



## **Hamble Harbour Authority**

## **Port Marine Safety Code Audit**

**15 August 2019**

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## **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 twice a year. Andy Langford of this office attended Hamble Harbour Authority's Office on 15 August 2019.

We would like to thank the Director and Harbour Master Jason Scott, for his 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.

We have the following recommendations from this audit:-

### **8/18 Recommendation 1**

Open a collaborative dialogue with Beaulieu River with the intent to deconflict VHF radio interference on Ch 68 by adhering to normal radio communication discipline.

### 3 Close-out of previous recommendations

#### 7/18 Recommendation 1: Incident Reports and Near Miss Reports

Incidents and Near Misses are now recorded on the “Pink” forms and separated from the day to day operational reports as we previously recommended. However, the documentation could now be further improved by separating “Incidents” from “Near Misses” preferably in different systems and on a different coloured paper.

Incidents and near-misses continue to be reported on the ‘pinks’, however, there is no differentiation between ‘near-miss’ which is a proactive form of safety management and ‘incident’ which is of course reactive.

We discussed during the audit possible ways in which the form could be revised to improve the workflow, and while ultimately a matter for the HM and staff, we suggest in particular the addition of the following form fields:-

Report type (near-miss or incident)

Root cause analysis (by the reporting person)

Suggested preventative/corrective action (by the reporting person)

Confirmation of root cause analysis /follow-up action by the HM.

Form closure by the HM.

*Update 8/19: The Incident form continues to evolve as a ‘living document’ - we are satisfied that the Harbour staff continues to iterate and improve its SOPs.*

**Status: Closed.**

#### 7/18 Recommendation 2: Signage

Clear, concise and up-to-date signage should be installed in all public areas of the Harbour Authority’s jurisdiction for the purposes of advising the public on safety precautions that are to be taken in that

area to avoid risk to themselves and others and advising the public on the Harbour Authority's rules (Byelaws and General Directions) and the penalties for not abiding by those rules.

In some areas adjacent to the water there are signs placed by Hampshire County Council, Fareham Borough Council, and Hamble Le Rice Parish Council, possibly others, as well as some signs from Hamble Harbour Authority.

We recommend that the Harbour Authority consults with these other authorities to review the signage to enable clarity for the public.

The HM showed a number of draft informational and water safety signs which have been drawn up for intended display at primary points of access to the water. Branded with both HCC and RNLI logos, the signs are a valuable way of disseminating information on safety afloat and their incorporation is welcomed. We discussed placement of warning signs as well as informationals, and the need to inspect the installed signage periodically. We will review the placement of signs at the next audit.

*Update 8/19: During this audit we took a trip upriver to Bursledon and Hamble Jetty to view the updated riverside signage, particularly at Hamble Jetty.*

*We are of the opinion that there is currently sufficient signage to inform river users of dangers, limitations and the requirements of the Harbour Authority.*

*Status: **Closed.***

### **7/18 Recommendation 3: Slipways and Maintenance Piles**

The Harbour Authority has a number of slipways within its jurisdiction, some appear rarely used and neglected. A few have little or no signage.

We recommend that the Harbour authority reviews its requirement for all slipways and provides adequate safety signage and signage outlining the rules for use of the slipway including any charges that are payable at each slipway it retains.

Similarly, there are three sets of maintenance piles and at least one other area where boats can be safely moored for underwater maintenance.

We recommend that these are clearly marked on maps in the Harbour Guide and on the website, and that the rules for their use are displayed both at each site and in the Harbour's publications, including the website.

*See comments for recommendation 2, above.*

**Status: *Closed***

**12/18 Recommendation 1:**

Maintain ongoing review and consideration of operational requirements pertaining to antisocial behaviour, as impacts river users and staff.

*Update 8/19: This continues to be a current topic which is being addressed and is discussed elsewhere in this report.*

**Status: *Ongoing***

**12/18 Recommendation 2:**

Make scheduled, documented visual checks (where possible) of areas frequented by swimmers so as to minimise risk of injury from seabed debris (as part of wider inspection of quayside furniture etc.)

*Update 8/19: Scheduled checks are made, however, are not yet documented. We recommend that this is done, even if by simple means so as to ensure that a systematic record exists.*

**Status: *Ongoing***

## **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. A process is in place to use findings to amend, if necessary, the Risk Assessment and underlying Operating Procedure and understand lessons learned.

