



**TOR BAY HARBOUR COMMITTEE
SAFETY MANAGEMENT SYSTEM**

in compliance with

The Port Marine Safety Code

THE TOR BAY HARBOUR COMMITTEE :-

- Councillor Gordon Oliver (Chairman)
- Councillor Nicole Amil (Vice Chairman)
- Councillor Peter Addis
- Councillor Jenny Faulkner
- Councillor Robert Horne
- Councillor Christine Carter
- Councillor Vic Ellery
- Councillor Roger Kerslake
- Councillor Terry Manning

ADVISORS :-

- Mr Chris Bedford
- Mr William Butcher
- Mr Robert Curtis
- Mr Gordon Jennings
- Ms Elaine Hayes
- Ms Heather Maxwell

OFFICERS :-

- Capt. Kevin Mowat - Executive Head of Harbour and Marine Services and Harbour Master
- Capt. Paul Labistour - Harbour Master

DESIGNATED PERSON :-

- Peter Nicholson - Nicholsons Risk Management Ltd

SAFETY MANAGEMENT SYSTEM

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	Tor Bay Harbour Committee have, after consultation with harbour users, drafted risk assessments and adopted a Safety Management System comprising the following 6 elements:-	
1) Policy	Adopting a health and safety policy which contributes to business performance while meeting responsibilities to people and the environment in a way which fulfils both the spirit and the letter of the law.	5
2) Organisation	Establishing a positive organisation and culture which puts the policies into effective practice	7
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The Torbay Council, through the Tor Bay Harbour Committee, is responsible for policy. The Harbour Master is responsible for the organisation and the facilities. The staff implement the policy. Together these three categories form the system that puts policy into effective practice.

TOR BAY PMSC SAFETY MANAGEMENT SYSTEM

PLANNING AND PROCEDURES

1. Tor Bay Harbour Safety Policy

Health and Safety Management System;

The Torbay Council, through its Tor Bay Harbour Committee (TBHC), has adopted a health and safety management system in compliance with the principles set out in the Port Marine Safety Code. The health and safety management system includes policies for emergency plans, conservancy, environment, management of navigation, pilotage and marine services.

Tor Bay Harbour Committee will on behalf of Torbay Council provide a safe harbour within the limits of their jurisdiction, which is open to the public for recreation and the transportation of passengers and goods. It will ensure the safety of Tor Bay by exercising its statutory functions to a high standard. The TBHC will regulate the use of the harbour by maintaining appropriate byelaws and ensuring that these and other statutory regulations are enforced. The TBHC will ensure that an efficient pilotage service is available and that pilotage directions are maintained and reviewed regularly. The TBHC will ensure such marine services as are required for the safe use of their harbour are available and are well maintained and operated. Tor Bay Harbour Committee will ensure that up to date plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.

The Policy incorporates input from officers, from staff and from harbour users as high standards of safety can only be achieved through dialogue and co-operation.

The Aims of the Safety Management System of Tor Bay Harbour Committee;

1. To identify, quantify and manage the significant marine risks associated with the waters and harbour activities of Tor Bay.
2. To maintain, protect, improve and regulate the safe navigation of all vessels in Tor Bay.
 - To ensure that Tor Bay and its enclosed harbours remain safe areas for all harbour users to undertake their business and activities, with the risk of injury as low as reasonably practical
 - To have an effective system for promulgating navigation warnings affecting the Harbour.
 - To consider the effect of weather on harbour safety and see that the broadcast warnings are accessible.
 - To designate suitable anchorages.
 - To monitor lights and marks used for navigation.
 - To keep the need for pilotage under review and authorise suitably trained and experienced pilots to provide an efficient pilotage service.
 - To provide resources to deliver marine services, such as the provision of harbour patrol craft.
3. To ensure that suitable plans for emergency situations are maintained, regularly updated and exercised, so that TBHC will respond rapidly and effectively to emergency incidents to minimise the impact.
4. Protect from damage and pollution the marine environment and the landscape, heritage, amenity and tourism attractions of the Tor Bay coastline.

5. To maintain an up to date set of byelaws in consultation with harbour users and enforce them so as to regulate harbour use effectively.
6. To set up controls for personal safety.
 - To safeguard Harbour users' employees, those working in harbours, port users and the public whilst within areas under the TBHC's control.
 - To control the risk of exposure to criminal and civil liability.
 - To involve all stakeholders in management of marine safety and raise awareness of marine safety risks and prevention, control and management of risks.
 - To consider the effects on harbour safety of proposed changes in use or harbour works.
 - To operate within policies developed specifically to address marine issues in addition to the corporate policies and procedures agreed by the Council.
7. To keep the duties and powers under review.

