Bristol City Docks

Oil Spill Contingency Plan

Harbour Manager

Harbour Manager's Office
Underfall Yard
Cumberland Road
Bristol
BS1 6XG

Tel: 01179 031484
harbour.office@bristol.gov.uk

CONTROLLED DOCUMENT

REVISION PROCEDURE

This plan will be revised annually or following exercises and/or actual spill incidents, changes in risk or port operations or legislation.

A formal review of the plan will be conducted at 5-year intervals, one year before the due date and then re-submitted for approval.

Amendment Record

Amendment No:	Page	Date	Amended by (print name)
1	ALL	07/2025	Lillian Jones

Contents

Strategy Section

Actions Section

List of OPRC Plan Holders

Organisation	Contact
Bristol Harbour Manager	Harbour.office@bristol .gov.uk
Maritime Coastguard Agency	Jayne.Ede@mcga.gov.uk
Bristol City Council Emergency Planning	Emergency.planning@bristol.gov.uk
Bristol City Council Pollution Control Officer	Environmental.management@bristol.gov.uk
Bristol Port Company	Stephen.Birt@bristolport.co.uk
South Gloucestershire Council Emergency Planning	emergencyplanning@southglos.gov.uk
Bath & North East Somerset CC Emergency Planning	emergencyplanning@bathnes.gov.uk
North Somerset Council Emergency Planning	emu@n-somerset.gov.uk
Avon & Somerset Constabulary Operational Planning	Adrian.Tucker@avonandsomerset.police.uk
Natural England	marineincidents@naturalengland.org.uk consultations@naturalengland.org.uk
Marine Management Org.	dispersants@marinemanagement.org.uk MMO Pollution Office Hours: 0300 2002024 MMO Duty Officer 24Hrs: 07770 977825 Defra Duty Office 24 Hrs (if no answer from MMO): 051 8486
Bristol Channel Standing Environment Group	simon.rumbles@environment-agency.gov.uk
Environment Agency	simon.rumbles@environment-agency.gov.uk enquiries@enviroment-agency.gov.uk Reporting number – 0800 80 70 60
Ambipar Response	Emergency Response Line 24/7 - 01202 653558

LIST OF ABBREVIATIONS:

DEFRA	Department for Environment Food and Rural Affairs
EA	Environment Agency
MCA	Maritime and Coastguard Agency
HMCG	Her Majesty's Coast Guard
MMO	Marine Management Organisation
MRC	Marine Response Centre
NE	Natural England
NCP	National Contingency Plan for Marine Pollution from Shipping & Offshore Installations
OMT	Oil Spill Management Team
OPRC	Oil Pollution Preparedness, Response & Co-operation Convention 1990
POLREP	Pollution Report
SITREP	Situation Report
TCG/RCG	(Tactical/Recovery Coordination Group)
STO	Scientific, Technical and Operational Guidance Notes
HM	Harbour Manager
DHM	Deputy Harbour Manager

SECTION 1

INTRODUCTION

1. Introduction

1.1. Statutory Requirement

This Oil Spill Contingency Plan has been developed to conform to the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, SI 1998 No. 1056, which entered into effect on the 15th May 1998.

1.2 Purpose of the Plan

The plan is provided to assist the Harbour Authority for Bristol City Docks and other organisations in dealing with an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are taken in a structural, logical and timely manner.

This plan guides the Harbour Manager and other Bristol City Council Officers through the decisions, which are required in an incident, response. The tables, figures and checklists provide a visible form of information to assist with dealing with any emergency situation.

For the plan to be effective, it must be:

- Familiar to those with key response functions in the Docks.
- Regularly exercised.
- Reviewed and updated on a regular basis.

This plan uses the tiered response to oil pollution incidents. The plan is designed to deal with Tier One and Tier Two incidents only. Where a spillage is associated with a wider emergency, then additional factors involving the safety of personnel will take precedence over the pollution response. The salvage and casualty management of any vessel, which poses a threat of pollution, are priority considerations.

During oil spill response activities, account must be taken of the following:

- Site hazard information.
- Adherence to permit procedures.
- Spill site pre-entry briefing.
- Boat safety.
- COSHH Regulations and material safety data sheets.
- Personal protective equipment needs.
- Working conditions and decontamination.

1.3 Scope of the plan

The plan details the contingency arrangements for responding to actual or threatened oil pollution incident within the area of Bristol City Docks.

Bristol City Docks encompass the impounded water between Cumberland Basin entrance lock, the tidal New Cut and river Avon to Hanham Lock.

https://www.google.com/maps/@51.4497231,-2.6102717,1390m/data=!3m1!1e3

The response strategy for Bristol City Docks has been developed considering the spill risks and possible sources of spillage associated with the operations taking place within the Harbour Managers' area.

The Plan consists of three important elements:

- **STRATEGY** **(Sections: 1 & 2)**
- **ACTIONS** **(Sections 3-7)**
- **INFORMATION** **(Section 8-14)**

1.4 Other Oil Spill contingency plans

In the event of a potential shoreline impact, one of the below Authority Oil Pollution Plan(s) will also be implemented. The level of activation will be dictated by the incident classification (refer Section 1.6).

Marine Management Organisation Contingency Plan
https://www.gov.uk/government/publications/marine-pollution-contingency-plan

Bristol Port Authority
Marine Safety Plan 2025-27 | The Bristol Port Company

MCA Contingency Plan
Contingency planning for marine pollution preparedness and response: guidelines for ports - GOV.UK

Estuarial Strategy Report

The Bristol Channel Counter Pollution Plan will be implemented for any pollution, or potential pollution that is beyond the capability of local resources, or quires regional co-ordination. The decision to implement the BCCPP can be taken by 2 or more members of the Bristol Channel Environment Group. The Bristol Channel Co-ordinating Group can then be converted at an agreed location under an agreed Local Authority or Ports Chairperson to provide strategic co-ordination.

In the event of an incident, they have responsibility for the River Avon inland as far as Cumberland Basin Entrance Lock.

1.5 Consultation

The following authorities and organisations are statutory consultees and have been consulted during the preparation of this plan:

- Natural England
- Environment Agency
- MMO
- Bristol City Council
- South Gloucestershire Council
- North Somerset Council
- Port of Bristol Company
- MCA

1.6 Classification of Oil Spills

Oil spills will be categorised in accordance with the internationally recognised Tier classification system:

Tier 1 Small operational spillages, which can be dealt with using the resources Immediately available.
Tier 2 Medium sized spillages which require a substantial commitment of the Plan resources and which may involve regional assistance.
Tier 3 Large spillages which may exceed the full resources of the Plan and which may require national assistance and / or the implementation of the NCP.

An incident requiring a Tier 3 response within Bristol City Docks is unlikely and is not included in this document.

Irrespective of the spill classification, the form CG77 POLREP will be Completed and submitted to MCA-HM Coastguard by the Harbour Manager.

1.7 Plan Custodian

The responsibility of the upkeep, amendment and review of this Contingency Plan has been assigned to the Harbour Manager. It is their responsibility to ensure that the plan is kept up to date and reviewed in accordance with the legislative requirement.

SECTION 2

INCIDENT RESPONSE ORGANISATION

	Contents
2.1	Harbour Manager
2.2	Oil Spill Management Team (OMT)
2.3	Tier One Incident
2.4	Tier Two Incident
2.5	Marine Response Centre
2.6	Response Flowchart

2. Incident Response Organisation

2.1 Harbour Manager

The Harbour Manager will have overall responsibility for the conduct of spill response operations and for vessel casualty management within the Bristol City Docks. They will be supported in this role by the Duty Deputy Harbour Manager, Harbour Authority Officers, Bristol City Council officers and by the Oil Spill Management Team.

2.2 Oil Spill Management Team (OMT)

The Oil Spill Management Team (OMT) will be established at the Harbour Manager's office at Underfall Yard, under the chairmanship of the Service Manager, for Tier Two incidents.

In some circumstance, an OMT may be set up for a Tier One Incident. This would be chaired by the Harbour Manager.

The OMT will provide the command and control structure to co-ordinate and direct the incident response.

The OMT will consist of the following organisations and authorities.

Management Team	Support Team
Bristol City Docks: Service Manager (Chair) Harbour Manager **Bristol City Council Officers** **Tier Two Responders** **Others**: MCA Emergency Services (if appropriate) Ambipar Response	**Neighbourhoods and City Development** DHM's Marine Officers Administration Officer Finance Officer Civil Protection Officer Emergency Control Centre **Other Local Authorities:** Bath & North East Somerset Council South Gloucestershire Council North Somerset Council **External Organisations** Bristol Port Company Environment Agency Natural England MMO Bristol Channel Environment Gp Public Health England

2.3 Tier One Incident

The Harbour Manager will decide whether an OMT is required at a Tier One incident.

The Harbour Manager will be responsible for initiating the appropriate response and ensuring that the management is in line with the day-to-day management structure of the Harbour. Support and advice continues to be available from Amipar helpline if required.

2.4 Tier Two Incident

Any Tier Two incident, an OMT will convene. Ambipar Response will be contacted for support and response within 3 hours.

Representatives from interested parties will be dependent upon the tier and specific circumstances.

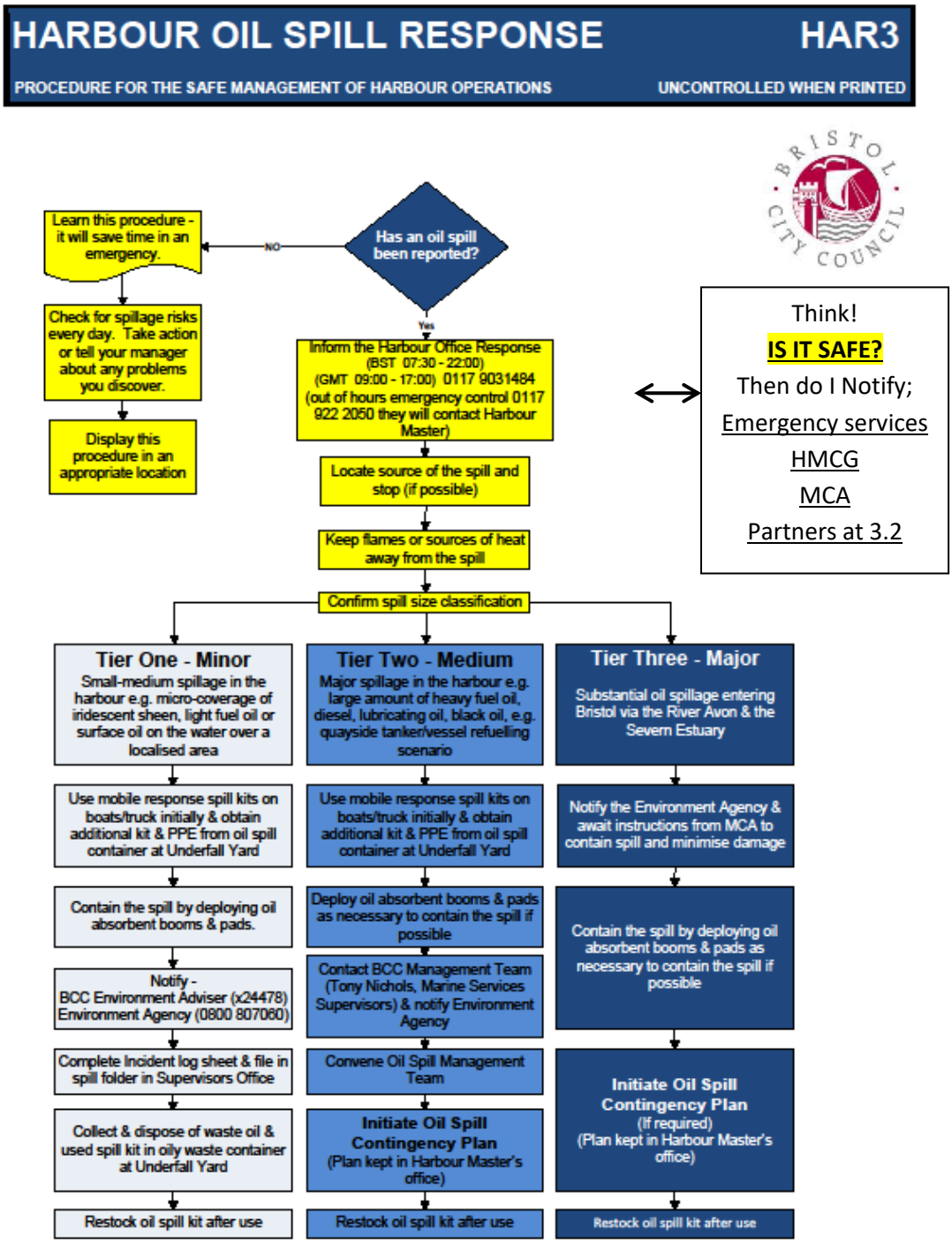
The appropriate members of the OMT (including external organisations), who may be represented are illustrated on page 15.

2.5 Marine Response Centre

The implementation of the National Contingency Plan may involve MCA and the Marine Response Centre (MRC).

Clean – up activities will be carried out under the guidance of the Local Authority Environmental Protection Officer in co-operation with the Harbour Manager/ Duty DHM.

The Harbour Office and adjacent facilities will be available as an MRC, should it be located elsewhere, appropriate members of the OMT will be redeployed to this centre.


HARBOUR OIL SPILL RESPONSE
HAR3
PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS
UNCONTROLLED WHEN PRINTED
Has an oil spill been reported?
NO
Yes
Learn this procedure - it will save time in an emergency.
Check for spillage risks every day. Take action or tell your manager about any problems you discover.
Display this procedure in an appropriate location
Inform the Harbour Office Response (BST 07:30 - 22:00) (GMT 09:00 - 17:00) 0117 9031484 (out of hours emergency control 0117 922 2050 they will contact Harbour Master)
Locate source of the spill and stop (if possible)
Keep flames or sources of heat away from the spill
Confirm spill size classification
Think!
IS IT SAFE?
Then do I Notify;
Emergency services
HMCG
MCA
Partners at 3.2
Tier One - Minor
Small-medium spillage in the harbour e.g. micro-coverage of iridescent sheen, light fuel oil or surface oil on the water over a localised area
Use mobile response spill kits on boats/truck initially & obtain additional kit & PPE from oil spill container at Underfall Yard
Contain the spill by deploying oil absorbent booms & pads.
Notify - BCC Environment Adviser (x24478) Environment Agency (0800 807060)
Complete Incident log sheet & file in spill folder in Supervisors Office
Collect & dispose of waste oil & used spill kit in oily waste container at Underfall Yard
Restock oil spill kit after use
Tier Two - Medium
Major spillage in the harbour e.g. large amount of heavy fuel oil, diesel, lubricating oil, black oil, e.g. quayside tanker/vessel refuelling scenario
Use mobile response spill kits on boats/truck initially & obtain additional kit & PPE from oil spill container at Underfall Yard
Deploy oil absorbent booms & pads as necessary to contain the spill if possible
Contact BCC Management Team (Tony Nichols, Marine Services Supervisors) & notify Environment Agency
Convene Oil Spill Management Team
Initiate Oil Spill Contingency Plan (Plan kept in Harbour Master's office)
Restock oil spill kit after use
Tier Three - Major
Substantial oil spillage entering Bristol via the River Avon & the Severn Estuary
Notify the Environment Agency & await instructions from MCA to contain spill and minimise damage
Contain the spill by deploying oil absorbent booms & pads as necessary to contain the spill if possible
Initiate Oil Spill Contingency Plan (If required) (Plan kept in Harbour Master's office)
Restock oil spill kit after use

SECTION 3

REPORTING PROCEDURES

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3.1	Use of this Section
	SI 1056
3.2	Notification Table
3.3	CG77 POLREP
3.4	Oil Spill Progress Report
3.5	BPC Briefing Report

Reporting Procedures

3.1 Use of Section

This section sets out the reporting procedures, which should be followed if an oil spill occurs within Bristol City Docks.

The extent of notification of external organisations and authorities will be determined by the initial classification of the incident. Responsibility for External notification and the completion of POLREP CG77 rests with the Harbour Manager.

The statutory requirement placed on the Harbour Manager under Statutory Instrument 1998 No. 1056, to report all actual or probable discharges of oil to the sea to MCA HM Coastguard are noted:

Extract from Statutory Instrument 1998 No. 1056

Reporting of incidents: harbour authorities and oil handling facilities

6. - (1) A harbour Manager, or other individual having charge of a harbour, and any individual having charge of an oil handling facility (except those which are pipelines), who observes or is made aware of any event involving a discharge of or probable discharge of oil, or the presence of oil in the sea shall without delay report the event, or the present of oil, as the case may be, to MCA – HM Coastguard.

(2) A report under this regulation shall so far as appropriate as to form and Consent complies with the standard reporting requirement.

3.2 Notification Table

The following Organisations will be notified in the event of a Tier 2 incident. Tier 1 notifications will depend on the nature of the incident.

Organisation	Telephone	Other	Notify for
Harbour Manager	0117 9031484	Harbour.office@bristol.gov.uk	1 & 2
Deputy Harbour Manager	0117 9011491	dhm@bristol.gov.uk	1 & 2
Duty Lock Operator/DHM	0117 9273633	Docks.office@bristol.gov.uk	1 & 2
Service Manager	0117 9224014	Eric.Dougall@bristol.gov.uk	1 & 2
BCC Operations Centre	0117 9222050	24/7	1 & 2
BCC Environment Manager	0117 3525894	Environment.management@bristol.gov.uk	1 & 2
BCC Health and Safety Manager	0117 9222698	hwb@bristol.gov.uk	1 & 2
Bath & N.E. Somerset	01225 394041	emergencyplanning@bathnes.gov.uk	2
South Gloucestershire Council	01454 868009	emergencyplanning@southglos.gov.uk	2
North Somerset CC	01934 634 700 01934 888888	emu@n-somerset.gov.uk	2
Bristol Port Company	0117 9820000	Stephen.Birt@bristolport.co.uk	2
Avonmouth Signal Station	0117 9802638	24/7	2
Maritime & Coastguard Agency Milford Haven	01646 690909	24/7	1 & 2
Port of Bristol Police	0117 9820000	24/7	2
Avon & Somerset Constabulary	101	24/7	2
Avon Fire and Rescue Service	0117 9262061	24/7	2
Ambulance Service	01392 261500	24/7	
Marine Management Organisation (MMO)	03002002024 (OH) 07770977825 (AH)	dispersants@marinemanagement.org.uk If no response from MMO numbers then call DEFRA Duty Room: 03450518486	1 & 2 & 3

Environment Agency	0800 807060	ics@environment-agency.gov.uk	1, 2 & 3

Natural England	0300 060 1200	Marineincidents@naturalengland.org.uk Email for tier 1, phone for 2 & 3	1, 2 & 3
DEFRA	03459 335577	Defra.helpline@defra.gov.uk	2
Ambipar Response	01202 653558		1 & 2 & 3

Pro-formas for POLREP CG77, Oil Spill Progress Report and Tier Two Contractor Briefing Report appear at the end of this section.
POLREP CG77

3.3 INSTRUCTIONS FOR COMPLETING FORM CG77 (POLREP)

PART 1 – INFORMATION THAT SHOULD BE PROVIDED IN AN INITIAL REPORT

CG77 POLREP

(Please see Quick Reference section for CG&& POLREP form)

A. CLASSIFICATION of report – (1) Doubtful, (ii) Probable, (iii) Confirmed.

B. DATE and TIME pollution observed/reported, and identity of observer/reporter.

C. POSITION (Always by LATITUDE & LONGITUDE) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark or Decca position and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.

