

Bristol Docks

Marine Safety Plan



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1. Introduction

Bristol City Council (BCC) as the Competent Harbour Authority (CHA) for Bristol Docks, has responsibility to ensure a safe environment for the public, stakeholders, and users of Bristol Docks.

BCC recognises and accepts the Statutory Duties and Responsibilities set out within the Port Marine Safety code (PMSC) associated with overseeing the safe and efficient running of Bristol Docks and is committed to achieving and maintaining compliance.

To comply with the requirements of the PMSC, BCC has published a Marine Safety Plan (MSP).

The MSP sets out what needs to be attained and maintained, to ensure marine safety within CHA waters, managing risks to as low as reasonably practicable.

2. Marine Policies

The Marine Safety Management System (MSMS), and the MSP have been approved by the Duty Holder.

The MSP has been set out to show how BCC intend to fulfil Duties listed in the MSMS.

The MSMS explains operational procedures and processes, that have been developed and maintained by the Harbour Master, to manage marine safety within CHA waters. These include:

- Traffic management.
- Operational Guidelines.
- Pilotage.
- Conservancy.
- Marine Services.

All key components of the MSMS are reviewed in 3-year cycles.

3. The Management of Marine Operations

The MSP commits BCC to undertaking the management and regulation of marine operations, within the scope of its powers and authority, to promote the safety of staff, users, plant and docks infrastructure and the environment.

BCC will undertake its role and responsibilities to ensure that, as far as practicable, it provides safe, efficient, and effective services.

BCC has powers to issue General and Special Directions for the purposes of promoting safety.

The following processes ensure the maintenance of an effective management system, and compliance with the requirements of the PMSC:

- Regular internal team meetings and communication with Marine Officers.
- Dedicated risk assessments of marine operations reviewed at least once a year.
- The proactive and reactive review of identified hazards to navigation and risk control measures that mitigate those risks to as low as reasonably practicable.
- The investigation of all reported navigational incidents and the maintenance of an incident management system.
- Regular Marine Stakeholders safety meetings.
- Regular external audits and reviews of the navigational MSMS.
- Training and development for the Harbour Master’s department staff.
- The maintenance and exercising of marine emergency response procedures, including oil spill response.

4. Performance Objectives

The MSP objectives listed in the Compliance Matrix set out the process to monitor ongoing compliance, and prompt continuous improvement towards best practice in marine operations.

GREEN	Objective achieved
AMBER	Additional work still required to achieve objective
RED	Significant omission preventing objective being achieved

5. Summary of Changes

Version	Date	Author	Summary of Changes
1	July 2023	P. Seed	First Publication

		MARINE SAFETY PLAN - COMPLIANCE MATRIX BRISTOL DOCKS						2023-2025		
PMSC Compliance		MSMS Objective	GtGP Chapter	MSP Objective	How this is Measured	Reason if not Achieved	2023	2024	2025	
1	Duty Holder	Formally identify and designate the Duty Holder, who is accountable for compliance with the PMSC to ensure safe marine operations within Bristol Docks limits.	2.1	Duty Holder to have received training on their role and responsibility under the PMSC in the last three years.	Duty Holder trained					
				Duty Holder to have undertaken an operational tour of the docks in the last three years	Duty Holder has undertaken tour					
2	Designated Person	Appoint a 'Designated Person' with direct access to the duty holder to provide independent assurance about the operation of the marine safety management system.	2.3.21	Appoint and maintain a Designated Person to provide independent assurance directly to the 'duty holder' that the safety management system is working effectively.	Appoint/Maintain					
				Report by the Designated Person to the Duty Holder for at least once per year on compliance to PMSC.	Annual report made	Due Spring '24				
3	Legislation	Review regularly and be aware of existing powers based on local and national legislation, seeking amendments to its legal powers if required to promote safe navigation.	1	Review legal duties and powers at least once every three years.	Review every 3 years					
4	Duties and Powers	Comply with the duties and powers under existing legislation as appropriate.	1.4	To issue, maintain, review, and enforce General Directions to conserve and promote the safe use of Bristol Docks.	Internal or external audit	HRO application Submitted Dec'23				
				To take such action that is necessary for maintenance, operation, and safety of the docks.	Internal or external audit					
5	Risk Assessment	Ensure through risk assessment, that all marine risks, including those associated with any harbour operations in the Bristol Docks area, are formally assessed and risks reduced to as low as reasonably practicable in accordance with good practice	4	To ensure that the Risk Assessment system is kept up to date, with all Risks and Controls reviewed within the prescribed review periods	100% in date					
				To undertake a review of the Navigational Risk Assessment at least every year or if there is a material change of operational risk.	Review every year					

