



Port of Dover Marine Safety Code – Section 03

Marine Safety Plan 2019 - 2021

Document Author: Tom Shearman

Contact Details – Telephone: 01304 240400 Ext. 4522

E-Mail: tom.shearman@doverport.co.uk

Document Owner / Approver: Steven Masters

Version No: 10

Version Date: 14th September 2020

Status: Published



Index

1.	Scope and Impact	Page 1
2.	Safety Plan Elements	Page 1-3
3.	Performance Objectives	Page 4-8

1. Scope and Impact

The Port of Dover (PoD), place responsible safety and security management at the core of our activities ensuring a safe environment for all those who work in or visit the Port of Dover. In compliance with the Port Marine Safety Code (PMSC), as the Competent Harbour Authority (CHA) for the Port, we publish the following Marine Safety Plan for marine operations in the Port of Dover for the period of 2019 – 2021.

The impact of the Marine Safety Plan is to ensure safe and effective management and regulation of marine operations within the PoD and to continuously develop and improve our safety and environmental management culture and performance.

This Marine Safety Plan commits PoD to undertake the management and regulation of marine operations and in particular safe navigation. It is within the scope of its powers and authorities to ensure that it safeguards the Port infrastructure, users of the Port including members of the public and the marine environment.

PoD will undertake its role and responsibilities to ensure that, whenever possible, it provides efficient and effective services for the regulation of both commercial and leisure vessel movements in the Harbour, to ensure the safe and prompt transit of all such vessels through the Port.

In ensuring the continued provision of services, especially during times of disruption, PoD will always regard the safety of its personnel, customers and vessels as a priority. At times this may mean that services and therefore vessel movements or activities are subject to delay in order to preserve safety of life and maintain overall marine safety of navigation standards.

2. Safety Plan Elements

The PoD has published a number of Marine Policies and Plans in support of the SMS as follows: -

- PoDMSC Compliance Plan
- Marine Enforcement and Prosecution Policy
- PoD Health & Safety Policy
- PoD Environmental Policy
- Pilotage Enforcement Policy
- Port Vessel Unit Safety & Environmental Policy

The PoD provides the following services to ensure safety of navigation: -

VTS	PoD provides a 24 hour, 7 day Vessel a week Vessel Traffic Service (VTS) from Dover Port Control. This is at the Traffic Organisation Service (TOS) and Information Service (INS) levels throughout the Port and extending to one mile seaward of the breakwaters and entrances.
Pilotage	PoD provides a pilotage service with fully authorised pilots and a Pilotage Exemption Certification programme.
Conservancy	PoD ensures its approaches and Harbour have an adequate depth for safe navigation of Port users, through a schedule of dredging which is determined by hydrographic surveys, that are undertaken in line with a defined schedule.

Towage PoD provides towage services through its tugs, which are operated under a robust Vessel Safety Management System in full compliance with the ISM Code.

Other Marine Services are provided as required to ensure the safe navigation, enforcement and good practice for all vessels who use the Port of Dover. All marine staff are qualified in compliance with applicable legislative requirements and undertake continuous professional development (CPD).

Communication, consultation and feedback is a fundamental requirement in ensuring the safety and navigational requirements are understood and continually reviewed. The following processes are undertaken to ensure the maintenance of an effective safety management system in support of compliance with the requirements of the PMSC: -

- Daily liaison between Duty Harbour Masters (DHMs) and Dover Port Control VTS Officers in relation to the safe and efficient regulation of vessel movements in the Harbour and its immediate approaches.
- Bi-Monthly reports to the Board by the Designated Person regarding PoDMSC related matters.
- Annual Designated Person report and presentation to the Board (undertaken in Q1 each year).
- Annual PoDMSC audit carried out by the Designated Person.
- Quarterly meetings (with a minimum of 3 per year) between Duty Harbour Masters (Pilots)/Asst. Harbour Master (Marine Operations) and General Manager, Marine Services & Harbour Master.
- Quarterly Vessel Safety Management Review meetings (all Port Vessel Units are operated under the ISM Code).
- Safety of Navigation Review Group meetings every 6 months.
- DPA/Tug Master meetings every 6 months.
- Ferry Port User Group (FPUG) meetings quarterly meetings.
- Ferry Port User Group Technical Sub Group meetings quarterly meetings.
- Port User Group quarterly meetings.
- Annual PEC Holders Conference.
- Annual Consultative Report.
- Quarterly Marina Berth Holders Representatives meetings.
- Dedicated Risk Assessments of new and existing marine operations and services including liaison with PoD Engineering Services on marine related projects.
- DICES incident notification emails, highlighting any potential issues with regards to safety of navigation.