D. TIDE, WIND speed and direction.

E. Weather conditions and SEA state.

F. CHARACTERISTICS of pollution. Give type of pollution e.g. oil (crude or otherwise), packaged or bulk chemicals or garbage. For chemicals give proper name or United Nations Number if known.

G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether as a result of apparently deliberate discharge or a casualty. If the latter, give a brief description. Where possible give name, type, size, nationality, and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course speed and destination.

H. Details of VESSELS IN THE AREA. To be given if polluter cannot be Identified and the spill is considered to be of recent origin.

I. NOT USED

J. Whether PHOTOGRAPHS have been taken and/or SAMPLES for analysis.

K. REMEDIAL ACTION taken or intended to deal with the spillage.

L. FORECAST of likely pollution (e.g. arrival on beach), with estimated timing.

M. NAMES of those informed other than the addresses.

N. Any OTHER relevant information (e.g. names of other witnesses, reference to other instances of pollution pointing to source).

O. Is the pollution ongoing and has the leak been stopped or controlled? If so, what measures are now in place to contain.

SECTION 4

ACTION CARDS

	Contents
4.1	Observer of the Incident
4.2	Harbour Manager / Duty DHM / Docking DHM
4.3	Service Manager
4.4	Environment Officer
4.5	Press
4.6	Oil Spill Incident Checklists

4. Action Cards

The following section contains action cards and checklists for various members of the Bristol City Docks Harbour Masters Office, for use during an oil spill incident.

The action cards follow a checklist to effectively guide the person through the actions needed and responsibilities to deal with oil spill response incidents.

The job cards are split into four sections:

- **Alert** -This section lists different notifications required, both internally and externally.
- **Initial Actions** -Those that require immediate response.
- **Further Actions** -Those that require response once operation is underway.
- **Final Actions** - Those that require completion before the response operation is officially stood down.

Action cards can be found for the following positions:

1. **Initial report of the incident.**
2. **Harbour Manager / Duty DHM / Docking DHM**
3. **Service Manager**
4. **Environment Officer**

4.1	Observer of the Incident	
Step	**Actions**	**Additional Information**
Alert	☐ Notify • Harbour Manager • Duty DHM • Tide DHM • Emergency control • Press office • Inform Lock Keepers • Inform Harbour users	• Operational Hours • Tidal Operation Times • Outside Harbour Operational Times
Initial Actions	☐ **IF SAFE** to do so, attempt to either stop or reduce leakage Avoid other vessel movements to contain spillage	**DO NOT:** • allow naked flames • allow operation of non-intrinsically safe equipment • allow oil to directly contact skin • approach spill site downwind
Further Actions	☐ Standby to guide response personnel to scene and assist if possible ☐ Act on instructions of the Harbour Manager or duty DHM ☐ Contact Ambipar Response for assistance and equipment if needed	
Final Actions	☐ When finished / unable to lend further assistance, submit log to the Harbour Manager or duty DHM	Include: • time of events • what you saw • what you did • who arrived and when • what they did

4.2	Harbour Manager / Duty DHM / Docking DHM
Responsibilities	• Confirm / amend initial classification • Complete CG 77 and submit to Coastguard • Manage the response • Authorise expenditure (if applicable) • Mobilise Tier 2 Contractor (if > tier 1) • Liaise with incident vessel regarding status of oil spill • Assume role of On Scene Commander • Amend Contingency plan • Liaise with Press Office

Step	Actions	Additional Information
Alert	Bristol City Council OMT Officers Coastguard (If applicable) Ambipar Response	*Use CG77*
Initial Actions	Proceed to incident location Ensure contamination is contained Ensure area safe Estimate quantity Provide on scene co-ordination of Incident response Investigate cause / source of spill Notify all other partners Take samples Initiate personal log Take photographic evidence Collect evidence and take statements Collect personal logs Restrict other vessel movements to contain spillage	See Section 11.7 *Stopped or ongoing*
Further Actions	Contact Harbour Manager or City Docks Engineer if there is a risk that spillage can enter River Avon. Survey the Docks area.	
Final Actions	Hold a full debrief involving all members and review methods used. Amend contingency plan (s) as required	

4.3	Service Manager – Tier 2	
Responsibilities	• Convene Oil Spill Management Team • Set up Control Centre • Approve Press Statements • Amend Contingency plan	
Step	**Actions**	**Additional Information**
Alert	External Organisations as required	Ambipar
Initial Actions	Verity /amend spill classification Liaise with Harbour Manager for updated sitrep Authorise mobilisation of Tier 2 Contractor	*Refer Section 1*
Further Actions	Chair the Oil Spill Management Team meetings Constantly review the strategy being employed advise of changes where necessary Approve all expenditure commitments Brief Press Representative as required	
Final Actions	Terminate the clean-up Collate personal logs Prepare the incident report Amend contingency plan (s) as required	

4.4	Environment Officer	
Responsibilities	• Give Environmental Advice of the Clean Up being implemented • Liaise with Environmental groups, both statutory and non-statutory (If required) • Provide Health & Safety advice as appropriate • Provide expert advice on substance spilled	
Step	**Actions**	**Additional Information**
Alert	Statutory & Non-Statutory Environmental groups (if requested to do so by the Duty Harbour Manager)	Natural England, Environment Agency
Initial Actions	Ensure PPE has been issued and is being properly worn Ensure strategy being employed and suitability Provide Information on substance spilled i.e. It's Properties, Estimated Quantity and Fate Initiate Personal log	
Further Actions	Continue to monitor all aspects – Advise Duty Harbour Manager of any concerns and suggest solutions Liaise with Environmental Groups and Animal/Bird welfare groups (if requested by Duty Harbour Manager) Assist Overall Incident Commander	*See section 8 – Waste Management Plan* Technical advice role
Final Actions	Submit Personal Log to Duty Harbour Manager Attend debrief	

4.5 **BCC Press Officer** will be informed and updated**.** Also See Section 6.3.

4.6 **Oil Spill Incident Checklists**

The following pages contain checklists to ensure consistency for response personnel throughout the incident response. The checklists are as follows:

- **Oil Spill Assessment Checklist (C1)**

Checklist to ensure that the initial assessment of the oil spill is accurate and all aspects likely to affect the classification, quantity and likely outcome of the spill are investigated thoroughly.

- **Incident Briefing Checklist (C2)**

Checklist to ensure all personnel involved in the Incident Management are given a through briefing of the incident.

- **Personal Log Checklist (C3)**

Checklist to ensure that all personnel involved in the incident response record correct and relevant information and c logs submitted to the Harbour Manager upon completion.

- **Incident Log Sheet (C4)**

Completed and submitted for use as required during and after the incident.

- **Oil Spill Sampling Checklist (C5)**

This checklist used as guidance for taking samples. This will ensure that sufficient samples are taken and packaged correctly. For further information regarding sampling, refer to STOp notice, which is available in the below link.

https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

4.6.1 Oil Spill Assessment Checklist.

C1 - Initially	Oil Spill Assessment Checklist
Checklist to ensure that the initial assessment of the oil spill is accurate and all aspects likely to affect the classification, quantity and likely outcome of the spill are investigated thoroughly. These personnel are likely to be: • Harbour Manager • Duty DHM (Docking)	
STEP	**GUIDANCE**
Assess safety hazards	
Determine Oil Spill Source	If source unknown, investigate with care. Instigate actions to spillage at source
Estimate quantity of Oil released if exact amount unknown	
Assess prevailing and if possible future weather conditions	Determine: • wind speed and direction • state of tide and current speed • sea state
Predict oil fate; determine direction and speed of oil movement in addition to weathering characteristics	Check tide table for predicted time and height of tide. See Appendix 6
Identify Booming Zone	

4.6.2 Briefing Checklist.

C2	Incident Briefing Checklist	
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel		
STEP		**NOTES**
Specify Safety Hazards		
Extent of Problem *Size of spillage, type of oil, source*		
Slick trajectory *Tide and Wind conditions* *Harbour flow* *Zone etc.*		
Response actions *Strategies to utilise*		
Resource mobilisation *Equipment and personnel* **Ambipar contacted Y/N**		
Planning Cycle *Meetings schedule*		
Additional Information *Communications, Waste* *Disposal, Weather Forecast*		

4.6.3 Personal Log Checklist.

C3	Personal Log Checklist
This checklist is designed to facilitate and provide consistency in the response teams log keeping.	
ITEM	**GUIDANCE**
Safety Hazards	Note potentially unsafe response activities and measures taken to mitigate the hazard. Record all accidents / near miss incidents regardless of how / potentially how serious result.
Initial Notification	Record time of notification of oil spill incident and the name of the person informing you.
Daily Activities	Keep a daily record of all response activities undertaken, including time and location. Also include: • Meetings attended • Instructions received / given • Site visits and movements • Contacts with outside agencies
Personal Contacts	Generate a list of relevant contacts made, including contact details.
Photographic / Video records	Note time and location of any photographs / video taken.
Oil Distribution	Make sketches of oiled areas with notes.
Site Supervision	Keep a record of all staff under supervision, including hours of work etc. List all equipment utilised.
Expenditure Incurred	Record all expenditure and keep receipts.

4.6.4 Incident Log Sheet.

C4	Incident Log sheet / POLREP / SITREP		
Incident Name			
Date		Page Number	
Time	Comment / Action / Detail		

4.6.5 Oil Spill Sampling Checklist.

C5	Oil Spill Sampling Checklist
This checklist is designed to give guidance on taking samples of spilled oil. By following this checklist, it will be possible to ensure that sufficient oil has been collected, packaged correctly, labelled correctly, and handled in such a way that it may be used as part of a legal claim / prosecution.	
ITEM	**GUIDANCE**
Number of samples required	By law, a single sample of the spilled oil should be collected. However, it would be desirable to take at least three samples.
Sample frequency	Whenever an incident is ongoing, at least one sample of spilled oil should be taken per day, where the oil pollution is on the water. Where shoreline impact has occurred, then one sample per every 1km of impacted shoreline should be taken per day.
Sample size	Generally, at least 500ml of liquid should be taken or in the case of polluted shoreline, at least 50 grams.
Method of sampling	Where the oil is free floating, it is imperative that the oil is skimmed from the water's surface, and that no excessive amount of water is recovered. Where oil has impacted on the shoreline then oil should be scraped from rocks etc and placed in the sample container.
Sealing of sample containers	Samples should be placed in screw top GLASS bottles and the top sealed with a means of ensuring that it cannot be tampered with, such as an adhesive label placed over the top and bottle. Do not use plastic bottles.
Labelling of samples	Sample bottle should be labelled in accordance with STOp notice number 4/2001 (appended to this document)
Information	The samples should be sent to the address given in the below link. In addition to this the MCA should be informed.

Stop Notice form available at below link;

https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

4.6.6 Health and Safety Assessment form

Site Specific Health and Safety Plan Assessment Form										
1. APPLIES TO SITE										
2. DATE:		**3. TIME:**		**4. INCIDENT:**						
5. PRODUCT (S):										
6. Site Characterisation										
6a Area	☐ Open water	☐ Inshore water	☐ River	☐ Saltmarsh	☐ Mudflats					
	☐ Shoreline	☐ Sand	☐ Shingle	☐ Docks						
6b Use	☐ Commercial	☐ Industrial	☐ Public	☐ Government	☐ Recreational					
	☐ Residential	☐ Other								
7. Site Hazards										
	☐ Boat Safety		☐ Fire, explosion		☐ Slips, trips, and falls					
	☐ Chemical hazards		☐ Heat Stress		☐ Steam and hot water					
	☐ Cold stress		☐ Helicopter operations		☐ Tides					
	☐ Drum Handling		☐ Lifting		☐ Trenches, excavations					
	☐ Equipment operations		☐ Motor vehicles		☐ Visibility					
	☐ Electrical hazards		☐ Noise		☐ Weather					
	☐ Fatigue		☐ Overhead/buried utilities		☐ Work near water					
	☐ Others		☐ Pumps and hoses							
8. Air Monitoring (Oil company incident)										
	☐		☐		☐		☐		☐	
9. Personal Protective Equipment										
☐ Foot Protection			☐ Coveralls							
☐ Head Protection			☐ Impervious suits							
☐ Eye Protection			☐ Personal Floatation							
☐ Ear Protection			☐ Respirators							
☐ Hand Protection			☐ Eye Wash							
			OTHER							
10. Site Facilities										
☐ Sanitation		☐ First Aid		☐ Decontamination						
11. Contact Details:										
☐ Doctor			Phone							
☐ Hospital			Phone							
☐ Fire			Phone							
☐ Police			Phone							
☐ Other			Phone							
12. Date Plan Completed										
13. Plan Completed by										

SECTION 5

RESPONSE GUIDELINES

	Contents
5.1	Site Specific Response Information
5.2	Response Strategies
5.3	Boom Maps
5.4	Floating Businesses
5.5	Vulnerable receptors

5. Response Guidelines.

5.1 Site Specific Response Information

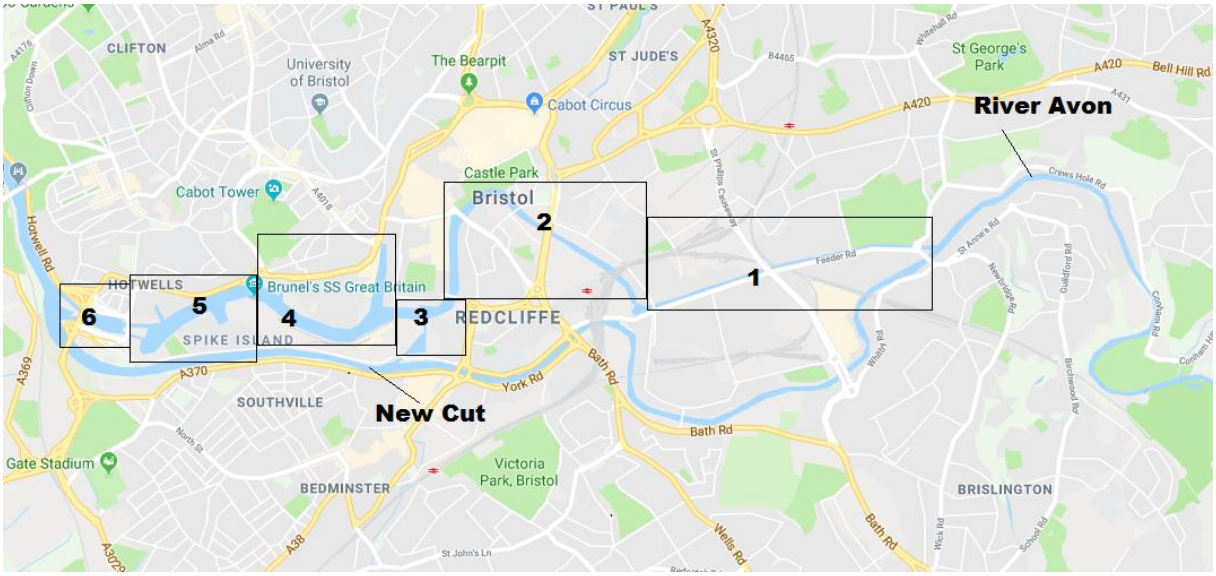
5.2

Oil spills on the water outside the docks will move with the tidal stream and at 3 per cent of the wind strength in the prevailing wind direction. Within the enclosed dock oil spill movement will be mainly wind induced. Resultant movements of the tide and wind drift can be predicted by the use of vector diagrams.

Generally, the travelling flow within the enclosed dock will travel in a westward direction although the overall flow is minimal. The boom zones identified in this section have been trialled and positioned with this in mind to allow the oil to be contained at certain collection points. This together with wind induced surface drift can induce an oil spill to collect in a corner(s) of the dock, providing an opportunity for containment by booms and clean up by skimming and/or the use of absorbents.

Note: All zones can be subdivided by booms to keep spread to a minimum.

Zone Plans



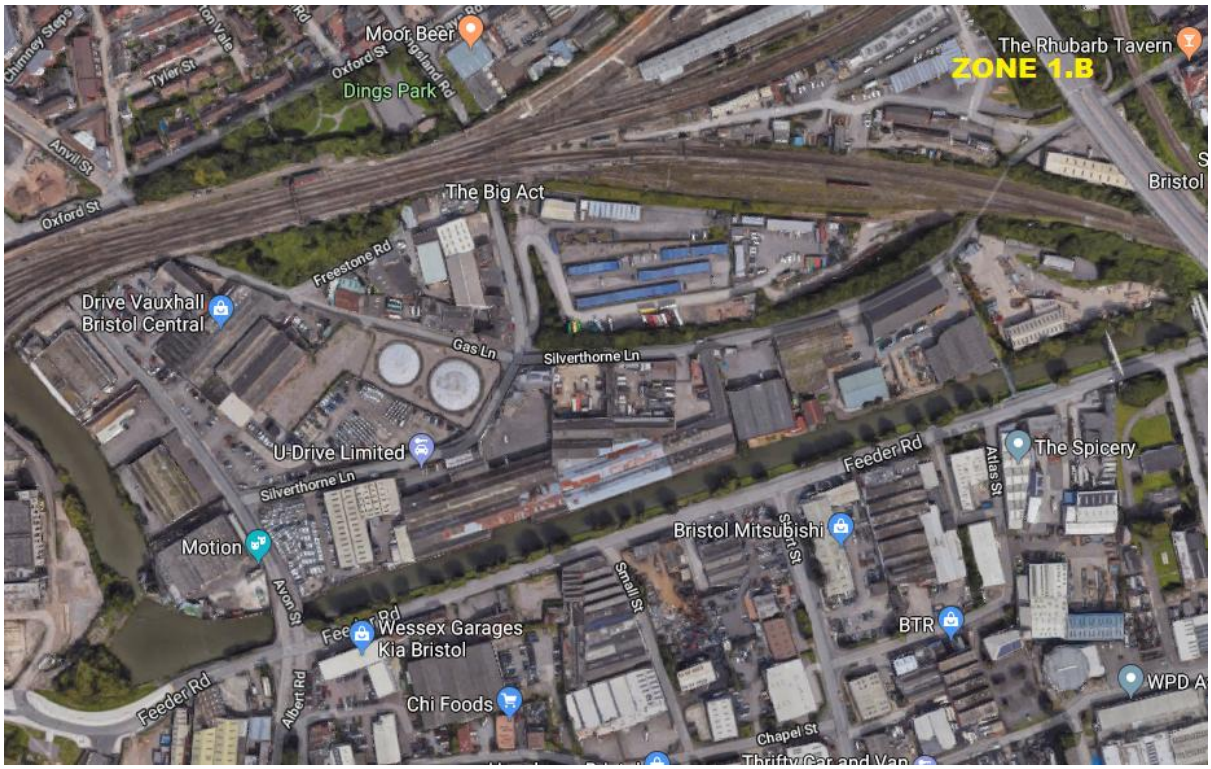
Zone 1

Feeder Canal Netham Lock to Old Totterdown Lock

- Small wildlife area around old Totterdown Lock area, (swans and moor hens often nest in the area).
- Popular angling area in Feeder Canal.
- Length of boom required at Old Totterdown Lock 10 meters.
- Often-strong flow through Netham and Old Totterdown Lock. Gates and Paddles should be closed at Netham.
- Vehicle access at Cattle Market is suitable for temporary storage tanks.

