure of the Board of Enquiry.

Reporting and investigation procedures relating to commercial and recreational incidents are detailed in the Port Operations Manual.

Incidents are categorised in the Port Operations Manual as follows.

- Groundings
- Ships collision
- Ship contact
- Quay contact
- Rope parting
- Touching bottom
- Equipment failure
- Contact Fowey Harbour Commission vessel / pilot vessel
  - Miscellaneous
  - Near miss
- Contact with port installation.

All F.H.C. staff or pilots who witness or become aware of an incident, collision or grounding within the harbour will report it verbally and on the appropriate form so that the incident can be investigated. The masters of all craft involved in an incident are required to furnish a verbal or written statement as part of the report procedure contained in Harbour Byelaw No. 17

#### **4.2.2 Environmental**

Investigation of environmental issues is detailed in the Fowey Harbour Oil Contingency Plan and the Marine Emergencies Plan. Guidance is given on the reporting procedure, investigation and requirements for action to be taken. There are arrangements for the involvement of the Environmental Management Officer, Harbour Master, Environmental Sub-Committee, English Nature and the Estuary Management Group.

#### **4.3 Emergency response procedures & test and review arrangements**

Emergency response procedures are detailed in the Marine Emergencies Plan, which should be used for guidance and reference in the event of an incident.

The Marine Emergencies Plan gives general instructions in section 1, with specific instructions regarding the following types of emergencies.

- Fire or explosion on a jetty / wharf / quay or pontoon
- Fire or explosion on a vessel alongside a jetty/quay
- Fire or explosion on any vessel, other than a cruise liner, at moorings or underway in the harbour (except small craft).
- Fire, explosion or other incident on a cruise / passenger liner moored in the Fowey Harbour or alongside a jetty/quay.
- Collision or emergency, other than fire or explosion, involving vessels within the port.
- Vessels approaching the port on fire, or in danger of sinking, or having sustained damage hazarding the vessel.
- Fire or explosions on board a small craft.
- Guidance on pollution procedures as part of a port emergency including implementation of the Fowey Harbour Oil Contingency Plan.

Annexes to the Marine Emergencies Plan give detailed operational information for use when dealing with incidents. These include oil pollution control, emergency contact numbers, maps showing landing places and beaching sites, port reception facilities, IMERYS docks plans, location of hydrants, fire notification procedure, IMERYS emergency instructions and arrangements for co-ordination with the Police and emergency services.

A programme of regular test exercises is established, which is used to refine and improve the effectiveness of emergency response. Findings are reviewed as part of each exercise and records of these form part of the supporting documentation to this Code.

#### **4.4 Dangerous and Polluting Goods**

Normal operations of the port do not include the handling of dangerous goods.

In the event of an emergency arising, detailed procedures for safe and effective response are incorporated within the Port Marine Emergencies Plan.

Agents are required to notify the Harbour Master of declarations made by Ships' Masters and owners of any dangerous goods planned to enter the port area.

Permission is required to carry out transfers of polluting liquids with the port area.

#### **4.5. Investigating Incidents**

##### **Introduction**

The benefits of investigating incidents are two fold namely:-

- It is management tool to improve performance and reduce the possibility of future incidents
- It can be used as a tool in assisting settlement of disputes arising from the incident.

##### **4.5.1. Types of Investigation**

Standard Investigation is carried out by a responsible person .This will be the Harbour Master, Deputy Harbour Master, Pilot or Master of a FHC vessel.

Detailed investigations are carried out when there are or is potential for serious injuries, fatalities or serious structural damage to vessels or properties. Incidents may include near miss reports. The Harbour Master will head an investigation team reporting to the Board. In addition to FHC Staff specialist consultants may be appointed and will be assisted by M.C.A., M.A.I.B. and H.S.E. personnel as appropriate.

Fowey Harbour Commissioners will comply with requirements to report incidents and investigation made by M.A.I.B.

##### **4.5.2. Technique of Investigation**

In line with modern pro-active risk assessment procedures an investigation will be used to predict future problems and put in place measures to prevent similar incidents into the future. A reactive control will be put in place to reduce future risk of occurrence

##### **4.5.3. Evidence Gathering**

Documentary, photographic, physical and oral evidence from witnesses and participants will form the main stay of the evidence.

##### **4.5.4. Analysis of Evidence**

Evidence will be recorded in written report form whilst it is still clear in the memory. Such reports will largely be chronological and will be factual and free of opinion.

