

**PORT MARINE SAFETY CODE COMPLIANCE AUDIT**

**CONTINUOUS IMPROVEMENT PLAN 2018/19**

ITEM	IMPROVEMENT ACTION	PRIORITY	STATUS	ACTION TAKEN	OWNER
1.1.1	In line with the ToR it should be reviewed annually and presented to the Committee for approval. The Harbour Master should consider whether there is a need for an annual review.	Low	In Hand	Agreed with DAP that this would be reviewed at the <b>June</b> Harbour Committee meeting so that any new members post the elections would be appropriately briefed	A Parnell
1.1.2	We would consider it best practice to ensure that committee membership terms are reviewed, discussed and where necessary re-approved prior to the current terms expiring.	Low	In Hand	As above	A Parnell
1.2.1	As previously agreed the PMSC should be combined with the Accident and Incident statistics going forward, as a standing agenda item for the Harbour Committee meetings	Low	Complete	Actioned and now 'business as usual'	A Parnell
1.3.1	Whilst we acknowledge that most legislation could be found on the internet, it would be appropriate for these to be obtained and held in a folder under PMSC and staff made aware of the location and contents.	Low	Recommend close	Retaining copies of legislation is not considered 'best practice' as changes to source documents could be missed. We have instead developed a legislation register spreadsheet which will be used as the basis for an annual review of legislation by the HM.	A Parnell
1.3.2	To ensure that all Staff and Committee Members are aware of the requirements of the PMSC, associated legislation and their individual responsibilities, a training / briefing session should be provided to all Harbour staff and Committee Members as initial and refresher training as required, and access to information readily provided.	High	In Hand	Member and staff training 28 January 2019	A Parnell
1.4.1	The Safety Policy should be reviewed to ensure it remains current and fit for purpose.	Medium	Complete	Incorporated into Safety Management System, the latest version of which was accepted by the Dec 18 Harbour Cttee mtg	A Parnell

1.5.1	As per the Safety Management document the accident and incident statistics should be provided on a quarterly basis to the Harbour Committee.	Low	Complete	Standing Harbour Comitee agenda item	A Parnell
1.6.1	We acknowledge that the slipway is a known hazard which harbour staff are monitoring and pursuing but are reliant on external contractors in terms of a resolution, this should continue to be pursued. Given the ongoing issues it would be prudent to undertake a full risk assessment of this issue.	Medium	Complete  In Hand	Risk assessment completed and filed in MarNIS.  Works scheduled to commence on the slipway by Balfour Beaty on 11/02/19	N Burns  N Burns
1.6.2	A speed limit should be introduced for fork lifts in and around the harbour, additionally BTA should be reminded of the proper use of fork lifts as set out by the H&S Executive. Safe Driving and Vehicle Speeds are set out within the Harbour Byelaws (byelaws 70 and 71 respectively). Linked to this, a risk assessment should be undertaken for the use of fork lifts and a SOP should be drawn up.	High	Complete	A 10 mph speed limit was already in place. BTA have been reminded of their responsibility to ensure that their employees adhere to the speed limit or risk being barred from driving on the site.	D Bartlett
1.6.3	Linked to the works to be undertaken at Brixham, both projects should have a risk assessment to determine what / if any impact this will have on the public and to mitigate any risks identified.	Medium	Complete	Contractors' risk assessments will be reviewed by HM/DHM prior to commencement of works being approved	D Bartlett
1.6.4	Paignton have drawn up a traffic management plan linked to a recent visit for H&S. We therefore recommend that Brixham and Torquay should also do this and all sites should have a risk assessment linked specifically to the traffic around the harbour especially where pedestrians have access.	Medium	Recommend close	Traffic Management Plans for Brixham, Torquay and Paignton have been developed and being incorporated into 'business as usual'	K Annis
1.6.5	Due to the structural issues and weight restrictions in relation to Haldon Pier, we recommend that a risk assessment is undertaken as a matter of urgency.	High	Complete	Completed 20 Dec 18	N Burns
1.6.6	As previously recommended and agreed, the 'Edge Protection Policy' and associated 'Edge Audit Record' should be reviewed and updated.	Medium	Complete	Edge Protection Policy endorsed by Harbour Committee 17 Dec 18.	A Parnell
1.7.1	The Prosecution Policy should be presented to the Harbour Committee for them to review and approve.	Low	In Hand	To be presented to <b>March</b> Harbour Committee	A Parnell