Zone 1A and 2B below shows this in more detail


ZONE 1.A
Netham Park
Barton Hill Academy
In Bristol Studio
Factory Studios
Graham Plumbers Merchant
Cromwell Tools (Bris
BBS Plumbing and Heating Supplies
Toolstation Bristol
Flowervision (Bristol)
Wolseley
Mon Motors Accident Repair - Bristol Audi
BFS Bananas
Bowland Stone
River Avon
Feeder Rd
Marsh Ln
Avonvale Rd
Maze St
Aiken St
Barton Ct
Glendare St
Ford St
Queen Ann Rd
Holmes St
Salisbury St
Victor St
Napier St
Canterbury St
Avonside Rd
Tamar Rd
Kings Park Ave
Cole Rd


ZONE 1.B
Moor Beer
Dings Park
The Rhubarb Tavern
The Big Act
Drive Vauxhall Bristol Central
U-Drive Limited
Motion
Bristol Mitsubishi
The Spicery
Wessex Garages Kia Bristol
Chi Foods
BTR
Oxford St
Anvil St
Tyler St
Freestone Rd
Gas Ln
Silverthorne Ln
Feeder Rd
Avon St
Albert Rd
Smeal St
Atlas St
Chapel St

Zone 2

Old Totterdown Lock to Redcliffe Bridge

- Numerous small craft moorings.
- Restaurant vessel at Bristol Bridge.
- Length of boom required at Redcliffe Bridge 3 x 20 metres.
- A number of houseboats along Welsh Backs.
- Opportunity to reduce boom zone at Temple Meads Bridge, Temple Way Bridge and Bristol Bridge.
- Vehicle access at Welsh Backs and Free Tanks, suitable for temporary storage.

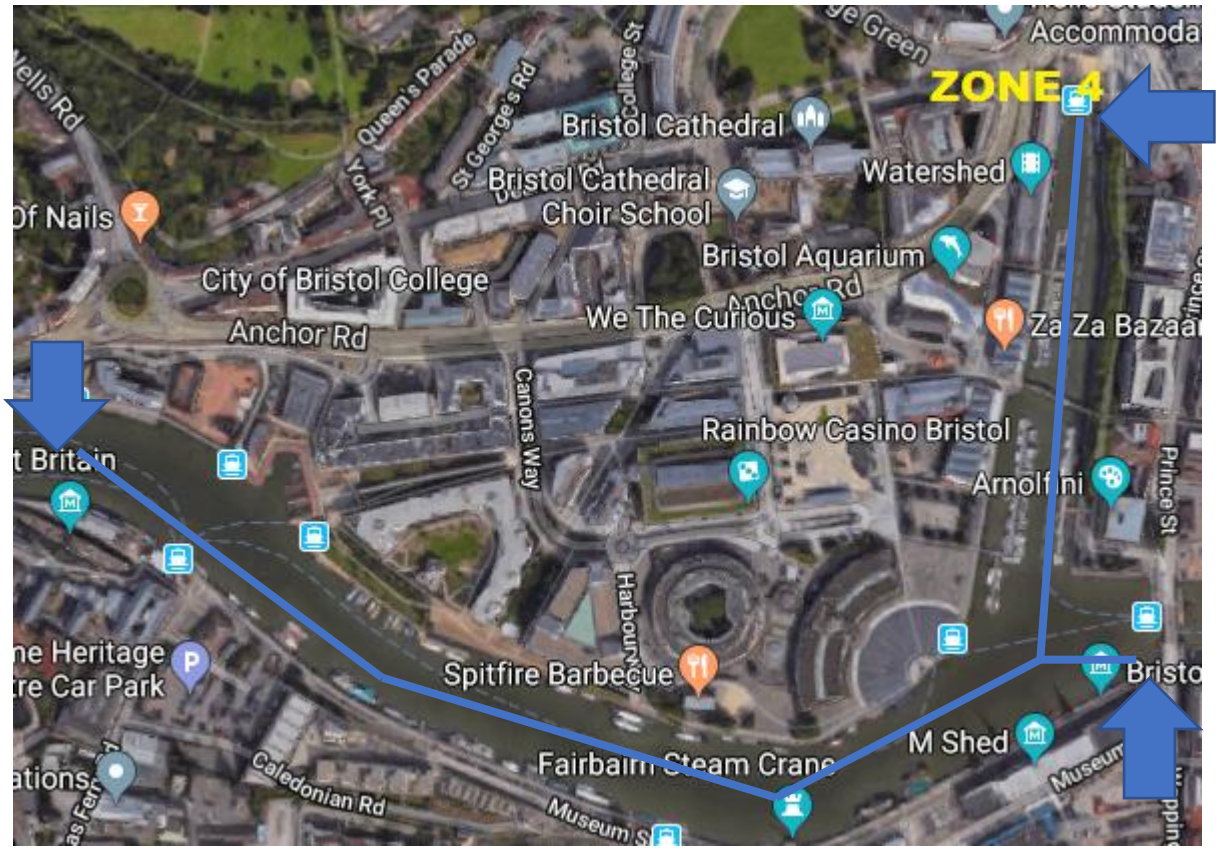
Zone 3

Redcliffe Bridge to Prince St. Bridge

- Numerous leisure craft moorings, houseboats at Redcliffe Wharf, Bathurst Wharf, Mud Dock and Grove. Night Club vessel at The Grove.
- Bathurst Basin disused lock can be boomed to reduce containment area. Can also be used to pen swans and geese if applicable. Length of boom required 20 metres. Netting may also be required to pen fowl.
- Boom across Prince Street Bridge – 10m boom required.
- Vehicle access at the Grove, The Mud Dock, Bathurst Wharf, Redcliffe Wharf and Bathurst Basin.
- Suitable sites for temporary storage tank at Mud Dock, Bathurst Basin and Redcliffe Wharf.

Zone 4

Prince Street Bridge to Gas Ferry

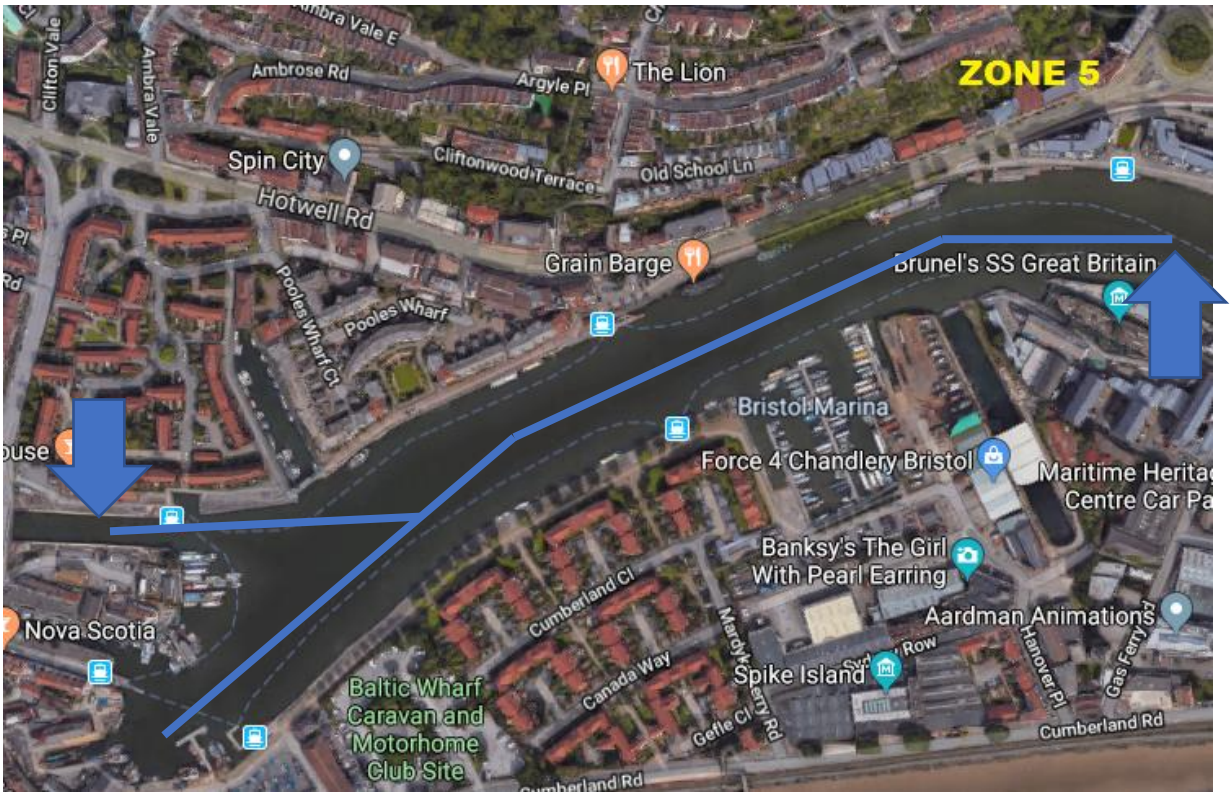


Length of boom required at Gas Ferry 80 metres.

- St Augustine's Reach can be boomed to reduce containment area. 80 metres required.
- Numerous berths for small leisure vessels. Restaurant vessel at Wapping Wharf. Residential vessels at Wapping Wharf, Hanover Quay and St. Augustine's Reach.
- Vehicle access at Narrow Quay, Princes Wharf, Wapping Wharf, Amphitheatre, Bordeaux Quay and Hanover Quay.
- Suitable site for temporary storage tank as in (c) above.
- Hannover pontoon Reed Bed could be boomed to protect many waterfowl species. 100m boom required.
- Capricorn Quay Reed beds (behind pontoon berths) can be boomed to protect the many waterfowl species and wildlife. 170m boom required to cover all reed beds behind pontoons. 60m boom required for reed beds at East end of pontoons.

Zone 5

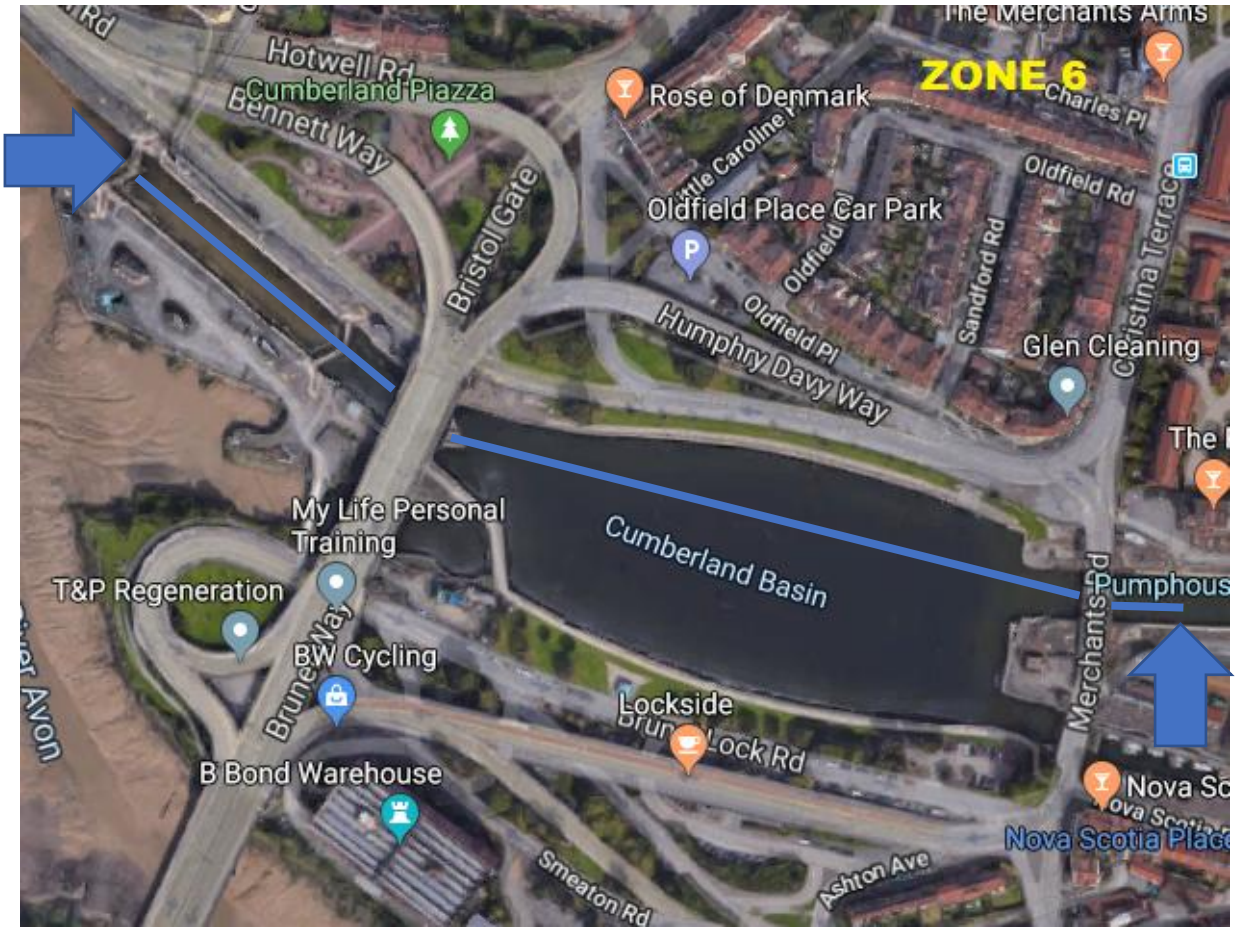
Gas Ferry to Junction Lock



- Inner lock and tidal locks at Junction lock to be closed to prevent spread.
- Numerous small leisure craft berthed in Bristol Marina. It is possible to contain the Marina with booms. There is a diesel fuelling point at Bristol Marina.
- There is a Dry Dock facility that can discharge into the River Avon.
- There is a restaurant vessel at Mardyke Wharf.
- This area is predominantly used for water sports and activities.
- Sluices at Underfall Yard discharge into River Avon.
- Sluices at Old Junction Lock discharge into the Cumberland Basin.
- Vehicle access at Baltic Wharf, Mardyke Wharf, Pooles Wharf and Underfall Yard.
- Space to erect storage tank at Underfall Yard.

Zone 6

Cumberland Basin Junction Lock to the seaward entrance Lock



- This is a lock holding basin for vessels entering and leaving the Harbour.
- The basin is locked at Junction Lock and becomes tidal on tides in excess of 9.6 metres above the outer lock sill. Inner stop gates prevent ingress into the Floating Harbour.

River Avon / New Cut from Ashton disused Swing Bridge to Netham Dam and Weir

- This is a tidal area navigational access is restricted by the Ashton Swing Bridge. The bridge is no longer capable of swinging. There is a 1.8m clearance under the bridge at M/H/W.
- This area is a stone-built cut with collapsed and heavily silted banks.
- There are many forms of wildlife along these banks including protected species. Waterfowl, terrestrial birds, Otters, fish and other species such as foxes, badgers etc are known to live here.
- Navigation is not possible even in small boats near low water due to obstructions.
- There are very strong flows in these areas.

River Avon Netham Dam to Hanham Lock

- This area becomes tidal on tides that exceed 9.6 metres over Cumberland Basin Sill (stoppage tides).
- Netham Lock is closed during stoppage tides and when river is in spate.
- Strong flow exists when river is in spate and when it becomes tidal, booming would be difficult at these times but can be done if absolutely necessary but would require staff attending before, after and possibly during large tides or flooding to manage the length and position of the boom.
- The riverbank is lined with dense shrubbery and rare species of flora such as Bristol Rock-cress, Bloody Crane's-bill, Bristol Onion (round headed leek) and Whitebeams. Although known to the area these rare flora are mostly found in the Gorge area of the Avon further down stream. Access would be difficult without causing damage.
- Oil may be left to degrade naturally in this area subject to advice from environmental organisations.

