



**Ards and  
North Down**  
Borough Council

# **MARINE SAFETY MANAGEMENT SYSTEM**

**FOR COUNCIL HARBOURS AT**

**GROOMSPORT, DONAGHADEE,  
BALLYWALTER, BALLYHALBERT AND  
COOK ST PORTAFERRY**

**TO DEMONSTRATE COMPLIANCE WITH THE PORT MARINE SAFETY  
CODE 2016**

**Issue V2 May 2025**

## Note:

This is a working document including an Action Plan for implementation. It is intended to demonstrate our intention (and track our progress) to fully comply with the PMSC within a reasonable period of time.

In order to accurately monitor the performance of this safety system, a number of key performance indicators (KPIs) have been identified. These are included in Appendix 1 and will be reported regularly to the Duty Holder.

## Distribution List:

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Ards and North Down Borough Council Environment Committee as the Duty Holder

## Version Control

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Draft v2	January 18	Designated Person added. Action plan updated
Draft v3	May 18	Various amendments following feedback from Designated person
Draft v4	July 18	Updated H&S policies added
Draft V5	January 2020 Oct 2020	Various revisions following audit by Designated Person Consultation with key stakeholders (no feedback received)
Draft V6	July 2022	Updated following public consultation
Issue V1	Feb 2023	Updated roles & responsibilities list following staff changes
Issue V2	May 2025	Various amendments following feedback from Designated person

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# 1 Introduction

## 1.1 Scope and Purpose

Ards and North Down Borough Council has a duty as a Harbour Authority to take reasonable care to ensure that all who choose to use the Harbours may do so without danger to their lives or property. This includes an obligation to conserve and facilitate the safe use of the harbour, protect the environment and a duty of care against loss caused by the authority's negligence.

Ards and North Down Borough Council recognises its duties to serve this public interest through the powers conferred on it as a Harbour Authority. It recognises the need for it to ensure that it has the systems and procedures in place to ensure the safe and efficient use of the harbour by those who have a right to use its facilities. In line with this responsibility, this Safety Management System meets the requirements of the Port Marine Safety Code and gives guidance to its personnel and enables a transparent and auditable system of safe operations.

This document lays out the Safety Management System and the general philosophy and approach to managing marine operations at Groomsport, Donaghadee, Ballyhalbert, Ballywalter and Cook St, in a safe manner.

This document is supported by a number of other documents and records, which make up the Safety Management System, in particular:

- ANDBC Risk Register for Marine Operations
- ANDBC Port waste Management Plan
- ANDBC Harbours Emergency Plan
- ANDBC Oil Spill Response Plan (OPRC)
- Other policy Documents as appropriate;
- Standard Operating Procedures and associated Standard Forms;
- Job Descriptions and Training Records;
- Documented Targets and Objectives (Appendix 1);
- Safety Records and Incident Reports; and

Ards and North Down Borough Council will:

- Record and publish its marine policies and make available supporting documentation;
- Set standards and targets for performance that it aims to meet;
- Regularly review and periodically audit actual performance; and
- Publicly report on the PMSC performance annually.

## 2.0 Policy

### 2.1 Statement of Commitment

Ards and North Down Borough Council is committed to undertaking and regulating marine operations to safeguard its harbours and their users, the wider public, the environment and the local heritage.

Ards and North Down Borough Council will aim to run safe, efficient, cost-effective, sustainable harbours for the benefit of all users and the wider community. It will strive to manage, maintain, and improve the harbours, consistent with the income they generate in accordance with the Guide to Good Governance GTGG.

Ards and North Down Borough Council are committed to meet with all legal requirements and comply with the Port Marine Safety Code and to meet these requirements in a proportional and appropriate manner. It will ensure that the Harbours are operated efficiently and safely and will seek to meet the changing needs of all harbour users. The Harbour Authority will:

- Comply with all legal requirements.
- Meet the national requirements of the Port Marine Safety Code and to audit annually with regards to performance against the Code.
- Heed the Guide to Good Practice on Marine Operations.
- Conduct its functions openly and transparently in the overall long-term interests of the harbour's stakeholders and beneficiaries.
- Ensure as far as reasonably practical the safety of all those who use and work in the harbour.
- Facilitate safe navigation in the harbour and its approaches and maintain viable harbours facilities.
- Regulate the activities of all those who use the harbour and ensure that the law is enforced whenever appropriate.
- Conserve the environment and maintain approved pollution prevention and nature conservation measures.
- Formally review the Harbour Authority's plans, policies, and procedures at intervals of five years or less

Ards and North Down Borough Council is committed to ensuring that all its employees, contractors, harbours users, stakeholders and members of the public are well informed. Its staff shall be well trained and committed to the requirements of the Port Marine Safety Code. Ards and North Down Borough Council recognise that safe operations depend on competent people and their active management safety culture. All who work or use the harbour have an obligation to contribute to harbour safety. Ards and North Down Borough Council welcomes the interest and participation of all stakeholders in maintaining and improving the awareness of safety within the harbours. To this end, a line of communication will be established with the relevant stakeholders and the Harbour Master to ensure the promulgation of relevant information.

Signed  Date 13.06.2025  
Chief Executive

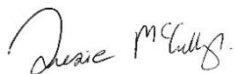
## 2.2 Marine Safety Policy

This safety policy adds to any existing safety policy required by the Health and Safety at Work (NI) Order 1978 and relates to the Marine Operations and the requirements of the Port Marine Safety Code.

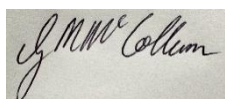
Ards and North Down Borough Council is committed to:

- Manage its relevant assets safely and efficiently as per the Management of Health & Safety Work Regulations (NI) 2000 (as amended).
- Discharge its duties and powers in relation to marine operations.
- Manage the safety of navigation for all harbour users based on a system of formal risk assessments; ensuring that risks are kept as low as reasonably practicable.
- Comply with all legal duties and responsibilities for the regulation of vessel traffic and the safety of navigation.
- Develop a consensus for safe navigation through consultation with harbour users.
- Facilitate the leisure use of the harbour, maintaining and protecting the rights of the public to access its waters for leisure user, whilst complying with the various navigational safety measures that may be in force.
- Maintain and sustain the commercial use of the harbours, upholding and promoting the rights of Maters, boat owners and other marine interests to ply their respective trades.
- Sustain its conservancy functions in respect of hydrographic surveying, navigation, dredging and the provision and maintenance of navigations aids.
- Remove sunken vessels and other obstructions that are, or may become, an impediment to safe navigation.
- Promulgate relevant navigational and tidal information to all harbour users.
- Create awareness and motivation of all harbour users with respect to safety and the protection of the environment.
- Publish and maintain plans to cover emergency situations relating to the safety of life, property, and the environment.
- Maintain and appropriate oil spill response capability.
- Maintain relevant harbour equipment to agreed industry standards.
- Ensure that operational staff are recruited and trained to nationally agreed competence levels.
- Ensure that staff are properly trained for emergencies and contingencies.

This policy, its associated documents, and practices, will be monitored, reviewed, and reported to Council, as described within the Marine Safety Management System



Signed \_\_\_\_\_ Date 13.06.25  
Chief Executive



Signed \_\_\_\_\_ Date 19.06.25

Mayor

### **2.3 Ards and North Down Borough Council Health and Safety Policy Statement**

A copy of the organisations Health & Safety Policy Statement is included in Appendix 4.

### **2.4 Policy Development & Review**

This Marine Safety Management System has been developed through a process of risk assessment and consultation. Consultation is an ongoing process and stakeholders were involved in the development of the safety management system and will continue to be involved in any significant changes to, or reviews of, the system.

This Safety Management System and the associated documents are controlled documents ensuring that the contents are accurate, current and valid and that the most recent information is available to the relevant personnel.

The Safety Management System and its supporting policies and documentation will be reviewed every 5 years or when there is a major change in operations, whichever is the soonest.

Periodic audits will ensure our systems are working effectively and highlight the need for improvement where appropriate.

Audits will be completed by the Council's own auditors and the Designated person.

The audit schedule is as follows:

1 year- Internal audit (by Designated Person)

3 years- External Audit (by Council's appointed auditors)

5 years- complete review of all plans, policies and procedures.

## **2.5 Consultees**

The Port Marine Safety Code emphasises the importance of consultation with all stakeholders. This document has been produced in consultation with a number of stakeholders, including:

- Ards and North Down Borough Council Environment Directorate Health and Safety Management Team
- Ards and North Down Borough Council Corporate Health and Safety Committee
- Ards and North Down Borough Council Health and Safety Compliance Officer
- Ards and North Down Borough Council Emergency Preparedness Implementation Group
- Berth Holders
- Commissioners of Irish Lights
- Department for Agriculture, Environment and Rural Affairs (DAERA)
- Harbour Masters at Neighbouring Harbours (Bangor, Portavogie and Strangford)
- Local fishermen
- Local Yacht Clubs and Marinas (Cockle Island Boat Club, Donaghadee Sailing Club, Copeland Marina, Portaferry Sailing Club, Portaferry Marina, Portaferry Coastal Rowing Club)
- Maritime and Coastguard Agency
- NI Fish Producers
- NI Fishery Harbour Authority
- RNLI
- Strangford & Lecale Partnership

## **3.0 Organisation**

### **3.1 Identification of Key Roles & Responsibilities**

The content below sets out the range of responsibilities for each key role identified. The lists below are not intended to be exhaustive but should demonstrate broad responsibilities required in order to ensure the effective operation of the system.

#### **3.1.1 The Harbour Authority**

Ards and North Down Borough Council is authorised under the Harbours Docks and Piers Act 1847 and the Harbour Act (Northern Ireland) 1970, to exercise harbour jurisdiction and powers in relation to the harbour areas therein defined at Groomsport, Donaghadee, Ballywalter, Ballyhalbert and Cook St, Portaferry.

As the Harbour Authority, Ards and North Down Borough Council recognises that under the requirements of the Port Marine Safety Code, it is accountable for the discharge of its duties and powers as the designated Harbour Authority. Ards and North Down Borough Council as the Harbour Authority has a number of powers, duties and responsibilities, these include:

- Duty to ensure an effective Safety Management System is in place as defined by the Port Marine Safety Code. This duty embraces:
  - Development and maintenance of its harbour areas to meet the reasonable requirements of users and safe operation of its harbour areas;
  - Development and implementation of appropriate policies, plans and procedures;
  - Ensuring that risk assessments and reviews of the safety management system are undertaken as required;
- Duty to adopt appropriate powers as required for effective enforcement of its statutory duties (Harbour Byelaws & directions);
- Responsibility for setting harbour dues;
- Powers to appoint a Harbour Master;
- Duty to provide marine services and facilities to meet their obligations as Harbour Authority.

#### **3.1.2 The Duty Holder**

The Environment Committee of Ards and North Down Borough Council is the Duty Holder. The Committee members shall have read and understood the Port Marine Safety Code and shall strive to meet the standards required. They will ensure that the guidance given in the Guide to Good Practice for Port Marine Operations is heeded.

The Harbour Authority is accountable for managing operations in the Harbour safely and efficiently, and the Duty Holder is responsible for ensuring that it does so, as the Duty Holder is under a duty to ensure that the Harbour Authority fulfils its duties in compliance with the Port Marine Safety Code and has an effective Safety Management System for this purpose.

