 <b>Dart Harbour</b>	Dart Harbour & Navigation Authority - Policy			
	Policy	Marine Safety Management System Overview, Policy Statement & Marine Safety Plan		
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	Written By	JH & PB	Approved by	PB

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## 1 Port Marine Safety Code – Statement by Duty Holder

As recommended by the Port Marine Safety Code (PMSC) Dart Harbour and Navigation Authority Board take on the role of Duty Holder. The Duty Holder's responsibility is to ensure safe marine operations in the harbour and its approaches and compliance with the Port Marine Safety Code.

Main roles include:-

- maintaining strategic oversight and direction of all aspects of the harbour operation including marine safety,
- responsibility for the development of policies, plans and systems and procedures for safe navigation,
- ensuring that assessments and reviews are undertaken as required to maintain and improve marine safety, including a review of Pilotage Directions as required by risk assessment
- ensuring that the Harbour Authority seeks and adopts appropriate powers for the effective enforcement of their regulations and for setting dues at a level which adequately funds the discharge of all duties.

The Board Members roles as Duty Holder is not to be confused with the role of the Harbour Master, who has day to day responsibility for the safe operation of navigation and other marine activities in the harbour and its approaches. The Duty Holder has a responsibility to appoint a competent and suitably qualified person with sufficient experience for the role.

The Duty Holder is to be familiar with the content of the Port Marine Safety Code, and aware of its responsibilities in responding to it. DART HARBOUR has a safety management system which is implemented in response to the code, and the Duty Holder is aware of its existence and familiar with the content, leaving the day to day operation to the executive.

In discharging the role of Duty Holder, all the Board Members are required to sign to the effect that they are aware that their Duty Holder responsibility remains one of the primary functions of the Board – a matter which is taken seriously, reviewed regularly and audited rigorously. These statements are saved in section 1.1 of the MSMS

## 2 Dart Harbour Safety Policy

The Dart Harbour Board (DHB) is responsible for policy. The Harbour Master is responsible for the organisation and the facilities. The staff implements the policy. Together these three categories form the system that puts policy into effective practice.

Dartmouth Harbour and Navigation Authority (Dart Harbour) Board (DHB) is committed to running the Harbour in accordance with the Strategy developed through stakeholder consultation:

The DHB is the nominated “duty holder” under the PMSC and has committed itself to meeting or exceeding all legal requirements, complying with the requirements of the PMSC and ensuring that adequate resources are available to discharge its navigational safety obligations.

As part of its responsibilities under the PMSC, Dart Harbour has produced a Marine Safety Management System (MSMS), which is a cohesive and structured set of documents which details the policies and procedures used to safely managed the harbour.

Dart Harbour is committed to running a safe, efficient, and welcoming harbour that caters for the needs of the local communities, visitors and the environment. Dart Harbour will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. It will enhance the safety of the harbour by exercising statutory conservancy functions to a high standard. It will regulate the use of the harbour by maintaining appropriate byelaws and ensuring that these and other statutory regulations are enforced. Dart Harbour will ensure such marine services as are required for the safe use of their harbour are available and are maintained and operated to a high standard. DH will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

Dart Harbour will develop and encourage a safety culture, where staff are motivated to work in a safe way, and where safety is an integral part of every task undertaken, rather than just being an add-on.

The policy incorporates input from officers, staff and harbour users as high standards of safety can only be achieved through dialogue and co-operation. Dart Harbour shall identify, quantify, and manage the significant marine risks associated with the harbour. This will ensure there is proper control of movements of all vessels by regulating the safe arrival, departure, and movement within the harbour. Existing powers shall be reviewed on a periodic basis, to avoid failure in discharging duties or risk exceeding set limits. Plans and reports shall also be published as a means of improving the transparency and accountability of Dart Harbour, as well as providing reassurance to the users of the port facilities. Dart Harbour shall consider past events and incidents to recognise the potential dangers and the means of avoiding them.