All employees have a duty to:

- Comply with all harbour safety procedures laid down by Tor Bay Harbour Committee.
- Ensure that marine operations are undertaken in a safe manner.
- To report hazard, risk, accident, incident or near miss to their Safety Officer.

Harbour users operating commercially and the general public using the Harbour for pleasure are responsible for:

- Their own health and safety and that of other harbour users and the general public who may be affected by their acts or omissions.
- Complying with byelaws, directions and other regulations aimed at ensuring the safe use of the Harbour.

Nominated Harbour Safety Officers

Mr Dave Bartlett at Brixham, Mr Nick Clarence at Torquay and Mr John Turner at Paignton are the safety officers for these areas. In their absence urgent harbour safety matters should be referred to the Harbour Master. The Safety Officers are also the "competent persons responsible" for fire safety.

Emergencies in the Harbour

Emergencies where life is in danger must be notified at once to the emergency services by dialling 999 or through VHF channel 16. Other emergencies should be notified to the duty harbour master by the quickest available means.

Reporting of Accidents Incidents and Near Misses

The public are asked to bring matters of safety - all accidents, incidents and near misses – promptly to the attention of the Harbour Master or the Harbour Safety Officer at the nearest Harbour Office. The Harbour staff are obliged to record on the computer Marine Safety Incidents/accidents/near Misses. The reports will be used to review accidents and incidents, for assessing whether any action is necessary to reduce the risk of recurrence. It shall be recorded that the HM has conducted this review and that the necessary actions have been taken. This will be an assessment of the effectiveness of the harbour safety management system.

Adopted by Torbay Council's Harbour Committee - November, 2006

2. Tor Bay Harbour Authority (TBHA) Organisation

Torbay Council is the statutory harbour authority for Tor Bay Harbour. The Council has set up a sub-committee, Tor Bay Harbour Committee (TBHC), to advise on all matters relating to strategic management of the Council's function as harbour authority. The TBHC performs the Council's role of Duty Holder as required under the Port Marine Safety Code.

The current members of the TBHC are listed on page 1. This committee is the Duty Holder.

The Tor Bay Harbour Committee considers that current legislation gives them adequate authority to exercise their responsibilities as described in this document and in accordance with the Port Marine Safety Code. The organisation is bound by the Harbour, Docks and Piers Clauses Act 1847, The Harbours Act 1964, The Tor Bay Harbour Act 1970, the Tor Bay Harbour (Torquay Marina &c) Act 1983, the Health and Safety at Work Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992, and all the other harbour related and safety laws and regulations.

Torbay Council and the Harbour Committee set the policy and the officers and staff provide the means of implementing the Policy. Any decisions taken or policy set must take into account any issues related to harbour safety. The consideration of such issues is to be minuted.

The Executive Head of Harbour and Marine Services and Harbour Master is responsible for the day to day management of marine safety risks and for reporting to the duty holder, the TBHC. He is responsible for ensuring that the staff put the Harbour Safety Policy into practice. He is responsible for maintaining insurance policies, obtaining any required licences, publication and display of such notices and instructions as the Tor Bay Harbour Committee consider necessary.

He must also ensure that facilities are provided up to the standards set in the policy. Such facilities include the harbour infrastructure, harbour craft, pilotage and equipment to be used in the event of emergencies.