##### **4.5.4. Conclusion and recommendation.**

Once a report has been compiled, it will be submitted to the harbour master who will make conclusions in consultation and report to the Board. Included in the report will be changes made and / or recommendations to reduce or prevent future re- occurrence

##### **4.5.5 Availability of the Investigation Report.**

Reports on investigations into incidents will be available to M.A.I.B, M.C.A. and other authorities and organising committees of events., together with those involved in the incident

#### **4.5.6. Enforcement Policy**

The Board, Officers and staff will enforce all legislation apply to the Harbour including Byelaws issuing warnings and taking prosecutions in serious or repeated breaches of the legislation. This will be done in consultation with M.C.A., Environment Agency and other enforcement agencies including the Police.

In the event of a decision to prosecute the Board will appoint appropriate legal advisors to assist the prosecution.

### **5. Standards of Competence**

5.1.1 Standards of competence are established and form part of the selection process. Competence is monitored on an ongoing basis and incorporated in management review procedures.

The Harbour Master and appointed deputy are required to have as a minimum a Master's Foreign Going Certificate of competency or Class 1 STCW 95 qualification. Other qualifications to meet the standards will be incorporated as they become available

5.1.2. Tug Masters are required to have an F.H.C. Master's qualification together with qualifications required by M.C.A. Such masters will have completed a comprehensive training obtaining relevant experience. STCW95 qualifications are obtained as necessary

5.1.3. Pilots are required to have Master's F.G. or Class STCW 95 1 qualification, training and the relevant examination. They will have completed an in-house training programme approved by the Board and will meet National Standards for Pilots.

5.1.4. Other F.H.C. marine staff will be trained and qualified as follows:-

All training will be to U.K. Ports Industry standards meeting the following

1. All Fowey Harbour marine staff, including pilot boatmen, are required to obtain and be in possession of the Fowey Harbour Commissioners Marine Operators boatman's licence which requires training and examination in competence of boat handling and local knowledge.
2. All new entries will be entered into national standards level training and if appropriate, STCW95 Certification programmes.
3. All existing staff members of staff and contracted boatmen will be encouraged to undertake Marine operations port training standards and to eventually achieve Qualifications leading to formal qualifications.

5.1.5. All members of staff are trained in oil pollution cleanups and control and the annual audit monitors the training regime and matrix

### **5.2. Safety Training.**

5.2.1. Safety training is regarded as an indispensable ingredient of an effective port marine safety management system and programme as it is with health and safety matters. It is essential that all persons involved in the safe management and operation of the port will be trained to perform their operation safely

5.2.2. It is the aim of the Harbour Commissioners that these persons will be trained in safe working practices and procedures prior to be allocated or appointed to any new role. Training will include the use of the safety system, equipment and the part to be played in emergency contingency plans.

5.2.3. Training sessions will be held and these will provide an opportunity for all staff to raise concerns and matters relating to all aspects of safe operations.

5.2.4. A training room established at the Brazen Island Maintenance site is used and equipped for this purpose. Lectures, seminars, videos and participation groups will be part of this process.

5.2.5 Safety training needs will be kept under review

5.2.6 The Board of the commissioners recognise that staff in the marine sector should have appropriate training commensurate with the responsibilities

## **6 Monitoring**

### **6.1 Compliance Monitoring**

Compliance with procedures is monitored during operations on a day-to-day basis and action taken as appropriate.

The Harbour Master and / or his deputy and the Pilots review the vessel information system port operations record, pilotage records and towage records to ensure appropriate resources and operation of proper procedures. Reported problems are subject to analysis, in order to define action to prevent a recurrence.

All incident reports are similarly reviewed and full consideration given to procedural issues and competence.

Vessel and other logs and records are inspected .

Checks on maintenance records are undertaken monthly and six-monthly, to ensure that the required intervals are adhered to.

Independent periodical inspections compliant with statutory requirements are undertaken for lifting equipment, accesses, air receivers and electrical appliances.

### **6.2 Performance Monitoring**

6.2.1 Reports are provided to the Board on meeting the performances

#### **6.2.2. Management Objectives**

The Board will receive management objectives which are reviewed annually and these will include;-

- a) All defects reported to aids to Navigation during working hours will be repaired in 6 hours.
- b) Such defects reported outside of working hours will be repaired within 12 hrs.  
To meet the IALA Availability Targets.
- c) Temporary Navigational aids will be installed in 6 hours,
- d) Pilot Cutters out of service will be replaced with reserve within 30 minutes.
- e) Lines boats out of service will be replaced by reserve within one hour

### **6.3. Key Performance Indicators**

6.3.1. **6.3.1. Shipping Safety Reports** will represent significant navigational incidents. These will include collision, last minute avoiding action, near miss, endangered persons or property and pollution incidents.