Dart Harbour is committed, specifically to:

- Ensure that the best channels for navigation are determined, marked and monitored.
- Monitor lights and marks used for navigation within their jurisdiction.
- Provide Hydrographic surveys of the river when required for the maintenance of up-to-date charts (including charts of all moorings).
- Have an effective system for promulgation of navigation warnings affecting the harbour.
- Provide users with adequate information about conditions in the harbour such as weather, tides, navigational hazards and events.
- Consider the effect of weather on harbour safety and promulgate warnings as required.
- Carry out all its functions with special regard to the possible environmental impact, protecting the unique character of the Dart Estuary, in particular its location within the South Devon Area of Outstanding Natural Beauty, and the Marine Conservation Zone located above the Anchorstone.
- Consider the effect on the harbour of proposed changes in use or harbour works.
- Maintain an up-to-date set of byelaws, alongside General Directions in consultation with port users and enforce them so as to effectively regulate harbour use.

- Enforce all relevant statutory harbour legislation, health and safety regulations, the Merchant Shipping Act and Harbour Byelaws as necessary.
- Licence and control all moorings and to designate suitable anchorages within harbour limits.
- Provide suitable resources to deliver effective marine services such as the provision of harbour patrol craft.
- Operate efficiently and safely the harbour workshops, machinery, plant, equipment harbour vessels, mooring berths, pontoons and grids.
- Ensure that suitable plans for emergency situations are maintained and regularly updated and exercised.
- Keep duties and powers under review.

Dart Harbour Navigation Authority shall also:

- Assign roles and responsibilities of key personnel in section 3 and in their role profiles.
- Produce and maintain procedures for marine safety within the harbour and its approaches.
- Measure performance against targets, after building a database recording incidents, including near misses.
- Be audited on an annual basis.

## 2.1 Conservancy Policy

Dart Harbour Board (DHB) recognises its duty as a Competent Harbour Authority (CHA) to conserve the harbour so that it is fit for use as a port, and a duty of care to see that the harbour is in a fit condition for a vessel to use it. In this respect Dart Harbour are an active member of the AONB and support their environmental plan for the catchment area.

## 2.2 Local Lighthouse Authority

Dart Harbour is a Local Lighthouse Authority (LLA), and will ensure that all navigational aids within the harbour are maintained and reviewed in line with this authority. This includes specific powers in relation to wrecks. Dart Harbour will work closely with Trinity House to fulfil this duty, including regular audits and inspections.

## 3 Management of Dart Harbour Safety Management System (SMS)

### The Safety Management System

The Safety Management System is the primary means by which Dart Harbour ensures compliance with the Port Marine Safety Code. It is located in its own dedicated section of the company drive, accessible by all permanent staff.

The SMS is divided into sections as follows:

- |                         |  |
|-------------------------|--|
| 1. Introduction         |  |
| 2. Policy               | Includes all Dart Harbour Policies, as well as key legislation |
| 3. Organisation & Staff | Job descriptions, staff handbook                               |
| 4. Procedures           | All written procedures and method statements                   |
| 5. Navigation           | Nav Aids, Charts, Tides, surveys, pilotage and LNTMs           |
| 6. Risk Control         | Risk Assessments, permits, Safety Equipment, COSHH, LOLER      |
| 7. Safety Checks        | Records of safety checks & Controls                            |
| 8. Training             | Training Matrix, Records, lesson plans                         |
| 9. Emergency Response   | Contingency and emergency plans                                |
| 10. Incidents           | Incident log and records                                       |
| 11. Licensing           | Licensing of passenger and commercial vessels                  |
| 12. Audit & Review      | Records of Audits  |

The SMS is supported by a number of policy, procedural and operational documents. These can be found as follows:

- [www.dartharbour.org](http://www.dartharbour.org) website – This is available to the general public. Documents
- Dart Harbour Sharepoint site for electronic checklists
- Confidential drive for staff related in confidence information.
- Port Security Drive for ISPS and Cruise Call related information

The SMS is under continuous review and is updated on a regular basis as required, by legislative or operational changes. Documents are normally kept in one place, and linked as needed. Hard copies are uncontrolled, and the original electronic copies should be referred to. The SMS is maintained in line with the Dart Harbour Data Management Policy

### Legislation and Policy

Dart Harbour has statutory powers, roles and duties placed upon it by a number of pieces of legislation including

- Harbours, Docks and Piers Clauses Act (1847)
- Dart Harbour and Navigation Authority Act (1975)
- Dart Harbour and Navigation Harbour Revision (Constitution) Order 2002
- Harbour Directions (Designation of Harbour Authorities) Order 2015
- Dart Harbour and Navigation Bylaws 1998

As part of the 1975 Act (updated by the Harbour Revision Order), the DHB was constituted, which is the overarching decision-making Authority for a Trust Port of this nature. This Act, updated by the 2002 Harbour Revision Order provides the terms of reference for the DHB. This Act, based on the 1847 Harbours, Docks and Piers Clauses act also gives the Harbour Master certain Statutory Powers concerning the Management of the Harbour.

