

# **THE SEAHAM HARBOUR DOCK COMPANY**

Seaham House, Seaham, Co Durham, SR7 7EU

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## **MARINE SAFETY**

Committed to its objectives of adopting best practice, the Seaham Harbour Dock Company (The Company) has incorporated the requirements of the Port Marine Safety Code (P.M.S.C.) within its Safety Management and Quality Assurance systems.

Under the Company Safety Management System including the P.M.S.C. the “Duty Holder” is the Health & Safety Director, who is committed to ensuring compliance with the P.M.S.C and he will provide independent assurances about the operation of these systems to the board of directors. The Harbour Master appointed by the board will oversee the application of marine safety procedures, assisted by the Pilots. The Health and Safety Advisor is the ‘Designated Person’

## **AIMS**

The Seaham Harbour Dock Company being the owners and operators of the Port of Seaham accepts its responsibility as harbour authority and employer.

It aims to conduct its affairs so that the health and safety of its employees, persons using the harbour and others affected by its undertakings will not, as far as is reasonably practicable, be put at risk.

Similarly it aims to safeguard the local and marine environment, its own property and that of others.

## **DUTIES**

The Company recognises its statutory duties under The Health and Safety at Work Act 1974, Maritime and Harbour Legislation etc, and its common law duty of care. It also appreciates its obligations to conserve and facilitate the use of the harbour.

To enable it to fulfil such obligations and duties the company will use the powers conferred on it by legislation and its own Byelaws. The Harbour Authority will keep its powers under review to ensure that they are appropriate to the needs of the port, the traffic levels, custom, and to maintain the overall safety of the port.

It will instruct and inform its employees of their general duty to exercise personal responsibility and to do everything reasonably practicable to prevent harm to themselves or others, or damage to property or equipment and to co-operate fully with the employer in meeting its responsibilities.

The Company acknowledges that it has a general duty to exercise its functions with regard to nature conservation and other related environmental considerations, in particular with regard to

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the requirements of the EU Habitats Directive. The \safety management and requirements of the Port Marine Safety Code area are audited every year by a 3<sup>rd</sup> party.

## **POLICIES**

The Company will so far as is reasonably practicable: -

- 1) Promote the effectiveness of its Safety Management System, the Port Marine Safety Code, and associated “Guide To Good Practice On Marine Operations”.
- 2) The Company will ensure that executive, operational, and safety responsibilities are assigned to properly trained people, with delegations being clear and formal.
- 3) Build up a body of guidance in the form of manuals of instructions, codes of practice, standards, procedures, advice etc, relating to marine safety and the Health and Safety aspects of it’s undertaking and bring these to the notice of users of the port and relevant employees.
- 4) Extend the protection of this policy to employees engaged in external activities on behalf of the Company and to those persons who are not Company employees but are attending any work place under the control of the Company.
- 5) Ensure that appropriately detailed emergency plans are published and periodically reviewed.
- 6) Ensure that plans are in place to deal with pollution incidents and oil spills.
- 7) Ensure that adequate resources are provided to enable the policies, plans and systems to be operated effectively.
- 8) Consult with employees, users and/or their representatives to agree with them adequate arrangements for joint consultation on, and the participation in safety procedures.
- 9) Maintain a formally constituted Safety Committee which will hold regular meetings.

The Company has undertaken a formal marine risk assessment, methods adopted to control risk will take into account relevant legislation, minimum standards and human factors.

The process of port marine safety assessment is ongoing. So that new hazards and changing risks are properly identified all policies and procedures adopted will be reviewed :-

- a) Formally through internal and external audits,
- b) In the light of lessons learned from any incident, accident, and investigation into same.
- c) When feedback from users/operators indicate it to be desirable.
- d) From time to time in the light of experience of its operation.

# THE SEAHAM HARBOUR DOCK COMPANY

Seaham House, Seaham, Co Durham, SR7 7EU

These policies and any revisions or modifications to them will be brought to the attention of all employees and users of the port who are affected thereby.

## **PROCEDURES**

### GENERAL

The company will conserve the harbour so that it is fit for use as a port and in a safe condition for vessels trading to, visiting, or otherwise utilising its services.

The port will offer a safe berth to all vessels visiting working in or otherwise using the port. Procedures have been developed so as to reduce the risks associated with the following endeavours to as low as reasonably practical.

#### 1) Navigation (Movement of vessels, berthing, mooring, and safety of navigation.)

a) The Company will guard for any dangers to navigation, inform users of such dangers and mark them as necessary.

b) The Company will provide sufficient navigation aids suitable for vessels using and passing the port. It will inspect and maintain them to achieve appropriate standards of reliability. The provision of Navigation Aids will be assessed from time to time to ensure they are adequate for the needs of the port, the vessels using it and relevant to modern accepted standards.

c) The Company will keep proper hydrographic records and publish or otherwise make them available to all interested parties.

d) The dock office will be manned at each H.W period to establish communications with expected vessels and so that users can be provided with adequate information about conditions in the harbour and traffic movements concerning them.

#### 2) Conservancy (Maintenance, surveying and dredging of the port. )

a) The Company will undertake regular scheduled checks and surveys of sufficient accuracy and frequency so as to ensure the safe navigation of all vessels.

b) Based on the results of these surveys and anticipated operational requirements it will commit capital expenditure to the maintenance of the harbour.

c) The Company will ensure that its marine safety management systems have appropriate provision for works undertaken in harbours, in particular for the regulation of craft associated with such works.

d) It will provide users with adequate information about conditions in the harbour, keep a watch for changes, and undertake dredging as appropriate to maintain target depths.

# THE SEAHAM HARBOUR DOCK COMPANY

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## 3. Pilotage (Provision of Pilots and Ancillary Services)

- a) Though not compulsory, the company will have available on all tides a suitably qualified and trained pilot to give instruction and information to vessels moving on the tide and so as to be in a position to Pilot a vessel at short notice should circumstances or conditions change.
- b) The Company will ensure that pilotage charges are published and made available to those persons interested.
- c) The company will provide watercraft appropriate to the operational and safety needs of the port. Craft will be maintained certificated and surveyed to all applicable standards and regulations. A suitable number of trained and certificated staff will man them.
- d) The company will provide suitable equipment (and appropriate training to its intended operators), to enable all communications relating to the safety of vessels, their navigation, berthing assistance, and possible emergencies within the port to be carried out efficiently.

## 4) Dangers (Control of dangerous goods, vessels and contingency planning.)

- a) The Harbour Authority will ensure that the appropriate agencies are informed whenever information is received that a vessel has deficiencies which may prejudice the safe navigation of that vessel, or which may pose a threat of harm to the environment.
- b) Special directions concerning the movement (or prohibiting of movement) of a vessel will be made by the harbour master or his assistants whenever it becomes apparent that:-
  - i. A vessel has such defects or is inherently in such a condition that such movement may endanger the safety of persons or property;
  - ii. Has dangerous cargo and the condition of these, their packaging or the vessel is such as to create a risk to health and safety.
  - iii. At any other time to preserve the safety of personnel and navigation or prevention of pollution or damage to the environment.(The Secretary of State, or appropriate authority, have statutory powers that may require such special directions to be made, altered or cancelled.)

- c) The port produces work instructions and guidance to cover operations involving dangerous goods. The instructions and guidance is reviewed at regular audits and when there is a change in working practices, guidance or legislation.
- d) The Company produced contingency plans dealing with port emergencies and pollution will be reviewed when necessary to ensure their relevance to operations, and exercise them at appropriate intervals to ensure an appropriate degree of readiness.

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