These reports will be incorporated as a statement in the existing programme of annual port operations reports.

6.3.3. A comparison/ bench marking against other similar ports in the SouthWest ports of similar size and operations and national averages will be made.

## **7 Provisions for review, audit, accountability and consultation**

### **7.1. Review**

Periodic review of operational procedures and the effectiveness of the safety management system is undertaken by the Chief Executive and Deputy Harbour Master and incorporated in the monthly port operations report to the Board as the **Duty Holder**.

### **7.2. Audit Systems**

An annual audit programme established in conjunction with an independent Auditor appointed by the Board will be carried out on all functions within the system. The audit report will be submitted to the Board for consideration and adopted .

In addition to the Harbour Commissioners own audit process Independent checks on operations are carried out by external bodies and form part of the audit process. They are as follows:

- |                             |  |
|-----------------------------|--|
| a) Pilot Boats              | by M.C.A.                                    |
| b) Navigation Aids          | by Trinity House                             |
| c) Sea going vessels        | by M.C.A.                                    |
| d) Waste management         | by M.C.A. and Environment agency             |
| e) Oil Contingency Planning | By M.C.A.                                    |
| f) Environmental Management | by Estuary partnership, E.A., English Nature |
| g) Financial management     | External Auditors – Published accounts       |

### **7.3. Accountability and Consultation**

A summary marine safety report will be incorporated in the annual report and published on the harbour website.

Port safety management will be included as an agenda item in discussions with the Estuaries Management Partnership, the Consultation group, which has been formalised under the Fowey Harbour Revision Order (2001).

## **8. Marine Services**

Licensing of Tugs: -	The Fowey Harbour Commissioners own and operate tugs. These are suitable for providing a safe and effective towage service within the smooth water limits of Fowey Harbour. The Commissioners license the tugs for this purpose
Towage guidelines: -	The requirements for the use of tugs in port operations is set out in the Harbour Masters and Port Directions with respect to size of vessel, numbers of tugs used and other circumstances. Detailed towage operating guidelines are set out in the Port Operations manual section 2.11 The use of tugs is reviewed annually and a system of exemptions for particular vessels and movements is in place.
Escort towage	Tugs will escort vessels under the direction of the harbour master or as required by the pilot as part of a general tug use direction
Pilot / tug master	The procedures and duties relating to the interface relationship between pilots and tug Masters is set out in the Ports Operations Procedures manual.

Tug Masters: - Operational instruction	Whilst ensuring the safety of the vessel towed and protection of port infrastructure, a tug masters Primary duty is to ensure the safety of his vessel and crew. Adherence to H.M. directions in towage operations as laid down in the Port Operations manual is requisite.
Training: -	FHC training policies are to ensure that all staff involved in marine operations are well trained and meet the levels required to meet MCA and other standards. Full training provisions are set out in the Commissioners Training guide. Training books record training.
Pilot Cutters: -	Pilot vessels are owned and maintained by FHC and operated under contract by the Fowey Pilots and Fowey Boatman's Association. A daily inspection by FHC and pilot staff together with comprehensive reporting and maintenance regimes ensures provision of vessels fit for purpose.
Pilot Boarding:-	These are carried out to meet the criteria's laid down in the code of practice.
Landing Procedures	Boarding and landing is within 1 nautical mile of the harbour entrance at each port within the CHA and is in full consultation with the Master of the vessel service is provided to.

Boarding and landing of pilots by pilot boat: - Code of practice will be followed

Boatmen and Line Handlers training programme established, supported by refresher training

## **9 Conservancy Duties**

### **9.1 Hydrographic Survey and publication.**

The port has since the early 1900's, carried out hydrographic surveys of the port at 4 to 6 yearly intervals. Prior to this, surveys by Naval Hydrographic Officers were carried out. A full record of surveys is kept in the harbour office covering the period.

The Harbour Master and his staff have carried out the hydrographic surveys, following established and plotted transit lines across the harbour, and plotted onto large scale 1:2500 ordnance survey maps. This information is promulgated to the Hydrographic Office at Taunton under a Memorandum of Understanding (MOU), to pilots, port users and agents. In between major port surveys, port staff, survey berth and dredge areas.