DHNA will review their powers periodically and in the event of an occurrence which highlights any shortfall in the period between reporting PMSC compliance.

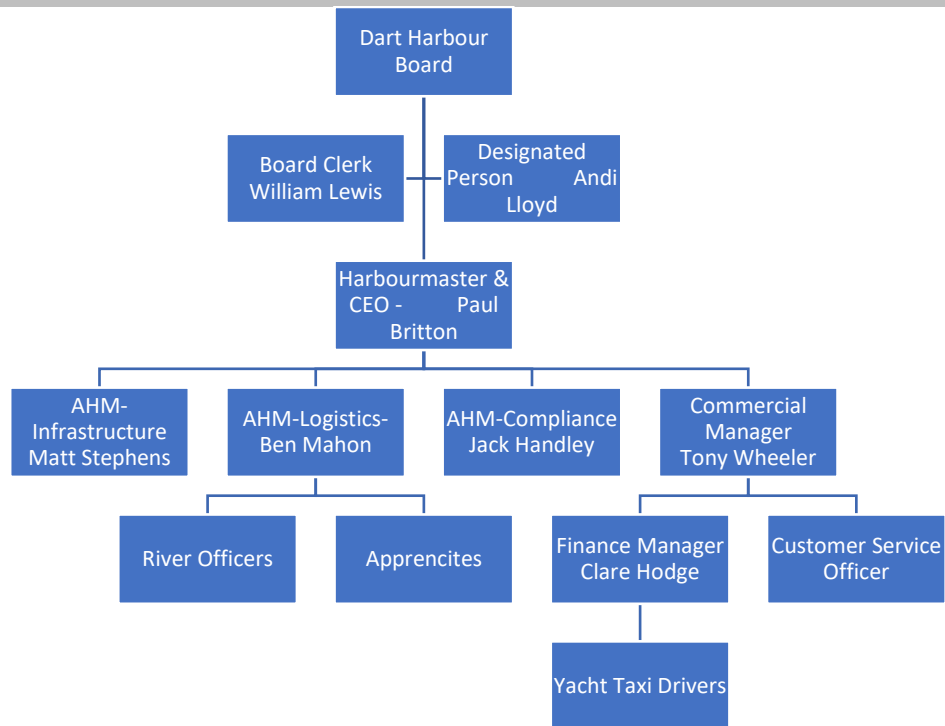
Dart Harbour has developed and regularly updates a strategy, which guides the overall strategic direction of all aspects of the harbour operation. A number of policies cover specific areas of focus, and are contained in section 2.0 of the SMS

**Key documentation**

- Dart Harbour Strategy Website
- Dart Harbour Policies SMS Section 2
- Dart Harbour Annual Reports Website
- DHB Meeting Minutes Website
- PMSC Compliance Letters SMS Section 1.2
- Local Notices to Mariners Website
- Harbour Guide Website & Paper copy sent to river users
- Dart Harbour Waste Management Plan SMS Section 4.1
- Dart Harbour Emergency Plan SMS Section 9.0
- Dart Harbour Oil Spill Response Plan SMS Section 9.2
- Dart Harbour PFSP Port Security Drive
- Admiralty Chart 2253 SMS Section 5.4 & Hard Copies
- Tide tables SMS Section 5.2
- Hydrographic Surveys SMS Section 5.5
- Incident reporting form Website
- Trinity House PANAR records Online

## 4 Staff

### 4.1 Organisation Chart



### 4.2 Key Duties

Note – the following is a summary of key duties related to the SMS. Job Descriptions should be referred to for full details of individual roles.