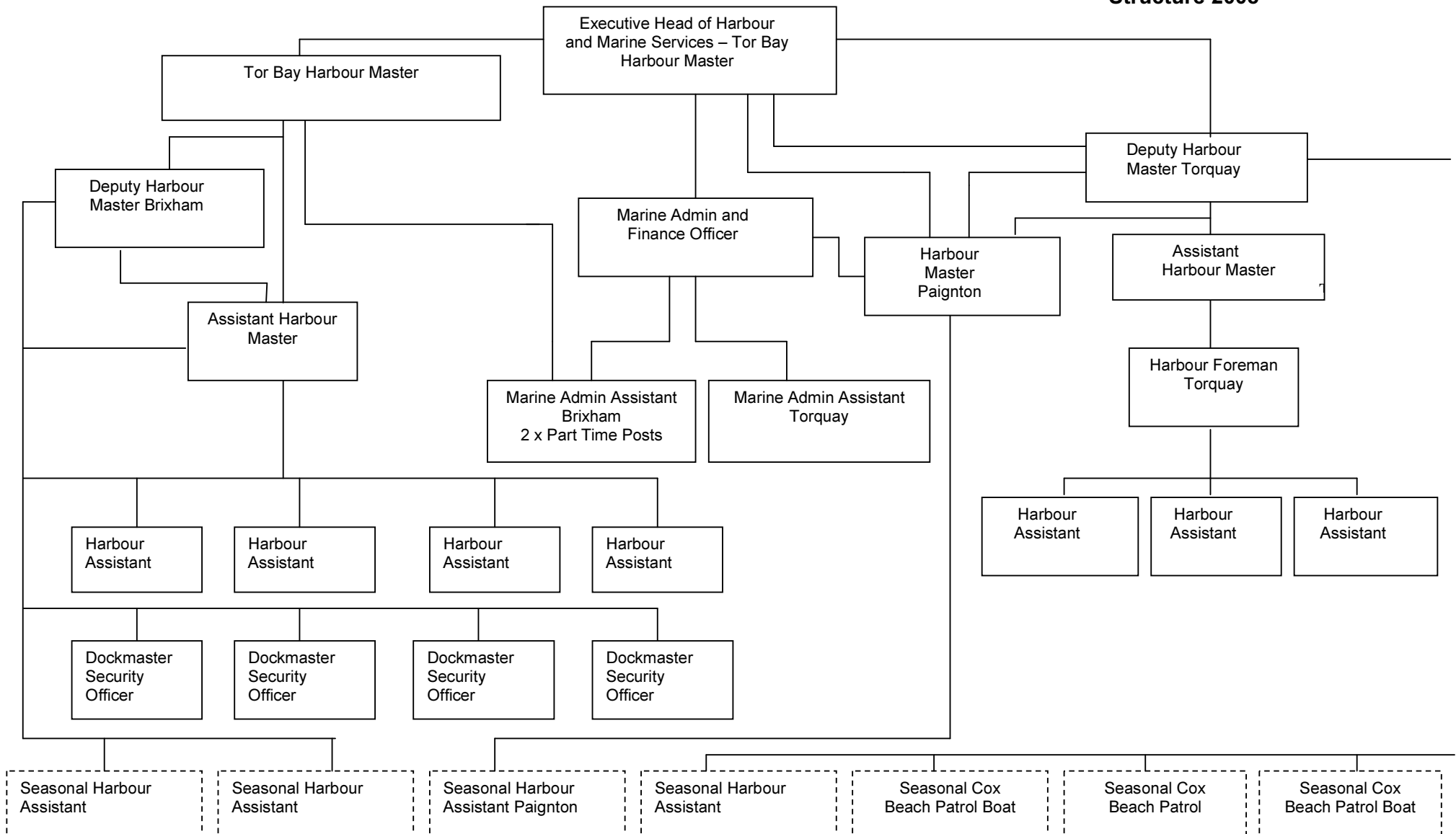
The Duty Harbour Master has the role of Emergency Planning Officer for the harbour and is the co-ordinating officer, responsible for marine incidents planning and response. He is also the officer responsible under their Oil Spill Contingency Plan for maintenance of the plan and response to incidents. Torbay Council also has an emergency planning officer who is responsible for planning and response to major incidents.

The pilots, contracted through Torbay and Brixham Shipping Agents Ltd, are responsible for safe pilotage of large vessels within the waters of Tor Bay Harbour and for reporting marine risks, incidents and near misses to the Harbour Master.

The 'Designated Person' as defined in the Port Marine Safety Code is responsible for auditing the marine safety system and providing assurance to the 'Duty Holder' of the effectiveness and performance of the system. Nicholsons Risk Management Ltd has been appointed the designated person to provide this function and annual reviews and reports on Tor Bay Harbour Authority's compliance with the Port Marine Safety Code.

All other staff have job titles and descriptions. A family tree, which includes the new dockmaster / security officer posts at Brixham, is set out on the next page.

Marine Services Management Structure 2008



Training

It is policy that officers and staff are to be suitably trained to fulfil their roles within the organisation and can demonstrate competence in critical areas of harbour safety.

Training and education are implicit as part of good safety management.

- New staff receive induction training.
- Every year the training requirements of each member of staff will be assessed and a training programme planned.
- Training needs will be considered during job appraisal (RADAR).
- An in house training programme will be implemented to reinforce the importance of harbour safety and of maintaining best working practice.
- All staff receive emergency training and practices.

Training Plan Responsibilities

Post	Training Responsibility
Harbour Masters	Executive Head of Harbour and Marine Services
Deputy Harbour Masters	Harbour Masters
Marine Admin and Finance Officer	Executive Head of Harbour and Marine Services
Harbour Master, Paignton	Executive Head of Harbour and Marine Services
Torquay Staff	Deputy Harbour Master, Torquay
Brixham Staff	Deputy Harbour Master, Brixham
Paignton Staff (seasonal only)	Harbour Master, Paignton
Pilots	Torbay and Brixham Shipping Agents Ltd
Pilot Boat crews & technical staff	Torbay and Brixham Shipping Agents Ltd
Launch crews Technical staff	Torbay and Brixham Shipping Agents Ltd

Training Matrix

The Harbour Authority holds a Training Matrix for all staff and the Marine Administration and Finance Officer is responsible for its upkeep.