1.8.1	As good practice, we would recommend that the competencies of staff that are PACE trained are assessed periodically, or as and when PACE requirements change, to ensure staff remain up to date with developments in the rules surrounding evidence management and legal procedures.	Low	Complete	PACE requirements have been checked and remain unchanged	A Parnell
1.9.1	Harbours should look at undertaking a multi-agency exercise in the coming year. This will ensure effective co-ordination between those organisations where their duties for health and safety enforcement and accident investigation overlap at the water margin, offshore and on inland waterways	Low	In Hand	Scheduled for <b>March</b> 2019 at Torquay Harbour Office. Table top exercise will include representation from Police, Fire, Ambulance, RNLI, Coastguard and NHS representatives	N Burns
1.10.1	As previously recommended, the Harbour web page should be fully reviewed to ensure that all reports and plans are current, ensuring the public has access to up to date and current information.	Low	Recommend close	Ongoing and incorporated into 'business as usual'	S Pinder
1.11.1	As previously agreed all risk assessments should be reviewed annually, additionally the document register should be reviewed to ensure that where applicable all documents are reviewed.	Medium	Closed	This is 'business as usual'	A Parnell
1.12.1	Tor Bay Harbour Authority should either accept the risks (with the upgrade audit trail provision) or progress the modification to provide full system access controls.	Medium	Complete	Accepted by Harbour Committee 17 Dec 18	Harbour Committee
1.13.1	Each site should have a trained risk assessor. This is especially important at Brixham, as this is the largest port, which operates largely with the fishing industry, and the port is getting increasingly busy.	High	Complete	Refresher training completed 20 December 2018	A Parnell
1.14.1	A full review should be undertaken to ensure that risk assessments have been established for all areas of the three harbours and this should include all tasks undertaken by staff for example any equipment they use, chemicals they handle etc and activities in and around the harbour e.g. fly boarding	Medium	In Hand	Assessment is under way and forecast to be complete by Mar 19	S Pinder

1.14.2	The Safety Management System manual should be updated to reflect the correct date of all reviews for risk assessments and all risk assessments thus ensuring the committee is presented with accurate information.	Low	Complete	Updated SMS adopted by Harbour Committee 17 Dec 18.	A Parnell
1.14.3	As previously agreed a Safety Officer should be appointed to ensure action in relation to risk assessments and that all recommendations arising from the PMSC audit are actioned.	High	In Hand	Discussions with HR ongoing; aspire to have role in place by Mar 19.	A Parnell
1.15.1	Linked to risk assessments a full review should be undertaken for all SOP's to ensure they cover all areas in particular the use of fork lifts as detailed in 1.6.2 and the Brixham work boat. Where SOP's have been subject to review, the associated review date should also be identified within the document.	Medium	In Hand	Full audit of SOP's to be completed and missing RA identified by March 2019 SOP template updated to show review date. Existing SOP to be modified during Jan 2019	S Pinder
1.16.1	As previously recommended the Pilotage Manual needs to be updated, issued for comments and finalised.	Low	Open	Update to be completed by June 2019	S Pinder
1.17.1	The Emergency Plan should be reviewed and if necessary updated, this should then be presented and approved by the Harbour Committee. Additionally, as previously recommended the National Contingency Plan for Marine should be obtained and all links to it updated to ensure they direct staff to the latest version.	Low	Complete	The Emergency Plan is a Council document however it has been reviewed by the HM and feedback provided to the Emergency Planning Officers	A Parnell
1.18.1	As previously agreed the training matrix should be updated to show when the medicals are due.	Low	Complete	Training matrix updated	A Colmer
1.18.2	Harbour workboat users should be reviewed to ensure that all are appropriately certificated.	Low	Complete	Documentation reviewed and copies added to Training Logs	K Annis
1.19.1	A full review should be undertaken of each training matrix and where applicable re-training should be undertaken. Where training has been done this should be recorded.	Medium	Closed	This has been undertaken and ongoing periodic reviews have now incorporated into 'business as usual'	K Annis
1.20.1	Confirmation should be provided that the MCA were provided with details confirming they are compliant with the PMSC, this should also be on the Harbour website	High	Complete	Provided to Auditors	A Parnell