#### The Duty Holder – Dart Harbour Board (DHB)

The Duty Holder is the DHB. They are collectively and individually responsible for their commitment to the Safety Management System; and that they understand that they cannot delegate or assign their accountability for compliance on the grounds that they do not have a particular skill in this area. The DHB sets the policy and strategy, and as such are collectively the Duty Holder. The Harbour Master and staff provide the means of implementing the policy.

Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues discussed at Board Level are to be minuted and recorded in the electronic filing system. DHB are responsible for deciding where risks are to be insured, disclaimers issued and notices displayed. Dart Harbour staff are responsible for provision of expertise and advice.

#### Designated Person

The Designated Person provides independent assurance directly to the Duty Holder that the SMS, for which the Duty Holder is responsible, is working effectively. The main responsibility of the Designated Person is to determine, through inspection, assessment and audit, the effectiveness of the SMS in ensuring compliance with the PMSC.

#### Harbour Master (HM)

Has overall responsibility for all aspects of safety and operations. Ensures compliance with government legislation and has overall responsibility for the health and safety of the workforce and river users. Ensures all staff are competent and trained. Ensures the board are kept up to date with harbour operations. Is the public face of Dart Harbour

#### Duty Harbour Master

This role is taken by the HM and Assistant HMs in rotation

- Provide 24 hour on-call cover for any incidents or emergencies in the harbour
- Contacting Emergency services in the event of an emergency
- Act as Incident Commander in the absence of the Harbour Master
- Enforce harbour bylaws and other legislation as required
- Issue special directions as required

#### **Assistant Harbour Master – Compliance (AHM-C)**

- The Safety Officer for the Harbour
- Monitor, report and if necessary investigate incidents
- Maintain and update the SMS
- Ensure compliance with legislation
- Ensure that all staff are trained and aware of their Health and Safety responsibilities
- Management of LNTMs
- Licensing of local boats on behalf of SHDC
- Responsible for safety within the office

#### **Assistant Harbour Master – Infrastructure**

- Ensure all Aids to Navigation, equipment, vessels, moorings, pontoons, safety equipment, and other infrastructure are properly inspected and maintained
- To be subject matter expert on all moorings, tackle and associated equipment for the entire Dart Harbour jurisdictional limits
- Manage the Hoodown maintenance facility
- Maintain a record of moorings inspected, their condition at the time of inspection, their position and the equipment of which they comprise. Maintain records of Dart Harbour's moorings, tackle, plant and equipment
- Project management of all infrastructure projects undertaken by Dart Harbour
- Responsible for safety within Hoodown

#### **Assistant Harbour Master – Logistics**

- River staff scheduling, performance, recruitment and training
- Ensuring all staff adopt Dart Harbour's Safety Culture
- The main point of contact between staff and the management team
- Scheduling of annual mooring maintenance, managing use of Hercules & Tardis work barges

#### **Port Facility Security Officer & Deputy**

These role is covered by suitably qualified HM / AHMs

- Looks after all aspects of the ISPS code
- Produces and implements the PFSP
- Manages contract security staff
- Liaises with the SSO

#### **All Staff**

- Comply with all harbour safety procedures as laid down by DHB.
- Ensure that marine operations are undertaken in a safe manner.
- Report hazard, risk accident, incident or near miss

### **4.3 Training & Competence**

Safety training is regarded as an indispensable ingredient of an effective SMS and programme as it is with health and safety matters. It is essential that all involved in the safe management and operation of the port will be trained to perform their operations safely. Training details are contained in section 8 of the SMS

A competence matrix has been developed that includes details of minimum qualification requirements for various operations, the details of which staff are qualified for each of the afloat crew positions.



Training may be internal or external and should be refreshed or revalidated on a regular basis, and if deficiencies are found. Training may be external, in line with industry standard course, or internal on-the-job training. Records of training show the type and the date of training received

There will be induction training for seasonal staff prior to commencing their duties, in line with the requirements of the PMSC and role profiles.

Toolbox talks are carried out regularly, to familiarise and refamiliarize staff in complex tasks, especially at the start of seasons, when the tasks may not have been undertaken for some time.

