



**FALMOUTH
HARBOUR**

UK's Atlantic gateway.

Falmouth Harbour Marine Safety Plan 2024-2027

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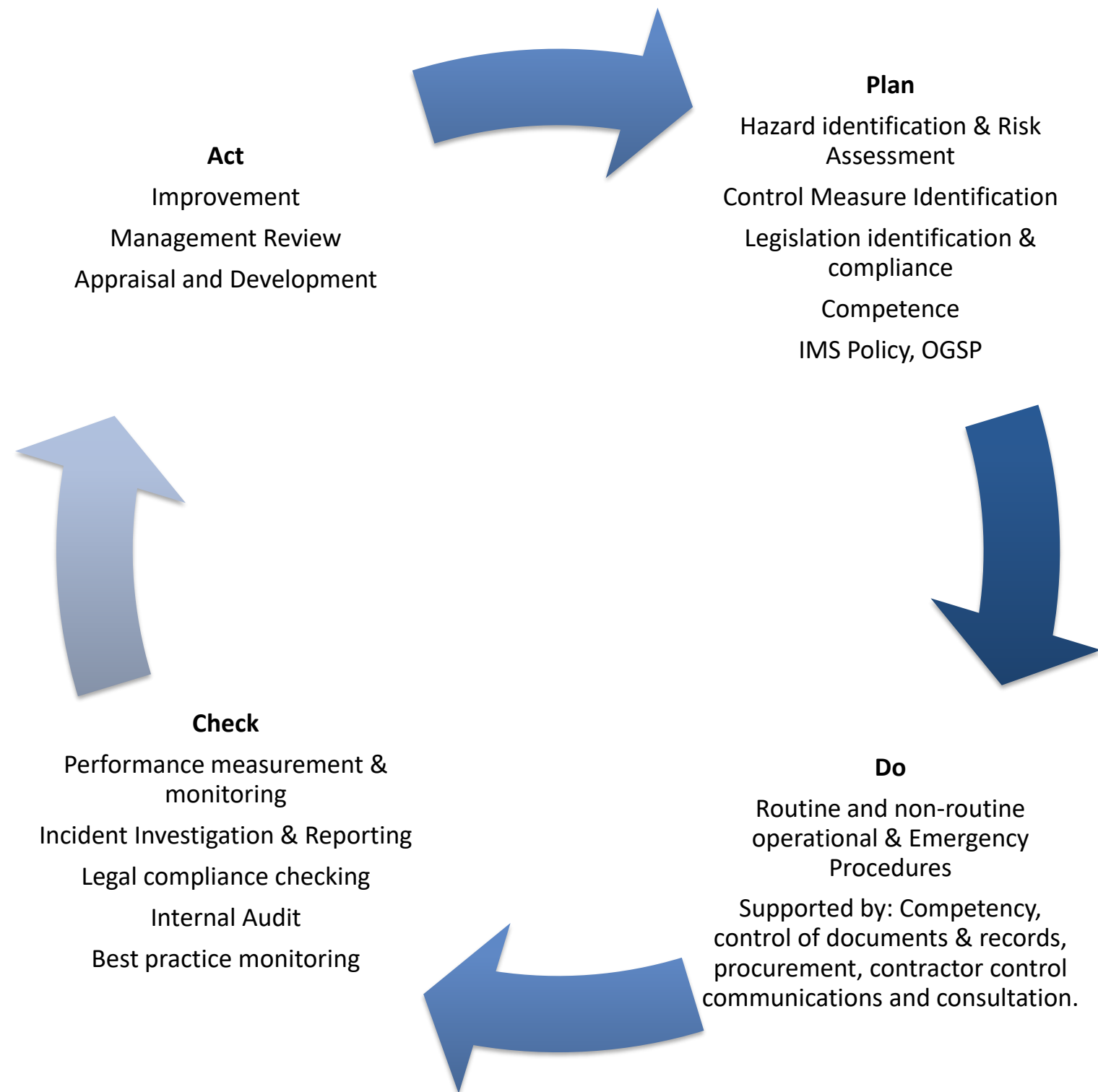
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Introduction

Falmouth Harbour is committed to managing marine safety to a standard compliant with the Port Marine Safety Code. The aim of this plan is to provide detail about the management measures in place and to set targets for performance. The Falmouth Harbour Board of Commissioners are collectively responsible for marine safety and are the Duty Holder described in the Port Marine Safety Code. The Board receives training on the operation of the safety management system and receive regular reports relating to its operation. Falmouth Harbour manage a harbour area of approximately 56 Square nautical miles including part of the Fal Estuary, part of the Penryn River, Veryan and Gerrans Bays and a large part of Falmouth Bay.