3. Tor Bay Harbour Safety Planning

Planning Policy

It is the policy of the Torbay Council to have up to date risk assessments and controls to see that the risks are as low as reasonably practical.

Torbay Council, through the TBHC, is committed to the establishment of appropriate working procedures in each of the main areas of operation.

Once a year the THBC will receive from the Executive Head of Harbour and Marine Services his review of the risk assessments. The Harbour Safety Management System with the Harbour Safety Policy will also be tabled for review. The Committee will undertake a review and their findings will be recorded in the minutes.

An independent audit of the Harbour Safety Management System will be commissioned once a year from the Designated Person. The audit report will be considered by the TBHC and the outcome of this consideration will also be minuted.

The TBHC will remind the officers every year that harbour safety issues must always be taken into account in their decisions and recorded appropriately.

The Officers will annually bring to the attention of each employee the Harbour Safety Policy and specifically their roles in an emergency.

Organisation of Annual Reviews

Safety Policy	}	Tor Bay Harbour Committee
Safety Management System	}	Designated Person and the TBHC
Harbour use	}	Executive Head of Harbour and Marine Services & Harbour Master
Commercial shipping	}	
Craft operation	}	Executive Head of Harbour and Marine Services and Harbour Master
Premises / Quays	}	
Workshops	}	
Offices	}	

3.1 Tor Bay Harbour Committee Risk Assessments

Risk Assessment Policy:

It is the policy of Torbay Council that its powers, policies and procedures will be based on a formal assessment of hazards and risks and it will have a formal safety management system.

The aim of Torbay Council's safety management system is to ensure that all risks are tolerable and are as low as reasonably practicable.

Tor Bay Harbour Committee has undertaken a formal safety assessment of its harbour operations to insure that a systematic approach was taken to the identification and the management of risks.

A set of risk assessments has been completed and formally signed off in November 2008.

These are the checks to identify new hazards, review risks and see that controls are implemented to bring the risks down to as low as reasonably practicable.

Arising out of the risk assessments and as part of the policy of continuous improvement, the following actions have commenced and are ongoing: -

1. Structural Improvement.
 - Redevelop the Brixham fish market site.
 - Manage the construction vehicles involved with work on this site so quays and roads remain safe for pedestrians.
2. Management Systems: Produce a Harbour Authority business plan, as suggested by the Review of Municipal Ports.
3. See that each copy of the Safety Management System that has been issued under the PMSC contains the diagrams illustrating the System and its detailed Planning.
4. Review with the pilots and seek further improvements to Procedure TBHA/P/001, such as a method for TBHA to give positive approval for each vessel's request to enter the harbour.
5. A calendar of risk reviews has been planned, so that each risk assessment will be reviewed at least once a year at the bi-monthly Harbour Master's management meetings.
6. Continue building a database for emailing Local Notices to Mariners.
7. Accident and incident reporting: review how meaningful annual statistics and summaries might be produced. It could be revealing simply to have available an analysis showing the number for each year of fatalities, casualties taken to hospital, navigational incidents, fires and the number of accounts of abuse or antisocial behaviour afloat or ashore.
8. Build on the initial discussions and hold annual meetings with passenger craft operators and sailing club race officers, to remind them of the need to navigate safely together.
9. Expand the role of the safety consultant appointed as the 'Designated Person' and commission interim as well as year end reviews.

The following actions are planned,

10. The Slipway at Paignton.

The conflict of pedestrians (including children) and commercial vehicles (which include articulated lorries and forklift trucks) trying to share the same area produces a high risk.

- Hold meetings with the main commercial users to:
 - Agree the extent of risk
 - Improve risk controls
- Find a long term solution.

Either

- 1) Reduce motor vehicles, and even exclude commercial delivery traffic at certain times, by redeveloping the site and designing in safety.

or

- 2) Reduce pedestrian activity, by closing the slipway and the quayside car park exit and path to Fairy Cove.

11. Town Dock

- Install two ladders on the long visitor's pontoon, where now there are none.
- Paint the tops of the ladders distinctively for easy recognition – signal red, as the safety pods that contain the life rings and fire extinguishers.
- Replace the throwing lines missing from two of the safety pods with life rings.
- Review how an alarm might be raised at the end of the pontoons, in the event of accident, injury, fire or someone falling in the water.
- No first aid kits, but consider advising how to find a first-aider – signage.

