

SEAHAM HARBOUR

EST 1898

Port Marine Safety Code Marine Safety Plan 2024 – 2027

Introduction

Seaham Harbour Dock Company (SHDC) has committed to comply with the requirements of the Port Marine Safety Code (PMSC), which includes the publication of a Marine Safety Plan.

This safety plan is one component of a comprehensive Marine Safety Management System (MSMS) and serves to support the continuing improvement of all aspects of SHDC's marine safety performance, and ongoing compliance with the PMSC.

The plan is intended to cover a rolling three-year period but will be refreshed and checked for continuing relevance on an annual basis.

1. Marine Policy

SHDC has published a Marine Policy, confirming the Duty Holder's commitment to compliance with the PMSC. The latest version of the policy can be downloaded from the Victoria Group web site (www.victoriagroup.co.uk). This policy is supported by additional marine policies covering training, as well as other corporate policies, particularly health and safety.

2. Continuous Improvement Plan

SHDC has also published a continuous improvement plan, which outlines the process adopted to ensure that the company continues to improve compliance with all aspects of the Port Marine Safety Code. The Continuous Improvement Plan supports this Marine Safety Plan (See Appendix)

3. Marine Procedures

Operational procedures within SHDC are described in the T100 Safety Management System. Safe Systems of Work are reviewed on a regular basis by the marine managers.

Together, the policy and procedures outline those activities which have been identified as necessary to ensure the safe and efficient management of marine activities in our port and making best use of SHDC's statutory powers and responsibilities.

Such activities may be divided into those that are established and ongoing (or routine) in their support of PMSC compliance, and those which are additional (or temporary) management targets seeking to ensure continuous improvement in Port Marine Safety.

4. Established Marine Activities

The following activities are the responsibility of the Manager and are undertaken on behalf of the Duty Holder:

- Production and review of top level MSMS documentation. (T100, Policy and manuals).
- Ownership and maintenance of the system used for identifying hazards and assessing marine risks and recording and analysing marine incidents.
- Providing training, advice and guidance and review risk assessments for all identified marine hazards and when required, identify control measures to mitigate those risks to an acceptable level (As Low as Reasonably Practicable).
- Provision of guidance on consistent incident investigation.
- Sourcing supplies and services (such as safety equipment, oil spill response contractors, and training) which will contribute to consistent compliance with the PMSC, as well as deliver value for money.
- Providing, through regular internal and external audit, oversight of PMSC compliance on behalf of the Duty Holder, and identify improvement.

Furthermore, the following activities will normally be ongoing:

- Regular marine management team meetings.
- Creation and review of marine risk assessments using T100 Safety Management System and reporting of incidents / carrying out investigations.
- Regular consultation with harbour users (“Stakeholders”).
- Training of marine staff in line with the Marine Training Matrix group standards.
- Production of and exercising of emergency plans.

5. Management Targets for Continued Improvement (“Marine Safety Plan”)

The targets on the following page support the ongoing improvement plan for the port.

This plan aims to address improvement targets which will benefit the port, and fulfils the requirement of the PMSC for the Duty Holder to maintain a “Marine Safety Plan”.

Target	Description	Target	Time Scale
1	To ensure consistent application / implementation of the MSMS in the port.	Successful annual internal audit.	Annually.
2	Review Marine Policy.	Annual or as required by external factors	Annually.
3	Review Marine Operations Manuals.	Annual or as required by external factors	Ongoing throughout year (verified by audit).

Appendix – Continuous Improvement Plan

SHDC seeks to continuously improve the Authority’s compliance with the requirements of the Port Marine Safety Code, and reduce all foreseeable risks associated with marine operations to the lowest practical level.

This Continuous Improvement Plan outlines the process used to monitor ongoing compliance and facilitate continuous improvement towards best practice in marine operations.

The improvement plan will be cyclical in nature and follow the sequence below:

#	Task	Detail
1	Plan Audit Schedule.	Draft and issue in early January (via a Marine Advisors Notice) the audit schedule / plan for the year, including any specific themes that will be a focus during the year.
2	Undertake Audits.	Conduct audits at the port according to the above plan. Follow up previous action points, themes identified at other ports, or by external bodies (MCA / MAIB). Provide support and guidance as required.
3	Establish action points.	As a result of the audit, establish action points and areas for improvement. Also identify areas of best practice for sharing with other Ports, if requested.
4	Report.	Produce a written report containing visit findings within a reasonable time period, and clearly summarise any actions that the port is recommended / required to take to ensure improvement.
5	Keep “Work Plan” and Marine Safety Plan” up to date.	Maintain a constantly updated database of actions / areas of best practice with due action dates and details of who is responsible for completing actions.
6	Promulgate outcomes.	Ensure that the port is made aware of key improvement points and areas of best practice by appropriate means (For example, MA Notices, Conference presentations, updates to Group MSMS, etc)
7	Regularly follow up action Progress.	Regularly review due dates of identified actions and prompt those responsible to feedback what has been achieved, closing out actions before due date. Proactively follow up any actions not complete by due date.
8	Repeat Cycle Annual.	