



# Port of Southampton



## Marine Policy & Safety Management System

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## **ABP Port of Southampton 'Mission' Statement**

To ensure that the Port of Southampton and the waters under the control of the ABP Harbour Authority (Harbour Authority) are managed efficiently and effectively to maintain navigational safety.

To facilitate the open use of the port by legitimate stakeholders and to ensure no damage is caused to the marine environment through the activities of the Port.

To provide outstanding port facilities and services, making use of the Port's physical advantages and key location in relation to world trade routes.

To ensure that adequate resources are provided to its officers to enable them to follow policies, procedures and systems effectively, recognising that proper discharge of the Authority's duties will otherwise be compromised.

To be recognised for innovation, quality and flexibility in delivering cost efficient total solutions in partnership with customers.

# **1. ABP AND THE PORT OF SOUTHAMPTON**

## **Structure of ABP**

Associated British Ports (ABP), formerly the British Transport Docks Board (BTDB), is owned by Associated British Ports Holdings PLC, a company formed by the Secretary of State under Part II of the Transport Act, 1981.

ABP Harbour Authority is the Statutory and Competent Harbour Authority for the Port of Southampton as well as a number of other ports around the UK and is responsible for ensuring the safety of marine operations within its ports. ABP Holdings PLC appoints the directors of ABP, but has no power to direct them in respect of their powers and duties as a Harbour Authority. ABP derives its powers from legislation including the Harbours Docks and Piers (Clauses) Act 1847, Harbours Act 1964, the Pilotage Act 1987, Schedule 3, Transport Act 1981, the Docks Regulations 1988 and is the Duty Holder as specified in the Port Marine Safety Code.

ABP's responsibilities also include the protection, regulation, maintenance and improvement of its Port and its approaches. The Harbour Master, appointed by ABP, is responsible for the day-to-day management and safety of all marine operations undertaken in the harbour.

## **The Port of Southampton**

The Port of Southampton provides berthing and handling facilities for a large range of commercial operations. Accordingly, a variety of vessels regularly call at the Port, these include cruise, container, tankers, bulk, roll on /roll off, aggregates and military support vessels.

Additionally, domestic ferries undertake frequent, regular voyages between the Port and the Isle of Wight.

A Vessel Traffic Services (VTS) system has been established by the Port to monitor and coordinate the safe movement of vessels throughout the Port's pilotage area.

The Port's VTS system covers the approaches to the Dockyard Port of Portsmouth and the Port of Cowes. By agreement with the Queen's Harbour Master (QHM) Portsmouth, Southampton VTS provides VTS information to shipping in QHM's Statutory Harbour Area. (See Appendix A)

## **Managerial Responsibilities**

- **The Duty Holder**

The Harbour Authority, as the duty holder, accepts the responsibility for ensuring that its duties and powers are discharged in accordance with the requirements of the Port Marine Safety Code.

- **Chairman**

The Chairman is accountable to the Harbour Authority for the operational and financial control of the Authority. The Chairman advises the Harbour Authority on all matters relating to its duties and powers, with appropriate advice from the Harbour Master and other officers. The Chairman oversees the implementation of the Harbour Authority's policies and has overall executive responsibility for the safety of operations and staff.

- **Port Director (Southampton)**

The Port Director is responsible for:-

- (i) The financial control of the Authority's function in Southampton.
- (ii) Implementation of the Board's policies and decisions.
- (iii) Overall safety of staff and operations in the Port.

- **Designated Person**

The Marine Advisor to ABP is the 'Designated Person' for all ABP Ports.

- **Harbour Master**

The Harbour Master is defined in Section 52 of the Harbours Docks and Piers Clauses Act, 1847 so as to include, in addition to the Harbour Master, his assistants. The expression includes any person authorised by the Harbour Authority to act in the capacity of Harbour Master.

The Southampton Harbour Master's duties include:-

- (i) The proper discharge of the Statutory duties of a Harbour Master.
- (ii) The regulation of all vessel traffic and the safety of navigation within harbour limits.
- (iii) Responsibility for the operation of Southampton VTS.
- (iv) The formulation and implementation of emergency plans and procedures.
- (v) The regulation of dangerous goods in transit.
- (vi) The Health and Safety of Southampton Pilots.
- (vii) The investigation of navigational incidents, as required.
- (viii) Authorisation of Pilots and PEC holders.