The Environment Committee of Ards and North Down Borough Council has the responsibility for ensuring that Ards and North Down Borough Council's duties and powers as Harbour Authority are met and discharged. Its Members are collectively and individually responsible for the proper exercise

of its legal duties as a Harbour Authority. It follows that the members will have an appropriate understanding of Ards and North Down Borough Council's Safety Management System.

The Environment Committee as Duty Holder must:

- Ensure the authority discharges its duties and powers to the standard laid down in the Port Marine Safety Code. Ensure the Safety Management System and its procedures satisfy the requirements of the Code.
- Ensure the effectiveness of the Marine Safety Management System.
- Provide strategic oversight and direction on all aspects of the harbour operation.
- Develop and maintain appropriate policies, plans and procedures and ensure that assessments and reviews are undertaken as required.
- Seek and adopt appropriate powers for the effective enforcement of regulations.
- Ensure that powers are discharged but not exceeded.
- Ensure adequate financial, material and personnel resources are available for the discharge of all duties.
- Provide appointment and authorisation, and ensuring that appropriate services and facilities are available within the harbours
- Lead by example.

The Environment Committee as Duty Holder cannot:

- Assign or delegate their accountability for compliance with the code on the ground that they do not have particular skills

The Environment Committee as Duty Holders comprise of:

**MEMBERSHIP OF ENVIRONMENT COMMITTEE (16 Members)**

Alderman Armstrong-Cotter	Councillor Harbinson (Vice Chair)
Councillor Ashe	Councillor Irwin
Councillor Blaney	Councillor Kendall (Chair)
Councillor Boyle	Councillor Kerr
Alderman Cummings	Alderman McAlpine
Councillor Cathcart	Councillor McLaren
Councillor Douglas	Councillor Wray
Councillor Edmund	

**3.1.3 Director of Environment**

The Director of Environment, David Lindsay, is accountable for the operational and financial control of the Department. He will advise the organisation on all matters related to its duties and powers, with appropriate advice from the harbour master and other officers. David will:

- Oversee the implementation of its policies and decisions;
- Have overall executive responsibility for the safety of operations and staff; and
- Oversee the recruitment and training of staff.

### 3.1.4 Harbour Master

- Verify that the Marine Safety Management System and its procedures satisfy the requirements of the Port Marine Safety Code
- Maintain the effectiveness of the Marine Safety Management System
- Assess hazards and risks involved in Marine Operations.
- Investigate Marine Accidents and Incidents
- Operationally responsible for the safety of navigation in the harbours and exercising the authorities operational powers with respect to conservancy and the safety of all marine activities in the harbour and its approaches.
- Ensuring staff awareness of their responsibilities. Ensure personnel are trained in accordance with safety and familiarisation procedures. Identifying additional staff training needs.
- Berthing arrangements
- Pollution prevention and control.
- Control and regulation of Hazardous Cargo, Dangerous Vessels and Wrecks Emergency plans and emergency response.
- Ensure plans for improvement of the system are properly considered by Management
- Ensure the external Marine Safety Management System audits take place as required and review results. Verify that any necessary corrective actions have been implemented
- Ensure compliance with and discharge relevant legal powers, duties and responsibilities relating to Marine Safety
- Ensure periodic review of powers, bye-laws and directions
- Regulate and monitor vessel movement
- Develop criteria for safe traffic movement, where necessary
- Conduct special Risk Assessments for unusual Marine Operations and authorisation of variations to (or departing from) standard procedures if appropriate
- Verify that periodic and special Hazard and Risk Control reviews are completed and assess results
- Be responsible for hydrographic surveying and associated record keeping the for the harbour areas, including navigational channels and berths
- Oversee planning programme of maintenance Navigational Aids
- Assess the requirement for enough personnel to operate the harbours systems safely and effectively
- Ensure that adequate resources and secondary support procedures are in place liaising with the Duty Holder, the Director of Environment, the DP and the ANDBC Safety & Risk Manager
- Formulating, Reviewing and Updating contingency plans and procedures
- Managing response in emergency situations including communication
- Managing the recruitment, training, and assessment of harbour staff
- Reporting and maintaining records
- Ensure reports regarding unsafe acts, near misses, accidents and incidents are recorded. Verify that the necessary corrective actions have been implemented
- Prepare Monthly Safety Reports for comment and review
- Ensure document control procedures are followed
- Liaison with recreational users on safety matters. Consultation and development of procedures to minimise conflict between recreational and commercial harbour users
- Maintaining an overview of the Conservancy Functions
- Ensure the safe operation and maintenance of the harbours work boat
- Organisation of staff rotas, cover for periods of absence, etc
- Monitor performance and ensure personnel are aware of their responsibilities. Ensure personnel are trained in accordance with recognised standards

- Identify additional staff training needs
- Review and audit compliance of the work boat within the harbour to appropriate codes

### 3.1.5 Designated Person

The Port Marine Safety Code requires that each Harbour Authority appoint a Designated Person to oversee the Harbour Authority's obligations in respect of the provision of an effective safety management system. The designated person will provide independent assurance directly to the duty holder that the safety management system is working effectively.

The Designated Person shall act as the external auditor and will audit the Safety Management System at least bi-annually and his written reports will go before the Environment Committee as the Duty Holder.

The Duty holder will have direct access to the Environment Committee in the form of an annual presentation/report, a template of what is likely to be included is in Appendix 1.

The contact details of the 'Designated Person' are included below:

Contact	Alexandra Thomson Orcades Marine Management Consultants Ltd Unit 3, Warness Park Hatston Pier Road Kirkwall Orkney, KW15 1ZL
Tel No.	01856 874884, 07592 002687, 07775 424624
e-mail	Alexandra.thomson@orcademarine.co.uk

The designated person will:

- Ensure the Marine Safety Management System (MSMS) and its procedures satisfy the requirements of the Port Marine Safety Code and act in an independent manner, reporting directly to the Duty Holder
- Verify the effectiveness and compliance of the Safety Management System (SMS)
- Assess Safety of Navigation and Pollution Prevention aspects of the harbour environment and of vessels using the harbour
- Assess whether adequate resources and secondary support procedures are in place, liaising with the Harbour Master and the Councils Health and Safety Officer.
- Be aware of progress and results of annual and intermediate Hazard and Risk Control
- Reviews
- Ensure reports are submitted regarding deficiencies, non-conformities, accidents and incidents
- Ensure plans for improvement of the system are properly considered by Council.
- Receive Harbour Master's quarterly safety report for comment.
- Verify that any necessary corrective actions have been implemented
- Assess whether staff are trained in accordance with required competencies.
- Oversee external Marine Safety Management System audits and assess whether document control procedures are followed
- Lead by example.

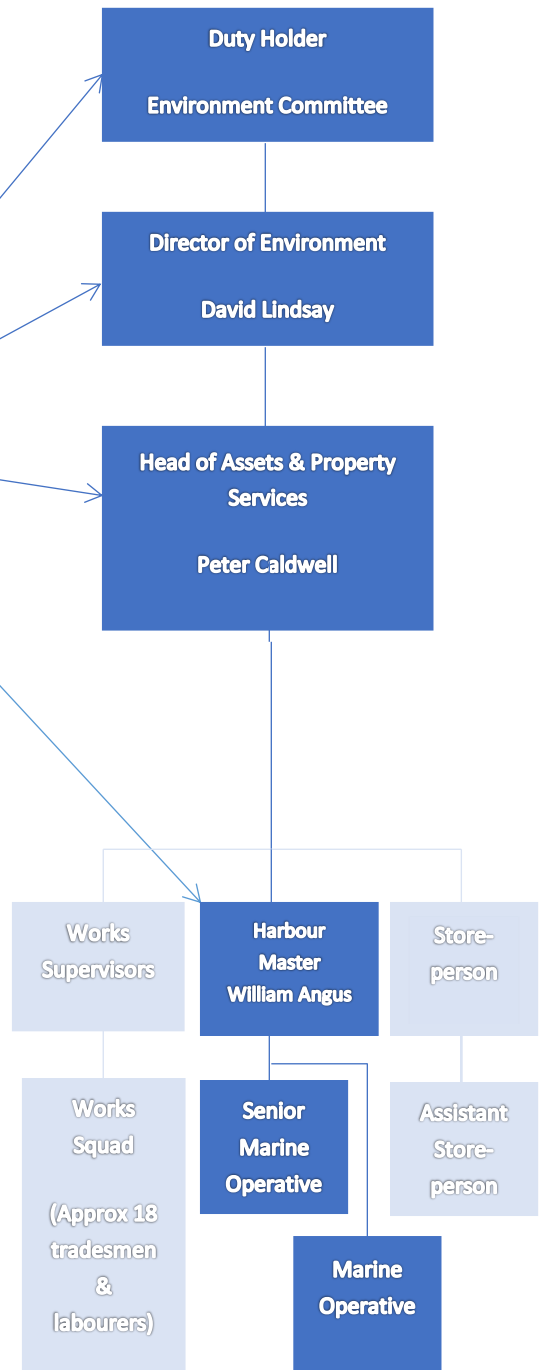
In order to ensure and demonstrate that the DP is fulfilling their role, a KPI for this role has been included within Appendix 1.

### 3.2 Functional Structure for Harbours Management

The **Designated Person** will ensure this structure and its outworkings are fit for purpose. They will regularly audit and report on:

- The Marine Safety Management System;
- The risk assessment process;
- Incident Investigation process;
- Lesson learnt;
- Consultation process

They will have access to all levels of the hierarchy in order to ensure their role can be fulfilled effectively.



### 3.3 Summary of Key Roles and Responsibilities

Task	Harbour Master	Head of Assets & Property	Director of Environment	Ards & North Down Borough Environment Committee
Day to day operations	✓			
Line management to harbour staff	✓			
Incident reporting	✓			
Risk Assessment/Control	✓			
Arranging repairs	✓			
Line management to HM		✓		
Budgetary Control		✓	✓	
Training/development of staff	✓	✓	✓	
Reports to Council		✓	✓	
Setting of strategy		✓	✓	✓
Pricing structure				✓
Ensuring Statutory Powers are in place to adequately manage & Operate the Harbours		✓	✓	✓
Dealing with Complaints/Comments /Suggestions	✓	✓	✓	
Ensuring the H&S Procedures outlined in this document are adhered to	✓	✓	✓	✓
Performance reporting	✓	✓	✓	✓
Development & Promotion of Harbours	✓	✓	✓	✓

## **4.0 Implementation**

### **4.1 The Legislative Framework of Ards and North Down Borough Council.**

Byelaws and Directions are kept under regular review to ensure they remain fit for purpose in changing circumstances. Additional powers that may be required will be achieved through amendment of existing instruments or issue of new instruments as appropriate. By the same token, redundant or obsolete legal powers may be removed. A process of consultation is required for amendment and issue of new Byelaws and General Directions. Special Directions may be made at any time.

The requirements of these statutory instruments are defined by ongoing risk assessments undertaken as part of the safety management system.

