



Hamble Harbour Authority

Port Marine Safety Code Audit

22 Jan 2020

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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 22 January 2020.

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:-

Recommendation 1 (01/20):

Conduct annual reviews of contact numbers in the OSCP and log these in an amendment sheet at the front of the document.

Recommendation 2 (01/20):

Conduct (and record) pollution training for Casual River Patrol Officers upon joining.

Recommendation 3 (01/20):

Assign version numbers to operational documents (where not already implemented) and maintain version control on a 'Master List of Documents'.

3 Close-out of previous recommendations

8/19 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.

The HM contacted Beaulieu HM by email and has made her aware of the conflict. The response from Beaulieu was not entirely collaborative (Beaulieu HM suggested that RHHA instigate a second, discrete channel), however, a marked decrease in conflicting traffic has been noted - most likely due to Beaulieu increasing use of their own discrete channel as a result of the email.

Status: Closed (Continue to monitor)

12/18 Recommendation 1:

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

Update 1/20: a number of control measures have been adopted with further training planned for seasonal patrol officers – the HM will continue to monitor closely through the summer season.

Status: Closed (Continue to monitor)

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.

Update 1/20: Scheduled checks are now recorded on the Patrol Log. A systematic approach is now taken.

Status: 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 where appropriate. 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 identify incident trends – a useful tool for analysis and to determine KPIs against which future goals may be set.

5 HarbourAssist

We examined the processes supporting the project to replace the Authority's Client Management and billing software:-

'HarbourAssist' is scheduled to replace the existing Hampshire County Council software on 23rd Mar 2020. Specifically, we looked at risks to operational continuity for the authority as a significant amount of operational data is kept in the database.

We noted the following:-

- Detailed Risk Assessments from HCC relating to the IT and business processes.
- The existing system will remain available for a period of time until the new software is fully implemented.
- Perceived benefits for ability to disseminate harbour information to Stakeholders using the system.
- Potential to monitor depth of engagement of Stakeholders.
- Potential reduction in admin.

We look forward to receiving feedback on the system at the next audit.

6 OSCP Exercise ‘Ex Mermaid’

On 1st October, the Authority held its Tier 2 Oil Spill Contingency Plan (OSCP) exercise. Designed to test the Authority’s own Plan, updated and approved by the Regulator (MCA) in Aug 2018, and interaction with the Authority’s externally contracted responders - Adler and Allen.

The exercise tackled an imaginary spill of 8 tonnes of Marine Gas Oil (MGO) in the river at Swanwick Bend. (This would likely be the maximum ‘native’ spill amount the Authority would encounter, notwithstanding the effects of a major spill in Southampton Water.)

An Incident Command Centre (ICC) was set up at the Harbour Office and Oil booms were deployed to divert and collect oil as Tier 1 response. Adler and Allen then arrived with a Rapid Response Vehicle (RRV) with additional booms and skimmers to recover the oil.

MCA Counter-Pollution Officer, Andrew Healy, was in attendance as an observer.

A number of minor learning points emerged from the exercise, which will be closed out by Alison Fowler, who has the lead with OSCP.

We noted that although the OSCP is subject to periodical review, these are not recorded in an annual ‘amendment sheet’ – dynamic data, such as contact information changes regularly, therefore should be subject to at least annual review.

We discussed as part of the wider subject of training the procedures in place to familiarise Casual River Patrol Officers with pollution plans and equipment held by RHHA. There being no formalised training, we recommend that this is instigated for the coming season.

Recommendation 1 (01/20):

Conduct annual reviews of contact numbers in the OSCP and log these in an amendment sheet at the front of the document.

Recommendation 2 (01/20):

Conduct (and record) pollution familiarisation training for Casual River Patrol Officers upon joining.

7 Swimming / Antisocial Behaviour

The Harbourmaster continues to concentrate efforts in the areas we identified in the previous audits:-

Stakeholder/public facing:-

Social Media engagement.

Direct community engagement – school visits.

River Hamble Users Handbook.

Signage.

Regattas and other group activities.

We reviewed at the last audit the riverside signage, which whilst adequate continues to be improved as an ongoing process.

Within the SMS itself, improvements have been made to the recording of berth/quayside/seabed inspections so to ensure a systematic approach is taken.

8 Website Update

A minor revision has been made to the RHHA Website which affirms publicly the Authority's commitment to the PMSC and to Marine Safety. A copy of the River Hamble Marine Safety Plan (one of the PMSC deliverables) appears alongside the Strategic Plans.

9 Standard Operating Procedures:-

SOPs continue to be improved iteratively.

We observed that some operational documents, referred to by their paper colour ‘blues, pinks & greens’ were without version numbers on them. An important part of document control insofar that it ensures the correct version is used, we recommend that these are updated with a version number and that a ‘Master List of Documents’ is maintained to ensure that appropriate documents are available.

New sections have been introduced on the white patrol reports to record fortnightly inspections of the riverbed under the bridge at Hamble Jetty and under the platform at the M27 bridge.

We note also the HM’s use of a matrix to manage updates to the SMS in which goals are set and resources allocated. The matrix (and thereby progress against update tasks) will be discussed at the periodical Operational Safety Meetings (OSMs).

Recommendation 3 (01/20):

Assign version numbers to operational documents (where not already implemented) and maintain version control on a ‘Master List of Documents’.

10 Risk Assessment

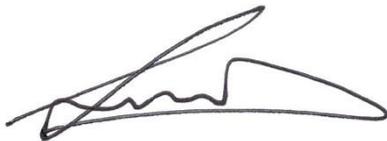
A sample of risk assessments were examined and were found to be comprehensive and relatable to the underlying SOPs. At the time of audit, review of all Risk Assessments was planned in the coming weeks as part of the annual cycle, therefore we will examine in more detail at the next audit.

11 Key Dates

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise	1 st Oct 2019 (3 years)
Latest published Safety Plan for Marine Operations	10 th 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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