- (ix) Ensuring that bye-laws and general directions to navigation are kept under regular review.
- (x) The timely promulgation of navigational and safety information to operational staff and to all harbour users.

- **Pilotage**

Under the provisions of the Pilotage Act, 1987, ABP is a Competent Harbour Authority (CHA) for the provision of pilotage services in the Port of Southampton. This requires ABP to “keep under consideration” the pilotage services that need to be provided to secure the safe navigation of ships in the harbour and its approaches. The following aspects are subject to regular review:

- Whether pilotage should be compulsory, and if so, for what classes of ships.
- The qualifications and number of people to be authorised as pilots within its area of jurisdiction.
- The training and regulation of authorised pilots.
- The provision of pilot boats to the approved standard.
- The granting of ‘Pilotage Exemption Certificates’ to ‘bona fide’ Masters and/or First Officers of ships which regularly call at the Port.
- The charges to be levied for the provision of the Pilotage Service.

Statute law defines a pilot as ‘any person not belonging to a ship who has the conduct thereof’ but the pilot does not assume the role of the Master and the fact that a ship is being navigated in an area that requires compulsory pilotage shall not affect any liability of the owner or Master for any loss or damage caused by the ship or by the manner in which it is being navigated.

### **Limitation of Liability**

A Harbour Authority’s liability is governed by section 191 of the Merchant Shipping Act 1995, and by section 22 of the Pilotage Act 1987. Neither entitles a person to limit their liability if it is proved that the loss resulted from their personal acts or omission, committed with the intent to cause such a loss, or recklessly and with the knowledge that such loss would probably be the result.

There is a limitation of liability in the charge of pilot’s negligence. Currently this is £1000 plus the pilotage fee for the voyage in question. For a CHA the amount is £1000 multiplied by the number of Pilots authorised for that district.

## **Auditing and Reviewing Performance**

In considering the safe operation and management of the harbour the Harbour Authority will monitor and review its performance against a number of predetermined indicators. The results of such reviews will be recorded and, where appropriate, information will be made available to users and other interested parties.

## **Pilotage Directions**

This document provides information to the Port's stakeholders on the area for which compulsory pilotage is required and the vessels to which it applies. It explains who may apply for a Pilotage Exemption Certificate (PEC) and what is involved in such an application. It also gives the location of pilot boarding points and details of the notice requirements for arrivals and departures.

## **Conduct of Pilots**

Each Pilot is directly responsible to the Harbour Authority for the provision of pilotage and related services concerned with the safe movement of vessels in the compulsory pilotage area. While carrying out these duties the Pilot will conduct himself in accordance with the Port of Southampton's Operations Manual.

The Code of Conduct for Southampton Pilots is recognised by the Harbour Authority as the code by which it requires its pilots to perform their duties and is incorporated into the Pilotage Agreement.

## **Incident Investigation Procedure**

1. Following an incident involving a collision, grounding, close-quarter situation or any other reportable incident within the Southampton CHA area, the pilot(s) or PEC holder concerned must submit a Pilotage Incident Form (PIR.1), together with any supporting evidence, to the Harbour Master Southampton within 24 hours. This requirement also applies to PEC holders.
2. In the event of an incident which could call into question the capability of a pilot under Section 3(5) of the Pilotage Act 1987, the Deputy Harbour Master will, on an informal basis, investigate the circumstances, collect reports, statements and other evidence, and report the facts with a recommendation to the Harbour Master. The Deputy Harbour Master will invite the Principal Pilot or his deputy to be fully involved in this process.
3. The Harbour Master will, on receipt of this report, advise the Pilot in writing if no action is to be taken against him. The Harbour Master may alternatively advise the pilot that he is considering recording the incident which may then, for a specific period of time, be taken into account when considering any subsequent incident involving the pilot. In that event the pilot will be offered the opportunity of a personal interview prior to any such decision being finally taken.