Byelaws and Directions currently in force include:

- Special Directions – the power to issue directions in relation to individual ships / boats in the harbour area for specific purposes
- General Directions – the power to issue directions in relation to all ships / boats in the harbour area either in response to a particular occurrence or as a standing instruction to all ships /boats or specific classes of ship / boat.
- Donaghadee Harbour Byelaws 2012
- By virtue of sec. 83 of the Harbours, Docks and Piers Clauses Act

### **4.2 The Ability to Enforce the law.**

The ability of the Harbour Master to give Special Directions and General Directions under limited circumstances and for the Harbour Authority to give General Directions in broader circumstances are useful management tools.

Ards and North Down Borough Council are the legal owners of each of our piers, and have leases in place with the Crown Estate for the sea beds within each of the inner harbours. Harbour Orders are in place at Groomsport and Donaghadee and Orders for the remaining harbours have been applied for with the Department for Infrastructure.

Any breach of the Terms & Conditions applied to a license to berth at our Harbours will be dealt with firmly and robustly; using the full legal powers available to us when appropriate.

### **4.3 Interface with Other Documents**

This Safety Management System interfaces with a number of other documents, in particular with other safety management systems. This document has been produced to complement these other systems.

Other documents include:

#### **4.3.1 Internal Documents:**

Emergency Plan;  
Health and Safety Policy and Procedures  
Risk Register for Marine Operations  
Fire Procedures Policy  
Environmental Policy  
Lone Working Policy  
International Ship and Port Facility Security Plan (ISPS)

Oil Pollution Preparedness and Response Plan (OPRC)  
Port Waste Management Plan

#### **4.3.2 Statutory Documents**

Harbour Area Orders (Northern Ireland) 2003  
Harbour Byelaws  
Harbours, Docks and Piers Clauses Act 1847  
Harbours Act (Northern Ireland) 1970  
Oil Pollution Planning and Preparedness Convention 1990  
Management of Health and Safety at Work Regulations 1999

#### **4.3.3 Other Documents**

Port Marine Safety Code and Guide to Good Practice  
Code of Practice for Small Work Boats & Pilot Boats  
MCA Marine Safety Notices  
MCA Marine Guidance Notices  
MCA Marine Information Notices  
International Regulations for the Prevention of Collisions at Sea  
Admiralty Notices to Mariners  
Admiralty Sailing Directions for Irish Sea  
Admiralty Chart No 1753

#### **4.4 Jurisdiction of Ards and North Down Borough Council Harbour Authority**

This Marine Safety Management System has been developed to cover our harbours located at Groomsport, Donaghadee, Ballywalter, Ballyhalbert and Cook St Portaferry.

Appendix 2 identifies each location on a map of the local area.

Appendix 3 details the harbour limits for reference.

#### **4.5 Consultation & Information Dissemination**

The Port Marine Safety Code emphasises the importance of consultation with all stakeholders. This includes all those who work in or use the Harbours both for commercial and leisure purposes.

#### 4.5.1 Stakeholder Engagement

A list of our stakeholders and the methods of communication is included below.

<b>Stakeholder</b>	<b>Method(s) of Communication</b>
Employees	<ul style="list-style-type: none"><li>• Regular Tool Box Talks</li><li>• Monthly meetings</li><li>• Monthly "Team Brief" of Organisational information</li><li>• Regular telephone and email correspondence</li></ul>
Contractors	<ul style="list-style-type: none"><li>• Site inductions</li><li>• Permit to Work</li><li>• Signed statement to have read and understood this MSMS, and agree to comply with any related requirements issued by the harbour master, before undertaking any works at our Harbours</li></ul>
Berth/License Holders	<ul style="list-style-type: none"><li>• Twice yearly meetings with Chairs of berth holders' groups.</li><li>• Written correspondence</li><li>• Notice boards at each harbour</li></ul>
Members of Public	<ul style="list-style-type: none"><li>• Notice boards at each harbour</li><li>• Social Media via the ANDBC page</li></ul>
Other Agencies/Stakeholders	<ul style="list-style-type: none"><li>• Southern Group Quarterly Port Users Meetings (MCA, ANDBC, RNLI, NIFPO, Quay Marinas, DAERA, CIL, * chaired by MCA)</li><li>• Annual Sea Fish Safety Meeting</li></ul>

#### 4.5.2 Informal / Formal Briefings

In order to encourage a culture of individual participation in safety issues, the custom of undertaking regular informal briefings (Tool box talks) is promoted.

Depending on the frequency of operations, these talks may be daily, weekly or ad-hoc. Formal discussions on the Safety Management System and safety issues will be regularly organised and recorded.

In addition to routine task-related tool box talks, these briefings are also used to disseminate any relevant information from Marine Accident Investigation Branch (MAIB) reports. The harbour master regularly checks the MAIB website and any relevant reports are subsequently printed off for the next briefing.

The Harbour Master has an "open door policy" and welcomes any stakeholders to discuss issues of safety. The Designated Person is also available to discuss issues of safety that remain of concern.

#### 4.5.3 Harbour Patrols & Safety Inspections

The Harbour Master and his staff maintain regular harbour patrols (both ashore and at sea, within harbour limits) to assist in the effective regulation and enforcement of this safety system.

The objectives of a harbour patrol service are to:

- a) Maintain a visual presence and represent the Harbour Master
- b) To carry out basic safety inspections
- c) Monitor aids to navigation
- d) Enforce byelaws and directions
- e) Collect evidence following an incident
- f) Conduct the surveillance of any ongoing works and moorings.

A minimum schedule of times on each site is listed below for reference.

<b>Minimum Time On Site During March – October.</b>					
	Monday-Thursday Daytime* (08:00-16:00)	Monday-Thursday Evening* (16:00-21:00)	Friday-Sunday Daytime** (08:00-16:00)	Friday-Sunday Evening** (16:00-21:00)	Grand Total Minimum Weekly Hours
Groomsport	4	4	12	4	<b>24</b>
Donaghadee	4	4	12	4	<b>24</b>
Ballywalter	2	2	4	3	<b>11</b>
Ballyhalbert	2	0	1	0	<b>3</b>
Cook St, Portaferry	2	0	3	0	<b>5</b>
<b>Totals</b>	<b>14</b>	<b>10</b>	<b>32</b>	<b>11</b>	<b>67</b>

<b>Minimum Time On Site During Nov – February.</b>					
	Mon-Thurs daytime (08:00-16:00)	Mon-Thurs-evening (16:00-21:00)	Friday-Sunday daytime (08:00-16:00)	Friday-Sunday Evening (16:00-21:00)	Grand Total Minimum weekly Hours
Groomsport	7	0	4	0	<b>11</b>
Donaghadee	7	0	4	0	<b>11</b>
Ballywalter	2	0	1	0	<b>3</b>
Ballyhalbert	2	0	1	0	<b>3</b>
Cook St, Portaferry	2	0	1	0	<b>3</b>
<b>Totals</b>	<b>20</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>31</b>

Any defects found during patrols or safety inspections shall be assigned to the Harbour Marine Operatives, Property Operations Maintenance Team or Harbour Marine Contractors as appropriate.

The progress of jobs logged will be monitored through our Asset Management software- Asset HQ.

#### 4.5.4 Structural Surveys

Thorough structural surveys are programmed every 5 years or following a severe storm. The survey findings are reported to the Duty Holder and any necessary actions implemented.

## **5.0 Identifying Sources of Risk**

### **5.1 Port Marine Operations**

Ards and North Down Borough Council Harbours are used by a variety of craft, including; fishing vessels, an RNLI lifeboat and a number of other commercial/leisure vessels of varying sizes. Port marine operations are those which facilitate the safe use of the harbour by all vessels. This Safety Management System does not replace or duplicate any other legal or administrative requirement and it does not deal with matters that are regulated by the Health and Safety Executive. However it is intended that where possible this Safety Management System will dovetail with other safety, environmental, emergency and management systems in use. Port marine operations within these areas, to which this Safety Management System applies, are summarised below.

- Ensuring that anchorages are safe, giving consideration to the size of vessels
- The operation of all work boats, dredgers and other survey and support vessels.
- Leisure activities involving vessels and other craft including personal water craft (PWC).

Incidents occurring through the course of Port Marine Operations will be reported as part of our KPIs (see Appendix 1).

### **5.2 A Safe Place of Work**

Ards and North Down Borough Council Authority will ensure that high standards of workplace safety are not only established but also maintained. It will achieve this by co-operating with the Health and Safety Executive NI and the Maritime Coastguard Agency in promoting and developing safety awareness throughout the range of activities conducted within the harbours. It will also promote a working environment that is safe and without risk to health.

It will achieve a safe place of work by;

- The provision and maintenance of plant, equipment and systems of work, which are safe.
- Making arrangements for ensuring health, safety, and reduction of risks in connection with the use of, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
- The maintenance of any workplace under its control in a condition that is safe and without foreseeable risks to health including fire prevention and the provision of means of access to and egress from such a workplace that are safe and without such risks.
- Provision of appropriate protective clothing and safety equipment and ensuring that it is utilised at all times.
- Ensuring that employees and all other persons working to the Authority's instructions are aware of their own statutory duties under article 8 (Duties of an Employee) of the Health and Safety at Work (NI) Order 1978. To take care of themselves and others who may be affected by their acts or omissions at work, not to abuse or misuse anything provided in

- the interest of safety and to cooperate with the authority so as to enable it to carry out its own responsibilities successfully.
- Conducting its undertaking in such a way as to ensure that persons not in its employment who may be affected by the Authority's activities are not exposed to risks to their health and safety.

### **5.3 Risk Assessments**

All risks associated with our Marine Operations are assessed in accordance with the requirements of the Port Marine Safety Code and are recorded in the document "Risk Register for Marine Operations".

The Risk Assessments are completed by personnel with the relevant experience for the operation being assessed and are reviewed/ Inspected annually noting:

- Have any hazards changed?
- Have any situations changed?
- Do any references need updating or changing?
- Is the format up to date?
- Do all statements and instructions make sense and are they clear and easy to understand?

The risk assessments will be read aloud to all staff at least once per year as part of the tool box talks. Staff members will sign upon receipt of the toolbox talk.

Reviewing the effectiveness of the risk assessment process (including promulgation) will be reported as part of KPIs (see Appendix 1).

### **5.4 Safe System of Work**

The following safe systems of work are in place and must be used where appropriate:

- Hot Works permit
- Diving Permit
- Contractors Permit to work
- Safe Operating Procedure for use of Landing crane

### **5.5 Accident, Incident and Defect reporting**

Ards and North Down Borough Council has in place an Accident and Incident reporting system. All accidents, incidents, hazardous occurrences, vessel defects or notable events must be reported to the Harbour Master as described in paragraph 17.1 of the Terms & Conditions for a license to berth; issued to all boat owners.

Minor Injuries and vehicular incidents should be reported using the incident form included in Appendix 5. Major injuries and/or vessel collisions should be logged on the appropriate report form included within the ANDBC Harbour's Emergency Plan, then followed up by other officers as appropriate (normally the H&S Officer).

Following an investigation, all remedial actions identified or recommended, including any requirements for additional training or amendments to the Safety Management System policies or

procedures, will be kept under review and monitored. Only after all corrective actions are achieved can the incident report be closed out.

All information gathered during the investigation will be fed back into the risk assessment process in order to attempt to avoid a reoccurrence.

Reporting of incidents is actively encouraged in order to meet Ards and North Down Borough Council's objective of continuously improving safety.