12. Workshops

- Supplement Risk Assessment No 41, Workshops, with a file of standard procedures for TBHA staff facing the specific risks of various tasks – such as HYAB and forklift operation, oxyacetylene cutting, painting on the docks and even escorting visitors - and include these in the records of training and of equipment maintenance.
- The resulting training records to be expanded to include the dates when either external training or internal instruction was given and backed up by a file of the training instruction or syllabus, where appropriate. Use this to help establish the need for specific training for each member of staff that is included in the budgeted programme of training for the year.
- Adopt a safety calendar, so there is a topic a month to be the subject of staff meetings or toolbox talks.
- Establish safe working times for hammer drills – Makita HR5001 C and the smaller HR 202 – for hand / arm vibration risks.
- Dispose of the two batteries that came off 'Oscar 4'

3.2 Tor Bay Harbour Committee Risk Control Procedures

3.2.1 Emergency plans

3.2.2 Conservancy

3.2.3 Environment

3.2.4 Management of Navigation

3.2.5 Pilotage

3.2.6 Marine Services

3.2.1 Emergency plans

Emergency Policy:

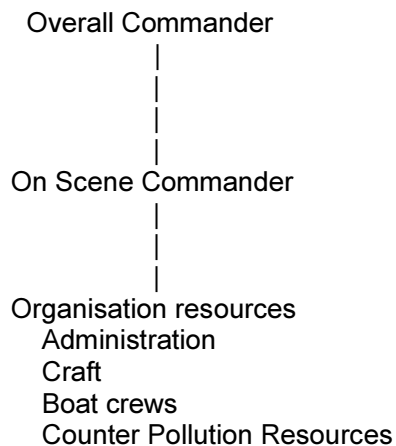
The safety management system shall include preparations for emergencies – and these should be identified as far as practicable from the formal risk assessment. Emergency plans need to be published and exercised.

Emergency Organisation and Management Responsibility

Review of Emergency and Oil Pollution Plans

Harbour Master

Emergency Organisation



Emergency Plans and Procedures

TBHA/ P / 002 Emergency Procedure

Tor Bay Harbour Emergency Plan – January 2008

The Tor Bay Oil Spill and Contingency Plan
National Contingency Plan for Marine Pollution

Planning exercises are undertaken to see that the procedures would be followed.

3.2.2 Conservancy

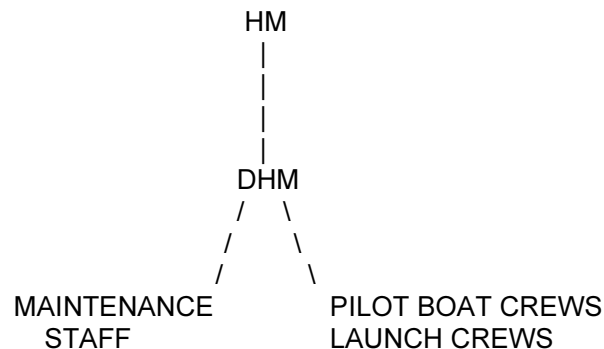
Conservancy Policy:

Torbay Council recognises it's a duty of conservancy the harbour so that it is fit for use as a harbour, and a duty of reasonable care to see that the harbour is in a fit condition for a vessel to use it.

The aim to provide users with adequate information about conditions in the harbour.

Torbay Council recognises the extent of its duty and powers as local lighthouse authority; and specific powers in relation to wrecks.

Conservancy Organisation and Management Responsibility



Conservancy Procedures

Hydrography

TBHC follows the code of practice for UK ports and harbours, developed by the Hydrographic Office.

Dredging

Tor Bay Harbour Committee does not maintain a maintenance dredging disposal licence. Any capital dredging that might take place is subject to statutory consent and TBHC is a priority consultee when such applications are considered.

Buoyage and Navigational Aids

Trinity House has issued standards for reliability and maintenance of navigation aids and reserves the right to undertake inspections to ensure that these are met. PANAIR reports are submitted quarterly.

Wreck Removal

The procedure is to buoy and/or light a wreck as appropriate, issue a notice to mariners and, if necessary, use TBHC's authority to remove the wreck.

Licensing of Work

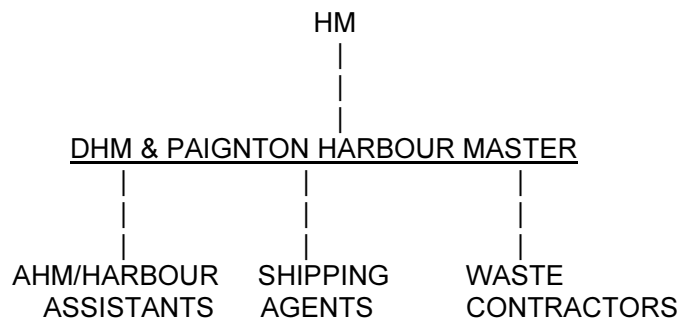
TBHC is a statutory consultee for proposed work affecting navigation or the environment within the harbour limits.