5.2 Response Strategies

A brief explanation of the various response methods:

Oil spill treatment product	Not an option due to mainly fresh water
Booms and Pads	Best practice for Harbour environment. Due to the narrow nature of the impounded harbour, the use of absorbent booms to contain the spill, and pads to mop up, are the preferred options.
Monitor and Evaluate	This response strategy is to be used where the spill is inaccessible, too hazardous or where the recovery operation may cause more damage to the environment than merely leaving this spill to take its natural course.
Defence and Deflection Booms	Strategically place booms to deflect oil or contain it away from sensitive or inaccessible areas. .
Vacuum Skimmer Recovery	Use if appropriate
Weir Skimmer	Use if appropriate

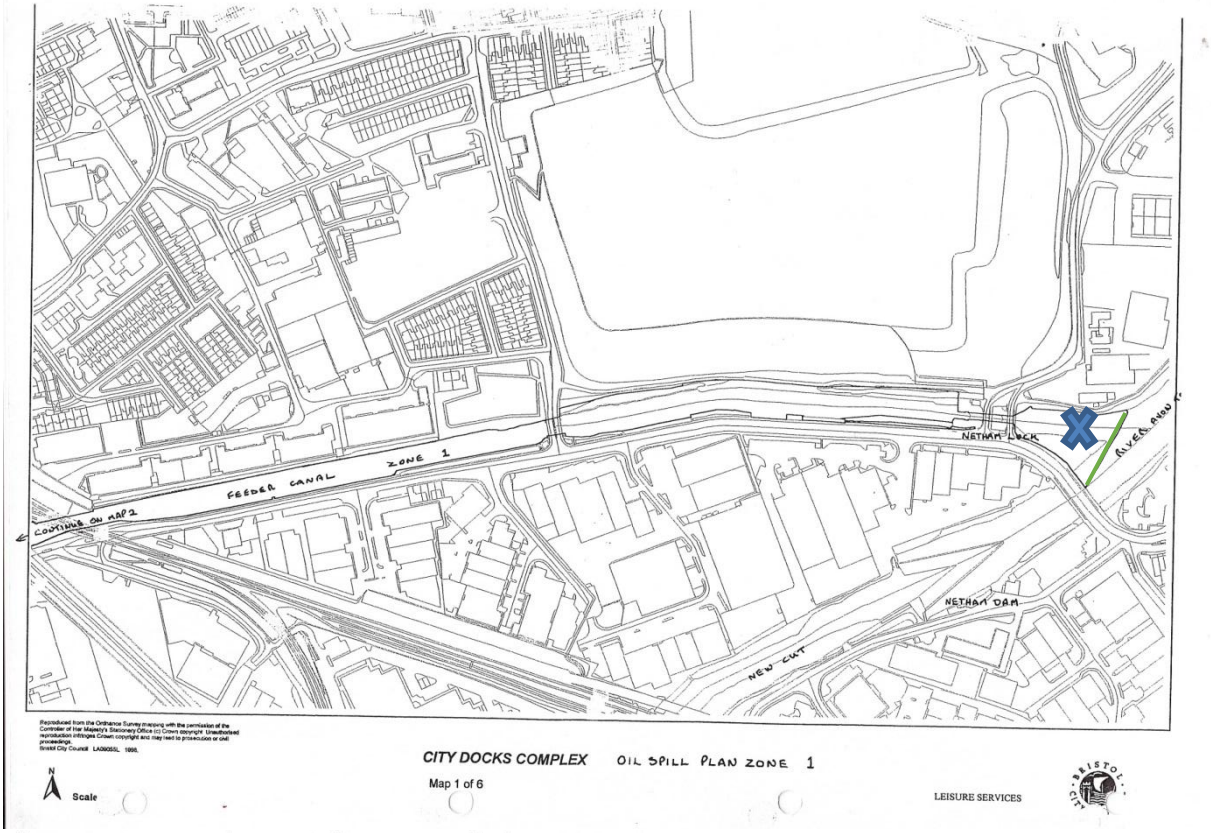
Boom Plans Map key;

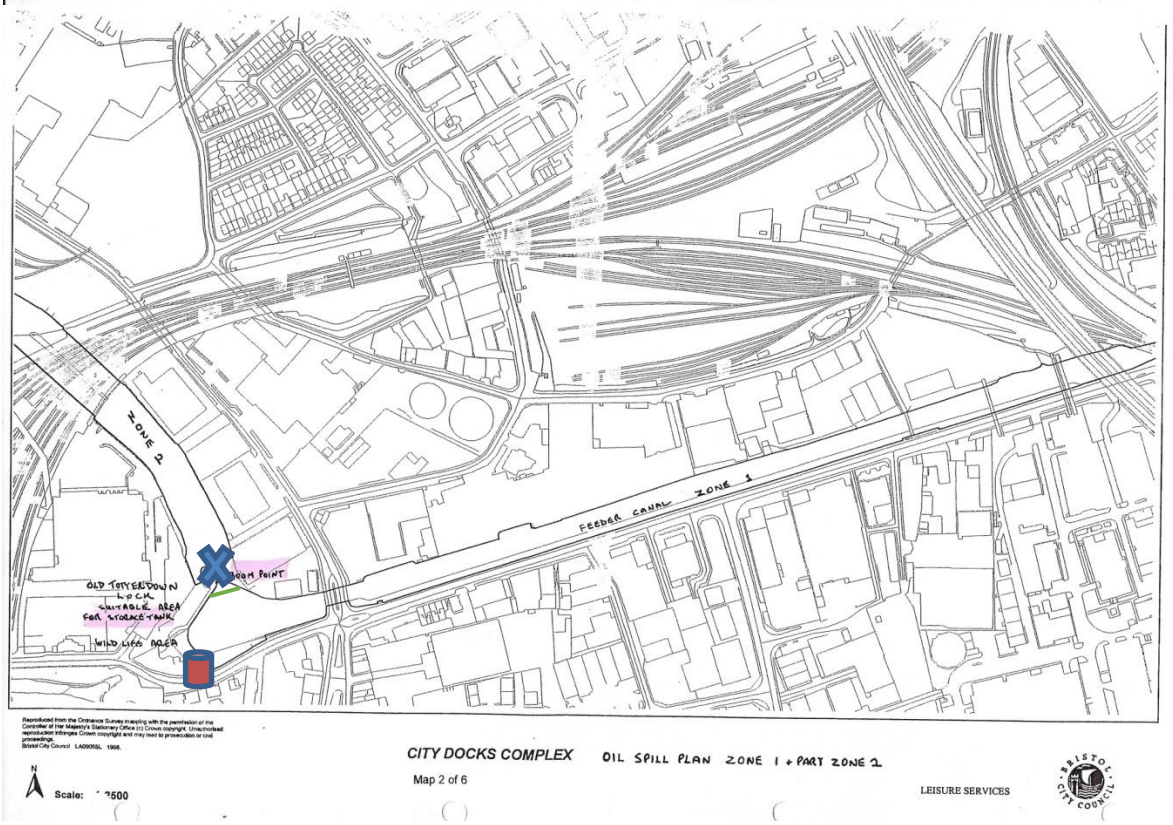
 - Possible boom point / well known location

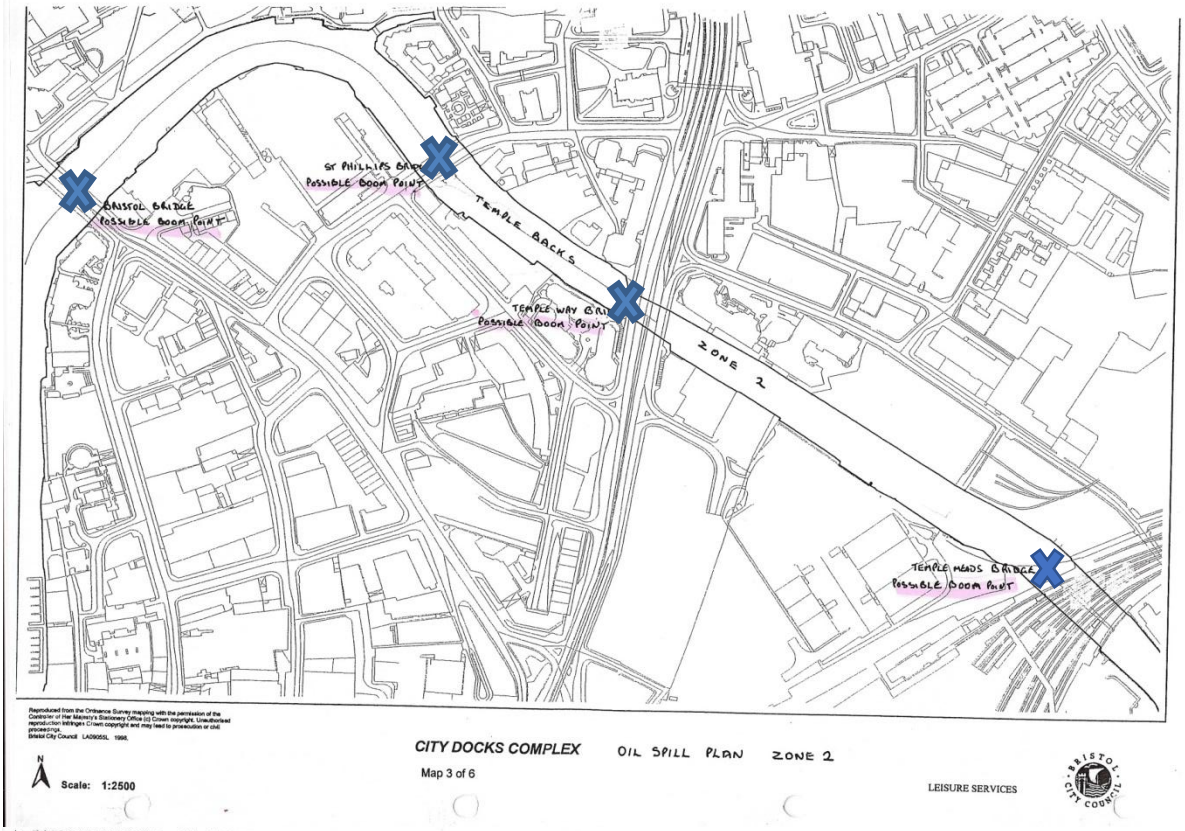
 - Boom point

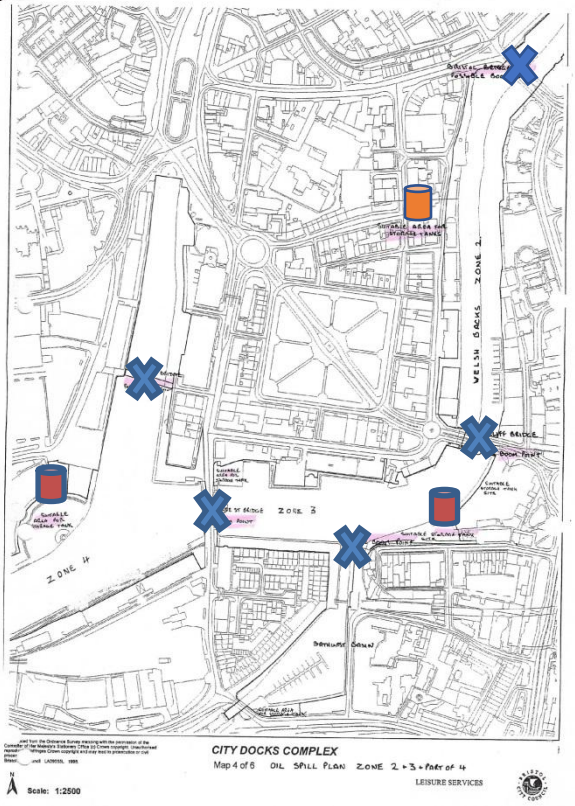
 - Suitable area for storage tank

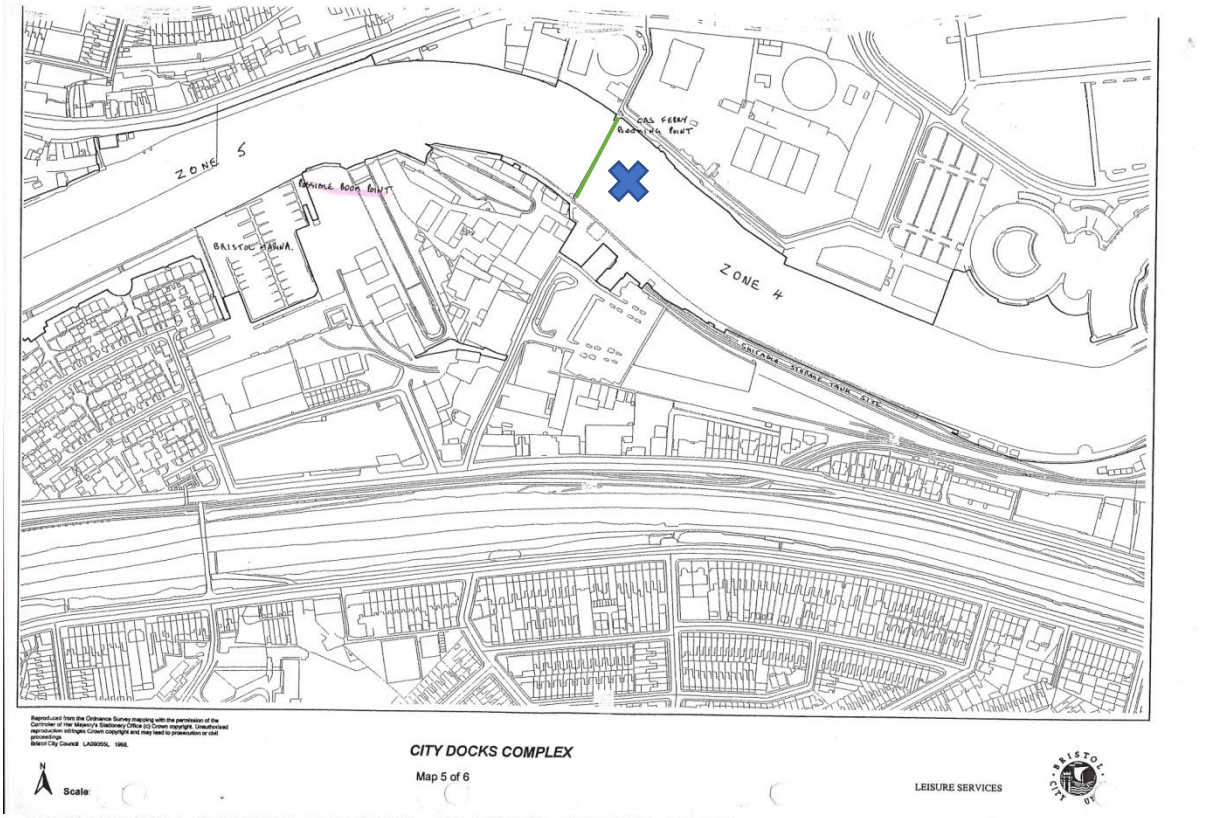
5.3 Boom Plans

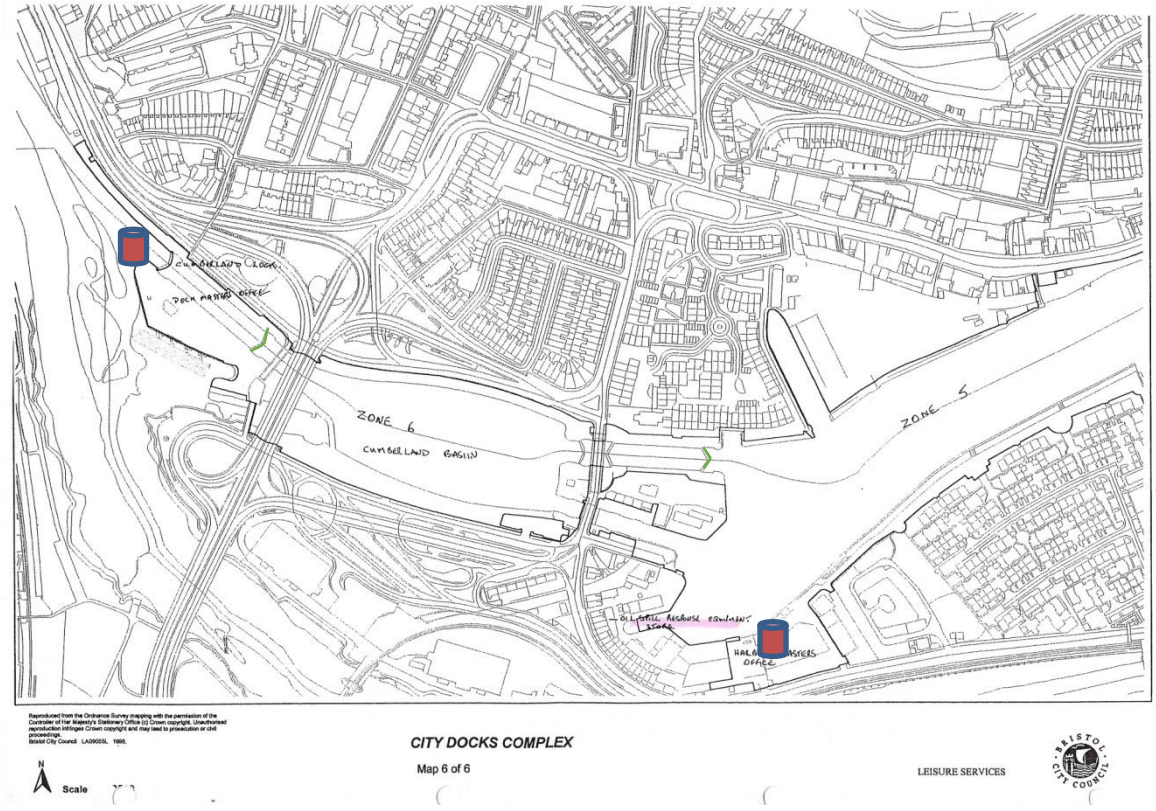





BRISTOL BRIDGE
POSSIBLE BOOM POINT
ST PHILLIPS BRIDGE
POSSIBLE BOOM POINT
TEMPLE BACKS
TEMPLE WAY BRIDGE
POSSIBLE BOOM POINT
ZONE 2
TEMPLE MEADS BRIDGE
POSSIBLE BOOM POINT
CITY DOCKS COMPLEX
OIL SPILL PLAN ZONE 2
Map 3 of 6
Scale: 1:2500
LEISURE SERVICES

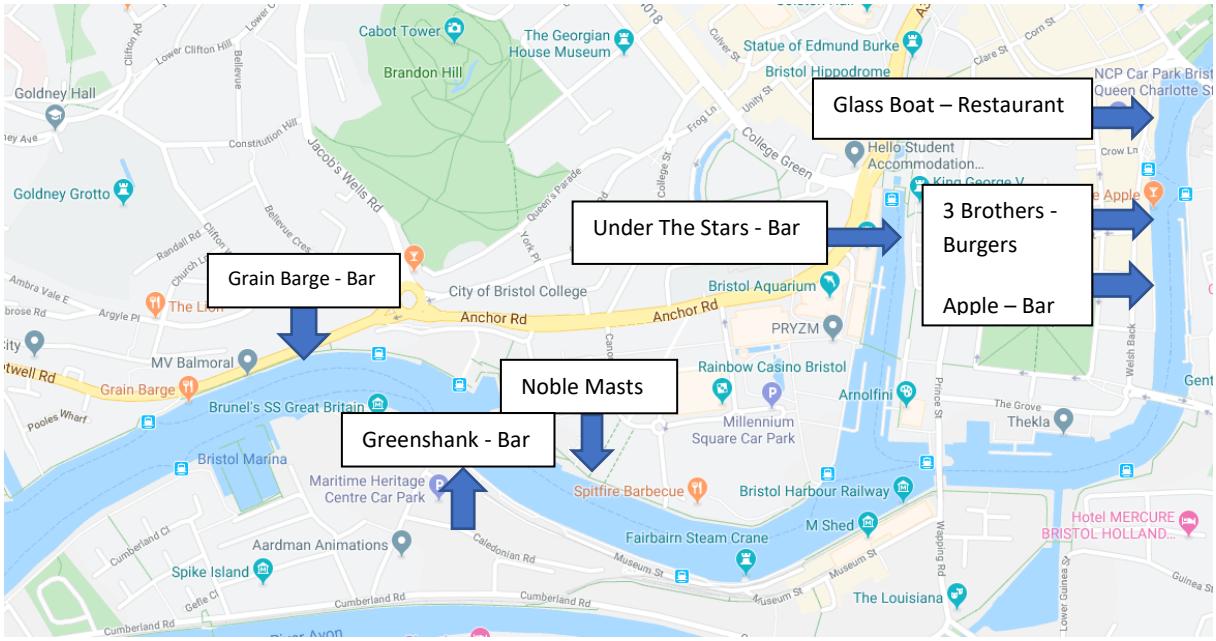

VELSH BACKS
ZONE 2
ZONE 3
ZONE 4
CITY DOCKS COMPLEX
Map 4 of 6 OIL SPILL PLAN ZONE 2 + 3 + PART OF 4
Scale: 1:2500
LEISURE SERVICES


ZONE 5
BRISTOL MARINA
ZONE 4
CITY DOCKS COMPLEX
Map 5 of 6
Scale:
LEISURE SERVICES


ZONE 6
ZONE 5
CITY DOCKS COMPLEX
Map 6 of 6
Scale
LEISURE SERVICES

5.4 Floating Businesses

There are several businesses based on boats in the Harbour. This may have potential explosion and fuel contamination risks and are shown below.