Accident analysis and the effectiveness of any precautions will form part of the audits of the Safety Management System.

Some accidents due to the nature or circumstances will require further statutory reporting to external bodies or Government agencies.

Ards and North Down Borough Council recognise that actual incident rates are too crude a measure of safety performance. They need to be attuned instead to near misses and unsafe behaviours that may signify more serious incidents.

Near misses are occurrences, which under slightly different circumstances, could have given rise to far more serious consequences. Such consequences may have been avoided either by 'luck', i.e. a random combination of circumstances, or by purposeful action, i.e. 'recovery'. Near misses can range from a partial penetration of the defences to situations in which all the available safeguards were defeated, but no actual loss occurred. The former provides useful proactive information about the quality of safety defences, whilst the latter are indistinguishable from fully-fledged accidents in all but outcome.

All staff are encouraged to report near-misses, as described with the policy for Accident & Near miss Reporting, as soon as possible so that any relevant lessons can be learnt to avoid re-occurrence.

## **6.0 Provisions to Minimise Risk**

### **6.1 Conservancy**

Ards and North Down Borough Council has a duty under the Port Marine Safety Code to:

- Conserve their harbours so that they are fit to use as a port and a duty of reasonable care to see that the harbours are in a fit condition for vessels to use it; and to
- Provide users with adequate information about conditions in the harbour.

In order to meet these duties and responsibilities, Ards and North Down Borough Council has the following in place:

- Survey and maintenance dredging programme;
- Inspection and maintenance programme for Aids to Navigation;
- Programme of review for navigational aid requirements;
- Maintenance of proper hydrographic and hydrological records;
- Publication of information through Admiralty Charts and Notices to Mariners.

Any incidents relating to the conservancy of our harbours (such as the failure of a navigational aid or our failure to publish a change in available draft) will be reported as part of our KPIs (see Appendix 1).

### 6.1.2 Dredging

The requirement for dredging will be established by hydrographic surveys, carried out every 5 years. Generally, a decision to dredge will be taken when the surveys identify a 20% reduction in the published Harbour depths.

In Ballywalter, ad-hoc localised dredging (bed levelling) is also performed.

The Harbour Master is to ensure that all necessary permits, licences and other such authorisations that are required for the proper execution of the works are in place.

The Authority will undertake further hydrographic surveys post dredging works to determine the effectiveness of the operation and highlight any potential issues.

Given the costs associated with dredging, the authority may choose not to dredge, in which case the published depths will be updated.

### 6.1.3 Promulgation of Survey and Navigation Information

The Harbour Master shall ensure that all relevant parties/stakeholders are kept informed as soon as possible of any changes in the hydrographic status of the port or where changes within the harbour limits may impact on safe navigation using suitable warnings.

These warnings may in the first instance be broadcast over the appropriate VHF channel as a Traffic Information Broadcast and subsequently by the issuing of a Notice to Mariners.

Navigational information including (but not limited to) water depth, navigational hazards, harbour work, navigational lights and marks are published in a range of publications including Admiralty charts, relevant sailing and in Notices to Mariners.

The UK Hydrographic Office is notified of any permanent or temporary change in navigational marks and hazards for appropriate publication.

See section 7.0 for further information on the Management of Navigation.

### 6.1.4 Navigational warnings

If Ards and North Down Borough Council becomes aware of any navigational hazard that is not presented on marine charts or other published navigational information, it will, having verified any reports received, publish a suitable warning through issue of a Notice to Mariners and during Traffic Information Broadcasts.

Such navigational warnings may include (but not be limited to):

- Adverse weather conditions;
- Shipping movements;
- Changes in charted water depths;
- Damaged or malfunctioning Aids to Navigation;
- New or amended Aids to Navigation;
- Wrecks or abandoned vessels;

- New or temporary exclusion areas;
- Works in harbour areas; and
- Miscellaneous safety warnings.

If the navigational hazard is not of a temporary nature, changes to nautical charts and published information will be made if considered necessary by the UK Hydrographic Office.

See section 7.1 for further information on Aids to Navigation.

### 6.1.5 Wrecks and Salvage

Ards and North Down Borough Council has powers under Section 252 of the Merchant Shipping Act 1995 to mark or remove wreck or abandoned vessels, which in their opinion is, or is likely to become, an obstruction or danger to navigation. This power is exercised by use of the established risk assessment procedure with the aim of reducing the risk to ALARP. In the event of a vessel becoming a wreck the harbour authority will exercise their wreck marking and removal powers where a risk assessment indicates the wreck is likely to present an obstruction or a danger to navigation.

In such instances, the owner (if known) will be instructed to remove the vessel forthwith. If the owner cannot be identified, or fails to comply, paragraph 8.1.2.2 from Council Terms & Conditions will apply:

*[Council will] ...At the Owner's risk (save in respect of loss or damage directly caused by the Council's negligence or other breach of duty during such removal) remove the Vessel from the Harbour and Premises and thereupon secure it elsewhere and charge the Owner with all costs reasonably arising out of such removal including alternative berthing fees.*

If the vessel is too large to be removed, or deemed by Council as unsafe to move, the vessel will be destroyed (subject to appropriate licenses being in place) and all costs recovered from the owner.

### 6.1.6 Regulating Harbour Works

Any works to be carried out within or neighbouring harbour limits are planned in consultation with the Harbour Master to ensure navigational safety is not compromised.

A risk assessment and method statement must be provided and approved by the harbour Master before work commences. Generic Marine tasks are covered by the "Risk Register for Marine Operations".

Contractors working within the Harbour limits will receive a full induction before commencing works and a Contractors Work permit must be completed. See "ANDBC Permit to Work booklet".

In addition to routine reactive maintenance, the harbours are each subject to a structural condition survey every 5 years. This survey aims to detect any deterioration in the structure at an early stage so that remedial action can be planned with minimal costs and reduced impact on harbour users.

## 6.2 Pilotage

Chapter 5 of the PMSC refers to, amongst other things, the need for a Competent Harbour Authority (CHA as designated under the provisions of the Pilotage Act 1987) to provide a pilotage service.

A CHA must issue pilotage directions if it decides, based on its assessment of the risks, that pilotage should be made compulsory. The directions must specify how and to which vessels they apply. Ship

owners and any other interested parties who use the port on a regular basis, must be consulted before the directions are implemented.

Following a risk assessment and due to the fact that ANDBC are not a Competent Harbour Authority under the Pilotage Act 1987, no Pilotage Services are provided at our Harbours.

### **6.3 Towage**

Towage is not generally available in any of our Harbours and will only be permitted/arranged in the event of a vessel becoming incapable of moving under its own propulsion. Such vessels will be required to take a tug to enter or depart the harbour. The number of tugs required will depend on the environmental influences envisaged during the operation.

In this eventuality a suitable tug(s) will be provided by an appropriate contractor, approved in advance by the harbour Master and subject to the UK Standard Conditions for Towage and Other Services (1983).

### **6.4 Regulation of Harbour Craft**

Ards and North Down Borough Council owns, manages and maintains one general purpose workboat and one patrol craft.

Inspections, together with a comprehensive reporting and maintenance regime, ensure the vessels remain fit for purpose.

The Harbour Master is to ensure that ANDBC owned vessels which operate in the harbour are compliant with the requirements of the Small Commercial Vessel and Pilot Boat (SCV) Code and are operated in accordance with any conditions specified in the vessels certificate.

### **6.5 Provision of Moorings**

The Harbour Authority maintain ground chains to which small craft are moored at Donaghadee and Groomsport. ANDBC Terms & Conditions for mooring require that all moorings are designated as fit for purpose by the Harbour Master- before deployment. The Harbour Authority produces guidelines for the correct equipment and assembly of privately-owned mooring tackle. These moorings are inspected twice a year.

### **6.7 Diving Operations**

Diving within our harbours is strictly limited to essential maintenance work only. Ards and North Down Borough Council has implemented a Diving Permit to Work system to ensure that diving operations throughout the various harbours are highly regulated. Only suitably qualified diving teams may dive with a specific permit and all dives must have a specific risk assessment completed.

The effectiveness of the diving permit system will be reported as part of our KPIs (see Appendix 1).

## **6.8 Emergency Preparedness and Response**

The Port Marine Safety Code states that the Safety Management System should include preparations for emergencies and that these should be identified as far as practicable from the formal risk assessment. It also states that these should be published and exercised.

Ards and North Down Borough Council has established emergency response plans and procedures to address specific marine emergency incidents.

Training exercises and drills are programmed on a regular basis (as per exercise/drill matrix) to familiarise and update staff on these emergency procedures and to exercise individual response actions and communication structures. Appropriate staff training and emergency exercise records are maintained.

A protocol to ensure that emergencies arising outside of normal working hours are adequately addressed has been developed and is included in Appendix 6.

## **6.9 Environmental Management**

Ards and North Down Borough Council is committed to continual improvement and prevention of pollution by reducing the environmental impacts that arise from our business activities and delivery of our services.

Through the implementation of our Environmental Management System the Council will:

1. Set realistic and measurable objectives and targets together with an Environmental Management Programme to ensure continual improvement in environmental performance; and
2. Regularly review this policy to ensure it continues to be effective and representative of our activities and services.

We endeavour to:

1. Minimise the amount of waste generated internally and disposed of to landfill. Where reduction is not practical, seek to reuse or recycle waste and ensure the safe disposal of all waste;
2. Introduce measures to ensure good practice and the responsible use of natural resources such as water, fuel and energy;
3. Investigate and introduce, where possible, measures to minimise the release of pollutants which cause damage to land, air and water due to our activities,
4. Reduce the environmental impact of goods purchased at the same time encouraging suppliers and contracted services to improve their environmental performance

Ards and North Down Borough Council has an ISO 14001 accredited environmental management system in place and is committed to continual improvement and prevention of pollution by reducing the environmental impacts that arise from our business activities and delivery of our services.

Through the implementation of our Environmental Management System the Council will:

1. Set realistic and measurable objectives and targets together with an Environmental Management Programme to ensure continual improvement in environmental performance; and

2. Regularly review this policy to ensure it continues to be effective and representative of our activities and services.

We endeavour to:

1. Minimise the amount of waste generated internally and disposed of to landfill. Where reduction is not practical, seek to reuse or recycle waste and ensure the safe disposal of all waste;
2. Introduce measures to ensure good practice and the responsible use of natural resources such as water, fuel and energy;
3. Investigate and introduce, where possible, measures to minimise the release of pollutants which cause damage to land, air and water due to our activities,
4. Reduce the environmental impact of goods purchased at the same time encouraging suppliers and contracted services to improve their environmental performance.

These aspirations have guided our Port Waste Management Plans and Oil spill Response contingency plans in place at each Harbour.

Oil spills will be reported as part of our KPIs (see Appendix 1).

## **7.0 Management of Navigation**

### **7.1 General Navigation**

#### **7.1.1 Introduction**

There is a general public right of navigation in tidal waters, subject to the payment of proper tolls and dues, and to the provisions of any laws regulating the operation of the harbour which impose special restrictions on the otherwise general freedom of navigation. It follows that harbours have the powers to regulate the entry and movement of boats to ensure safety of navigation.