### **Competence**

The Harbour Master recruits suitably qualified staff to fill the roles set out in the organisation plan

DHB will where necessary assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation – Harbour Master & Assistant Harbour Master. Employees of the harbour are recruited on their suitability to fill their job descriptions. Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. Reports on harbour staff are held in confidential personnel files in the harbour office.

### **Team Briefings**

Regular team briefs are held to ensure good communications and quality, both in service and in adhering to the SMS. These briefings are informal and held on most working days in Hoodown and recorded on WhatsApp so that staff not present can be made aware of the operations coordinator and ongoing work and key safety issues.

## 5 Managing Risk

### 5.1 Risk Assessment

It is the policy of Dart Harbour to formally assess all potential hazards and risks that have a reasonable likelihood of occurring, and to put in place a series of controls to help mitigate these risks by reducing their likelihood and severity.

Risks assessed include:

- Operations undertaken by Dart Harbour Staff, as required by the Health & Safety at Work Act
- Navigational risk assessments – considering the risks to all river users and the environment on the Dart
- Business risk assessments – considering the risks to business continuity and solvency

Each risk assessment will assess the hazards of each risk and assign it a score based on likelihood and severity. This will consider risks to life, the environment, operations, reputational and financial risks. Risks will be scored both before and after controls are applied using the below grid.

Risk estimator					
Score	Likelihood (# of occurrences in Dart Harbour)	Severity			
		Life	Environment	Operations / Reputation	Infrastructure / Finance
1	Rare: < 1/ 100 years	Minor: trivial injuries	Minor: trivial impact	Minor: trivial impact	Minor: trivial impact
2	Unlikely: < 1/ 10 years	Moderate: minor injuries	Moderate: Tier 1. Short term local damage	Moderate: Local story, berth out of service	Moderate: > £1000 damage
3	Moderate: < 1/ year	Significant: reportable injuries	Significant: minor Tier 2 incident	Significant: Minor story, short term impact	Significant: >£20k uninsured damage
4	Probable: > 1 / year	Severe: 1 fatality / multiple injuries	Severe: Major Tier 2 incident	Severe: Long running story, harbour shut down	Severe: >£600k uninsured damage
5	Frequent: > 1 / month	Catastrophic: Multiple fatalities	Catastrophic: Tier 3. Widespread long term damage	Catastrophic: Long term damage	Catastrophic: >£2M uninsured damage

The score is found by multiplying the Likelihood by the severity. A score of under 7 is considered low risk, 7-13 is medium risk, and 14 + is high risk. More severe risks must either be eliminated or kept “as low as reasonably practicable” (ALARP). If controls are not considered effective, the activity must cease, until it is possible to return the risk to an acceptable level. A high risk score will only be tolerated if it is not reasonably possible to further reduce the risk, and the operation is critical.

### 5.2 Continuous improvement

Notwithstanding the scores or assessments arrived at in the risk assessment process, Dart Harbour strives to make continuous improvements. Based upon the risk assessment scores, the priorities identified by the Board will be reviewed along with refinement of the strategic plan. Analysis should feed development of the Budget for the next year and the overhead for a long-term capital build programme. Objectives for the year are normally set at the time of budgeting (Nov of the previous year) to ensure that resource is allocated as appropriate.

## 6 Navigation, Pilotage & Marine Services

### Management of Navigation

Dart Harbour has bylaws and general directions which every river user must adhere to as a condition of his or her right to use the harbour.

Dart Harbour recognises its duty to make proper use of powers to make bylaws and general directions, and to regulate all vessel movements in its waters. These powers shall be exercised in support of the policies and procedures developed in the SMS, and should be used to manage the navigation of all vessels.

Dart Harbour regularly reviews the potential for operating a vessel traffic service, and currently does not believe that such a service is required. There is no standing requirement for any vessel in Dart Harbour to file a port passage plan.

The Harbour maintains a comprehensive patrol presence on the harbour to enforce byelaws and other laws.

### Responsibility of Harbour Users

Harbour Users operating both commercially and for leisure are responsible for:

- Their own health and safety and that of other harbour users who may be affected by their acts or omissions.
- Complying with byelaws, directions and other regulations aimed at ensuring safe use of the harbour.
- Reporting accidents, incidents and near misses, using the form on the website.