5.5

Vulnerable Receptors

The Harbour is the home to all kinds of wildlife such as a large variety of water fowl, terrestrial birds, fish, Otters and terrestrial animals such as urban foxes that will inevitably be impacted on by any form of spill. The main areas to consider where there are no harbour walls are listed below;

Reed beds at Capricorn Quay, Bathurst Basin, and Hanover pontoons which both have many waterfowl species that inhabit the areas.

Netham riverbank

Riverbank between Netham and Hanham which is also affected by big spring tides.

SECTION 6

COMMUNICATIONS PLANS/ MEDIA GUIDELINES

	Contents
6.1	Communications Centre (OSMT)
6.2	Public Relations/ Media Guidelines

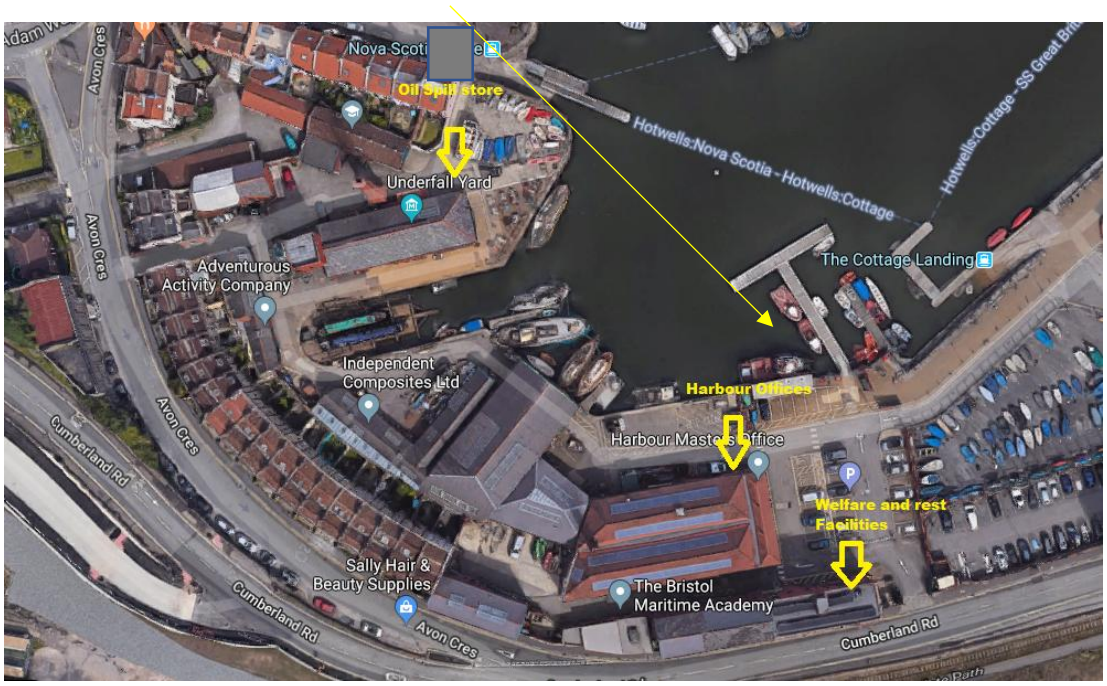
6 Communications Plan

6.1 Communications Centre (OSMT)

Oil Spill Management Team – communication Co-ordinating Centre

The Service Manager will convene the OSMT at the main Harbour office at Underfall Yard, which will act as the main communication centre.

All offices are equipped with secure Wi-Fi. Laptops, Tablets, and mobile phones may gain access. There is sufficient space for 10 office staff and 20 operational staff.



The Harbour Office

Main Admin Office
The office has 3 desks, 3 telephones for internal and external communication.
1 telephone switchboard, 1 VHF radio base station. 3 Computers for internet and internal network communication with word processing and 1 fax machine/Photo copier. This would act as the main point of telephone, e-mail and VHF radio communication and administration control.

Operational Office
This office has 4 desks, a VHF radio station and 3 telephones for both internal and external connections. It can accommodate 8 people seated. This office will be used for tactical briefing, receiving, and writing reports for operational team.

Duty Supervisor's Office
This office has 1 desk, 1 computer linked to the internal and external e-mail network.
.

Engineers Office
This office has 2 desks, 2 telephones for internal and external connection. 2 computers connected to the internal and external email system. It can be used to co-ordinate the water level and flow management operations and available to other partners.

Harbour Manager's Office
This office has 1 desk, 1 telephone for internal and external connection, 1 computer connected to internal and external e-mail networks. This office will be used by the Harbour Manager for drawing up tactical and strategic planning.

Staff Welfare Facilities
Mess room, shower and toilet facilities are all available within the Harbour Manager complex.

Response Team Communication

The response team supervisors will be equipped with hand held VHF radios. All VHF radio communication will be carried out on Channel 73 unless otherwise directed. A battery charging station is maintained in the Operational Office.

VHF Radio Sub Stations

There is a VHF radio substation at Netham Lock. All duty officers have mobile telephones in the event of difficulty communicating by VHF

Communication Team

All administration, telephone and radio communication operators will be resourced from the existing harbour administration section and will be supplemented by other administration staff within the Bristol City Council.

Watch House (see map below)

This is situated at the Cumberland Lock entrance and can provide additional office accommodation. It has 1 telephone, 1 radio base station, 2 computers connected to the internal and external e-mail network. It also has a Mess Room, toilet, and shower facilities. The Duty DHM will continue to monitor VHF radio channel 14 and 16.

Press briefings

Will be held at City Hall, College Green, Bristol BS3 9FS (see map below)


CLIFTON
Alma Rd
A4176
Clifton Down
University of Bristol
The Bearpit
City Hall
Cabot Tower
A4018
Castle Pa
Bristo
Watch House
Hotwell Rd
Harbour Office
Brunel's SS Great Britain
REDCLI
SPIKE ISLAND
A369
A370
SOUTHVILLE
North St

6.2 Public Relations / Media Guidelines

Oil spill incidents generally arouse significant public and media attention. In order the correct information is passed to the public at the correct time, the following guidelines should be followed:

- Wherever possible, private VHF/UHF radio channels and telephones should be used as the primary means of incident communication. This can greatly reduce the potential of information being misinterpreted by the media. Digital mobile phones can be regarded as secure unlike earlier analogue models.

- All media enquiries should be directed to the City Council External Communication Press Officer, not to the Oil Spill Management Team. This allows the OSMT to undertake their roles without interruption.

- The Press Office shall be able to pass on approved information through the Preliminary Media Statement shown on the following page or details of press conference timings.

- A room should be set-aside as a press reception area / press conference room. This room should be away from the incident room at 100 Temple Street.

- The City Council Press Office should make a room available for this purpose.

- The Duty Harbour Manager or DHM Docking should pass on regular sitreps to the Press Office, who will be able to formulate these into a Press Statement, using the form in section 6.3.2.

- Press conferences should be held twice per day if required, to ensure that the correct information is being passed on.

- **Under no circumstances should any person connected with the incident speculate to the press the cause of the incident, nor comment on any aspect of the operation.**

- All enquiries regarding from the media / public shall be directed to the City Council External Communications Press Officer.

Preliminary Media Statement

Timed at: - ……Hrs ……..Day ……Date

At ……..hrs on ……day ……20

An oil spill occurred at (location) ……

The estimated quantity of oil (state type) spilled is …….litres/tonnes, or

The quantity of oil (state type) spilled is not yet known.

The Bristol City Docks Authority has initiated oil spill response measures and is investigating the cause.

NEXT PRESS STATEMENT AT ……. HRS

6.3.1 Press Statement

Incident Name: _____ Date Prepared: _____ Time Prepared: _____ Operational Period: Start: _____ Finish: _____
Message
Contact for Further Information: _____ Approved by: _____ Date: _____

SECTION 7

WASTE MANAGEMENT PLAN

	Contents
7.1	General
7.2	Equipment and disposal
7.3	Temporary storage
7.4	Hazardous Waste Disposal

7.1 General

The following are types of waste that may arise during/after a clean-up operation:

- Water in oil emulsion – untreated
- Dry waste
- Heavy oiled debris
- Heavy oiled absorbent booms, pads and fibres

7.2 Equipment and Disposal

Equipment and disposal are available from the following sources;

Organisation	Telephone	Disposal Facilities
Viridor	01823 721400	All
SITA (SUEZ) Contract Services	0800 542 3548	
Biffa St Andrews Road Avonmouth	0117 9828476	
Safety Clean Unit 202 Longmead Road Bristol BS167FG	0117 9575011	OIL /BOOMS / PADS
Ambipar	020 3981 4375	OIL / BOOMS PADS

7.3 Temporary Storage

Clean up activities will produce quantities of oil and oily debris at a significantly fast rate, resulting in larger quantities of waste.

Following is a summary of available storage methods until proper disposal methods can be employed.

Please contact Ambipar help centre for additional support.

Type of Oil/Waste	Storage Facility	Comments	Available from
Liquid	Road Tankers	Ideal for routing to final disposal site	SITA/Safety Clean
	Bunds Fastanks	Cheaper than pits. Easy to install. Liners are Required.	SITA/Safety Clean
Liquid/Solid mixture	Bunds Fastanks	As above	SITA/Safety Clean
	Skips (lined)	Versatile, robust	BIFFA
	Oil Drums	Difficult to handle when full	
	Plastic Wheely Bin Containers	Quick deployment Useful for inaccessible areas	SITA/Safety Clean
	Heavy Duty Plastic Bags	Ideal for manual clean up Cheap & easy to deploy Can create disposal problems themselves	SITA/Safety Clean
Solids	Hardstanding	Preferably use on sloping site with drainage	Docks Estate
	Skips	As above	BIFFA

Please note that all containers should be bunded and skips lined. They should be placed on a level surface to avoid discharge of any oil residue. Any run off or spillage from storage will need to be cleared and tinkered away.

The areas suitable to locate the temporary storage facilities are detailed in section 5.3 and indicated on the booming plans. These areas have been chosen for ease of access to road transport.

7.4 Hazardous Waste Disposal

The Environment Agency is able to offer advice on Hazardous waste disposal methods. See Contact Directory.

SECTION 8

Links for Help And Information

Health and Safety

HSE: Information about health and safety at work

http://www.hse.gov.uk/coshh/

MCA

https://www.gov.uk/government/organisations/maritime-and-coastguard-agency

MCA - Guidance for Ports

Contingency planning: marine pollution preparedness and response - GOV.UK

Stop Notice

https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

Oil Spill Treatment

https://www.gov.uk/government/publications/how-to-use-oil-spill-treatment-products-and-equipment/oil-spill-treatment-product-types-health-and-safety-and-training

Marine Management Organisation's Marine Pollution Contingency Plan:

https://www.gov.uk/government/publications/marine-pollution-contingency-plan

Emergency Planning Guidance

https://www.gov.uk/guidance/preparation-and-planning-for-emergencies-responsibilities-of-responder-agencies-and-others

Tide information – see Sail Bristol App or use My Home Port online – log in details from any member of Harbour staff.

MyHomeport

SECTION 9

CONTACT DIRECTORY

9. Contact Directory

Organisation	Telephone	Other	Notify for
Harbour Manager	0117 9031484	Harbour.office@bristol.gov.uk	1 & 2
Deputy Harbour Manager	0117 9011491	dhm@bristol.gov.uk	1 & 2
Duty Lock Operator/DHM	0117 9273633	Docks.office@bristol.gov.uk	1 & 2
Service Manager	0117 9224014	Eric.Dougall@bristol.gov.uk	1 & 2
BCC Emergency Control Room	0117 9222050	24/7	1 & 2
BCC Environment Manager	0117 3525894	Environment.management@bristol.gov.uk	1 & 2
BCC Health and Safety Manager	0117 9222698	hwb@bristol.gov.uk	1 & 2
Bath & N.E. Somerset	01225 394041	emergencyplanning@bathnes.gov.uk	2
South Gloucestershire Council	01454 868009	emergencyplanning@southglos.gov.uk	2
North Somerset District Council	01934 634700 01934 888888	emu@n-somerset.gov.uk	2
Bristol Port Company	0117 9820000	Stephen.Birt@bristolport.co.uk	2
Avonmouth Signals	0117 9802638	24/7	2
Maritime & Coastguard Agency Milford Haven	01646 690909	24/7	1 & 2
Port of Bristol Police	0117 9820000	24/7	2
Avon & Somerset Constabulary	101	24/7	2
Avon Fire and Rescue Service	0117 9262061	24/7	2
Ambulance Service	01392 261500	24/7	
Marine Management Organisation (MMO)	0300 123 1032	dispersants@marinemanagement.org.uk MMO Pollution Office Hours: 0300 2002024 MMO Duty Officer 24Hrs: 07770 977825 Defra Duty Office 24 Hrs (if no answer from MMO): 0345 051 8486	1 & 2 & 3

Environment Agency	0800 807060	ics@environment-agency.gov.uk	1 & 2
Natural England	0300 060 1200	Marineincidents@naturalengland.org.uk Phone for tier 3	1 & 2 & 3
DEFRA	03459 335577	Defra.helpline@defra.gov.uk	2
Ambipar Response	01202 653558		1 & 2 & 3

Organisation	Telephone	Disposal Facilities
Viridor	01823 721400	All
SITA (SUEZ) Contract Services	0800 542 3548	
Biffa St Andrews Road Avonmouth	0117 9828476	
Safety Clean Unit 202 Longmead Road Bristol BS167FG	0117 9575011	OIL /BOOMS / PADS
Ambipar	020 3981 4375	OIL / BOOMS PADS

SECTION 10

TRAINING & EXERCISE POLICY

	Contents
10.1	Training
10.2	Training standard
10.3	Exercises
10.4	Training/Exercise Records
10.4.1	Post Exercise/Incident Report
10.4.2	Ports & Harbours Annual Return Form

10. TRAINING AND EXERCISE POLICY

10.1 Training

All full-time staff will undergo periodic training in line with the following matrix.

Courses undertaken are accredited by the Nautical Institute for the Maritime and Coastguard Agency; the syllabus of the courses matches the requirements of the UK Oil Spill Training standards.

All Responders to hold the 1 P Qualification.

All qualifications are valid for a period of three years.

10.2 Training Standard

Management - Initially trained in Oil Spill Management (level 5p) with an equipment Operator's familiarisation course or Oil Spill Clearance (level 4p). Equipment operation requires annual refreshment/exercise.

Responders – 1 P Qualification

10.3 Exercises

A series of annual exercises will be conducted. The exercise should follow the matrix below.

10.4 Training/Exercise Records

The Harbour Manager will be responsible for the upkeep of records relating to personnel training and exercise.

Training Matrix

AWARENESS	MINIMUM HOURS	PORTS & HARBOURS	NON PORT	TARGET AUDIENCE	IMO EQUIVALENT
Basic use of Tier 1 sorbents & understanding contingency plans and operations	8	MCA 1p	MCA 1	First responder – absorbent response	(In preparation as IMO foundation course level)
Basic use of Tier 1 equipment including booming and recovery techniques	12	MCA 2p	MCA 2	First responder – mechanical containment	None
Ability to act as shoreline cleanup supervisor/ beachmaster	24	MCA 3p	MCA 3	Supervisor or beachmaster with previous training to at least type 2p or 2	**5 IMO 1**
Ability to control and put a specific contingency plan into action as OSC	32	MCA 4p		Assistant harbourmaster, Harbourmaster of small or medium port	None
Ability to act as an On Scene Commander/ incident controller including command and control	16	Endorsement up to course type 5p		Trained commanders or those with previous training to type 4p	**6 IMO 2**
Ability to act as an Executive Commander/ IMO level 2 incident controller starting from basic entry	40	MCA 5p		Harbourmaster of intermediate or large port, Oil Terminal Supervisor	**7 IMO 2**

AWARENESS	MINIMUM HOURS	PORTS & HARBOURS	NON PORT	TARGET AUDIENCE	8 IMO EQUIVALENT
Refresher	8	MCA R	MCA R	Those who undertaken training not more than 3 years previous.	**9 NONE**
National Training Course on Oil Pollution, Contingency Planning and Response	40		LA1	Local authority emergency planning staff	**10 NONE**
Regional Training Course on Oil Pollution, Contingency Planning and Response	16		LA2	Local authority employees who would be involved in oil spill response	**11 NONE**

Exercise Matrix

	Duration	Harbour Manager Service Manager Dock Supervisor	Duty Officers Assistant Duty Officers	Frequency	Notes
Exercise					
Notification Exercise	1-2 hours			6 Monthly	Test communication systems, check availability of personnel, evaluate travel options and the speed at which travel arrangements can be made.
Table Top Exercise	2-8 hours			Annual	A simulated scenario among members of a response team but do not involve the mobilisation of personnel or equipment.
Equipment Deployment Exercise	4-8 hours			6 Monthly with refresher training	Test the capability of Harbour team to respond to a Tier 1 type spill.
Incident Management Exercise	10-14 hours			3 Years	Desk top exercise to Demonstrate management capabilities, integration of roles of different parties, To focus on overall incident management aspects.

10.4.1 Post Exercise/Incident Report

Name of Port / Harbour / Oil Handling Facility:

Level of exercise (Tier 1,2 or3) and details of any other participating ports/harbours/ oil

Handling facilities if joint equipment deployment exercise:

Level:

Names:
Date of exercise/Incident: Time of exercise/Incident:

Location of exercise/Incident:

Name of exercise co-ordinator:

Name of personnel participating in exercise/Incident and role played:

List of equipment deployed:

Name of any other organisations / authorities participating in exercise/Incident:

Details of amendments to be made to the Contingency Plan resulting from this exercise/Incident:

(In addition to this form the revision list should be updated and the appropriate pages within the plan
Amended and issued to all plan holders)

I can confirm that the details on this form provide a realistic summary of the exercise/Incident
Carried out. Any action points resulting from this exercise have been dealt with accordingly, the relevant documents updated and copies provided to the appropriate bodies for their attention.

Authorised by (name in block capitals):

Position / Job Title: Signature: Date:

10.4.2 PORTS & HARBOURS ANNUAL RETURN FORM

To be completed and returned to CPSO at the end of every year.