The PMSC guide to good practice (Section 7.1.2) states the general principles as :

1. Harbours have rules in byelaws and directions, which every user must obey as a condition of his or her right to use the harbour.
2. Harbour authorities have a duty to make proper use of powers to make byelaws, and to give directions to regulate all vessel movements in their waters.
3. These powers should be exercised in support of the policies and procedures developed in the authority's safety management system and should be used to manage the navigation of all vessels.
4. Harbour authorities should have clear policies on the enforcement of directions and should monitor compliance.
5. Powers of direction should be used to require the use of port passage plans in appropriate cases - whether vessels are piloted or not.

We will achieve safety of navigation at our harbours by developing and maintaining procedures that will complete the following objectives.

- Monitor vessel movements, tide and weather conditions within the harbour and provide timely information and/or warnings either of a ship-specific or broadcast nature concerning possible hazardous situations.
- Safely and efficiently co-ordinate vessel movements within the harbour area by setting criteria for:
  - The conduct of navigation in restricted visibility, adverse weather and any other circumstances which might require restriction on navigational movements
  - Restricting movement in the main entrance channel to one major vessel at a time.
  - Restricting movement of yachts and fishing vessels within the entrance channel as may be required for the safety of both major vessels and small craft
- Provide relevant information to vessels inside and outside the Harbour area for the Safety of Navigation.

Navigational incidents or near misses will be reported as part of our KPIs (see Appendix 1).

#### **7.1.2 Enforcement**

It is Council policy to enforce all legislation that applies to the harbour including byelaws and directions. However, the principle requirement after an incident is to determine the cause of the incident so that precautions can be taken to prevent a re-occurrence. It is recognised that an investigation to determine cause may prejudice a criminal investigation.

The instigation of prosecutions in serious or repeated breaches of the legislation will be in accordance with the Enforcement policy and in consultation with the Police, Maritime Coastguard Agency, Environment Agency and any other agencies with enforcement powers.

The Harbour Master maintains regular harbour patrols (see 4.5.3) to assist in the effective regulation of marine conduct and the enforcement of appropriate local legislation.

### 7.1.3 Communications

With relatively low vessel movements a risk assessment has deemed it as unnecessary to regulate the navigation of all vessel traffic movements by the Harbour Radio.

However, both Groomsport and Donaghadee harbours are equipped with a Harbour radio, should the need arise to contact any vessel within Harbour limits.

Other methods used in communicating with vessels are loudhailer, telephones (fixed and mobile), fax, email and face to face verbal.

### 7.1.4 Navigation of Leisure Vessels

Byelaws and general/special directions provide the main formal statutory mechanism for managing recreational navigation.

The authority may need to consult with organisers of recreational events within harbour limits about the need for risk assessments.

In approving any event the Harbour Master needs to be satisfied that the risks associated with marine operations have been managed to As Low As Reasonably Practicable. The Harbour Master also needs to ensure that the event organiser has consulted with and has met the requirements of the MCA, RNLI, Emergency Services and the Council's Risk Manager.

Recreational navigation within Ards and North Down Borough Council Harbours includes a wide range of differing activities and craft types including power boats, cabin cruisers, yachts, sailing dinghies, rowing sculls, canoes, and personal watercraft.

The co-operation of recreational users is best assured by comprehensive consultation and dialogue. To this end Ards and North Down Borough Council will make available to all users published material of relevance to the safety of navigation including byelaws/directions, notices to mariners, details of facilities, advice and port emergency arrangements.

## **7.2 Aids to Navigation**

As a Local Lighthouse Authority, Ards and North Down Borough Council are responsible for many Aids to Navigation in this area, including:

- Groomsport Leading Lights
- Donaghadee Slipway
- Ballywalter Harbour
- Ballyhalbert Starboard
- Numerous lit & unlit beacons within Strangford Lough

Ards and North Down Borough Council acknowledge that we may not erect, remove or change any navigational mark or light without the consent of Commissioners of Irish Lights. All approved installations or changes are notified to users and the UK Hydrographic Office through issue of a Notice to Mariners prior to any installation or change being made.

### **7.2.1 Groomsport Harbour Navigation Lights**

Groomsport harbour leading lights are aligned on 207.5 degrees (T) both flashing green at night, indicating the safe approach to the harbour.

### **7.2.2 Donaghadee Lighthouse**

Donaghadee Lighthouse is owned, maintained and operated by Commissioners of Irish Lights.

### **7.2.3 Ballywalter Harbour Navigation Light**

Ballywalter harbour leading light is a 3m high metal column with a sectored light FL WRG 1.5s 5m 9M. The white sectored light 267° to 277° indicates the safe approach (Green 240° to 267°, Red 277° to 314°).

### **7.2.4 Inspection and maintenance**

All Aids to Navigation are established and maintained in accordance with the availability criteria laid down by the Commissioners of Irish Lights. In order to meet these criteria, a rolling programme of inspection and a reactive maintenance is undertaken. A contractor is appointed to carry out regular inspections, planned maintenance and reactive repairs.

Basic inspections of lit beacons are carried out every quarter, with a more thorough inspection annually. Unlit beacons are subject to an annual inspection. Any defects are reported immediately to council officers who then log the fault with Quay Marinas – Bangor Marina & Harbour who operate an AtoN helpdesk. Berthing Masters at Quay Marinas – Bangor Marina & Harbour are available twenty-four hours a day, seven days a week to log any reported faults / defects. Once logged, Quay Marinas – Bangor Marina & Harbour will notify CIL/the hydrographic office as appropriate, issue a Notice to Mariners as appropriate and inform the Maritime Coastguard Agency.

We recognise that in all likelihood, local mariners will be the first to discover a defective AtoN. Notices are placed at each of our harbours, advising local mariners of the Quay Marinas – Bangor Marina & Harbour contact number should they need to report any defective AtoNs.

### 7.2.5 Third Party Aids to Navigation

There are several 3rd Party Aids to Navigation within the LLA area. Whilst the maintenance and repair of these AtoN's is their responsibility, all third parties have been issued with the Quay Marinas – Bangor Marina & Harbour helpdesk phone number to ensure that all defects are recorded appropriately.

All third parties have been notified that they may not erect, remove or change any navigational mark or light without the consent of the LLA and Commissioners of Irish Lights.

### 7.2.6 Master List of Aids to Navigation

A master list is held on CIL's Offshore installations web-based monitoring software. Quay Marinas – Bangor Marina record all defects and instances of unavailability on CIL's web reporting portal. An AtoN availability report is submitted to CIL each quarter by Quay Marinas – Bangor Marina & Harbour.

### 7.2.7 Audit of Records for Aids to Navigation

As per the requirements of the Merchant Shipping Act 1894 for the Republic of Ireland, the Merchant Shipping Act 1995 and the Port Marine Safety Code, Irish Lights have a statutory duty of Superintendence and Management of all Local Aids to Navigation (LAtON) throughout the island of Ireland.

In order to effectively discharge this duty, and in addition to the annual inspections of all AtoNs, Irish Lights conduct an assessment process to ensure that Local Lighthouse Authorities have in place appropriate policies and procedures in relation to the provision and management of LAtONs under their jurisdiction.

This audit takes the form of a meeting between the Harbour Master, relevant Council officers and a Marine Inspector from Commissioners of Irish Lights.

### 7.2.8 Review of Aids to Navigation

Risk assessment and ongoing consultation have determined the requirement for Aids to Navigation in Ards and North Down Borough Council. The effectiveness and need for new or amended Aids to Navigation is reviewed at the quarterly Port Users Group.

## **8.0 System Operation & Control**

### **8.1 Monitoring Performance of the Safety Management System**

The monitoring and recording of accidents and incidents shall be as per the Council's Incident and Near miss Investigation and Reporting Policy. These statistics will be discussed at Directorate Safety Meetings and measurable goals will be set so that performance may be measured to aid the reduction of such incidents.

#### **8.1.1 Performance Monitoring**

The performance of Marine Operations will be measured by a combination of both proactive and reactive measures.

These measures are:

Proactive: Periodic Audits, KPIs, Reviews, Safety Inspections, and Directorate Safety Meetings

Reactive: Accident/Incident/Near Miss Reporting, Accident/Incident/Near Miss Investigation, Informal Reporting and Observations.

The performance of these measures shall be reported to the Environment Committee (as the Duty Holder) on a quarterly basis in order to ensure the MSMS is working effectively.

A list of targets and measures (which forms the basis of the quarterly report) is included in Appendix 1.

Any missed targets, lessons learnt or other improvements to be made shall be highlighted within the report and implemented at the earliest opportunity.

#### **8.1.2 Audits**

Twice annual audits will be carried out by the Designated Person, thus ensuring the MSMS is working effectively.

Audits will include:

1. Equipment and/or Procedures
2. Associated plans and documentation
3. Records generated
4. Follow-up (if applicable)

Non-conformances will be recorded on an Audit/Review form and identify the appropriate corrective action.

In addition, Ards and North Down Borough Council's internal audit team will carry out audits as per their schedule.

Findings of these audits will be reported to the Environment Committee (as Duty Holder) and any recommendations will be implemented by the Harbour Master, with prior approval from Management and/or the Environment Committee as required.

### 8.1.3 Review

The Safety Management System will be formally and comprehensively reviewed every three years and updated and improved where necessary.

## **9 National Occupational Standards (NOS)/Training**

### **9.1 Marine Personnel**

Ards and North Down Borough Council recognises that training, adherence to NOS and CPD are essential elements within the Safety Management System.

It is Ards and North Down Borough Council's policy to ensure that all staff have the appropriate competences and training to carry out their role effectively.

The Harbour Master has the overall responsibility for ensuring the operational competency of marine personnel. However, the ultimate responsibility and accountability lies with the Environment Committee (as Duty Holder) to ensure that all necessary systems are in place to support this process.

Those deemed to be marine personnel will include the following:

- a) Harbour Master
- b) Senior Marine Operative
- c) Marine Operative

### **9.2 Ensuring Competence**

The competence assurance process is linked directly to considered personnel selection and recruitment procedures, relevant job descriptions and appropriate pre-determined recruitment and selection criteria.

The process comprises four stages namely pre-job, induction training, supervision/on the job training and competence.

To ensure that all staff remain abreast of developments and to prevent any decline in the level of competence and skills of marine personnel; relevant training and instruction shall be repeated periodically as appropriate.

All training and instruction provided to employees will be duly recorded and kept in a secure training matrix file.

In order to demonstrate continued compliance in this area, a KPI for staff training has been included within Appendix 1.

## Appendix 1

### Designated Person's Annual Report in accordance with the Port Marine Safety Code 2016.

Objective 1: To eliminate incidents so far as is reasonably practicable.					
KPI 1.1 - No major incidents, serious injuries or serious pollution as a result of the failure of the harbours MSMS.					
KPI 1.2 - All reported Incidents investigated in a timely basis.					
KPI 1.3 - Identify opportunities for improvement and ensure policies and procedures are reviewed where appropriate.					
KPI Element Record	Number of Instances				
	G'sport	D'dee	B'walter	B'halbert	Cook st
Number of recorded incidents					
Number of incidents afloat					
Number of incidents ashore					
Navigational incidents					
Vessel sinking					
Vessel collision (with another vessel)					
Vessel allision (colliding with a fixed shore structure)					
Vessel grounding					
Breakout (mooring failure / anchor failure)					
Pollution incidents					
Fire incidents					
Other notable incidents (Person in water etc)					
TOTALS					
Report and Investigation					
Navigational incidents investigated					
Reportable incidents to the MAIB					

**Objective 2: To conserve the harbours and their approaches**

2.1 Performance Target - Hydrographic Surveys. Ensure that the harbours and their approaches have adequate schedules for hydrographic surveys and that these are undertaken in line with the defined schedules.