### Hydrography

DHNA relationship with UKHO is in line with the Code of Practice for the provision of Hydrographic Information, and is based on a formal agreement

Hydrographic records of the whole river, including dredged and naturally occurring channels are maintained by Dart Harbour, and provided to the UKHO

Dart Harbour also provides updates to the UKHO on chart 2253

### Dredging

Dredging is only to be carried out by contractors approved by the Harbour Master. The requirements to dredge will involve a decision by the Board and consultation with the MMO for approval for dredge and disposal of waste and where appropriate consultation with the AONB and Environment Agency.

### Aids to Navigation

Dart Harbour has a comprehensive, well maintained and modern system of aids to navigation based upon risk assessment and installed in consultation with Trinity House. The routine inspection and maintenance regime is laid down and records are maintained in the SMS electronically. Dart Harbour use PANAR (Trinity House) web based app for reporting casualties.

### Anchorage

Anchorage are shown on Admiralty Chart 2253 and their operation is subject to risk assessment and review. The anchorage and the areas where not to anchor are promulgated in annual publications.

### Prevailing Conditions

The Meteorological Office's inshore waters, shipping forecasts are displayed at the harbour office and updated daily. Daily tidal and weather information is provided on the Dart Harbour website.

### Pilotage

Dart Harbour and Navigation Authority limits are a compulsory Pilotage District as laid down by Section 1 of the Pilotage Act 1987 defining Dart Harbour as a Competent Harbour Authority (CHA). Vessels over 50m length overall are required to take a pilot or hold a pilot exemption certificate. Pilotage activity is the subject of detailed risk assessments, to minimise risk to vessels transiting within the pilotage zones, and to the harbour and all contained within it.

Pilots are provided by Dart Harbour on a self employed basis and are required to have insurance sufficient to cover any third party claims that result from pilotage incidents. Their competence is assessed by the Harbour Master and/or Chief Pilot

DHNA have a pilotage policy which is reviewed regularly and contains full details of the requirements

### **Events**

Dart Harbour works closely with all sailing clubs and organisations who use the estuary. Special arrangements are made to promote the safety of the events they run.

### **Moorings**

The Dart Harbour Authority maintains moorings to a high standard. Conditions for mooring licenses, issued by the harbour, require that all moorings are fit for purpose and are inspected annually.

### **Marine Services**

Dart Harbour's SMS covers the use of harbour craft and the provision of moorings.

The formal safety assessment shall be used to identify the need for, and potential benefits of safety management of harbour craft.

Dart Harbour shall ensure that all vessels or craft which are used in the harbour are fit for purpose, certified appropriately for their use and that crew are appropriately trained and qualified for the tasks they are likely to perform.

Those staff who are required to conduct towing duties are to be fully conversant with the appropriate vessel and towing risk assessments

Only suitably experienced staff are permitted to take part in a salvage operation, and strictly only under the direction of the Harbour Master

### **Licensing**

MCA certification is required for passenger vessels carrying over 12 passengers, and all coded vessels operating outside the harbour and their crew.

Passenger vessels carrying 12 or fewer passengers within the harbour, and the boatmen who skipper them are licensed by SHDC, or by Dart Harbour on SHDC's behalf, following MCA codes of practice

Records of these licenses are kept in the SMS section 11

### **Fuel**

The fuel barges and berths located in the estuary are subject to an annual Devon County Council licence to sell petrol or diesel. The Harbour Master's approval is required before a licence is issued or renewed. Owners/Masters of commercial or pleasure craft that require fuel in excess of 1000 litres require a permit.

## 7 Environment & Communities

DHB recognises its duty to exercise its functions with regard to nature conservation and other related environmental considerations. Dart Harbour facilitates the Dart Estuary Forum which normally meet twice a year to discuss environmental issues related to the river and catchment area. The meeting is normally attended by representatives from the AONB, EA, Natural England, Plymouth University Marine Science department and other interested individuals including a strong presence from within the 3 main stakeholder groups.