SECTION 11

RISK ASSESSMENT

11.1 Introduction

Bristol Harbour ceased to be a commercial harbour for the purpose of loading and discharging cargo in 1974. Privately operated dredged aggregate berths continued in operation up until 1992. The harbour has developed subsequently into a major regional leisure harbour and water sport activity centre with only occasional visits by large vessels. Commercial Ferry services run on a regular basis.

Bristol Harbour is in the centre of a major city and has excellent road and pedestrian access. The foreshore is mostly walled at varying heights.

The current maximum dimensions for permitted vessels are:

Length: 70m AOL
Beam: 14m
Draught: 4.5m

Exemptions can be applied for. Risk Assessments must be submitted to The Bristol Port Company.

Entry into Bristol from the seaward is available from 3hrs before HW up to HW.

There are no tidal influences within Bristol Floating Harbour; however there usually is a small flow of water from Netham Lock to the Underfall Sluice area at Underfall Yard. This flow increases during a Harbour scour. Times and dates of scours are published in Notices to Mariners.

Tug and Pilotage is available by arrangement with Bristol Harbour Office.

There are a number of permanently berth residential and catering vessels within the City Docks together with those on leisure moorings. Many of the quaysides have been developed to accommodate residential estates, offices and leisure outlets. This type of development is continuing.

There are currently 480 pleasure craft berths located in the harbour, 300 of these are berthed on pontoons, and the remainder being linear berthed along the quay walls. The main berthing areas for pleasure craft are between the SS Great Britain and Bristol Bridge on both the North and South side. Visiting vessel berths are located on Narrow Quay, Princes Wharf and Canons Marsh.

Repair facilities are available:

Bristol Marina:

On the south side of the Floating Harbour approximately 0.5km eastward of the Junction Lock Bridge. The marina travelift has a maximum capacity of 30 tons and ancillary craneage is also available. Other facilities include high pressure hull washing, diesel fuel. Owners may carry out repairs to their own boats or use the services of the independent contractors operating from the marina.

Albion Dry Dock:

This large facility adjacent to Bristol Marina is available for dry docking vessels up to 60 metres in length. A 12.5 tonne gantry crane and mobile cover is on site. Workshops are fully equipped for all new build or repair work.

Underfall Boat Yard:

Boatbuilding, repair and maintenance facility with haul-out slipway facilities for vessels up to 140 tonnes. All boatyard trades available and experienced shipwrights, riggers, blacksmiths and advanced fibre composite specialists on site.

Bristol Classic Boat Company:

Classic wooden boatbuilding expertise, restoration and maintenance at Redclffe Wharf. Hard standing available.

Possible causes of oil spills

The City Docks are able to accommodate large vessels (over 24 metres) at berths in the Cumberland Basin, Mardyke Wharf, Narrow Quay and Princes Wharf. Approximately 15-20 large vessels each year visit the City. These are sometimes RN Mine Hunters on rest overs or courtesy visits. Historic passenger vessels on scheduled excursions in the Bristol Channel and occasional Tall Ships. The City Council is keen to encourage these kind of vessels as it stimulates tourism and provides much interest for the citizens of Bristol.

All large vessels using the harbour are powered by light fuel oil and occasionally bunker fuel from road tankers.

It is recognised that the risk of significant oil spillage of large vessel movement exists. However the probability is unlikely due to the infrequency of this type of operation and the control measures that are in place to further reduce the risk.

Small motor powered vessels can be categorised into two main types:

- Those with fixed inboard engines these are predominantly powered by small diesel engines.

- Those with removable outboard petrol engines.

Marine diesel fuel for small vessels can be obtained from two fixed fuel installations within the harbour. One is at Underfall Yard for Harbour Master vessels only, and the other is Bristol Marina. The average annual total of diesel fuel transferred from these installations is 35,000 litres.

There is no provision for petrol fuel within the harbour. This must be purchased from auto petrol stations and transferred to the vessels fuel tanks. There are no records for this type of fuel use.

Small vessel movements and operations carry a risk of oil spillage, particularly during fuelling operations and when pumping out bilge water. However, the quantities involved are relatively small and can be dealt with effectively using the resources within the harbour. These spills are not regarded as insignificant as the accumulation of minor spillages has a detrimental effect on the environment and aesthetic value of the harbour.

The most common or likely forms of oil pollution are from land based sources such as:

- Illegal disposal of old oil
- Accidental or illegal disposal into land drainage systems.
- Run off from road surfaces as a result of road traffic accidents.

The oil can be of many types i.e.

- Lubricating oil.
- Hydraulic oil.
- Contaminated and clean fuel oils.

To reduce this risk the city council provide free receptacle facilities at local waste amenity sites. The harbour authority also provides waste oil receptacles.

Very little can be done to assess the risk of this type of activity other than to acknowledge the possibility.

11.2 Harbour Operations

Large Vessel Traffic Management System

The dimensions for vessels entering the City Docks from seaward are limited by the constraints of the river Avon. Subject to weather, and other circumstances permitting, vessels of up to 75 metres between perpendiculars may navigate the River Avon to the City Docks. The maximum permitted beam is 14.90 metres. Draft limitations are based on the table of margins, which in turn depend on the length, draft and

predicted height of high water at Cumberland Basin Sill. The minimum margins can be as much as 2.70 metres. Owners and agents should refer cases of doubt to the Haven Manager.

The responsibility for the traffic management of all vessels entering into and departing from the Cumberland Basin, Lock and navigation in the New Cut rests with the Dock Supervisor.

The Dock DHM is also responsible for regulating the movement and berthing of all large vessels (over 24.00 metres LOA) within the Floating Harbour.

The Harbour Manager has responsibility for regulating the movement and berthing of all vessels of 24.00 metres LOA and less, within the Floating Harbour, Feeder canal and river Avon above Netham Dam.

The Dock DHM is based at the Cumberland Basin lock entrance during tidal operations, -3hrs HW to + 1hr HW. Those in charge of large vessels or their agents must report their intentions to the Dock DHM during this time to obtain permission to do so. (Dangerous vessels should be reported at least 24 hours before they intend to enter the harbour).

If a berth is required with the Floating Harbour beyond the Cumberland Basin and Junction Lock, the Dock DHM will ascertain from the Harbour Manager if a suitable berth is available and that there is clear passage through the harbour before giving directions. Vessels may be required to wait in the Cumberland Basin or at their berth until suitable arrangements can be made to ensure a clear passage.

All large vessels will be escorted through the floating harbour by the authority's workboats to ensure that other vessels do not interfere with the passage and to assist the vessel into its berth if required. For the purpose of navigation the Regulations for the Prevention of Collision, no large vessels will pass another large vessel within the harbour without the written permission of the Harbour Manager, which will state the manner and place in which this will occur.

Pilotage

Motor vessels over 50 metres LOA, Sailing vessels LOA of 40 metres or more or passenger vessels over 20 metres LOA are required to obtain the services of a licensed River Avon and City Docks pilot. This service may be ordered from the Bristol Port Company. The pilot embarkation point will be given by the Bristol Port Company and it should be stated that the City Docks berth is required for the disembarkation point.

Vessels exceeding the stated dimensions that are regular users of the river and harbour may make an application for pilotage exemption certificate to:

- The Haven Master at Bristol Port Company for the River Avon.
- The Harbour Manager at Bristol City Docks for the Floating Harbour and Cumberland Basin.

Speed Limit

The speed limit for all vessels in the harbour is:-

- 6.9 statutory miles per hour (6 knots) from Cumberland Basin to the Feeder Canal.

- 4.9 statutory miles per hour (4 knots) from the Feeder Canal to Hanham Lock.

Certain types of vessels may exceed these limits with the permission of the Harbour Manager.

A general rule is that any vessel should not go at such a speed as to cause a breaking wash.

Tugs

Licensed tugs must be used in the harbour if the vessel cannot maintain adequate steerageway within the harbour speed limit.

The maximum length of tow within the harbour is 50 metres. A tug operator must provide the harbour authority with evidence in the form of certification that the vessel is fit for the purpose and that tug crews are experienced and capable of performing the task.

A list of licensed tugs may be obtained from the Harbour Manager's office.

Anchorage

Vessels are not permitted to anchor in the harbour without the permission of the Harbour Manager, unless in an emergency.

Lock Operations/Tidal Constraints

The Floating Harbour is a fresh water harbour fed by the River Avon. It is maintained at a water level of 6.1 metres above Ordnance datum Newlyn. For operational and maintenance purpose levels may vary + or – 0.5 metres from this level for short periods of time.

The locks used to maintain this level are principally the Cumberland Basin Entrance Lock at the seaward (western) end and the Netham Lock and the inland (eastern) end.

In addition to these locks, when the height of tide is predicted to exceed 9.6 metres above the Cumberland Basin lock sill, (12.5 metres above LAT at Kings Road Avonmouth) stop gates are closed across the Junction lock to prevent flooding in the Floating Harbour. (Locally known as Stop gate Tides). The Cumberland Basin becomes tidal during these periods and access to and from the Floating harbour is not possible.

The Dock DHM is on duty from 3 hours before high water to 1 hour after, in-bound and out-bound locking's can take place during this time, however for safety reasons locking operations after high water are kept to a minimum. On stoppage tides the Dock DHM remains on duty until after the tide has receded enough to remove the stopgates and allow vessels held in the Cumberland Basin to pass into the Floating Harbour.

11.3 Specific Risks

The following sub sections highlight foreseeable scenarios that present potential risks of oil spills into the City Docks.

Collision between Vessels

Whenever two or more large vessels (over 24 metres LOA) are navigating in relatively narrow confines of the City Docks, there is a risk of collision due to the limited options available to take evasive action.

To reduce this risk, the movement of these vessels is regulated by the Dock DHM during the period of tidal operations only. The management of these vessels is carried out in accordance with the large vessel management system in section 11.1, which ensures that all movements are carried out in a co-ordinated manner.

A greater risk of collision exists between small recreational vessels and large vessels. The reason for this is that other than an age limit of 16 years the operating of small craft is virtually unregulated. Therefore is cannot be guaranteed that the person in charge of this type of vessel will know or take the appropriate action in a potential collision situation. This could lead to confusion and ultimate collision. This type of collision is unlikely to result in a major spill in itself, however in taking action to preserve life, the Manager of the larger vessel may take action that could bring their vessel into contact with harbour structures, which could lead to a significant spill. To reduce the risk of this type of incident all large vessels are to be escorted through the harbour using marked harbour authority vessels. The officers aboard will direct the smaller vessels to keep clear of the large vessel.

Collision between a Vessel and Fixed Installations

It is possible that a vessel could impact with fixed installations and structures within the City Docks and by so doing rupture their fuel tanks.

This type of incident could occur due to the following reasons:

- Misjudgement of tide and current influences when entering/leaving the Cumberland
- Entrance lock.
- Misalignment of vessel when entering and passing through narrow locks.
- Misjudgement when manoeuvring in confined space particularly when berthing.

- Loss of power to the vessels engines or manoeuvring aids.

The possible severity of an oil spill from this type of incident can be generally regarded as being proportionate to the size of the vessel involved.

To reduce the risk of any significant incident of this type occurring, the following measures are in place:

- Compulsory pilotage for vessels over 50 metres LOA.
- Harbour authority workboats escort and standby to assist all vessels over
- 24 metres LOA whilst berthing and navigating in the harbour.

Vessel Grounding

The Bristol City Docks is an impounded area of water of approximately 33.2 hectares, protected by three seaward locks and one inland lock. The water level is maintained at 6.10 metres above Ordnance datum Newlyn (Subject to + or – 0.5 metres for harbour maintenance operations) and all published soundings are taken from that date. There is navigable water of at least 5.50 metres to accommodate vessels that can reach the harbour within the historical constraints of the River Avon. The harbour bottom is mostly soft silt therefore the possibility of vessel grounding and rupturing its tanks is remote. 2019 has seen effective dredging resulting in an acceptable depth of water throughout the Harbour.

Baltic Wharf

(Minimum depth 0.9 metres) Extending 30 metres from the quay wall at the Water Leisure Centre, running east to Bristol Marina.

Pooles Wharf

(Minimum depth 0.6 metres) Extending 15 metres from the dock wall at Mardyke landing stage running for 85 metres west to the sheet piled quayside at Pooles Wharf housing development.

Great Western Dockyard (SS Great Britain)

(Minimum depth 0.9 metres) Extending 15 metres from the dock wall at Albion Dry Dock east to Gas Ferry (south) landing stage.

Canons Marsh

(Minimum depth 0.6 metres) Extending 20 metres from the dock edge from the western end of Western Wharf to the western end of Hanover Quay.

The severity of spill from this type of incident can generally be regarded as proportionate to the size of the vessel involved.

To reduce the risk of any significant incident of this type occurring, the following measures are in place:

- Compulsory pilotage for vessels over 50 metres LOA.

- Pilots are given a copy of recent soundings before vessels enter the harbour.

- The Admiralty Hydrograph is given details of recent sounding for the amendment
  of local charts.

- Harbour Authority workboats escort and standby to assist all vessels over
  24 metres LOA whilst berthing and navigating in the harbour.

11.3.1 Bunkering Operations

The types of fuel bunkered in the harbour are diesel fuel and heating fuel. It is highly improbable that a vessel propelled by heavy fuel oil would be capable of entering the harbour.
Bunkering operations take place in the harbour in two ways:

Road Tanker Delivery at:

- Cumberland Basin
- Narrow Quay
- Princes Wharf

This method is also used to deliver heating fuel to some residential houseboats at their berth. The capacity of road tanker delivering this type of fuel is typically 20 000 litres.

Regardless of the quantity of oil, any vessel taking on fuel in this manner must inform the Harbour Office of their intentions and complete and return a Bunkering Form Checklist jointly signed by the vessel owner and the road tanker operator. This method ensures that the Harbour Manager is aware of large bunkering activity taking place in the harbour. These operations are monitored at the discretion of the Harbour Manager.

It is noted that spillage in the Cumberland Basin during tidal operations where the predicted HW exceeding 9.4 meters above the outer sill could enter the river Avon.

Fixed quayside installation to vessel

This method of bunkering is exclusively used by small vessels. There are two fixed diesel fuel installations in the harbour, capable of holding the following quantities:

- Bristol Marina 7500 litres.
- Underfall Yard 4000 litres.

Both installations are bonded and installed away from the quay edge to avoid impact damage. Fuel is pumped by electric motor and transferred via a reinforced fuel hose.

The pump at Bristol Marina serves small vessel owners. Fuel is only transferred by a trained employee of Bristol Marina who are issued with instructions on how to contact the Harbour Manager in the event of a spill.

The pump at Underfall Yard is exclusively for the use of Harbour vessels and is operated only by trained staff that are aware of their obligations under the Bristol City Dock OPRC plan.

Bunkering checklists (See section 15.4) are not used when small vessels fuel from these points.

11.4 Quantitative Risk Assessment

The following table shows the potential scenarios, credible release quantity, worst-case release quantity and probability of occurrence for each potential scenario.

For the purpose of planning, the worst-case scenarios have been based on the following assumptions.

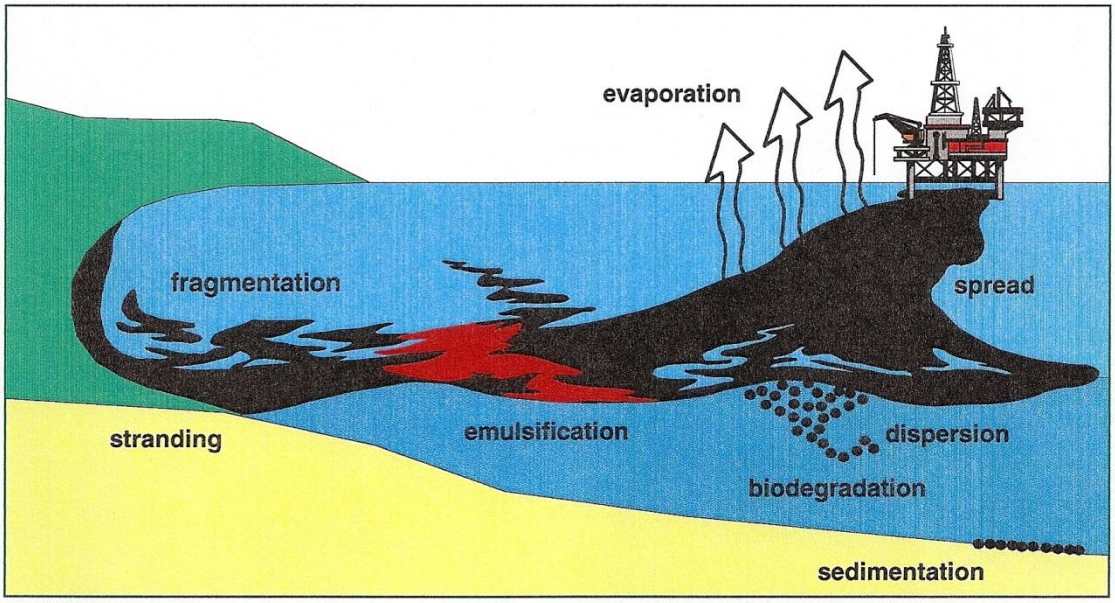
Product	Scenario	Worst case Qty	Credible Case Qty	Potential Probability
Diesel	Fixed fuel tank on quayside is ruptured	7500L	-	Low
Diesel	Vessel Bunkering from Road Tanker/fixed Fuel Tank	50000L	500L	Medium
Diesel	Vessel has heavy impact with quayside during berthing operations-main fuel tank ruptured	400T	-	Low
Diesel	Two vessels collide with each other within Harbour Walls	800T	-	Low
Heavy Fuel Oil	Vessel Bunkering from Road Tanker/Fixed Fuel Tank	50000L	500L	Low
Heavy Fuel Oil	Vessel has heavy impact with quayside during berthing operations – main fuel tank ruptured	400T	-	Low
Heavy Fuel Oil	Two vessels collide with each other within Harbour Walls	800T	-	Low

11.5 Fate of Spilled Oil – General.

In considering the fate of oil on the water a distinction is frequently made between non-persistent oils, which tend to dissipate rapidly from the water's surface and persistent oils, which do not.

Non-persistent oils are commonly referred to as white oils and have an API > 45. Persistent oils are commonly referred to as black oils and have an API < 45.

The physical and chemical changes which spilled oil undergoes are collectively known as "weathering" (see figure below). Knowledge of these processes and how they interact to alter the nature and composition of the oil with time is valuable in preparing and implementing this contingency plan for effective oil spill response.



11.6 Fate of Spilled – Specific (Marine Diesel Oil / Heavy Fuel Oil).

Due to impounded, narrow nature and the consistent direction of the water flow in the Floating Harbour, it is possible to predict fairly accurately the fate of a spill and deploy containing booms accordingly. However a computer model, ADIOS 1.1 was used to give useful indications of the quantities that would naturally disperse and evaporate over elapsed times

The parameters used for model run one were:

- Water temperature: 9°c
- Wind Speed: 8 knots
- Oil Type: **Marine Diesel**
- Quantity of Oil Spilled: 20 cu.m.