3.2.3 Environment

Environment Policy:

Torbay Council has a general duty to exercise its functions with regard to nature conservation and other related environmental considerations.

Environment and Port Waste Management Plan Organisation and Responsibility



Environment Policies, Plans & Procedures

Environmental Policy Statement, Tor Bay

Port Waste Management Plan - Under review

Guide to Good Practice on Port Marine Operations

English Nature's Advice
(under Regulation 33, Conservation (National Habitats Etc) Regulations 1994 – January 2000)

TBHA/ P / 008 New Harbour Developments

3.2.4 Management of Navigation

Policy for Management of Navigation:

Torbay Council, through its TBHC, has rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.

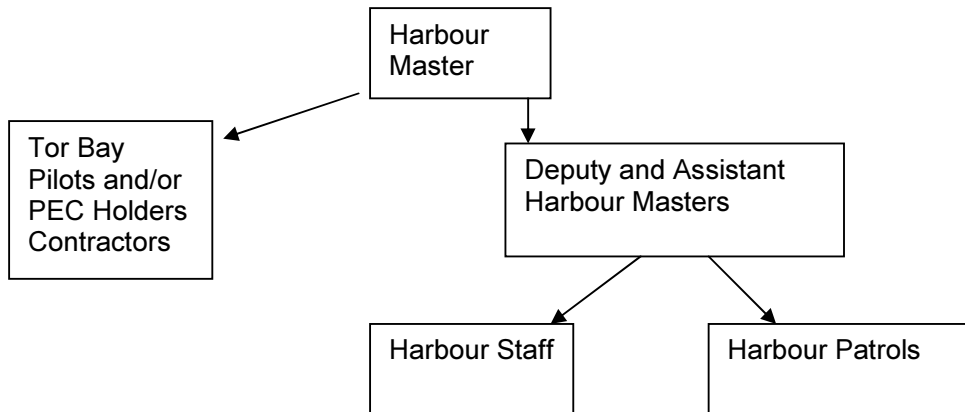
Torbay Council and its Harbour Master recognise their duty to make proper use of powers to make byelaws, and to give directions (including pilotage directions), to regulate all vessel movements in their waters.

These powers shall be exercised in support of the policies and procedures developed in this safety management system, and should be used to manage the navigation of all vessels.

TBHC has clear policies on the enforcement of directions, and should monitor compliance.

Powers of direction shall be used to require the use of port passage plans in appropriate cases – whether vessels are piloted or not.

Management of Navigation Organisation and Management Responsibility



Procedures for Management of Commercial Navigation

Passage Plans

The passage plan is prepared on a standard form by the pilot and agreed with the master of the vessel. A copy is to be filed at the offices of the shipping agents.

Monitor

24-hour VHF cover is provided by the combined efforts of the Harbour Offices and the Pilot Station.

Reporting

Reporting is mandatory, as Tor Bay Pilotage Directions.

Control

Pilotage requirements are set on in TBHA/ P / 001 Navigation and Pilotage (Under review December 2008)

Access to VTMS data

It has not been considered necessary to have a Vessel Traffic Management System. AIS monitoring software has been procured for operation in 2009.

Patrols

Standard instructions are issued to staff running patrol boats. Patrol boats enforce bye-laws and assist visitors

Bunkering

Other than at an approved harbour fuel station, the Harbour Master's approval is required before bunkering operations take place.

The Harbour Authority issues procedures for bunkering.

For any bunkering at anchor or cargo vessels alongside, or vessels taking bunkers direct from road tankers - there is a checklist.

Cargo Transfer

The Harbour Authority has various procedures in the Oil Spill Response Plan to control any oil cargo transshipment, following submission of a risk assessment.

Commercial Anchorages

Anchorages are specified for large vessels.

Procedures for Leisure Management

Zones

Controlled areas with a 5 knot speed limit are provided for swimmers.

Water ski approach lanes have been established at Elberry Cove and Livermead Sands

Events

Notices to Mariners and special directions are issued for events as required.

Moorings

Moorings are allocated by TBHC.

Marinas

There are 2 marinas in Tor Bay Harbour.

It is considered that all these marinas are managed safely.

Enclosed Harbours

The Harbour Masters and the Harbour Master manage the enclosed harbours of Torquay, Brixham and Paignton.

Leisure Anchorages

Anchorages are specified for large vessels.

Controlled areas with a 5 knot speed limit are provided to safeguard swimmers.