It is the Boards decision to engage a qualified and accredited Contract Survey Company to produce surveys for provision of up dated charts using national standards to meet Hydrographic Office guidelines. This information is used in dredging programmes as part of arrangements for this operation. This survey will be carried out annually and will incorporate a side scan survey by annually.

Any major changes affecting the safety of navigation are promulgated under a notice to Mariners, copied to the Hydrographic Office Taunton and MCA H.M.C.G. Brixham.

Objects, debris and other matters of concerned highlighted by surveys will be investigated by the harbour master and actions necessary acted on

### **9.2 Dredging.**

Fowey Harbour Commissioners contract out requirements to maintain the main channel at a depth of 7 metres below chart datum. This operation requires removing 60k – 70k tonnes per

annum in compliance with MAFF licences. Full Hydrographic and bathymetric surveys support this dredging programme.

### 9.3 Aids to Navigation.

The Harbour Authority in its role as a local lighthouse authority, will seek to maintain applicable aids to navigation in accordance to availability criteria laid down by the General Navigational authority, Trinity House

Aids to Navigation are provided under Local Lighthouse Authority (LLA) status to guidelines and approvals set by Trinity House, the national or General Lighthouse Authority (GLA). These meet recommendations laid down by the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA).

Requirements for the provision, upgrade and cover of Navigational Aids are discussed with FHC marine staff, pilots and port users, in addition to Trinity House. It is the policy of the Harbour Commissioners to carry out major reviews of Aids to Navigational (A to N) every five Years.

The Harbour Master maintains records of availability. In addition Trinity House's record system PANAR will be maintained and defects recorded using this system.

Third Party Aids to navigation i.e. not in the ownership of the Commissioners are placed under their control in the Harbour Docks and Piers Clauses Act 1847

Lighthouses and navigational marks are inspected and audited annually by Trinity house (GLA) and the Harbour Commissioners together with the secretary of state receive reports on these. These will form part of the Authorities records and auditing process and will be reported to the Board. By this process THLS will ensure that navigational aids continue to adequately meet the mariner's requirements, taking into account environmental considerations and appropriate local circumstances.

Aids to Navigational include: -

St Catherine's Lighthouse	-	Port approach lighthouse.
Whitehouse Light	-	sector leading lights
Lamp Rock (Fl. Green)	-	channel guidance marker
St Catherine's (Fixed Red)	-	channel guidance marker
Whitehouse Quay	-	quay distance lights
Polruan Quay	-	quay distance lights
Town Quay, Fowey	-	quay distance lights
Hunkins Yard	-	lead light

Other Aids include

Polruan Storm Signal : - strong wind visual warning signals based on former H.M.C.G. System sited at NCI building Polruan  
VHF relay to Brixham: - dedicated telecom landline from remote VHF station to Brixham for emergency or safety traffic.

**9.3.1. Ship Identification (A.I.S.).** An AIS aerial is provided at Polruan to cover the approaches to the harbour and surrounding area. An AIS receiver in the harbour office provides information to the port radar system.

### 9.4 Wreck Marking / Removal

In addition to the ports own acts, the M.S.A. 1995 Empowers Fowey Harbour Commissioners, as the conservancy authority, to raise, remove, destroy and mark wrecks which lie in, or near any approach to the area within their control.

Sunken vessels categorised as wrecks are marked by buoys and fixed marks in compliance with international convention. Such vessels would largely comprise smaller commercial and leisure vessels. The authority using own or contracted plant after risk assessment carries out removal from the harbour. Wrecks in the approaches to the port will initially be marked by FHC until Trinity House replace or supplement. Removal will be in consultation with MCA, SOSREP and other agencies using, if necessary, statutory powers available to the port.

## **9.5 Moorings: -**

### **9.5.1 Commercial**

The Harbour Commissioners provide 7 commercial moorings for ships using the port. These range in size taking all classes of vessels using the port. Annual diver and visual inspections are carried out in addition to 4 yearly full inspection and maintenance schedules. The need for mooring provisions for large commercial ships is kept under continued review ensuring the availability of safe haven and port refuge berths. Operations and use of these moorings is detailed in the Port Operations manual.