2.2 Performance Target - Navigational Lights – In conjunction with the Commissioners of Irish Lights to provide and maintain adequate navigational aids consistent with harbour users.

2.3 Performance Target - Identify opportunities for improvement and ensure policies and procedures are reviewed where appropriate requirements to facilitate safe navigation within the harbours and their approaches. Report to CIL on a quarterly basis.

2.4 Performance Target - Wrecks and Obstructions. Investigate all reported wrecks and obstructions in a timely basis.

2.5 Performance Target - Notices / Warnings – Promulgate Local Notices and Warnings to harbour users of changes to Navigational Aids, depths and other dangers to Navigation.

Local AtoN's failures					
Hours before AtoN is fully operational					
Navigational risks assessed and revised annually					
Hydrographic information available to Harbour staff					
Date of hydrographic survey					
Hydrographic information promulgated to users					
Wreck & Obstruction Investigated					
Warnings - Notice to Mariners issued					

**Objective 3: To ensure adequate procedures are in place in case of Emergency.**

3.1 Performance Target - Review of Emergency Plans and Procedures on an annual basis.

3.2 Performance Target – Undertake desktop / real time exercises at each harbour on an annual basis.

Emergency plans assessed and revised annually					
Emergency exercises undertake.					

**Objective 4: To consult with harbour users**

4.1 Performance Target - Arrange regular meetings with harbour users to consult on any navigational issues, safety issues, conservancy, and leisure activity. At the very least a meeting with each harbour group on an annual basis.

Meeting with harbour user groups.					
<b>Objective 5: To Ensure Marine Personnel are appropriately trained</b>					
5.1 Performance Target - Continual Professional Development to ensure all marine personnel are competent to perform their duties.					
Harbour Master					
Marine operative 1					
Marine operative 2					
Marine operative 3					
<b>Objective 6: To have adequate Audit and Review mechanisms in place</b>					
6.1 Performance Target – Annual review and audit of MSMS by HM & DP					
6.2 Performance Target – Duty Holder fully aware of their responsibilities under the PMSC					
6.3 Performance Target – DP to issue report to Duty Holder on effectiveness of the MSMS					
Harbour Master to internally review and assess MSMS					
Designated Person to assess and audit the MSMS					
Designated Person to advise Duty Holder or their role and explain accountability & responsibilities.					
Designated Person to report to Duty Holder on an annual basis the effectiveness of the MSMS in ensuring compliance with the PMSC.					