Water ski approach lanes have been established at Elberry Cove and Livermead Sands

Procedures

TBHA/ P / 001 Navigation and Pilotage (Under review December 2008)

TBHA/ P / 002 Emergency Procedure

Tor Bay Harbour Authority Emergency Plan – January 2008

3.2.5 Pilotage

Policy for Pilotage:

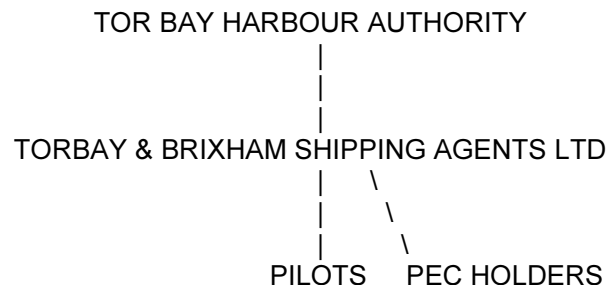
Torbay council, through its TBHC, is the competent harbour authority and accountable for the duty to provide a pilotage service; and for keeping the need for pilotage and the service provided under constant and formal review.

TBHC will therefore exercise control over the provision of the service, including the use of pilotage directions, and the recruitment, authorisation, examination, employment status, and training of pilots.

Pilotage shall be fully integrated with other harbour safety services under harbour Committee control.

Authorised pilots are accountable to their authorising authority for the use they make of their authorisations: TBHC shall have contracts with authorised pilots, regulating the conditions under which they work – including procedures for resolving disputes.

Pilotage Organisation and Management Responsibility



Procedures, Plans, Codes and Guides for Pilotage

TBHA/ P / 001 Navigation and Pilotage

Pilotage shall be compulsory for all vessels except:

- i) any ship of Her Majesty's Royal Navy or Royal Fleet Auxiliary, subject to paragraph 5.2;
- ii) foreign warships navigating in the harbour for the purpose of taking up or leaving an anchorage, subject to paragraph 5.2;
- ii) any vessel of less than 36m LOA not carrying a cargo of dangerous goods or marine pollutants;
- iii) any vessel engaged in towing where the length of such vessel aggregated with the length of the tow is less than 36m;
- iv) any fishing vessel less than 47.5m LOA;
- v) any vessel proceeding to or departing from a designated anchorage as defined in paragraph 6 provided such vessel has been forced by stress of weather to seek shelter and subject to paragraph 5.1.

Any vessel navigating within Tor Bay Harbour limits in accordance with paragraph 3.1 (i) or (ii) is directed that it must contact Bay Reporting Services on VHF Channel 09 before entering harbour limits and again on departing harbour limits.

The requirement for Tall Ships to have pilots is under review.

TBHA/ P / 002 Emergency Procedure

TBHA/G (extn)/001 – Instructions to cargo vessels and fishing vessels entering Torquay Harbour

Tor Bay Harbour Emergency Plan

The Port Marine Safety Code and its Guide to Good Practice on Port Marine Operations

3.2.6 Marine Services – Harbour Operations

Policy for Marine Services:

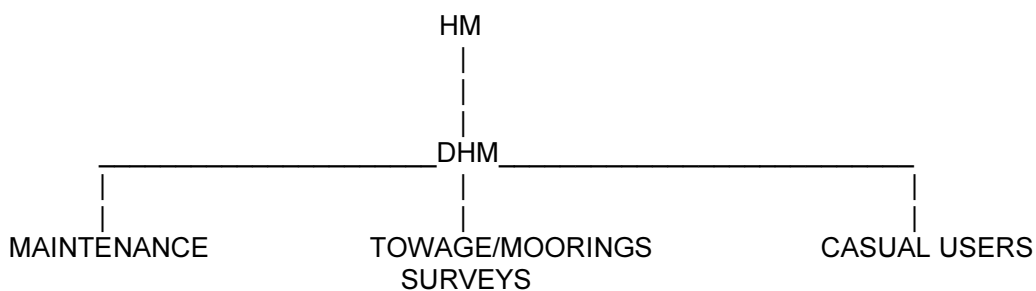
TBHC's safety management system shall cover the use of harbour craft and the provision of moorings.

The formal safety assessment shall be used to identify the need for, and potential benefits of use of harbour craft for safety management,

TBHC shall ensure that harbour vessels or craft which are used in the harbour are fit for purpose and that crew are appropriately trained and qualified for the tasks they are likely to perform.

Byelaws and the power to give directions are available for these purposes.

Harbour Operations Organisation and Management Responsibility



Marine Services Procedures

Bunkering

Other than at an approved harbour fuel station, the Harbour Master's approval is required before bunkering operations take place.

The Harbour Authority issues procedures for bunkering.

