



Hamble Harbour Authority

Port Marine Safety Code

Audit

11 July 2018

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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 11 July 2018.

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

We have the following recommendations from this audit:-

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" either with a simple tick box or perhaps in separate systems on a different coloured paper.

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.

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.

3 Close-out of previous recommendations

10/15 Recommendation 5

Produce a Skills and Training Matrix for employees and contractors

A live document which is updated as and when necessary. Closed.

11/17 Recommendation 1

Day-to-day Operational reports are now separated from Incident reports on pink forms. Closed.

(Please see also 7/18 Recommendation 1 above.)

11/17 Recommendation 2

Replaced by Recommendation 1 7/18 above. Closed

11/17 Recommendation 3

Individual elements of the MSMS now have issue dates and version numbers. Closed.

11/17 Recommendation 4

The Deputy Harbourmaster has now been trained in completing risk assessments so that the load can be shared with the Harbourmaster. Closed

4 Incident reports

Incident reports were reviewed as standard audit practice. There were no incidents of significant note i.e. none recording injury to the public or employees. There were no employee accidents since the November 2017 audit. 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 understand lessons learned.

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 require it.

New Risk Assessment 56 added – Control of Vibration at Work – Hand/Arm Vibration

Risk Assessments 28, 29 – Annual review carried out.

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.

6 Key Dates

Last letter of compliance to MCA	12 Jan 2018 (3 years)
Last Tier 2 oil spill exercise	13 th Oct 2016 (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,

A handwritten signature in black ink, appearing to read 'C. L. Lisher', with a long horizontal flourish underneath.

Chris Lisher
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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