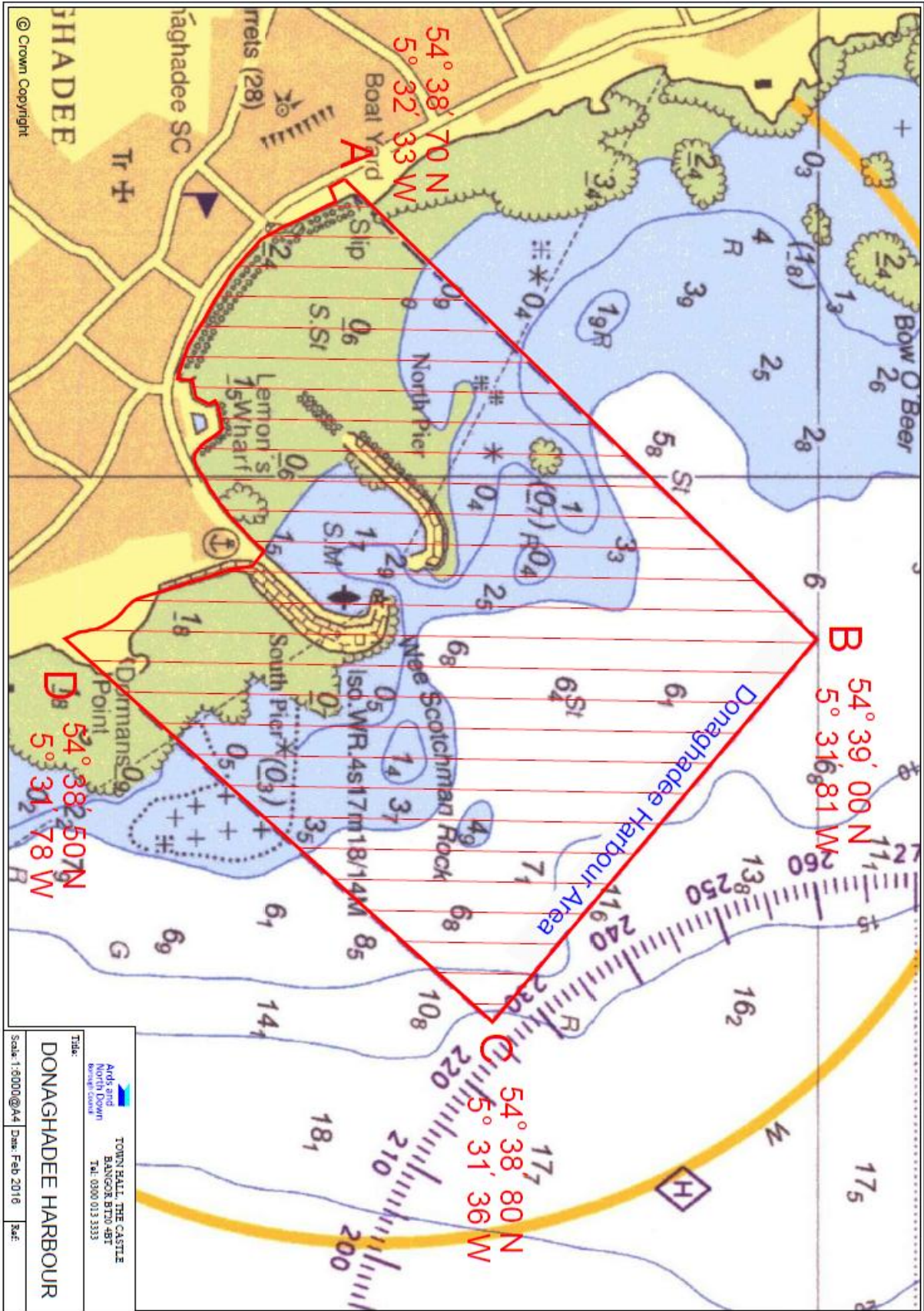
## Appendix 2

### Locations of Harbour Covered by this Safety Management System





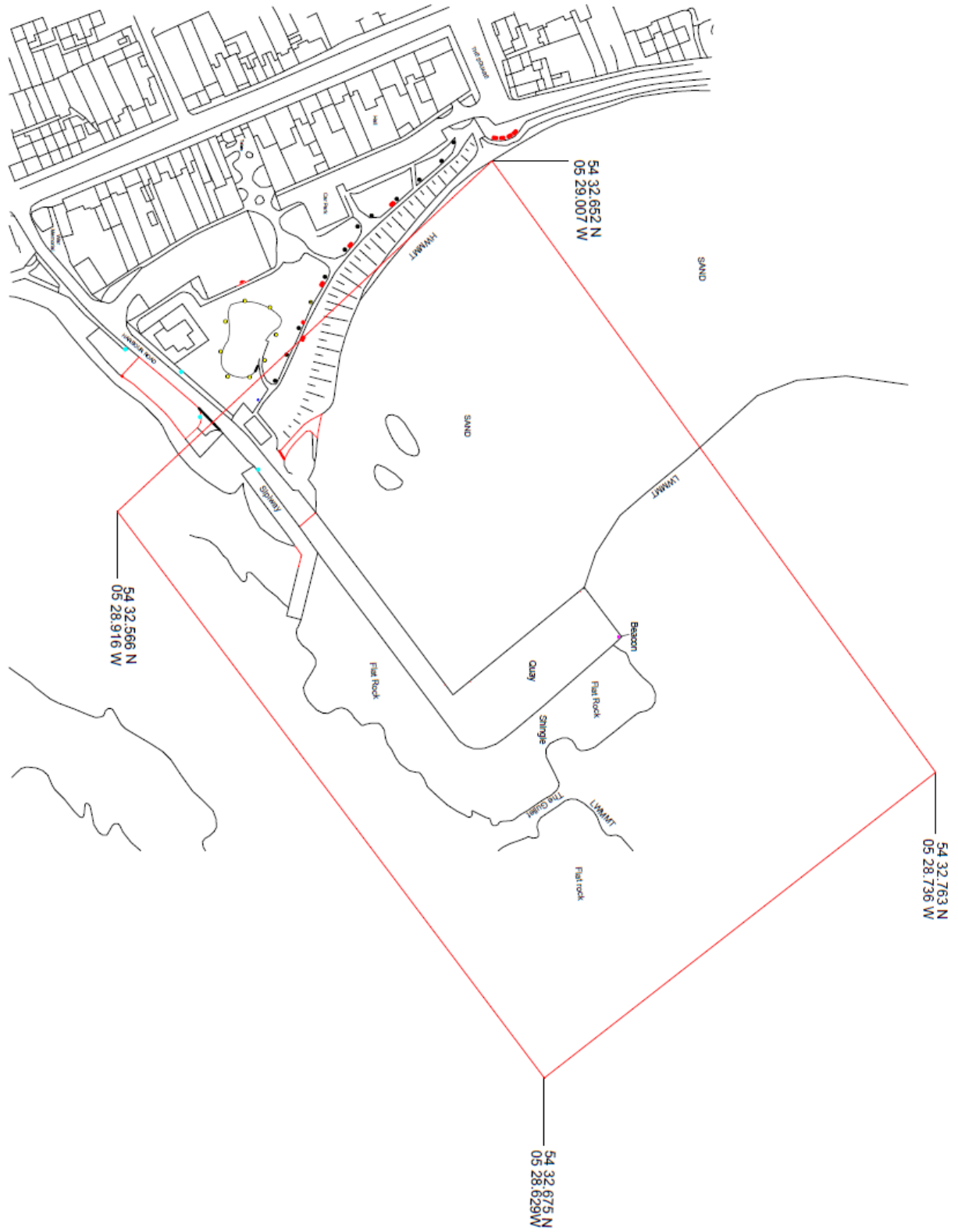
# Donaghadee Harbour limits



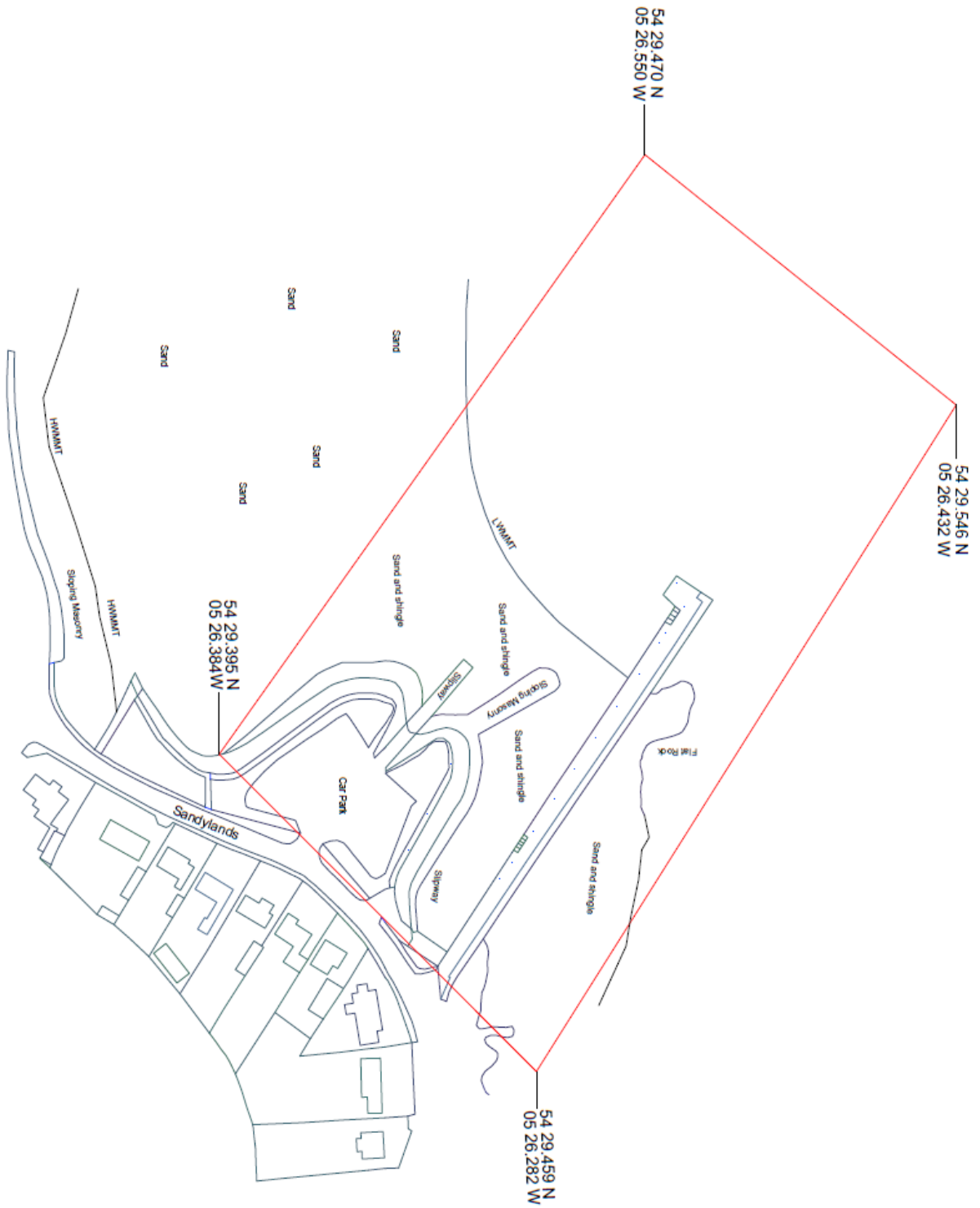
Title:  
**DONAGHADEE HARBOUR**  
 Add: and  
 North Down  
 TOWN HALL, THE CASTLE  
 BANGOR BT20 4BT  
 Tel: 0300 013 3333  
 Scale: 1:6000@A4 Date: Feb 2016 Ref:

© Crown Copyright

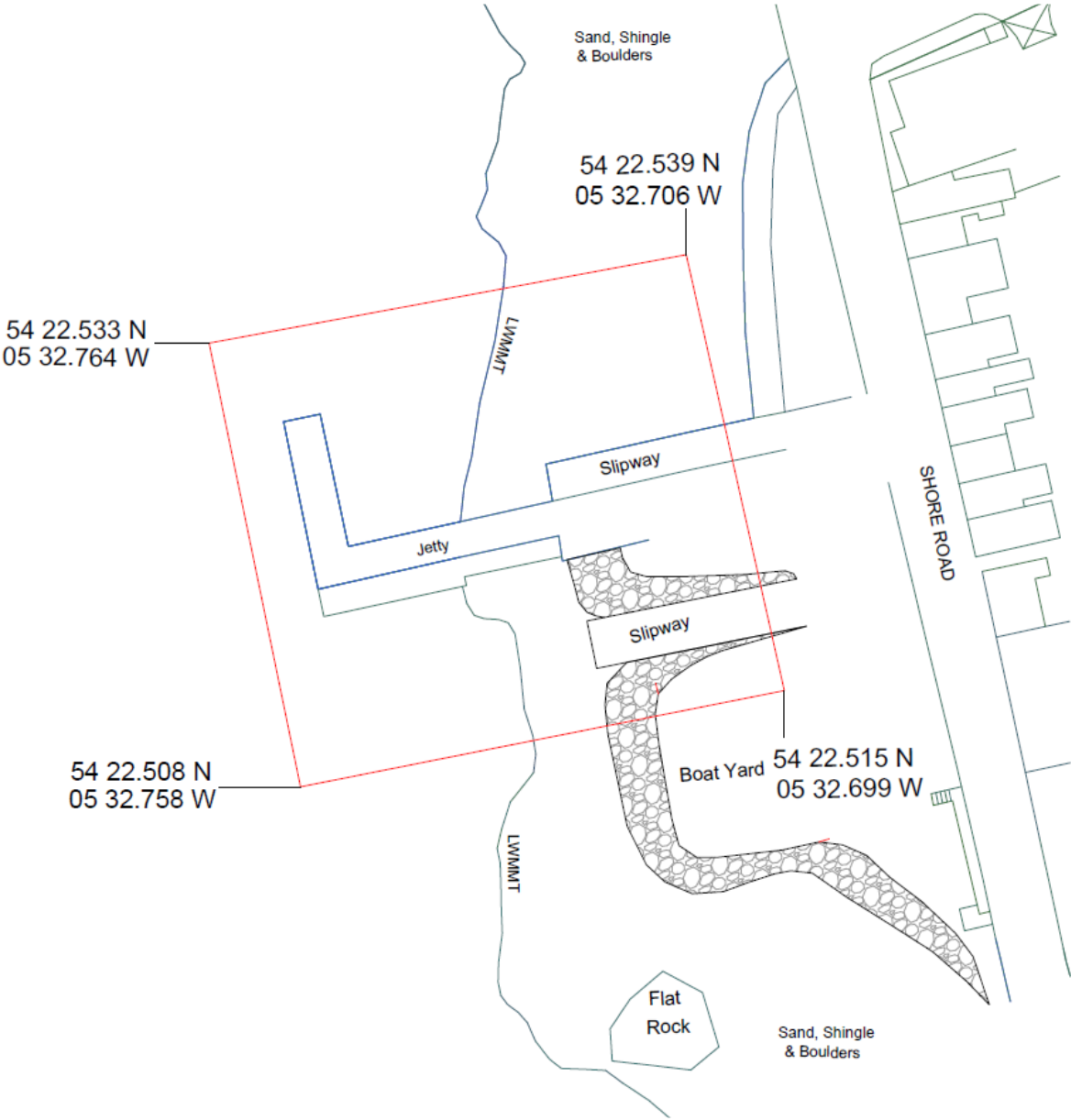
# Ballywalter Harbour Limits



# Ballyhalbert harbour Limits



**Cook St, Portaferry**



## Appendix 4 ANDBC H&S Policy Statement

### ARDS AND NORTH DOWN BOROUGH COUNCIL


	<b>Corporate Health and Safety Management Systems.</b>	Rev: 3	Page 1 of 3
	<b>Section 1.3: Health and Safety Policy Statement.</b>	Date of Review: June 2024	

#### 1.3 POLICY STATEMENT


1.3.1 The policy of Ards and North Down Borough Council, hereafter referred to as the Council is to:-

- (a) Accept its legal responsibilities for employees and other persons as set out in the Health and Safety at Work (NI) Order 1978, relevant statutory provisions and Approved Codes of Practice.
- (b) Accept its moral duty of care, not only to employees, but also to members of the public and visitors to its premises or persons affected by work activities and operations under Council control.
- (c) Ensure that responsibilities for health and safety are properly assigned, accepted and, as far as reasonably practicable, fulfilled at levels throughout its workforce.
- (d) Implement the policy by the provision of adequate financial and physical resources for health and safety, which will entail:
  - I. The appointment of competent persons, without detracting from the responsibilities of senior managers, to assist and advise the Council and the workforce on fulfilling health and safety obligations.
  - II. The provision of sufficient information, instruction, training and supervision to develop and improve the competence of the workforce to contribute positively to their own health and safety at work and other persons who may be affected.
  - III. The provision and maintenance of safe workplaces, plant, equipment and systems of work.
  - IV. The provision and maintenance of a healthy working environment and adequate welfare facilities.
  - V. The provision and maintenance of effective systems of communications within and between Council departments on health and safety matters.
- (e) Promote a positive health and safety culture within each Council directorate.
- (f) Prepare corporate policies and management systems detailing the specific arrangements made to meet the health and safety requirements of each directorate.

**ARDS AND NORTH DOWN BOROUGH COUNCIL**

	<b>Corporate Health and Safety Management Systems.</b>	Rev: 3	Page 2 of 3
	<b>Section 1.3: Health and Safety Policy Statement.</b>	Date of Review: June 2024	

- (g) Develop and implement a sensible risk assessment approach which is proportionate to the risks applicable to each Council directorate.
- (h) Remind the workforce of their health and safety responsibilities and provide guidance and instruction to employees and, so far as is reasonably practicable, other persons to:-
  - I. Take reasonable care for the health and safety of themselves and other persons affected by their activities by complying with all Council Health and Safety rules and procedures;
  - II. Co-operate with the Council in complying with legislative requirements;
  - III. Not intentionally or recklessly interfere with, or misuse any plant, equipment or facilities provided by the Council for the purpose of Health and Safety;
  - IV. Report any accident, dangerous occurrence or injury to the appropriate immediate supervisor and take appropriate action, as the case may be, to deal with or report any matter which is or could be a risk to Health and Safety.
- (i) Co-operate fully with Safety Representatives appointed by recognised Trade Unions and any Safety Committee (s) / Working Group (s) and value the co-operation of those appointed.
- (j) Bring the policy statement and details of where the Directorates Health and Safety Risk Assessments and Codes of Practice can be obtained to the notice of the employees and, where relevant, other persons.
- (k) Monitor the effectiveness of the policy and notify employees of revisions made.



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Chief Executive  
On behalf of Ards and North Down Borough Council

Date: - 20.06.24

## Appendix 5- Incident Report Form

ACC 1/R/18

### ARDS AND NORTH DOWN BOROUGH COUNCIL INTERNAL INCIDENT REPORT FORM

THIS FORM MUST BE SIGNED BY THE PERSON IN CHARGE OF THE AREA AND RETURNED TO THE  
RISK MANAGER NOT LATER THAN THE 1<sup>ST</sup> DAY AFTER THE INCIDENT

1. NAME OF DEPARTMENT / CENTRE: \_\_\_\_\_

2. PERSONAL DETAILS (injured person / person involved):

Name:		Date of Birth:	Age:	Sex:
Address:			Telephone No:	
			Staff No:	
Type (tick as appropriate):	Direct Employee	Agency Worker	Summer Scheme	Member of Public
Is person a Government Trainee/Work Experience? YES/NO (If so Specify Scheme)				

3. INCIDENT DETAILS:

Type (tick as appropriate):	Injury	Near Miss	Dangerous Occurrence	Property Damage	Environmental Incident
Date and Time of Incident					am/pm
Date and Time Reported					am/pm
To Whom in Authority was the Incident Reported?					