6	Marine Safety Management System	Operate an effective Marine Safety Management System, based on a formal Risk Assessment process, that refers to an appropriate and comprehensive approach to incident investigations.	5	To annually review the key elements e.g. manuals and policies that constitute the MSMS.	Internal audit	Not yet audited (23)	Yellow	Green	
				Ensure the MSMS is audited, internally and externally, in accordance with the PMSC, audit reports being promptly shared with the Duty Holder	Internal or external audit	Not yet audited ('23)			
7	Review and Audit	Undertake, monitor, review, and audit Bristol Docks risk assessments, as well as the MSMS on a regular basis	5	To complete an internal audit and produce a subsequent report for the Duty Holder annually	Internal audit	Yet to report Dec '23	Yellow	Green	
				To organise an external audit, with a subsequent report for the Duty Holder every 3 years	External audit	Audit due spring '24			
8	Competence	Appoint, develop, and retain sufficient competent people, who are appropriately trained, qualified and experienced, in positions of responsibility for managing marine and navigational safety	12	Ensure that all staff, with marine safety responsibilities are trained to undertake their duties and appropriately certified	All staff responsible for managing marine safety have been formally trained		Green	Green	
9	Marine Safety Plan	Publish a safety plan showing how the standards in the PMSC will be met and a report assessing their performance against that plan at least every 3 years	5.2.1	Publish a 3-yearly Marine Safety Plan (this plan) and make it available publicly on website and to Duty Holder	Published And in date	Yet to be Published Dec '23	Yellow	Green	
				Publish an annual assessment of the port's performance against the current plan	Publish annual assessment	Statement to be published once HMC is in place			
10	Aids to Navigation	Ensure the provision and maintenance of necessary aids to navigation, reporting deficiencies to the General Lighthouse Authority	7.6	As a Local Lighthouse Authority, provide and maintain adequate navigational aids consistent with what is required to facilitate safe navigation.	All navigational aids operational		Green	Green	
11	Wrecks	Raise, remove, destroy, or mark any sunken vessel or other obstructions that are, or may become a danger to safe navigation	7.7	Raise, remove, destroy, or mark a sunken vessel or other obstructions that are, or may become a danger to safe navigation, issuing Notices to Mariners when required.	Promulgation of Notices to Mariners and remedial actions. Recovery of costs		Green	Green	

12	Management of Navigation	Monitor and manage vessel traffic.	8	Ensure that all commercial vessels appropriately licensed and crewed.	100% commercial vessels licensed.			
				Leisure users licensed and insured.	All unlicensed vessels whose owners have not complied with the licencing process removed from docks within 14 days.			
13	Promulgation of survey and navigation information.	Promulgate navigational, tidal, and other relevant information as appropriate to port users.	7.4	Tidal and locking information available to all users. Advice on entering and leaving Bristol Docks available to all users. Notices to Mariners promulgated and available to all users.	Information promulgated and available.			
14	Pilotage	Provide an appropriate Pilotage Service in accordance with the requirements of the Pilotage Act 1987.	9	All vessel movements that require pilotage to be carried out under the direction of an Authorised pilot or PEC Holder,	Pilotage & PEC Returns - 100% of movements.			
15	Hydrography	Conduct and make available Hydrographic Surveys, to International Hydrographic Office standards to ensure safe navigation within port limits and share the soundings with the UKHO.	7.3	To undertake a hydrographic survey every 2 years, sharing results promptly with UKHO and marine users.	Surveys undertaken.			
16	Dredging	Undertake maintenance dredging as appropriate.	7.5	Undertake maintenance dredging as necessary, to maintain adequate water depths for marine users.	Dredge Plans/Reports.			
17	Consultation	Consult with docks users and other relevant stakeholders in respect of navigational safety issues and proposed changes to navigational arrangements.	3	To hold regular Bristol Harbour User Group meetings to consult Stakeholders on docks operational matters.	Meeting minutes.			

18	Emergency Preparedness	Prepare, plan and exercise for emergencies, developing and maintaining appropriate plans, that ensure effective management and co-ordination in respect of the response to emergency incidents, including oil spills, within its area of jurisdiction.	6	To annually review a Port Emergency Plan, including Marine Emergencies.	Internal or external audit.	To be reviewed spring '23.			
				To provide and publish an approved Oil Spill Response Plan in accordance with MCA Guidance.	Internal or external audit.				
				To carry out exercises - notification, mobilisation desktop and incident management - in accordance with the Port's emergency plans.	Internal or external audit.				
19	Marine Services	Ensure that providers of marine services and any vessels they use within the docks are compliant with national and local legislation, as well as industry good practice.	10/11	To adopt and maintain an appropriate licencing system for providers of marine services within the port.	Licence 100% of providers annually.				
				Licence all tugs, workboats or support boats used for commercial purposes.	Licence 100% of boats annually.				
20	Accident Reporting and Investigation	Investigate all marine accidents or incidents, reporting as required and taking any appropriate action(s).	13	To ensure that all marine accidents or incidents are investigated by a competent and independent person, in a timely manner.	All reported marine incidents investigated and Incident reports completed.				
				To advise the MAIB of any marine accidents, in accordance with MGN564, and/or police if appropriate, publishing findings if beneficial to do so.	MAIB contacted in event of notifiable marine incident.				
				In the aftermath of any incident, accident or near miss, to review any/all relevant risk assessments and to take all necessary and appropriate steps to prevent reoccurrence.	Audit.				

