



# Hamble Harbour Authority

## Port Marine Safety Code

### Audit

**18 December 2018**

Author:	ARL	Checked by:	MB	Authorised by:	ARL
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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 once a year. Chris Lisher of this office attended Hamble Harbour Authority's Office on 18 December 2018.

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:-

### **12/18 Recommendation 1:**

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

### **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.)

### 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.*

*Status: **Ongoing**.*

#### 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.*

*Status: **Ongoing.***

### **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.*

## **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 the incident report finding 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 informs the development of the MSMS.

We discussed the fire on the yacht 'Why Knott' and the response thereto, noting the reasoned decision to leave the vessel alone until it was certain there was no risk of gas explosion and have no further comments apart from our opinion that the HM's response to the incident was considered and well co-ordinated.

There is a minor trend of collision/allision in the Hamble. In nearly all cases, the incidents reflect berthing accidents or less than well-planned manoeuvres by inexperienced skippers. The trend has emerged in part due to the encouragement of more reporting by marinas and river users.

We recommended earlier in this document that a proactive approach be adopted by examining 'Near Misses' so as to address potential hazards before they have an impact. We underline the comment again here as a large number of incident reports have been generated during the season and are of the view there is sufficient value in analysing those of a less serious nature to inform proactively future Operating Procedures.

## **5 Swimming / Antisocial Behaviour**

We discussed at length the impact of the summer's antisocial behaviour on the Authority's activities. An increasing, unwelcome trend – we note the Dispersal Orders which were used by Hampshire Police to good effect, but recognise that such behaviour has impacts not only on river users, but on the operational tempo of the Authority, too.

We reviewed with the HM's Risk Assessments for swimming, particularly with regard to Hamble Jetty and have identified areas which feel would benefit from thorough review prior to the season and ongoing review throughout.

These fall broadly into two areas:-

Stakeholder/public facing:-

Social Media engagement.

River Hamble Users Handbook.

Signage.

Regattas and other group events obliged to risk assess for presence of swimmers during their events.

Standard Operating Procedures:-

Retention of evidence.

Staff guidance on abusive behaviour.

Robust enforcement policy.

We note that there does not appear to be a systematic low-tide check for potentially hazardous seabed debris in areas which swimmers frequent (such as Hamble Jetty), so we recommend that where possible visual checks are made. This can be easily achieved as part of the wider inspection regime for quayside furniture.

We give the example of Wells-Next-the-Sea in Norfolk where the Harbour Authority perform regular sweeps of the quay wall area to clear snagged crabbing gear (a popular pastime in the harbour) which may prove hazardous if left in place.

**Recommendations:-**

**12/18 Recommendation 1:**

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

### **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.)

## **6 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 require it.

At the time of audit, the majority of Risk Assessments had been reviewed as part of the annual cycle and there was adequate evidence that the remainder are in the process of being reviewed.

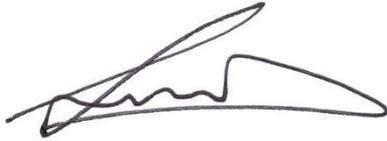
We have long stressed the importance of a robust, methodical approach to the generation of Risk Assessments and their central role in the SMS in laying the groundwork to operating procedures. We are pleased to note that this remains the case.

## **7 Key Dates**

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise	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,

A handwritten signature in black ink, appearing to read 'Andy Langford', with a stylized flourish at the end.

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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