4. ON THE DAY OF INCIDENT:

Exact Location of Incident					
Normal Working Hours (if an employee):	FROM	am/pm	TO	am/pm	
Hours Actually Worked (if an employee):	FROM	am/pm	TO	am/pm	
Describe How the Incident Occurred _____					
_____					
_____					
_____					
_____					
_____					

5. THE TASK (if applicable):

Was the person Authorised to be in the location at the time of the Incident?	YES / NO
Was the person Authorised to be Carrying Out this Activity?	YES / NO
What tools / equipment / substances are required to carry out this task?	
What PPE is required to carry out this task? (i.e. face-shield / gloves / safety boots / hearing protection)	
Was PPE being worn / used at the time of the incident	YES / NO

6. DESCRIBE NATURE OF INJURY (underline appropriate areas):

Type of injury:	Fractured Bone / Dislocation / Bruise/ Puncture, Laceration, Abrasion wounds.
Additional Details:	
Head:	Face/skull/hair/right eye/left eye/right ear/left ear/nose/mouth/teeth/right cheek/left cheek/jaw
Neck:	Muscles/bones/collar bone/right shoulder/left shoulder
Trunk:	Chest/ribs/abdomen/spine/lower back/muscles/discs/pelvic area/groin
Arm:	Right/left/both/upper/lower/elbow/hand/fingers/wrist/tendon/muscle
Leg:	Right/left/both/thigh/hip/knee/lower leg/ankle/foot/toes/muscle/tendons/cartilage
Other:	Circulatory/respiratory/hearing/digestive/nervous/voice/skin/mental/artificial aids

**7. TREATMENT DETAILS:**

ACC 1/R/18

What treatment did the injured person receive?		
First-Aid <input type="checkbox"/>	Hospital <input type="checkbox"/>	Doctor <input type="checkbox"/>
Name of hospital Attended		
Detained in Hospital for more than 24 Hours YES / NO		
Has the injured person returned to work? YES / NO (If yes state date)		

**8. DETAILS OF PROPERTY LOSS OR DAMAGE:**

Nature of property lost/damage:
Details of circumstances:
Approximate value:
Any further information or details:

**9. OTHER FACTORS:**

Did the incident occur OUTSIDE <input type="checkbox"/> or INSIDE <input type="checkbox"/> describe the conditions:							
Daylight <input type="checkbox"/>	Light <input type="checkbox"/>	Dark <input type="checkbox"/>	Floodlit <input type="checkbox"/>	Street Lighting <input type="checkbox"/>			
Surface:	Dry <input type="checkbox"/>	Raining/Wet <input type="checkbox"/>	Slippery <input type="checkbox"/>	Ice <input type="checkbox"/>	Frost <input type="checkbox"/>	Snow <input type="checkbox"/>	Other <input type="checkbox"/>
Comments:							

**10. WITNESS (give the names and addresses of all witnesses):**

<hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------

**11. SIGNATURES:**

Report completed by:	Signature:	Print Name:	Date:
"I have read and agree that this is a true account of the incident" Signature of the person about whom this report has been made		Signature:	Date:

**Privacy Notice:**

Ards and North Down Borough Council has collected the information on this form for the purpose of meeting its requirements under the Health & Safety at work Order (NI) 1978. Your details may be passed to the HSENI. In addition, this information will be shared, when required, to relevant bodies for the purposes of preventing or detecting fraud or crime as well as to all other relevant parties in the defence of any civil claim arising. Your information will be held for 25 years for a minor and 7 years for an adult. You have a right to see and review the information held on you. If you wish to request your personal information or have a data protection query, please put your request in writing to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, BT20 4BT, Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk) Tel: 0330 013 3333. If you are not satisfied with how the Council has handled this matter, you may refer it to the Information Commissioner's Office at 02890278757 or email [ni@ico.org.uk](mailto:ni@ico.org.uk).



**ANDBC MOTOR INCIDENT REPORT FORM**

All the relevant sections must be completed. The form must be completed and returned to the Risk Management Section within one working day. Where injuries occurred your line manager must be informed immediately. In the case of personal injuries to ANDBC employees complete and attach an ANDBC Incident Report Form for each person injured.

Date of Incident:		Time of Incident:	
		Date & Time reported:	

**Type of Incident (tick all that apply)**

Damage to ANDBC Vehicle	Property Damage	Theft	Hijacking
Third Party vehicle Damage	Windscreen	Other (specify)	
Personal injury, 3 <sup>rd</sup> Party	Personal injury, ANDBC		

**ANDBC Details**

ANDBC Driver Name		Staff No	
Job Title		Section	
ANDBC Vehicle Type		Registration	
ANDBC Passengers			

**Third Party Details**

Third party name:		Contact telephone no:	
Address:			
Vehicle type		Vehicle registration	
Name of Insurer:		Passenger names:	

**Details of third party injuries reported at the scene:**


**Other Witnesses – please give name and a contact number for other witnesses**


**Was this incident reported to the police? YES / NO**

Police Incident no:		Police station reported to:	
---------------------	--	-----------------------------	--

**Exact location of Incident:**




# Harbour Incident Report Form

## Section A

<b>Date of incident</b>		<b>Time of incident:</b>	
		UTC	
		Local time	
<b>Name of vessel</b>			
<b>Port of registry if applicable</b>		<b>Flag of vessel</b>	
<b>Type of vessel (yacht, motor sailer, rib, power boat or fishing vessel etc.)</b>			
<b>Type of incident</b>			
<b>Location of incident (e.g. name of Harbour, berth Number, or other geographic reference  <i>including lat/long.</i>)</b>			

Did the incident occur within the operational limits of a port?			
Natural light	Visibility	Sea state	Wind force    Wind direction

Consequences of incident (*tick as many boxes as apply*)

- No injury or damage
- Fatal injury
- Non-fatal injury
- Vessel damaged
- Vessel lost or abandoned
- No injury or damage
- Pollution type

Pollution – if ticked please state quantity

## Section B: Vessel Details

<b>Name &amp; address of owner.</b>				
Name:				
Address:				
Tel:				
Email:				
IMO number <i>(if applicable)</i>		Call sign:		
Fishing vessel port letters and numbers <i>(if applicable)</i>		RSS/SSR number		
Length of vessel (in metres):		Gross tonnage:		
LOA or registered length:		Year of build <i>(if known)</i> :		
Type of vessel		Hull material:		
Classification society <i>(if applicable)</i> :		Certification class <i>(if applicable)</i> :		
Hours vessel was not under command <i>(if applicable)</i> :		Please specify if, following the incident, either of the following were needed for the safety of your vessel:		
		Towage		
		Shore assistance		
Number of crew on board:		If applicable, number of passengers on board:		
Departure from last port	Date	Voyage	From:	
	Time:		To:	

	UTC or local time?				
If applicable, name of ship(s) & port of registry or flag of any other vessel(s) involved					

### Section C: Details of person(s) killed, missing or injured

How many persons suffered injuries preventing performance of normal full range of duties for more than 72 hours (3 days) after the day of the accident		How many persons killed or missing	
--------------------------------------------------------------------------------------------------------------------------------------------------------	--	------------------------------------	--

Person 1			
Position (e.g. rank, rating, passenger, shore worker, contractor):		Gender:	Age:
		Nationality:	
What was injured? (e.g. left leg, finger):		Kind of injury (or enter "fatal" or "missing" if appropriate):	
Place on <u>vessel</u> where injury sustained:		Did injury mean more than 72 hours off work or greater than 24 hrs in hospital?	
On / off duty?			

Person 2			
Position (e.g. rank, rating, passenger):		Gender:	Age:
		Nationality:	
What was injured? (e.g. left leg, finger):		Kind of injury (or enter "fatal" or "missing" if appropriate):	

Place on <u>vessel</u> where injury sustained:		Did injury mean more than 72 hours off work or greater than 24 hrs in hospital?	
On / off duty?			

***If more than 2 persons suffered reportable injuries please continue in free text area:***

**Section D: Please give a brief description of the sequence of events leading to the incident**

## Section E

E.1. Please state why you think the incident happened:

E.2. Has any action been recommended by you or anyone else as a result of this incident and if so, what and by whom

E.3. Has any action been taken and if so what, by whom and when

--

## Section E

### Person completing form

Name:		Date	
Position:			
Tel:			
Email:			

All information is true and complete to the best of my knowledge (please tick box):

### Designated person (if applicable):

Name:		Address:	
Tel:			
Email:			

**Section G - for completion by Safety Representative (if applicable)**

If the incident involved a reportable personal accident and there is an elected Safety Representative on board the vessel, they must be shown the completed report and allowed to write in this section any comments which they may wish to make.

If the injured persons are represented by different Safety Representatives, each may make additional comments if desired in the space below (but in any event, they should all declare all information is true and complete to the best of their knowledge):

Large empty rectangular area for content.

Name (Safety Representative):		Date	
----------------------------------	--	------	--

All information is true and complete to the best of my knowledge (please tick box)

## Guidance Note

Please use the terms in the shaded areas when completing Section A of the Incident report form

**Wind ▶**

Beaufort Scale			
0	Calm	knot (0-1)	m/s (0-1)
1	Light air	knot (1-3)	m/s (1-2)
2	Light breeze	knot (4-6)	m/s (2-3)
3	Gentle breeze	knot (7-10)	m/s (4-5)
4	Moderate breeze	knot (11-16)	m/s (6-8)
5	Fresh breeze	knot (17-21)	m/s (9-11)
6	Strong breeze	knot (22-27)	m/s (11-14)
7	Near gale	knot (28-33)	m/s (14-17)
8	Gale	knot (34-40)	m/s 17-21)
9	Strong gale	knot (41-47)	m/s (21-24)
10	Storm	knot (48-55)	m/s (25-28)
11	Violent storm	knot (56-63)	m/s (29-32)
12	Hurricane	knot (+64)	m/s (+33)
Unknown			

**Sea state ▶**

0	Calm glassy	(0m)
1	Calm rippled	(0 - 0.1m)
2	Smooth	(0.1 - 0.5m)
3	Slight	(0.5 - 1.25m)
4	Moderate	(1.25 - 2.5m)
5	Rough	(2.5m - 4m)
6	Very rough	(4.0 - 6.0m)
7	High	(6.0 - 9.0m)
8	Very high	(9.0 - 14.0m)
9	Phenomenal	(+14m)
Unknown		

**Visibility ▶**

Very poor	Vis < 0.5nm
Poor	0.5 <= Vis <= 2.0nm
Moderate	2.0 <= Vis <= 5.0nm
Good	5.0 <= Vis <= 25.0nm
Very good	Vis >= 25.0nm
Unknown	

**Light ▶**

Daylight
Twilight
Night
Unknown

## Appendix 6- Protocol for Handing Out of Hours Emergency Calls originating at Harbours