The results of the computer model run were as follows:

Time Elapsed (Hours)	Volume Dispersed (%)	Volume Evaporated (%)
24	20	42
48	28	46
72	32	49
96	34	50
120	36	52

The parameters used for models run two were:

- Water temperature: 9°c
- Wind Speed: 8 knots
- Oil Type: **Heavy Fuel Oil**
- Quantity of Oil Spilled: 20 cu.m.

The results of the computer model run were as follows:

Time Elapsed (Hours)	Volume Dispersed (%)	Volume Evaporated (%)
24	0	5
48	0	9
72	0	12
96	0	15
120	0	17

11.7 Oil Spill Quantification

Estimating the initial release volume of an oil spillage is notoriously difficult to establish, unless accurate information regarding flow rates, exact time of spillage and duration of spillage are all known.

The simplest method of quantifying 'on water oil slicks' is by visual appearance. The colour of the oil slick gives an indication of the thickness and type of oil. However, it should be remembered that oil slicks do not spread uniformly and as such, the estimate of oil remaining at sea is open to potentially large errors.

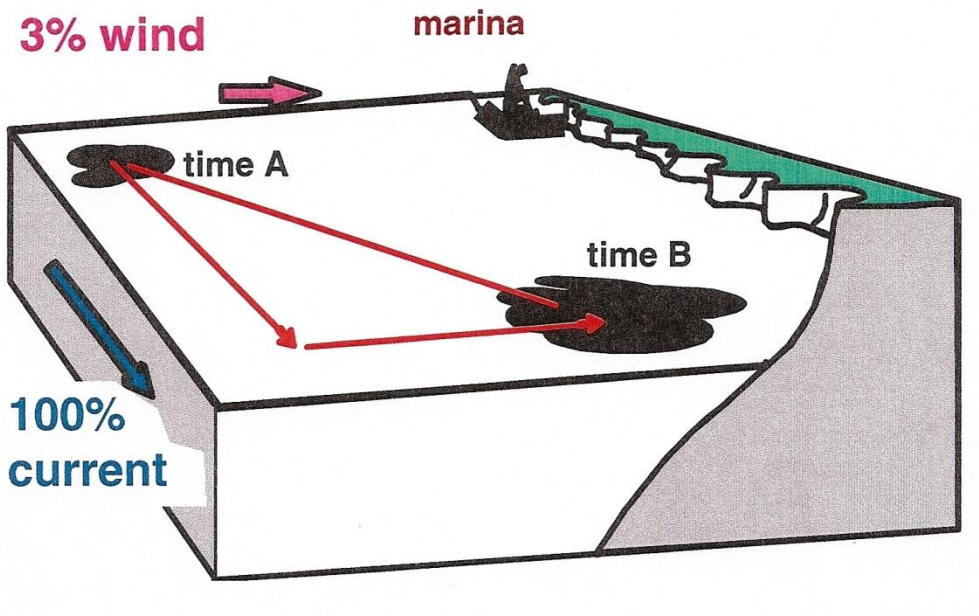
The table in section 11.7 should be used in the estimation of oil spill quantity.

Oil Spill Quantification Table

Code	Description Appearance	Layer Thickness Interval (µm)	Litres per km^2
1	Sheen (silvery/grey)	0.04 to 0.30	40 – 300
2	Rainbow	0.30 to 5.0	300 – 5000
3	Metallic	5.0 to 50	5000 – 50,000
4	Discontinuous True Oil Colour	50 to 200	50,000 – 200,000
5	Continuous True Oil Colour	200 to More than 200	200,000 - More than 200,000

11.8 Oil Spill Movement

Spilled oil on water moves as a function of the current and wind. The current has a 100% effect on the speed and direction of an oil slicks movement, for example, if the current heads north at 3 knots, then the oil slick will travel north at a rate of 3 knots. Wind, on the other hand, has only a 3% influence on the movement of the oil slick. This is shown in the following diagram.



Within the Floating Harbour there is a very slow movement of water in a general east to west direction from Netham Lock to the Cumberland Basin. The speed of this flow can range from approx. 2 knots in the Feeder Canal to an imperceptible movement at Cumberland Basin. The winding nature of the harbour and the high-rise development sometimes means that there is not always a consistent direction, this however still needs to be considered. This needs to be closely monitored at every incident.. Therefore the only accurate way of assessment of the fate of any spill can be obtained by observation at the site. The Booming Plans in Section 5.3 show how the spill can be contained within any zone regardless of wind

or current direction. It is important to establish the movement direction as soon as possible so that the down current/ wind boom is deployed first to reduce the area of harbour affected.

11.9 Environmental Sensitivity

The Floating Harbour is a stone built structure with no soft landscape; therefore, oil spills pose little environmental threat within the city area However, there is considerable number of wildlife that reside in the Dock and along the river Avon to Hanham such as water fowl, terrestrial birds and animals, fish, and Otters whom are often the first victims and indications of an oil spill.

Within the Harbour there are a number of commercial and houseboats that are permanently moored. A severe oil spill may adversely affect these facilities. In the event of a hazardous spillage, temporary accommodation may need to be found.

The entire Floating Harbour and river is extensively used as a recreational water sport and activity amenity. Oil spills and clean-up operations would severely disturb or prevent these activities taking place, especially during the summer period.

There are no designated environmental sites or sites of special scientific interest within the jurisdiction of the harbour authority. However the river Avon between Netham and Hanham hosts many species of wildlife.

There is a risk that a spill in the Severn Estuary could affect the river Avon during spring tides, when it became tidal. Likewise any oil entering the river would eventually reach the estuary. It is unlikely that oil in the river could be contained and deflection booming should be considered to minimise the effect to the river bank. Every effort should be made to ensure that any discharge oil is contained within the locks to prevent release into the river.

Please see the below for further information;

National England

https://www.gov.uk/government/organisations/natural-england

Marine Management Organisation

https://www.gov.uk/government/organisations/marine-management-organisation

SECTION 12

ROLES & RESPONSIBILITIES

	Contents
12.1	Harbour Authority
12.2	Local Authorities – Unitary Authorities
12.3	Maritime and Coastguard Agency
12.4	Marine Management Organisation (MMO)Department of Environment, Fisheries and Rural Affairs
12.5	Marine Management Organisation (MMO)
12.6	Natural England
12.7	The Environment Agency
12.8	Oil Spill Management Team (OSMT)
12.9	Marine Response Centre
12.10	Ambipar Response

12. Roles and Responsibilities

12.1 Harbour Authority

The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 came into force on 15 May 1998 (SI 1998 No 1056)

3 (1) of the Regulations states “In their application to harbours and oil handling facilities – these Regulations apply to:

(a) Any harbour for which there is a statutory harbour authority having an annual turnover, as defined in the schedule in the regulations, of more than £1 million.

4(1) states “Every –

(a) Harbour authority of a harbour to which these regulations apply:

Shall have an oil pollution emergency plan in accordance with the regulations.”

There may be joint plans between the harbour authority and the operators of oil handling facilities within an area.

A harbour Authority must submit an oil pollution emergency plan for its harbour(s), within 15 months of the regulation coming into force, to the Maritime & Coastguard agency for approval.

In preparing an oil pollution emergency plan a harbour authority or an oil handling facility shall take into account any guidance issued by the Maritime & Coastguard Agency.

The Statutory Harbour Authority have a responsibility under Section 133 of the Merchant Shipping Act 1995 for bringing prosecutions for the offences of discharge of oil, or a mixture containing oil, into the waters of the harbour.

12.2 LOCAL AUTHORITIES – Unitary Authorities

There are three Unitary Authorities, which have coastline adjoining their boundaries: Bristol City, South Gloucestershire and North Somerset Council. Each operates within the vicinity of Bristol City Docks. Although the councils work independently of each other they do provide mutual aid when required or requested. There is no lead County Council. If an incident occurs the lead authority becomes the one in which the incident is centred.

Unitary Authorities accept the responsibility for dealing with oil on the shoreline and beaches within in limits of their resources. Their role would be to carry out both County and District Authority functions, which includes;

- assuming responsibility for co-ordinating the appropriate Unitary Authority action plan in the event of widespread pollution which affects more than one district;
- assisting with oil on beaches in terms of providing districts with additional resources for clean-up activities; and
- Remaining responsible for physical clearance in respective areas of jurisdiction.

12.3 MARITIME AND COASTGUARD AGENCY

The Maritime & Coastguard Agency, an executive agency of the Department of Environment, Transport and the Regions (DFT) which includes the MCA – HM Coastguard, discharges DTLR's responsibility for both the co-ordination of civil maritime Search and Rescue and counter-pollution operations in UK waters.

In the event of an oil spill incident, which calls for a Tier 3 response, the National Contingency Plan (NCP) may be implemented. In this event, and after the formal transfer of responsibility, the Maritime & Coastguard Agency will take control of at-sea counter pollution measures from their Marine Response Centre (MRC); the Port's oil spill response resources and facilities will be made available to the MCA.

MARINE RESPONSE CENTRE

Marine Response Centre (MRC) is a nationally accepted term and will only be established by agreement between Local Authorities and Central Government (MCA).

Overall control of the onshore clean-up would at all times remain with the Local Authority and the MRC's prime purpose would be to co-ordinate the clean-up and provide easier access to government beach cleaning equipment, stockpiles, and shore counter-pollution experts.

SECRETARY OF STATES REPRESENTATIVE FOR MARITIME SALVAGE AND INTERVENTION (SOSREP)

The SOSPEP Represents the Secretaries of State for Transport and Department for Energy and Climate Change to remove or reduce the risk to persons, property and the UK environment arising from accidents involving ships, fixed or floating platforms or sub-sea infrastructure within UK waters, within the remainder of the UK Pollution Control Zone (UK PCZ) and on the UK Continental Shel.

12.4 DEPARTMENT OF ENVIRONMENT, FISHERIES AND RURAL AFFAIRS

The Department of Environment, Food and Rural Affairs plays a major role in the protection of the marine environment, particularly in the respect

of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers of the fish and shellfish.

It is a legal requirement that oil treatment products may only be used in English waters if they have been formally approved for this purpose by MMO. This includes any use in tidal docks and locks and on beaches, shorelines or structures such as piers and breakwaters.

12.5 MARINE MANAGEMENT ORGANISATION (MMO)

The MMO plays a role in the protection of the marine environment, particularly in respect of fisheries and ensuring the safety of the aquatic food chain, including safety of consumers of fish and shellfish.
Under the terms of Marine and Coastal Access act 2009 and the Marine Licencing (exempted activities) Order 2011, it is a legal requirement that oil treatment products can only be used in English waters if they have been formally approved for this purpose by the MMO. Permission from the MMO must be obtained prior to the use of an approved oil spill treatment product in marine waters anywhere and at any depth including beaches, shorelines or rivers.

"The MMO are the authority to be contacted for marine incidents and emergencies in all English waters:

1) prior to the use of authorised oil spill treatment products within the marine environment.

2) When fisheries are/may be impacted by oil spills or incidents at risk of polluting fisheries and or the marine environment.

3) When marine protected areas are/may be impacted by oil spills or incidents at risk of polluting the marine environment.

The MMO are the licensing authority for oil spill treatment products for use in the UK and maintain a list of permitted products at the following link:
https://www.gov.uk/government/publications/approved-oil-spill-treatment-products

12.6 NATURAL ENGLAND

Natural England is responsible for giving advice from the onset of an incident to avoid or minimise impacts to protect habitats and species from pollutants alongside contributing advice on the most appropriate clean up options and to provide on-going advice post-spill monitoring and restorations of damaged habitat.

12.7 THE ENVIRONMENT AGENCY

The Environment Agency is a non-departmental public body with statutory duties and powers in relation to water resources, pollution control, flood defence, fisheries, recreation, conservation and navigation in England and Wales. Under the Water Resources Act, 1981, the Environmental Protection Act, 1990 and the Environment Act 1995, the Environment Agency is responsible for the control of pollution and water quality in all controlled waters which include ground waters, fresh waters, estuaries and relevant territorial waters (these extend 3 miles seawards from specific baselines).

12.8 OIL SPILL MANAGEMENT TEAM

Oil Spill Management Team (OSMT) is the nomenclature used to describe the command and control team established for a spill incident within the Bristol Harbour Authority, with representatives of organisations attending in accordance with the category of oil spill response established, as described in section 2.2.

The OSMT will convene at the Harbour Office, under the chairmanship of the Harbour Manager or Service Manager.

12.9 Marine Response Centre

The implementation of the National Contingency Plan may involve MCA and the Marine Response Centre (MRC).

Clean up activities will be carried out under the guidance of the Local Authority Environmental Protection Officer in co-operation with the Harbour Manager/ Duty DHM.

The Harbour Office and adjacent facilities will be available as a MRC, should it be located elsewhere, appropriate members of the OMT will be redeployed to this centre.

12.10 Ambipar Response

Ambipar Response can be contacted 24/7 for technical advice or a response call out. They will provide a guaranteed response time of 3 hours max. These response services encompass the following:

Tier 1/2/3 Offshore, Shoreline, Nearshore and Terrestrial Response to Fuel / Oil Spills in compliance with the UK standards for Oil Spill Response. Level 2/3 CBRN / HazMat / HNS Incident Response.
Access to a Technical Advisor(s) and / or an Incident Commander(s) in a response scenario (including access to Dangerous Goods and Safety Advisors (DGSA) and Hazardous Materials Safety Advisors), including during major multi-agency response and recovery operations (e.g. off-site incidents at COMAH sites).
Hazardous Waste Management as a Licensed Waste Carrier – Collection, Transport, Disposal (including specialist support, such as ADR Tankers)*.
Fire-Water Run-Off Incident Response.
Flooding Incident Response.
Chemical Decontamination including Acid Attacks clean-up, High Visibility Events (HVE) Standby Response support and Covid-19 Decontamination.
Biological Decontamination following Human and Animal Fatalities (for instance on roadsides and tracksides).
Management of Clandestine Operations.
Response to Deliberate, Individual, Chemical, Exposure (DICE).
Confined Space Safe Entry / Standby Rescue Teams

12.11 PREMIAM Post- Pollution Monitoring Guidelines

These post-spill environmental monitoring and impact assessment guidelines are a major deliverable of the PREMIAM programme. The guidelines are to help the design and management of post-spill monitoring; determine impact to marine food chains, ecosystems and resources; gather data to help establish the effectiveness of response and promote scientific best-practice.

The PREMIAM guidelines cover key principles of an environmental monitoring programme. They also describe why, where, when what and how monitoring is conducted, and key scientific techniques and approaches to be taken into account. This new edition also includes a section on the importance of data management and reporting to promote effective dissemination.

They will provide essential guidance in the event of a spill and can be used as reference for pre-planning and preparedness, so authorities can implement effective monitoring and can be found at
https://www.cefas.co.uk/premiam/guidelines/

SECTION 13

RESOURCES

	Contents
13.1	Resources
13.2	Personnel
13.3	Vehicle Parking

13.1 Resource

This section lists the resources available to respond to an oil spill incident.

In addition, the equipment available from Oil Spill Response Limited is listed and should be used in the event of a Tire Two incident.

The existing contractor has visited the site and is aware of the access arrangements within the Docks.

The following equipment is held at the Underfall Yard in a container and is available for immediate deployment:

Description	Notes	Qty
Oil Absorbent Booms		116 m
Oil Absorbent Pads		900
Drissit wood loose fibres	Check with MAFF	4 x 10.5kg
Petrol Water Pump	C/w 20m x 2" hose	1
Floating Curtain		20 m
Steel Interlocking Booms	Deflective booms to be used by trained personnel only.	18 m
Vessels	25' Steel Work Boat 25' Steel Harbour Launch Skip 4m Raider c/w 70hp Outboard 4m Dory c/w 30hp Outboard 5m Open Workboat c/w 50hp Outboard 35' Steel Catamaran Waste Collection Vessel	1 1 1 1 2 1
P. P. E Pack	Paper Overalls Gloves Helmet	14
Available personnel	See personnel – section 14.3	

The following equipment is held at the Prince Street Cabin and is available for immediate deployment:

Description	Notes	Qty
Oil Absorbent Booms		24 m
Oil Absorbent Pads		100
P. P. E Pack		2

The two storage facilities hold sufficient equipment to contain a tier 1 and 2 incident. Any additional items can be obtained from Safety Clean. In urgent cases also consider contacting the MCA and Avon Fire and Rescue for support.

13.2 Personnel

13.2.1 Personnel for a Tier One Incident

Personnel will be drawn from the full and part time harbour operational team of 9. All of these staff have been trained to UK level One and are qualified boat coxswains. Additional ground staff can be drawn from the City Docks Engineering team of 4.

Outside of normal working hours key personnel are contactable through Bristol City Council 24hr Emergency Control Centre. These key personnel in turn hold staff telephone numbers that will form the Response Teams.

13.2.2 Personnel for Tier Two Incident

In addition to the Tier One personnel, a Tier Two incident will require additional staff. These will be mobilised by Royal Portbury Docks based at Avonmouth. Organisations including the Pill Hobblers can be mobilised and the regional response vehicle from Avonmouth. The anticipated response time will be one and a half hours.

13.3 Vehicle Parking

Underfall Yard has a car park and overspill car park that can be accommodate up to 55 vehicles. The site also provides adequate welfare facilities i.e. showers, toilets, mess rooms and rest rooms for the Response Team operatives (See Section 7.4).

SECTION 14

HEALTH & SAFETY PLAN

	Contents
14.1	Introduction
14.2	Working near water
14.3	PPE
14.4	Useful Links

14.1 A full account must be taken of all health and safety requirements for personnel involved in oil spill response activities. The Site-Specific Health and Safety Plan Assessment Form below lists characteristics, hazards, and personal protective equipment needed. This plan is intended to act as an aide-memoir to ensure that all applicable health and safety requirements are considered, and appropriate actions are taken.