### **9.5.2. Leisure**

There are some 1500 leisure moorings located in Fowey Harbour. At 1<sup>st</sup> April 2008, 865 of these were owned by FHC the remainder in private ownership laid under licence to standards and regulations imposed, maintained and regulated by FHC. A policy to convert all afloat and drying moorings, for vessels in excess of 5.5 metres, to FHC ownership has been implemented. This will ensure that location, standard and maintenance together with use of all moorings will be unified ensuring highest levels of safety in moorings within the port area.

### **9.5.3 FHC own craft**

22 Moorings are owned by FHC for their own craft within the harbour. These are monitored and maintained to specified schedules by FHC staff to standards approved by the Harbour Master. The Deputy Harbour Master oversees this with marine staff trained in this task.

## **9.6 Meteorology**

Meteorological Information is made available to all staff, pilots, masters, agents and harbour users

A FHC **Weather station** is located at Polruan National Coast watch lookout together with a Tidal date recording station established at Whitehouse quay provide actual date readings transmitted by radio signal to the central station at the Harbour Office.

Weather data displayed visually in the harbour office

Information is available via the Harbours and Coast watch web sites

**9.6.2. Weather forecasts** obtained from the Meteorological Office are obtained and displayed on notice boards and supplied to FHC Staff and harbour users. More detailed forecasts are obtained as necessary. Adverse weather warnings are forwarded to pilots, port operators and users.

**9.6.3. Weather Warnings Signal Station** To ensure that small vessel operators and harbour users are aware of strong wind warnings and associated conditions, the National Coast watch maintain and operate a 24 hr storm visual signal station on Polruan Headland lookout.

**9.7 Life Saving Appliances** are provided by the harbour Commissioners around the harbour. In all 50 buoys in ashore stands are situated at all public areas from Lostwithiel to the harbour Mouth. These are provided throughout the year. 9 afloat buoys are provided on pontoons during the summer period. Monthly inspections are carried out to ensure presence and standard.

**9.8. Notices to Mariners:-**All notices relating to the safety of navigation and changes to arrangements are promulgated as a NOTICE TO MARINERS. These are numbered in sequence prefixed with the last two year digits and displayed on public Boards throughout the harbour and distributed to the following:-

- a. Pilots
  - b. Ships Agents
  - c. F.H.C. masters and Staff
  - d. M.C.A. CG Brixham
  - e. Hydrographic office Taunton
  - f. sailing clubs
  - g. contractors
  - h. masters of vessels in the port
  - i. published on the web site
- Cancellation of notices is promulgated.

**9.9. Harbour Masters Notices:** - Matters affecting the general operations and safety arrangements of the port are published as HARBOUR MASTERS NOTICES under similar arrangements as in section 9.8.

**9.10 Works licensing:** - Permissions to carry out any works in the harbour that may affect the right of or safety of Navigation has to be obtained from the Harbour Commissioners or The Harbour master as delegated by the Board. Permissions will normally be in the form of licences or in the case of permanent structures on Commissioners foreshore or fundus in a lease agreement.

**9.11 Documentation:** - The records and documentation relating to all matters of port operations including conservancy duties are maintained in the Harbour office together with secondary or duplicate copies in other admin centres. These form an essential part of the safety management system and are audited annually.

## **10. Regulation and Management of Navigation**

**10.1. Procedures:** - All operational procedures are set out in the Fowey Harbour Commissioners Port Marine Operation Manual. These are reviewed on an annual basis in consultation with staff, pilots and port users. This is available from the web site

**10.1.2 Emergencies:** - **Fowey Harbour Marine Emergency Plan** covers all aspects of port emergency procedures and liaisons with rescue and emergency services. On receipt of information relating to an incident the Harbour Master will initiate the plan accordingly. Other incidents will be dealt with as set out in the Port Operations Manual (P.O.M.). Guidance with regard to emergency services operating in the Harbour area will be agreed and given and recorded in the annexes to the P.O.M.

**10.2. Communications:** -details of communication arrangements and systems are detailed in the Port Marine Operations manual together with Port Guides and all other F.H.C. publications. Full details are available on the website. These are maintained by admin. Staff and reviewed monthly.

**10.3 Port sailing directory:** - is published as advice to mariners by The Hydrographic Office and the Fowey Harbour Commissioners as to the safe entry and departure from the Port of Fowey. This appears in Port Guides and other publications including the website. Verbal advice is provided by Pilots and Harbour office Marine staff on the telephone and VHF channels 9 and 12. Every Mariner entering the port is encouraged to prepare an entry and departure plan as part of their voyage plan. There is a MOU with the Hydrographic Office,

**10.4 Port Passage Plans** – These are compulsory for all piloted commercial vessels. FHC produces generic plans and publishes on the website. Pilots carry a passage plan pack for discussions with masters of ships.

