NAUTX

Hamble Harbour Authority

Port Marine Safety Code

Audit

30 November 2017

Author:	CRL/ARL	Checked by:	MB	Authorised by:	ARL
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Contents

1 Background

We are appointed as the Designated Person required by the Port Marine Safety Code. Our role is to provide independent assurance directly to the duty holder that the Marine Safety Management System (MSMS), for which the duty holder is responsible, is working effectively. Our main responsibility is to determine, through assessment and audit, the effectiveness of the Marine Safety Management System in ensuring compliance with the Code.

We audit Hamble Harbour Authority's compliance with the Port Marine Safety Code once a year. Andy Langford and Chris Lisher of this office attended Hamble Harbour Authority's Office on 30 November 2017. Last year we focused the audit on strategy; this year the focus was on the Safety Management System (SMS) and associated operational documentation.

We would like to thank the Director and Harbour Master Jason Scott, and the Deputy Harbourmaster for their help in conducting this audit.

2 Executive Summary

As a consequence of this audit and subject to the findings in this report we can continue to independently assure the Duty Holder that the Marine Safety Management System (MSMS) for which they are collectively and individually responsible, continues to operate effectively.

Last year in our audit we concentrated on the strategic plans and documents and looked at how the Duty Holder interacts with the HM and the MSMS – this year, we looked at the tactical level and examined the operational inputs.

There has clearly been considerable time and effort spent on review of and improvement of the Safety Management System since the last audit, in particular, risk assessments.

We conclude that the MSMS, which has been reduced to a fraction of its former size, is considerably improved. An effective MSMS relies upon continual improvement to prevent it becoming a moribund collection of documents and an administrative burden. We encourage the HM and his Team to continue in this iterative approach, which has been used to great effect so far.

We have the following recommendations from this audit:-

Recommendation 1 (11/17) Incident Reports

We recommend that Incidents recorded on the "Pink" forms be separated from the day to day operational reports. Staff should be reminded of the SOP which guides them as to what constitutes an incident. We recommend that the Incident form is amended to include a section on its review and any subsequent action taken to amend Standard Operation Procedures and Risk Assessments. In this way lessons learned and analysis on incidents should be encouraged. We attach a suggested template at the end of this report.

Recommendation 2 (11/17) Near Miss reporting

We recommend that a separate 'Near Miss' recording system should be set up to complement Incident reporting.

Recommendation 3 (11/17) Document Control

The overall MSMS has document version control but individual elements do not, for example the incident report form. We recommend that all forms and documents under the SMS have issue dates and version numbers on them, so that there is no confusion over the current edition of a form or document. In addition a Master List of Documents (or index) with their individual issue date should be created and maintained to provide an overarching and unambiguous guide as to the current document in use.

Recommendation 4 (11/17) Risk Assessment Training

We recommend that employees other than the Harbour Master receive training on completing Risk Assessments. Whilst great strides have been made in re -writing these assessments, all of the workload has fallen on one person.

By involving other members of the Harbour Team, the spread of experience is broadened and all parties to it gain a sense of 'ownership' of the Risk Assessment, which in turn encourages a deeper sense of 'safety culture'.

3   Close-out of previous recommendations

Recommendation 1 (11/16)

Duty Holders' letters of responsibility should be updated every three years in line with PMSC requirement.

All letters were updated in October 2017. Closed.

Recommendation 2 (11/16)

The Business Plan currently published on the HHA website is the 2015 version, to wit, the plan appears to be out of date.

The current business plan (2017 – 2020) is now published on the website. The Mission Statement is to be included in the Strategic Plan which is to be reviewed by March 2018. Closed.

Recommendation 3 (11/16)

Review outdated policy documents and where appropriate, set the review cycle of policies to reflect the triennial round.

Policies have now reviewed and will continue on a triennial cycle. Closed.

Recommendation 4 (11/16)

Operational responsibilities should be updated to reflect the staffing and roles of the Harbour Authority.

Up to date as of October 2017. Closed

Recommendation 5 (10/15)

Produce a Skills and Training Matrix for employees and contractors

Some progress has been made to populate the matrix, but it is as yet incomplete. Ongoing.

Recommendation 8 (10/15)

Establish a Risk Assessment to determine the scope and frequency of hydrographic surveys required.

SOP 3.18 and Risk Assessment 24 issued October 2017 have addressed this. Closed.

4   Incident reports

Incident reports were reviewed as standard audit practice. All of the reports were fully completed with frank and factual disclosure and the findings acted upon. Processes are in place to use the Incident Report findings to amend, if necessary, the risk assessment and associated SOPs, and to incorporate lessons learned.

We noted a trend where Incident Reports are filed alongside daily operational logs. In doing so, the distinction between a bona fide incident and a point of operational note is blurred, although we recognise that the HM's reporting obligations to the Duty Holder have influenced this. The underlying SOP clearly defines the manner of events which require Incident Reports to be raised, therefore it seems logical to file them separately. We have made recommendations 1 & 2 accordingly.

5   Risk Assessment

A sample of risk assessments were examined. Risk assessments are reviewed on an at least annual basis and whenever required in response to incidents or near misses, or when a change in the variables affecting the assessed task requires it.

It is apparent that a great deal of work has gone into a thorough and methodical review of risk assessments since the last audit and review of successive assessments shows laudable improvement.

In order to spread the administrative load and, importantly, to encourage further 'buy-in' from staff, we recommend that the task of reviewing and authoring new risk assessments is shared with other staff. See recommendation 4.

6   Key Dates

Last letter of compliance to MCA   21 Jan 2015 (3 years)
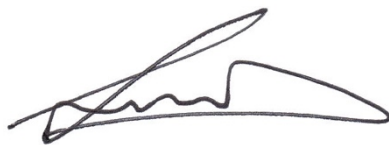
(MIN 556, recently published, (attached) suggests that this is being harmonised by the MCA, therefore we recommend submission of a letter prior to the March 2018 deadline so as to remain in harmonisation.)

Last Tier 2 oil spill exercise   13th Oct 2016 (3 years)

Latest published Safety Plan for Marine Operations   10th Oct 2017 (3 years)

With thanks to the Harbour Master and his staff for their assistance.

Respectfully submitted,

Andy Langford

Senior Surveyor

For and on behalf of NautX Ltd

The following forms part of this report:

This report is issued by NautX Ltd, the Officers of which have exercised reasonable care in conducting this audit. All details and particulars in this report are believed to be true, but are not guaranteed accurate. All judgments, conclusions and recommendations are expression of opinions based on skill, training and experience. Unless otherwise stated, no actual measurements or calculations were made by the auditor at the time of this inspection.

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Accident / Near Miss Report

(This section of the form is to be completed and returned to the Harbourmaster)

REPORT OF:

☐   Accident

☐   Incident

☐   Near Miss / Dangerous Occurrence

Date/Time of Occurrence:

Location of Occurrence:

Task on which employed at time of occurrence:-

Description of Accident/Incident/Near Miss *(Include brief description of injuries, if any):-*

List any medical attention required:-

(Duration of time away from work, if any)

Suggested preventative action:-

(Describe how the accident / incident / near miss could have been avoided)

Person reporting:-

Name:

Rank:

Date/Time of reporting:

REPORT OF ACCIDENT / INCIDENT / NEAR MISS / DANGEROUS OCCURRENCE

(This part to be filled by Harbourmaster)

<u>Comments</u>

<u>Preventative Action Required:-</u>

<u>Risk Assessment / SOP updated?</u>   Y / N

<u>Date Preventative Action Completed:-</u>