Processes

Falmouth Harbour are committed to the systematic management of marine safety using a safety management system that complies with the principles of ISO 18000 as well as the Port Marine Safety Code. A process model showing the process of marine safety management is shown below.



Consultation

Falmouth Harbour aim to manage the harbour in the best interests of stakeholders which includes harbour users. We are committed to consulting users to identify hazards, assess risks and develop appropriate risk control measures. To assist with this, a Harbour Users Group has been established to support consultation with a range of stakeholders and fulfil the function of a consultative body for the creation of Harbour Directions as required by the Code of Conduct on Harbour Directions.

Falmouth Harbour are also represented on the Fal Estuary Marine Safety Committee which works with neighbouring harbour authorities, partner agencies and major users to identify and implement improvements in safety management.

A diagram showing the Marine Safety Organisational Structure is included in the roles, responsibilities and accountabilities section of this document.

Conservancy

Falmouth Harbour have a duty to conserve the Harbour to ensure that it can be used safely by vessels navigating within it. Conservancy functions include identifying the best channels for use by vessels, marking and lighting them as well as dredging to ensure a suitable depth is maintained. There are also functions relating to the marking and removal of wrecks, that may prejudice safe navigation. We contract regular surveys throughout the harbour area and provide this information to the UK Hydrographic Office.

As the Local Lighthouse Authority, we provide and maintain our own navigation marks and oversee 3rd party Aids to Navigation in the Harbour Area, reporting to Trinity House as the General Lighthouse Authority who conduct an Annual Inspection. We communicate changes of conditions in the harbour by issuing Port Notice to Mariners. These are freely available via subscription and published on our web site.

Further information can be found in the Conservancy Duty which appears in the Marine Safety Management System (MSMS) as Document 10-00-001-PR.

Management of Navigation

Falmouth Harbour have duties and powers to regulate the use of the Harbour, and the Harbour Master is legally empowered to give special directions in certain circumstances. The harbour is monitored by AIS and radio recording, and regular afloat patrols are also undertaken. A Local Port Service is also operated by Falmouth Pilot Services. We have powers to make byelaws and Directions and enforce these in accordance with our enforcement policy. We aim to investigate all third-party reports of incidents or infringement of byelaws (where appropriately notified to us).

A process model for reporting and investigation of marine navigational safety incidents is included in the MSMS reference 03-07-001-DO Reporting and Investigating Marine Accidents and Incidents (Process model is in Section 5).

Emergency Response

Falmouth Harbour is a Category 2 Responder under Civil Contingencies Act and has a duty to maintain response plans for emergencies. Falmouth Harbour is also a Tier 1 Oil Pollution Responder and is required to maintain an MCA approved Oil Pollution Plan, which requires at least 2 exercises to be undertaken each year and annual returns to be made to the MCA. In order to provide an effective response, equipment and trained personnel are maintained in-house, along with a Tier 2 contractor available for additional support. We work in partnership with other harbour authorities, major users and response contractors in order to achieve this.

We resource and are represented on a standing committee that reviews plans and exercise reports and prepares exercises.

Process models showing the management of emergency and oil pollution response can be found in Section 03 Safety Management sub section 09 Oil Spill Response of the MSMS.

Pilotage

Falmouth Harbour are a Competent Harbour Authority as defined by the Pilotage Act. This requires us to keep the need for pilotage under review and allows us to authorise pilots. We have agency contracts to provide pilotage services to Falmouth Docks and to the Ports of Truro and Penryn. We own and operate our own pilot boats and employ pilot boat crews who provide a 24/7 service delivering pilots to vessels who need them. We have a contract for the provision of pilots with the Falmouth Pilots (LLP). The provision of Pilotage Services across the Port is overseen internally by a Harbour Board Sub Committee and by the Pilotage Standards Committee which includes representation from all Competent Harbour Authorities in the area.