3. Performance Objectives

No.	Objective	Action	By when	Completion Measure	Achievement
1	To review PoDMSC Policies and Compliance Plan on an annual basis.	PoDMSC Marine Safety Plan PoDMSC Compliance Plan Marine Enforcement and Prosecution Policy	2019	All documents fully reviewed, Compliance plan signed by new CEO, and new three year Marine Safety Plan.	Met
			2020	All documents fully reviewed	Met
			2021		
2	To ensure the current Policies and Marine Safety Plan are published on the PoD Website.	Document Control	2019	Published Sept after DP audit	Met
			2020	Published Sept after DP audit	Met
			2021		
3	To review PoDMSC procedures on an annual basis or after accident/incident.	Marine Investigations & Responsibilities	2019	All PoDMSC procedures reviewed Sept 2019	Met
			2020	All PoDMSC procedures reviewed Sept 2020	In progress
			2021		

No.	Objective	Action	By when	Completion Measure	Achievement
4	To complete review and re-issue General Directions.	To incorporate relevant information from Marine Incidents and Navigational changes & feedback from the various meetings identified above. To keep a rolling review of changes required to General Directions identified through accident/incident/audit/operations changes	2019	General Directions 2019 - issued Jan 2019.	Met
			2020	General Directions currently under review	In progress
			2021		
5	Proactive and reactive review of existing and any new identified hazards to navigation.	To identify navigational hazards and risk assess. To identify & document controls to mitigate risks to an acceptable level (ALARP)	2019	Navigational Risk Assessment Reviewed Sept 2019, no changes required to issue 4	Met
			2020	Navigational Risk Assessment review in consultation process with port users.	In progress
			2021		
6	To investigate and complete all navigational incidents within one month.	Identify opportunities for improvement and ensure policies and procedures reviewed where applicable. Ensure information is promulgated as required, eg. Marine Directives, PECAN etc.	2019	Continual process. In 2019; the port has four new Marine Directives and five new PECAN's.	Met
			2020	Continual process. In 2020; the port has one new PECAN.	In progress
			2021		

No.	Objective	Action	By when	Completion Measure	Achievement
7	Regular Internal and External audits and reviews of the navigational SMS, its functions and procedures.	An annual internal review, annual DP review and three year peer review to ensure effectiveness of the Safety Management System and compliance to the PMSC.	2019	Internal CHEQS audit completed 06 Aug 19. Annual DP audit completed 24-25 Sept 19.	Met
			2020	Internal CHEQS audit completed Aug 20, DP audit completed Sept 20.	Met
			2021		
8	The maintenance, exercising and regular review of Emergency Plans and procedures including the Marine Pollution Response Plan and Business Continuity Plans.	PoDEX (Port of Dover Exercises) Annual Review of Marine Emergency Plans and Procedures. Complete Critical Incident actions within agreed timescales and ensure lessons learned promulgated to all relevant parties.	2019	April; two multi-agency exercises: 1. Vehicle attack CT1 2. Knife attack regatta	Met
			2020	Exercise planned for 20 th Oct 20	In progress
			2021		
9	To ensure required qualifications are current for all PoD staff with Marine responsibilities and any on going professional development and training needs are identified, to ensure they are competent to undertake their duties.	Undertake annual appraisals with all staff, to ensure training needs are met.	2019	All annual appraisals completed and appropriate training & development needs identified and recorded in IFS	Met
			2020	All annual appraisals to be conducted in Dec 2020	To be completed
			2021		

No.	Objective	Action	By when	Measure of success	Achievement
10	Publish Performance to the Marine Safety Plan annually.	Publish to the PoD Website how we have performed in relation to this plan.	2019	Website updated Sept on completion of DP audit	Met
			2020	Website updated Sept on completion of DP audit	Met
			2021		
11	Ensure PANAR database is maintained and fully up to date. Followed by the annual compliance check by Trinity House.	Ensure navigational aids are incorporated in the inspection and maintenance regime.	2019	Latest Trinity House inspection undertaken on 05/06/19	Met
			2020	Latest Trinity House inspection undertaken on 14/07/20	Met
			2021		
12	To provide a monthly updated Port sounding chart for internal use and an annual chart externally.	Provision of vessel once a month to enable Port Hydrographer to complete sounding surveys throughout the Port.	2019	Sounding surveys released monthly	Met
			2020	Sounding surveys currently up to date	In progress
			2021		

No.	Objective	Action	By when	Measure of success	Achievement
13	To ensure all PEC Holders are competent to navigate & operate within the confines of the Port of Dover.	PEC Regime A rolling 5 year re-assessment programme	2019	5 yearly reassessments carried out as per planned schedule.	Met
			2020	Due to COVID-19, extensions were made to 5 yearly reassessments, currently as per extension schedule.	In progress
			2021		
14	The Harbour Master to attend weekly operations meeting to ensure projects, plans and development compliment, improve or have no negative impact on marine operations.	To attend weekly operations meetings. To communicate effectively with all other operations within the Port. To provide relevant and timely information to the CEO and Duty Holder as required.	2019	All weekly operations meetings attended, appropriate information communicated and CEO/Duty Holder provided with relevant information in a timely manner.	Met
			2020	Currently all weekly operations meetings attended, appropriate information communicated and CEO/Duty Holder provided with relevant information in a timely manner.	In progress
			2021		