There is therefore adequate evidence to show that the analysis of incident reports continues to inform development of the MSMS.

We note also the Harbour Master's production of 'Pie Chart' statistics against categorised Incident Reports to show incident trends – a useful KPI which future goals may be set against.

## 5 Swimming / Antisocial Behaviour

We reviewed Harbour Patrol reports for the summer to date and noted that the frequency of Patrol Officers attending an instance of antisocial behaviour is on approximately 40% of patrol days.

This shows an increasing impact on the operational tempo of the Authority, whether measured by 'man hours' used in direct attendance (with consequent drain upon available staff resources elsewhere in the river) and in both procedural planning and stakeholder engagement.

The Harbourmaster has continued to concentrate efforts in the areas we identified in the previous audit:-

Stakeholder/public facing:-

- Social Media engagement.

- Direct community engagement – school visits.

- River Hamble Users Handbook.

- Signage.

- Regattas and other group events obliged to risk assess for presence of swimmers during their events. It is noted that the HM has (Correctly) adopted a robust approach to ensure that event organisers consider the risks sufficiently.

Standard Operating Procedures:-

SOPs relating to River Patrol and antisocial behaviour have been further revised to provide terms of reference on:-

- Retention of evidence.

- Staff guidance on abusive behaviour.

- Robust enforcement policy.

We find adequate evidence that the HM and his staff continue to both proactively and reactively work with Stakeholders to minimise the effect on the Authority. It is acknowledged that this is a social

problem which will not 'go away' of its own accord and that continued and ongoing attention will be required.

We have no further recommendations at this time regarding antisocial behaviour and will continue to monitor the effect on the Authority and steps taken to mitigate these.

We recognise that in the event of increasing incidence in seasons to come, the most appropriate response may be to increase staff numbers to provide enough patrol oversight of the river.

## **6 Risk Assessment**

A sample of risk assessments were examined, specifically those relating to swimming and those referencing risks associated with antisocial behaviour. We note that each has been updated prior to this season and has correctly informed work procedures for the Harbour Patrol, particularly relating to staff conduct when attending antisocial behaviour incidents and the gathering, retention and custody of evidence - which may be used to assist the Police in enforcement action.

At the time of audit, all Risk Assessments had been reviewed in a timely manner as part of the annual cycle per SMS requirement.

## **7 VHF Use**

It was brought to our attention that VHF radio interference caused by traffic from the adjacent Beaulieu River on VHF Channel 68 (A shared Port Operations frequency, or ‘calling channel’ with Beaulieu River) has led to a number of occasions where there has been operational disruption to radio traffic in Hamble River due to inappropriate use of the calling channel by Beaulieu River Authority.

This has purportedly been caused in the main by Beaulieu’s Authority remaining on the calling channel to pass verbose berthing information and instruction to marine traffic on Beaulieu River rather than switching to a working channel if anything more than a brief dialogue is required.

This is contrary to the advice given in MGN 324 in which it is recommended that radio traffic on these port operations channels be limited to those relating to operational handling, movement and safety of vessels and safety of life. Any other traffic (or that likely to be verbose in nature) should be moved to a ‘working channel’, thereby freeing the ‘calling channel’ for other traffic.

We would recommend in the first instance opening a collaborative, constructive dialogue with Beaulieu River with the intent of notifying them of the Authority’s desire to resolve such instances of interference by setting a common policy whereby such radio traffic is moved to a discrete working channel, or in other words to adhere to the principles of normal radio discipline.

It would be of great utility if the working channels for Hamble and Beaulieu were dissimilar and not used within the immediate locale of either (Southampton Water for example.)

### **8/18 Recommendation 1**

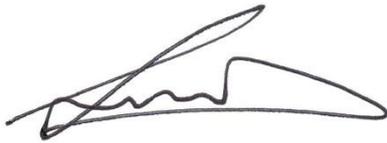
Open a collaborative dialogue with Beaulieu River with the intent to deconflict VHF radio interference on Ch 68 by adhering to normal radio discipline.

## 8 Key Dates

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise <i>(A Tier 2 response exercise is scheduled for 1<sup>st</sup> October.)</i>	13 <sup>th</sup> Oct 2016 (3 years)
Latest published Safety Plan for Marine Operations	10 <sup>th</sup> Oct 2017 (3 years)

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

Respectfully submitted,



Andy Langford

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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