Marine Services

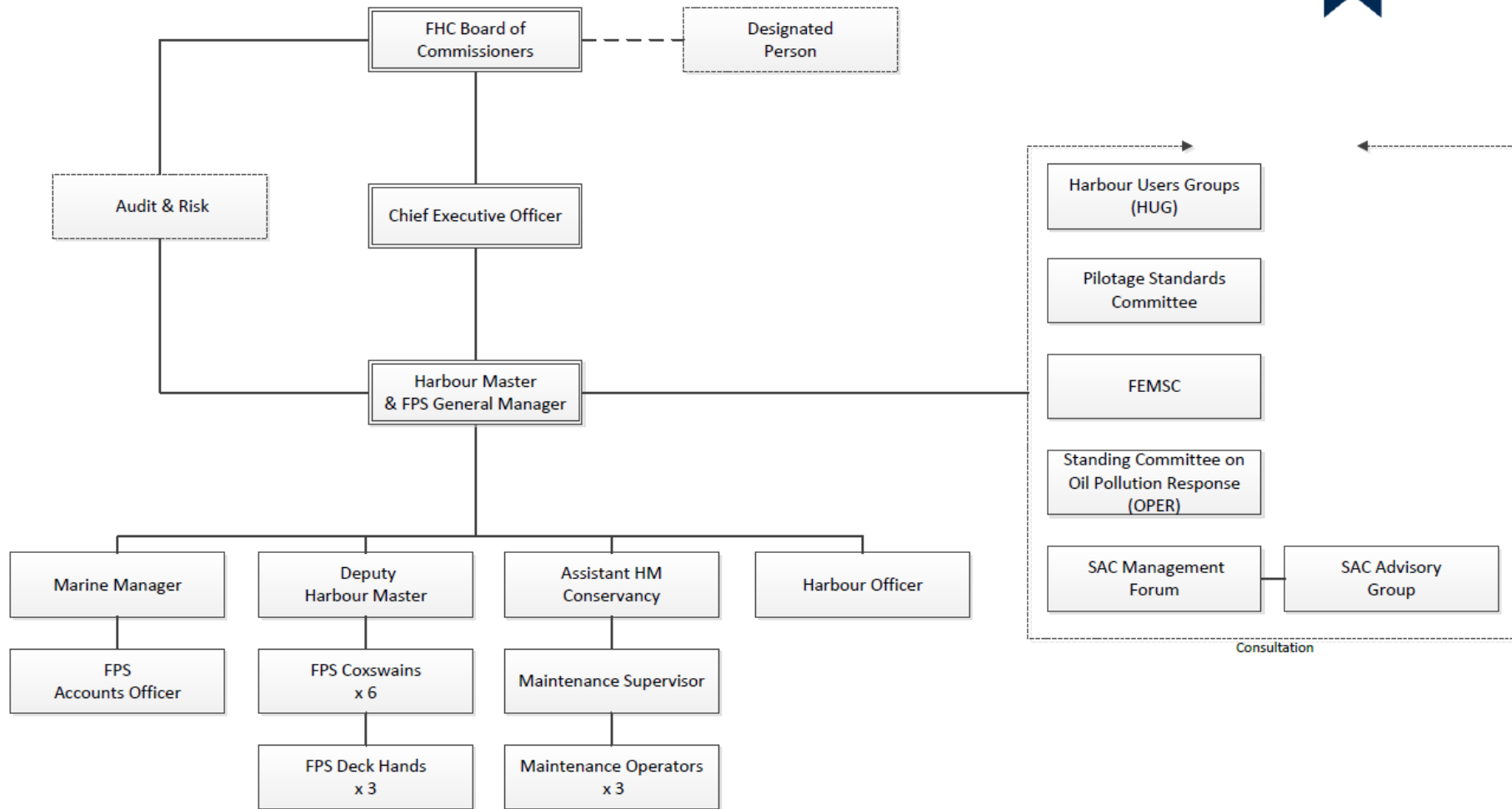
Falmouth Harbour provide marine services including mooring maintenance, securing ships to buoys (via contract) and pilot boat operations. We also license or approve other marine operations being undertaken in the Harbour area including the ship-to-ship transfer of bunker fuel and other operations. We aim to ensure that all marine services that we operate or approve are undertaken to the appropriate standards based on industry best practice.