**The aim** of such plans is to ensure that every movement within the port is carried out at the highest level of safety with all parties involved briefed and in agreement as to procedures to be adopted.

**The function** of such plans is to ensure that all matters relevant at the time of any port operation are fully discussed and agreed. Parties involved including the master, pilots, tug masters and boatmen together with shore port staff are fully aware of the planned movements together with possible contingencies in the event of problems.

**10.5 Pilot / Master exchange form.** This is filled in by a pilot engaged to provide pilotage advice to masters of vessels using the port. These reports, provided on an FHC Form, record the brief details discussed as part of a passage plan recording for both ship and pilot all relevant information and safety defects or reception of information required from the master. Both pilot and Master sign the record before the anticipated movement is commenced. Records are maintained in the relevant pilotage office and inspected by the Harbour Master. They are attached to incident reports.

**10.6 Pilotage Directions;** - are reviewed annually and Published by the Commissioners after consultation with Pilots and Port users. Such Directions cover the arrangements at Fowey, Par and Charlestown designating the areas of pilotage service and requirements on the size and type of vessels requiring compulsory pilotage.

**10.6.1. Under keel clearances:** At all times sufficient under keel clearances are to be maintained and guidance on this is given in the port operations manual.

**10.7 Pilot Boarding arrangement and procedures** are detailed in the Port Marine Operations Procedures Manual. Boarding and Landing of Pilots meets the Ports Industries Code.

**10.8 Dangerous Vessels:** - Fowey is not normally a port of refuge for Dangerous, hazardous or polluting vessel in excess of 40 metres length. If such vessel require port entry this will be dealt with under the provisions laid down in the Port of Fowey Marine Emergency Plan.

### **10.9 Anchorages**

Provision will be made for designating safe anchorages within the port and where necessary in the approaches

#### **10.9.1 Commercial: -**

Due to the narrow confines of the harbour and the restricted navigational channel for large ships anchoring within the harbour is confined to the seven commercial mooring buoys provided. Vessels anchoring with two anchors will moor stern to dedicated buoys. Short term anchoring for ships up to 90 metres in length will be permitted with permission of the harbour master in the swing ground area of the lower harbour.

All craft at anchor or moored at anchor must remain manned.

#### **10.9.2 Leisure craft anchoring: -**

Due to the movement of large commercial vessels the main channels and swinging areas together with commercial lay-bye and operational berths are prohibited anchoring areas for leisure type craft. Permission to anchor anywhere adjacent to these areas is needed as is for

anchoring within designated permanent moored areas. All leisure craft anchoring in the lower harbour except in upper Pont Pill will have to remain manned at all times.

Further details on anchorage and mooring are detailed in the Port Marine Operations Procedures Manual

**10.10 Tidal Streams:** - Are detailed in the admiralty sailing manual and on Chart 31. Streams after periods of extensive rain at spring tide on the ebb can be expected to reach 4 knots in parts of the Harbour. The Harbour office and pilots provide advice on request.

**10.11 Bodinnick car ferry operation:** - Due to the nature of this operation in a congested and often fast tidal flow part of the Harbour operational requirements have been formally put in place. These cover in particular the operation of two ferries at peak periods (normally 1600 – 1800 Hrs) in summer months. Emergencies involving these vessels are covered in the port emergency plan.

## **11. Consultation**

All matters relating to the harbour including Port Marine safety are discussed with Staff and pilots at safety meetings and in addition with the statutory consultation group which has 18 members

### **Annex: - Document List:**

The Safety management system and associated code exists with reference to the following Supporting Documents. (Available on web site)

- Fowey Harbour Annual report
- Strategy and Objectives Document
- Fowey Harbour order and HRO'S
- Fowey Harbour Byelaws 1996
- Port Operations Manual
- Harbour Regulations & Harbour Master's Notices
- Pilotage Arrangements
- Generic Port Passage plans
- Fowey Harbour Oil Contingency Plan
- Marine Emergencies Plan & records of test exercises.
- Health and Safety Policy
- Safety booklet: employees, contractors and sub-contractors
- Fowey Harbour Commissioners Charter
- Environmental Policy
- Fowey Harbour Waste Management Plan
- Fowey Estuary Management Plan