Site Specific Health and Safety Plan Assessment Form					
1. APPLIES TO SITE					
2. DATE:		**3. TIME:**		**4. INCIDENT:**	
5. PRODUCT (S):					
6. Site Characterisation					
6a Area	☐ Open water	☐ Inshore water	☐ River	☐ Saltmarsh	☐ Mudflats
	☐ Shoreline	☐ Sand	☐ Shingle	☐ Docks	
6b Use	☐ Commercial	☐ Industrial	☐ Public	☐ Government	☐ Recreational
	☐ Residential	☐ Other			

7. Site Hazards			
	☐ Boat Safety	☐ Fire, explosion	☐ Slips, trips and falls
	☐ Chemical hazards	☐ Heat Stress	☐ Steam and hot water
	☐ Cold stress	☐ Helicopter operations	☐ Tides
	☐ Drum Handling	☐ Lifting	☐ Trenches, excavations
	☐ Equipment operations	☐ Motor vehicles	☐ Visibility
	☐ Electrical hazards	☐ Noise	☐ Weather
	☐ Fatigue	☐ Overhead/buried utilities	☐ Work near water
	☐ Others	☐ Pumps and hoses	

8. Air Monitoring (Oil company incident)									
	☐		☐		☐		☐		☐

9. Personal Protective Equipment			
☐ Foot Protection		☐ Coveralls	
☐ Head Protection		☐ Impervious suits	
☐ Eye Protection		☐ Personal Floatation	
☐ Ear Protection		☐ Respirators	
☐ Hand Protection		☐ Other	

10. Site Facilities		
☐ Sanitation	☐ First Aid	☐ Decontamination

11. Contact Details:			
☐ Doctor		Phone	
☐ Hospital		Phone	
☐ Fire		Phone	
☐ Police		Phone	
☐ Other		Phone	

12. Date Plan Completed	
13. Plan Completed by	

14.2 Working near Water

All personnel working in boats, on docks, or generally within three metres of water deeper than one metre, shall wear a life jacket. Dangerous mud flats posing a hazard shall be designated as off limits to personnel. These locations will be marked with hazard tape, barricades, or other marking equipment. Where tides are unpredictable, or where there is a danger of being cut off by the tide, personnel should be briefed to be extra vigilant. Personnel should be withdrawn from areas where being cut off is a possibility well before the incoming tide poses a threat to safe exit route.

14.3 Personal Protective Equipment (PPE)

Personal protective equipment selection should be based upon the hazards expected to be encountered at the spill site. PPE kits are available in the Oil Spill store.

14.4 Useful links

For further help with Health and Safety at hazardous incidents, please refer to Below HSE helpful links.

HSE: Information about health and safety at work

SECTION 15

Appendices

	Contents
15:1	Tier Two Response
15.2	Consultation
15.3	Bunker Checklist Form
15.4	Sampling forms
15.5	Bristol City Council EMS Harbour Operational Procedures ISO14001:2015

15/1 Tier 2 Response.

A letter of agreement between Bristol City Docks and Bristol Port Company to provide mutual support in the event of a Tier 2 incident is included below.

In the event of a Tier 2 incident within Bristol City Docks, the services of a Tier 2 responder would be sought.

Port Authority Agreement

From: Stephen Birt <Stephen.Birt@bristolport.co.uk>
Sent: Wednesday, September 25, 2024 4:46 PM
To: Tony Moore <tony.moore@bristol.gov.uk>
Cc: Justin Shirtcliff <Justin.Shirtcliff@bristolport.co.uk>
Subject: RE: Port Authority Agreement - Bristol Harbour Authority

Good Afternoon Tony,

Yes I am quite happy to help out in the event that you need some equipment on the terms set out in the letter below, and if you hold any equipment there – it would be nice to have a reciprocal arrangement?

Best regards,

Stephen.

Stephen Birt
Marine Director & Haven Master

THE BRISTOL PORT COMPANY

T: +44 (0) 117 982 0000 | M: +44 (0) 7774 276 593

Stephen.Birt@bristolport.co.uk | www.bristolport.co.uk

St Andrew's House | St Andrew's Road | Avonmouth | Bristol | BS11 9DQ

From: Tony Moore <tony.moore@bristol.gov.uk>
Sent: 25 September 2024 16:34
To: Stephen Birt <Stephen.Birt@bristolport.co.uk>
Subject: Port Authority Agreement - Bristol Harbour Authority

Hi Stephen

I am currently reviewing our Oil Spill Contingency plan and wondered if you would still be able to offer us the same service as below. We do now use Ambipar who would always be our first port of call, but it would be reassuring to know that your skills were available to us.

Regards

Tony

THE BRISTOL PORT COMPANY

St. Andrew's House, St. Andrevvs Road, Avonrnouth, Bristol BSI 1 9DQ
Tel: 0117 982 0000 Fax: 0117 982 0698
Email: enquiries@bristolport.co.uk Website: www.bristolport.co.uk

Lilly Jones
Deputy Harbour Manager Harbour
Manager's Office
Underfall Yard
Cumberland Road Bristol BSI
6XG

22 June 2021

By email only

Dear Lilly

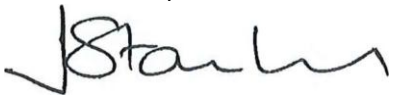
Oil Spill Response within Bristol City Docks

Further to your recent request I can confirm that in the event of an oil spill within Bristol City Docks we will make available, at cost and subject to availability, our oil spill equipment as detailed on Pages 66-68 of the current Bristol Port Company Oil Spill Contingency Plan (Issue 6 dated 1 April 2020).

Regular drills and exercises are carried out in accordance with our Contingency Plan and you are welcome to attend these to gain a working knowledge of our equipment.

I trust this information is useful to you but please let me know if there is anything else we can help with.

Yours sincerely



The below organisations have been fully updated with the content of this OPRC.

Organisation
Bristol Harbour Manager
Maritime Coastguard Agency
Bristol City Council Emergency Planning
Bristol City Council Pollution Control Officer
Bristol Port Company
Bath & North East Somerset CC Emergency Planning
South Gloucestershire CC Emergency Planning
North Somerset Council Emergency Planning
Avon & Somerset Constabulary Operational Planning
Natural England
Marine Management Org.
Bristol Channel Standing Environment Group
Environment Agency

14.3 Bunker Checklist Form

BRISTOL CITY DOCKS

BUNKER CHECKLIST

It is a legal requirement that you give advance notification to the Harbour Manager of any Bunkering Operations or transfer of waste oil. Contact by Tel: 0117 9031484 – Fax: 0117 9031487 – Radio: VHF 73

THIS FORM IS TO BE COMPLETED BY ALL VESSELS AND VEHICLES INVOLVED IN TRANSFERS OF OILS OR WASTE OIL PRODUCTS

	RECEIVING VESSEL/VEHICLE				**DELIVERING VESSEL/VEHICLE**		
Name/Reg.No.							
Person in Charge							
Rank/Position							
Agent/Company							
Quantity and type of product to be transferred	tank no	capacity	product	tonnes	tank no	product	tonnes

Task	Yes/No	Task	Yes/No
Harbour Manager informed		Deck Scuppers Plugged	
Permission for transfer given		Drip Trays/save-alls positioned	
Emergency stop fitted		Pollution control equipment ready for immediate use	
Emergency stop tested		Safe means of access between vessels	

Red Flag/light displayed		Adequate fendering between vessels	
No smoking notices posted		Space available for quantity required	
Firefighting equipment in position and ready for immediate use		All unused bunker connections blanked and fully bolted	

The checklist above has been completed prior to the start of the operation

	FOR RECEIVER:		FOR DELIVERER:
Signed:		Signed:	
Name:		Name:	
Date:		Date:	

In the event of any incident the Harbour Manager should be informed Immediately and the attached form should be used to note the incident.

INCIDENT REPORT	To be completed in the event of any untoward occurrence or spill of product

IF NECESSARY INCLUDE A SKETCH

OIL POLLUTION SAMPLE – STANDARD LABEL

ID No. Date/Time Location (Grid Ref)

Name and Address of person taking sample:

.....

For continuity of evidence: Please complete clearly

.....

OIL POLLUTION SAMPLE - STANDARD LABEL

ID No. Date/Time Location (Grid Ref)

Name and Address of person taking sample:

.....

For continuity of evidence: Please complete clearly

.....

OIL POLLUTION SAMPLE – STANDARD LABEL

ID No. Date/Time Location (Grid Ref)

Name and Address of person taking sample

.....

OIL POLLUTION SAMPLE - STANDARD LABEL

ID No. Date/Time Location (Grid Ref)

Name and Address of person taking sample

.....

	Collection of oil samples - This form to be completed by person taking sample	
A	ID Number - YY/MM/DD - with initials of person taking sample	
B	Sample description	
C	Location of sample – OS Grid Ref or Lat/Long if possible	
D	Date and time of sample collection	
E	Purpose for which sample was taken	
F	If known, suspected source	
G	Were oil spill treatment products used?	
H	Method of sampling (device?)	
I	Name, address, e-mail address & Tel No of person taking sample and any witnesses	
	If possible the following information would also be helpful	
J	Wind speed and direction	
K	Air and Sea Temperature	
L	Sample description, viscosity, colour, any contaminants?	
M	Description of the oil spill, distribution and consistency	

Original form to be kept with sample - please send copy of the form to the Counter Pollution Branch of the MCA – Bay 1/11, Spring Place, 105
Commercial Road, Southampton, SO15 1EG Tel:023 8032 9485

Bristol City Council

Environmental Management System

Harbour Operational Procedures

2025

Procedures	Ref.
Underfall Yard Fuel Delivery	HAR1
Harbour Refuelling	HAR2
Harbour Oil Spill Response	HAR3
Harbour Oil Spill Enforcement	HAR4
Harbour Pollution Enforcement	HAR5
Boaters Waste	HAR6

This guide contains the procedures needed to manage harbour operations which may impact the environment.

For further information, please contact the Environment Performance Team (0117) 9224478.

UNDERFALL YARD FUEL DELIVERY HAR1

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED

HM STAFF

Keys and fuel record book kept in Harbour duty office. Check and record tank fuel levels in fuel record book after each use

↓

If fuel level is less than 1000 litres, inform Deputy Harbour Master or Docks Engineer to arrange refuelling delivery of 3,500 litres ASAP

Fuel Delivery Lorry

Only HM staff familiar with this refuelling procedure to assist fuel delivery

Harbour staff to close yard to prevent access by members of the public

Harbour staff to open tank and give delivery lorry access to fill tank

On completion Harbour staff to update fuel record book and lock tank

Harbour staff to let lorry out and re-open yard to public

Harbour staff to return keys and fuel log book to duty office

Harbour staff to give fuel delivery note to supervisor to be filed away

This procedure should be used in conjunction with the Bristol City Council Harbour Oil Spill Response Procedure (HAR3)

The nearest oil spill kit is kept in the oil spill container in Harbour Masters car park.

HARBOUR REFUELLING HAR2

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED

Collect keys and fuel record book from duty office

Refuelling a vehicle / vessel

Moor / park as close to the tank as required

Unlock shutter & using the hose fill the vessel / vehicle tank as required by turning pump on

Refuelling a potable fuel container

Place container within bunded area of the tank

Place fuel nozzle into container & fill as required by turning pump on

Once completed & making sure no fuel leaks from the end of the hose, wind the hose back up into shutter area & turn pump off

If any spillage occurs, report to the Harbour Office / supervisor & follow Oil Spill Procedure (SPR30)

Check & record tank fuel level in fuel record book after each use, if less than 1000ltrs, inform Harbour supervisor to arrange refuelling delivery of 3,500ltrs asap.

Lock shutter & return key & record book to Duty Office.

This procedure should be used in conjunction with the Bristol City Council Harbour Oil Spill Response Procedure (HAR3)

The nearest oil spill kit is kept in the oil spill container in Harbour Masters car park.

HARBOUR OIL SPILL RESPONSE HAR3

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED

Has an oil spill been reported?

NO

Learn this procedure, it will save time in an emergency.

Check for spillage risks every day & take action / tell your supervisor about any issues you discover.

Display this procedure in an appropriate place

YES

Inform the Harbour Office Response (BST 0730-2200 GMT 0900 – 1700)
0117 903 1484
Out of hours emergency control
0117 922 2050

Locate source of the spill & stop it if possible

Keep flames or sources of heat away from the spill

Confirm spill size / classification

TIER ONE – MINOR	TIER TWO – MEDIUM	TIER THREE – MAJOR
Small – medium spillage in the Harbour e.g. micro coverage of iridescent sheen, light fuel oil or surface oil on the water over a localised area.	Major spillage in the Harbour e.g. large amount of heavy fuel oil, diesel, oil spill from a quay side tanker / vessel refuelling scenario.	Substantial oil spillage in / entering the Harbour via the river Avon & Severn estuary. E.g. spillage from cargo vessel at Avonmouth.
Use mobile response spill kits & PPE from boats & oil spill container in Underfall Yard	Use mobile response kits & PPE from boats and oil spill container in Underfall yard. Contact Ambipar Response if more equipment is required.	Notify the Environment Agency & Natural England & await instructions from MCA to contain spill & minimise damage.
Contain the spill by deploying oil absorbent booms & pads.	Deploy oil absorbent booms & pads as necessary to contain the spill if possible.	Notify the Environment Agency & Natural England & await instructions from MCA to contain spill & minimise damage.
Notify - BCC Environment advisor (x24478) Environment Agency (0800 807060)	Contact BCC management Team (Harbour Master, Marine Supervisors) & notify Environment Agency.	Contain the spill by deploying oil absorbent booms & pads as necessary to contain the spill if possible.
Complete incident log sheet & file in Spill folder in Supervisor office.	Convene Oil Spill Management Team.	
Collect and dispose of waste oil & used spill kit in oily waste bin in Underfall yard.	Initiate Oil Spill Contingency Plan. (Copy kept in Harbour Office)	Initiate Oil Spill Contingency Plan. (If required)

HARBOUR SPILL ENFORCEMENT HAR4

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED

TIER ONE – MINOR
Small – medium spillage in the Harbour e.g. micro coverage of iridescent sheen, light fuel oil or surface oil on the water over a localised area.

HMO to provide oil spill response.

HMO to collect evidence. Photographs, statements, oil spill log. Spill may be too small to collect samples.

Source of pollution?

Vessel

Quayside or outfall

1st pollution warning from HM

Report to EA pollution hotline. 0800807060

2nd pollution warning sent from HM & follow up visit

3rd pollution warning sent from HM stating intention to prosecute under the Byelaws

HM to pass evidence & documentation to legal services to enforce Bvelaws.

TIER TWO – MEDIUM
Major spillage in the Harbour e.g. large amount of heavy fuel oil, diesel, oil spill from a quay side tanker / vessel refuelling scenario.

HMO to provide oil spill response.

HMO to collect evidence. Photographs, statements, samples.

Source of pollution?

Vessel

Quayside or outfall

Letter sent to polluter by HM stating intention to prosecute under Byelaws.

Report to EA pollution hotline. 080080706

HM to pass evidence documentation to legal services to enforce Bvelaws.

TIER THREE – MAJOR
Substantial oil spillage in / entering the Harbour via the river Avon & Severn estuary. E.g. spillage from cargo vessel at Avonmouth.

HMO to provide oil spill response.

HMO to collect evidence. Photographs, statements, samples.

Vessel

Quayside or outfall

Report to MCA.

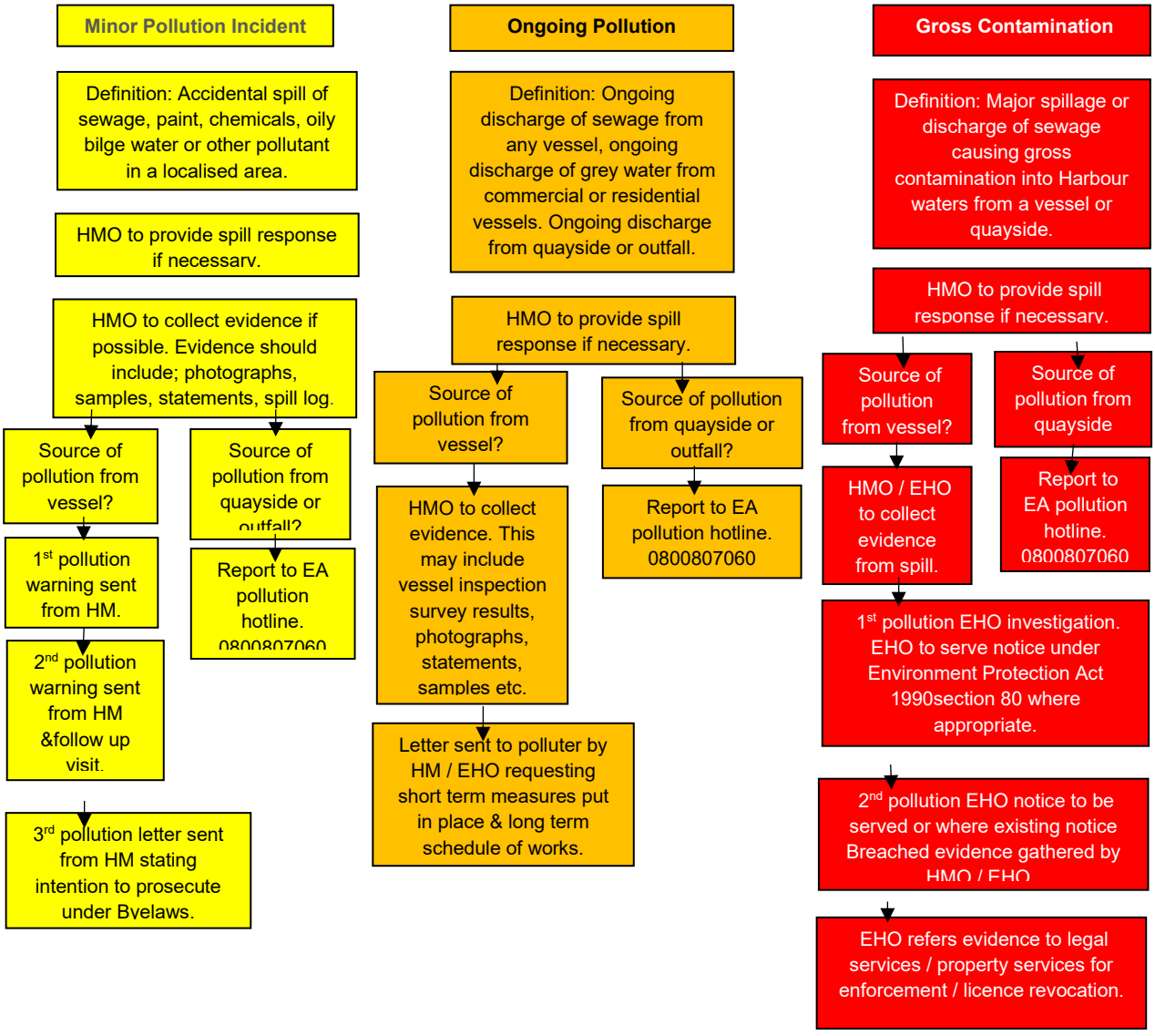
Report to EA pollution hotline 0800807060

Following any incident involving oil spill response, please ensure any clean up operations undertaken by contractors working on behalf of BCC are agreed in advance with the Environment performance Team by submitting a method statement for approval.
Method statements should include as a minimum; prevention of further pollution, waste storage & disposal, waste documentation, waste carriers & measures addressing any bio-security issues.

HARBOUR POLLUTION ENFORCEMENT HAR5

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED



BOATERS WASTE DISPOSAL HAR6

PROCEDURE FOR THE SAFE MANAGEMENT OF HARBOUR OPERATIONS

UNCONTROLLED WHEN PRINTED