Objectives

Falmouth Harbour's marine safety objectives are included within the Document "01-106-02 Falmouth Harbour Future Strategy" also known as the OGSP (Objectives, Goals, Strategies & Plans). Performance against objectives is monitored regularly by the Board of Commissioners.

Roles, Responsibilities and Accountability

Falmouth Harbour Marine Safety Organisational Structure



Specific Roles, Responsibilities and Accountabilities

Duty Holder

The Board of Commissioners are the Duty Holder for Falmouth Harbour. They have a responsibility to:

- Be aware of the organisation's powers and duties related to marine safety.
- Ensure that a suitable MSMS, which employs formal safety assessment techniques, is in place.
- Ensure the appointment of a suitable Designated Person to monitor and report the effectiveness of the MSMS and provide independent advice on matters of marine safety.
- Appoint competent people to manage marine safety.
- Ensure that the management of marine safety continuously improves by publishing a marine safety plan & reporting performance against the objectives & targets set.
- Report compliance with the PMS Code to the MCA every 3 years.

Chief Executive

The Chief Executive is accountable for the operational and financial control of the organisation. He will advise the organisation on all matters related to its duties and powers, with appropriate advice from officers.

His key duties relating to marine safety are:

- Oversee the implementation of Organisation's policies & decisions.
- Have overall executive responsibility for the safety of operations and staff.
- Oversee the recruitment & training of staff.

Harbour Master

Following the principles of the Port Marine Safety Code the Harbour Master is specifically responsible for:

- The day to day safe operation of navigation and other marine activities in the harbour and its approaches.
- Regulation of the time and manner of ships' entry to, departure from, and movement within the harbour waters, and related marine safety purposes.
- Developing and implementing emergency plans and procedures, for regulating dangerous goods in transit on ships and for counter-pollution and waste disposal plans.
- The provision and maintenance of suitable aids to navigation.

Designated Person

Designated person is responsible for:

- Providing independent assurance directly to the duty holder that the marine safety management system is working effectively.
- Determining, through assessment and audit, the effectiveness of the marine safety management system in ensuring the compliance with the Port Marine Safety Code.

Competence, Training and Awareness

Board of commissioners

The Board receives training on their duties under the PMSC, the operation of the Safety Management System and receives regular reports relating to its operation.

Commissioners receive a comprehensive induction as per 00-021-04 describing the organisation and their responsibilities. A record is maintained of this training using 00-022-04.

The Board maintain training and development as a high priority within the organisation and have a staff appraisal system to identify training needs appropriate to the level of responsibility.

FH Staff

Falmouth Harbour aim to ensure that all marine personnel are well trained and competent to perform the tasks that they undertake. Marine staff undertake continuous professional development.

Training records are maintained for all personnel working for the organisation and include induction, personal qualifications, experience and specialist job training. Management will confirm competence in applicable tasks prior to recommending staff for authorisation in marine safety critical roles.

All personnel receive an induction when they start with the organisation describing the health, safety and environmental risks associated with their role and what their responsibilities are in regard to these risks.

Specific training and awareness requirements are assessed and described within the relevant job description for the role. Training is provided as per the role requirements.

Training of personnel is conducted as per the requirements of the role, records are maintained of all training completed. A training spreadsheet is checked regularly to identify when training is required to be refreshed to ensure that it does not run out of date.

The effectiveness of training is evaluated during the appraisal process and through ongoing communication with staff receiving the training and training providers themselves to ensure that training provided continues to be relevant and effective.

Improvement

FH will continually improve the operation of the integrated management system (which includes the Port Marine Safety Code) by regular reviews of performance and assessment of the management system and its application to FH through:

- Internal audits
- Internal Communication through meetings and submitted improvement suggestions
- Monitoring customer satisfaction
- Monitoring performance against objectives and targets

Further information can be found in the Document 01-106-02 Falmouth Harbour Future Strategy OGSP and Documents 01-050-02 Internal Audits and 01-080-02 Improvement located in the Integrated Management System.

Management Review

The management review process is conducted continuously through a series of regular meetings which include Management Review Meetings, Marine Operations Meetings, Falmouth Pilot Services Panel and Pilotage Standards Committee amongst others.

Further information can be found in the Integrated Management System Document 01-085-02 Management Review procedure.