For any bunkering at anchor or cargo vessels alongside, or vessels taking bunkers direct from road tankers - there is a checklist.

Cargo Transfer

The Harbour Authority has various procedures in the Oil Spill Response Plan to control any oil cargo transshipment, following submission of a risk assessment.

Craft Regulation

For boats not subject to MCA licensing or coding conditions of operation are issued in accordance with the South West Regional Standing Committee on Safety of Small Craft.

Craft have to be surveyed, carry specific safety equipment and the boatman must be suitably qualified.

Towage

The staff operating harbour boats and pilot boats are experienced and suitably qualified to tow where and when necessary.

Work Boats

Operating Code of Practice for relevant TBHC harbour craft.

MCA and other relevant certification.

Commercial Diving

TBHC contracts commercial divers to inspect moorings and provide maintenance as needed. A diving permit is required for all commercial diving operations - the operators' registration and safety policy are checked.

Dredging

TBHC has inconsequential levels of maintenance dredging. Capital dredging is the responsibility of approved contractors.

MFA licences are required for the disposal of dredged spoil. [See also Harbour Licences for Work]

Moorings/Buoy Maintenance

Moorings/Buoys are inspected annually by divers and there is a maintenance programme.

The adequacy of buoyage is regularly reviewed.

Navigational buoy casualties are reported to Trinity House, who still undertake annual inspections / audits.

Salvage

It is left to the owner to organise salvage of small craft except where safe navigation may be affected.

In such cases TBHC may use its powers to take possession of the vessel and arrange salvage. For large commercial vessels stranding or sinking within the harbour recovery measures will be supervised and approved as necessary.

The necessary consultation with the owners and public interests would be undertaken.

Procedures

TBHA/ P / 003	Public Access to Working Quays
TBHA/ P / 004	Boats in Dry Storage
TBHA/ P / 005	Crane Operations
TBHA/ P / 006	Refuelling Vessels from Quays
TBHA/ P / 007	Oscar 4 Crew Training
TBHA/ P / 008	New Harbour Developments (see Guide to Good Practice on Port Marine Operations)
TBHA/ P / 009	Torquay WWII Slipways - daily check of barriers and signs.
TBHA/ P / 010	External Safety Audit

4. MEASURING OF PERFORMANCE

Measuring Policy

TBHC will measure health and safety performance against predetermined standards.

Performance in complying with the TBHC safety management system will be required to meet the national standards as laid down in the Port Marine Safety Code.

Appropriate performance indicators will be set.

All accidents, incidents and near misses will be recorded and used to assist in assessment of the effectiveness of the Harbour Safety Management System.

Management of Standard Setting

Standards will be set for operations in the following areas :-

AREA	SET BY	REMARKS
Harbour Procedures & Operational Standards	Harbour Master	Guide to Good practice refers Internal Procedures
Pilot Boat Operations Harbour Launch Operations Maintenance of Infrastructure Surveys	Harbour Master	Code of Practice Internal Procedures Internal Procedures UKHO
Procedures		
Financial Procedures	Torbay Council	Subject to Internal Audit

Performance indicators are to include the following :-

Performance Reliability of Navigation Marks	Harbour Master	As Trinity House standards
Frequency of surveys	Harbour Master	As Required
Frequency of patrols/ Monitoring	Harbour Master	
Incident investigation	Harbour Master	
Meeting of Enforcement Targets	Harbour Master	None Currently Set
Response to Complaints	Torbay Council	

5. REVIEWING

Reviewing Policy

TBHC will audit, monitor and review performance so that lessons are learned from all the relevant experience and such lessons are effectively applied.

In light of these reports the Executive Head of Harbour and Marine Services and the TBHC will consider whether their rules or working practices require amendment and will submit recommendations to Torbay Council.

The responsibility for investigations and reports is assigned as follows:

Commercial shipping accidents and incidents }	
Serious pollution incidents }	Harbour Master / Executive Head of
Failure of procedures }	Harbour and Marine Services
Other accidents and incidents }	
Minor oil spills }	Deputy Harbour Master
Small craft incidents }	
Byelaw offences }	
Financial irregularities }	Auditors
Uninsured losses }	

Procedure for Reviews

The Executive Head of Harbour and Marine Services will include in his bimonthly meeting of Harbour Masters a review of any accidents, incidents or near misses. Any conclusions from investigations or lessons learned will be included in the minutes together with measures being taken to prevent a recurrence. If appropriate a more detailed report will be submitted to the Harbour Committee, the Councils Health and Safety Officer and/or the MAIB.

Further reviews are undertaken in the meetings of the Harbour Liaison Forums.

6. RECORDING

Recording Policy

TBHC will maintain records of what has been done

- Safety controls and responsibilities
- Maintaining a record of due diligence