### **Environmental Management Plan**

The policy and functional objectives for managing the River Dart within an Area of Outstanding Natural Beauty (AONB) in an environmentally responsible and sustainable way are contained in the River Dart Environmental Management Plan. Goals and targets are further set in the River Dart Moorings Policy. Limits have been set on the total number of moorings and pontoons. The Harbour Authority has adopted a Waste Management Plan and an environmental management system. DHNA encourages the fitting and use of sewage pump out facilities in the harbour in accordance with their Strategic Plan and the AONB environmental plan. The harbour authority's Marine Conservation (AONB) Officer maintains good liaison and working links with Natural England and the Environment Agency, who are consulted on potentially damaging operations before a licence to work is granted. There are several emergency plans drawn up to deal with accidents that might potentially threaten the environment.

### **Education**

DH has a Marine Conservation (AONB) Officer with a remit for a programme of environmental education, both formal and informal. This includes a very wide range of awareness raising initiatives, including interpretation boards, information leaflets, illustrated talks and guided walks throughout the river. The Marine Conservation Officer provides close formal links with schools and universities and more informal links with local community and other special interest groups in the area. All known educational activities in the harbour are subject to risk assessments and are led by qualified staff.

### **Consultation**

Consultation with harbour users continues through public meetings and through stakeholder group meetings. Feedback from these groups is presented to DHB as recommended in the Trust Ports Review and the Guide to Good Governance.

To ensure that DHB has strong and direct links with harbour users, local communities and other external organisations with an interest in the river, a formal consultation mechanism has been set up. Four stakeholder groups have registered their interest to work with the Authority in relation to its future harbour activities:

- The Commercial Users Group (CUG)
- The Association of Dart River Users Clubs (ADRUC)
- The Dart Communities Group(DCG)
- The Dart Estuary Forum

Dart Harbour is also in regular communication with the South West Regional Ports Association (SWPRA), British Ports Association (BPA), UK Harbour Masters Association (UKHMA), Marine Management Organisation (MMO), South Devon Area of Outstanding Natural Beauty (AONB), the Maritime and Coastguard Agency (MCA).

## 8 Incident Management

### Reporting

Incidents and near misses should be reported via the form on the website, which automatically emails the HM and AHMs. A log of all incidents is kept by the AHM-C, and is reviewed regularly by the HM.

Written complaints are kept on file and logged.

### Incident investigation and follow up

The HM will decide on whether to informally investigate the incident, or whether to use the HSE RIDDOR Guide and MAIB forms for formal incident reporting. The decision will also be taken as to whether to alert other authorities, such as Devon and Cornwall Police, or the Maritime and Coastguard Agency (MCA). The aim of any investigation is to

- Determine the cause of the incident, with a view to preventing a similar incident
- To determine if an offence has been committed. If this is the case then there may be the need for DH to involve the Marine Accident Investigation Branch (MAIB). There is potential in some cases for prosecution through another authority such as the police or the MCA.

Any conclusions from investigations or lessons learned will be included in the SMS together with measures being taken to prevent recurrence. If appropriate a more detailed report will be submitted to DHB, the MAIB and to any other appropriate authorities by the quickest means possible. Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident, but could also be triggered by other indicators of non-compliance.

Incident details will be shared in staff meetings, and as a standing part of the operational report in monthly board meetings.

By ensuring that a robust, rigorous, independent investigation has been carried out, the DH can be assured that their obligations for compliance have been addressed. DH will make any necessary byelaw enforcement decisions based on the severity of infringement taking into account any previous record of infringement by those involved. For speeding and some other minor offences there will generally be escalation through verbal to written warnings before enforcement action. But DHNA will retain the option to carryout enforcement actions on the first and only infringement where the conditions of the case are serious. Serious infringements will generally be referred to the board if time allows and in any case will be discussed between the HM and Chairman.

### Emergency Response

Dart Harbour has a comprehensive range of contingency plans within section 9 of the SMS, which are exercised regularly

## 9 Audit and Review

### General

Dart Harbour will monitor, review and audit the SMS on a regular basis. Performance of the system will be assessed against internal performance indicators and, where appropriate, by benchmarking against other ports that have adopted good practice. The review will include:

- Regular checks of boats, pontoons and equipment by staff
- Monthly spot checks by staff reviewed by AHM-L
- Monthly navigation mark check
- Periodic internal checks by Harbour Master
- Annual external Audit by Designated Person.

### Performance Indicators

The HM has produced a suite of KPIs and targets to present on a regular basis to the board, to allow a review of performance, and to help plan future strategy.

### Monthly Spot Checks and Internal Audits

There is a monthly spot check of safety related documentation that is recorded in the company drive. The spot check form is to include a review of the risk assessment register to check that all RA are in date or being reviewed. HM check the incident log periodically (normally weekly in summer and monthly during the winter). The log is normally reviewed before management meetings to make sure that any outstanding actions are discussed in the meeting. Risk assessments and control measures that have been identified for longer term implementation are reviewed in management meetings when the action grid is reviewed. The board is informed of safety related issues in board meetings by the HMs operational report

### DP External Audit

In the spring the DP conducts a health check and in the autumn the DP conducts a safety audit. The output of these is provided to the board. The DP will also report directly to the board as required for non routine activities. The DP will also provide recommendations on work that is required to improve safety, compliance with the PMSC and to address shortcomings.

### PMSC Compliance and Reporting

The Duty Holder will report PMSC compliance to the MCA every 3 years in accordance with section 2.30 of the PMSC.

### Records

Dart Harbour will maintain due diligence records. This Safety Management System is in itself clear evidence of care and commitment. The risk assessments provide considerable further examples of how the safety policy has been put into practice.

### Publication of Plans and Records

The Annual report will be published every year and will include a section on safety objectives and performance to demonstrate DHs commitment to maritime safety and ensure the involvement of harbour users. It will be referred to at the annual meeting open to the press and public. The plan will illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. The annual report and annual meeting will outline DHNA intentions for the following year including any commitment to undertake and regulate marine operations in a way that safeguards DH, its users, the public and the environment. It will refer to commercial activities in the harbour, the efficient provision of specified services and the effective regulation of vessels. The report will also include an assessment by DHB, as duty holder of the DH performance against objectives including safety. Information gathered from the monitoring and auditing of the SMS will be used to support the analysis and conclusions.

## 10 Marine Safety Plan Actions

Actions identified below will be progressed as staff capacity and resource allows, and will be reported to the board as part of the Harbour Master's Operational report. They will also be presented to stakeholders at the annual meeting.

No	Date Identified	Description	Completed/End of year update
24	2019	Improve Pontoons and Access in the Embankment area, N of the Boat Float Access.	Completed 2023
25	2019	Conduct Staff Customer Service Training	Included in regular development.
26	2019	Increase foreign language translation on website	Completed 2023
31	2019	Improve safety access to Dartmouth for low freeboard vessels, tenders and dinghies (ramp and disabled hoist)	Part completed 2023. Plan in place for ramp and hoist.
35	2021	Increase the number of adhoc pool marine pilots by 1 to ensure 24/7 coverage.	Completed 2023 for vessels up to 90m
37	2021	Roll out increased educational material to improve safe operations of small leisure users within the Harbour Area.	Completed 2022
39	2021	Replace one of the ageing Patrol Rib fleet with a newer Coded Rib.	Completed 2022
40	2021	Work alongside local partners to ensure upgrades and safety improvements are completed to both the Dartmouth and Kingswear Scrubbing Grids.	Completed 2022
43	2021	Introduce Body Worn Cameras to River Officer for use when patrolling.	Trial unsuccessful. Not being progressed
44	2022	Work alongside local partners to improve safety signage and advice for small river users such as SUPS, Kayaks etc. This to include safe areas to operate in.	Underway, some signs in place
45	2022	Roll out 20 year strategic vision following consultation period.	Completed 2022
46	2022	Commence update of 2016-2020 moorings policy with an intention of consultation and rollout of updated version by year end.	Draft complete, ready for approval
47	2022	Commence update of pilotage policy, with an intention of roll out by year end	In progress
48	2022	Investigate possibility of additional locations for RNLI lifejacket lockers, following a review of the use of the trial lockers at the Yacht Club Pontoon	Completed 2023
49	2023	Introduce General directions to replace byelaws	Target Q2 2024
50	2023	Introduce a new drills regime to cover a wide range of scenarios	Target Q4 2023



51	2023	Develop a new planned maintenance system to cover all assets	Completed 2023
52	2023	Enhance river safety for more vulnerable river users	Target Q2 2024