4. If the CHA considers there may be a case for suspension or revocation of authorisation, the Harbour Master will advise the pilot in writing, giving him the opportunity to present evidence in support of his actions in person to the Harbour Master at a formal inquiry. The pilot may, if he wishes, be accompanied by some person(s) of his choice to speak on his behalf, and may produce other witnesses or statements of fact.
5. At the formal inquiry the Harbour Master may seek additional evidence from witnesses and will seek professional advice from a senior pilot or other person(s) as appropriate.
6. Having considered the facts, including representation by the pilot concerned, the CHA will decide what action is to be taken with regard to the pilot's authorisation. The pilot will then be advised in writing of this decision. Alternatively, the Harbour Master may advise the pilot that the incident may, for a specific period of time, be taken into account when considering any subsequent incident, or will advise the pilot that no action will be taken.

If it appears to the CHA that the pilot concerned has been guilty of incompetence or misconduct affecting his capability as a pilot, the pilot's authorisation may be suspended or revoked. Notice of this intention shall be conveyed to the pilot in writing giving the reasons for the decision. The pilot will then have the opportunity to make representation to the Port Director. A request for representation must be made, in writing, within seven days of the date of the notice of intention. Such representation will be heard as soon as possible. A similar procedure will apply to pilotage exemption certificate holders.

## **Navigation and Safety Regulations**

ABP is the Statutory Dock and Local Lighthouse Authority for Southampton. In these capacities it is directed by Acts of Parliament and answerable to Parliament. Should it exceed its powers or fail in its duty it is subject (as a Statutory Authority) to the full range of review procedures.

Following the reorganisation of pilotage in the UK under the Pilotage Act 1987, ABP became the CHA responsible for providing pilotage services in its statutory harbour and approaches. This Act, together with the Southampton (Pilotage) Harbour Revision Order 1988 empowers ABP to direct compulsory pilotage within its statutory harbour area and in the southern and eastern added areas.

- **Harbour Authority Powers**

The Southampton Harbour Authority's powers derive from the following legislation:

Harbours, Docks and Piers Clauses Act 1847

Southampton Harbour Act 1939, Section 12

Southampton Harbour Act 1949

British Transport Docks Act 1964

A Harbour Authority will have a number of powers designed to regulate areas of marine activity, some of these powers will be supported by bye-laws. Under the 1939 Southampton Harbour Act Section 12 the Board and the Harbour Master have the ability to give general directions to vessels.

In considering the role of the Harbour Master the Harbours Docks and Piers Clauses Act, 1847, states:

*“The expression ‘The Harbour Master’ shall mean, with reference to any such Harbour, the Harbour Master and with reference to any such Dock, the Dock Master, and with reference to any such Pier, the Pier Master, respectively appointed by virtue of this or the Special Act, and with respect to all Acts authorised or required to be done by such Harbour Master, Dock Master, or Pier Master, shall include the Assistants or every such Harbour Master, Dock Master or Pier Master.”*

Therefore, authorised Harbour Master’s Assistants may exercise the powers of the Harbour Master. At the Port of Southampton, the following are designated as authorised assistants to the Harbour Master for the purposes of the Harbour Docks and Pier Clauses Act, 1847,:

Deputy Harbour Master  
VTS Manager

Assistant Harbour Master  
VTS Officers (5)

The principal responsibility for navigational safety lies with the Harbour Master who, by virtue of section 52 of the Harbours, Docks and Pier Clauses Act 1847, amplified as necessary in local Orders, is empowered to regulate shipping. For the purposes of this document, the most important aspect is the power to give direction. Section 52 details the Harbour Master’s statutory powers, namely:

*“The Harbour Master may give directions for all or any of the following purposes;*

*For regulating the time at which and the manner in which any vessel shall enter into, go out of, or lie in or at the harbour, dock or pier, and within prescribed limits, if any, and its position, mooring or unmooring, placing and removing, whilst therein*

*For regulating the position in which any vessel shall take in or land its passengers, or shall take in or deliver ballast within or on the Harbour, Dock or Pier.*

*For regulating the manner in which any vessel entering the harbour or Dock or coming to the Pier shall be dismantled, as well for the safety of such vessel as for preventing injury to other vessels and to the Harbour, Dock or Pier, and the moorings thereof.*

*For removing unserviceable vessels or other obstructions from the harbour, dock or pier and keeping the same clear*

*For regulating the quantity of ballast or dead weight in the hold which each vessel in or at the Harbours, Dock or Pier shall have during the delivery of her cargo, or after having discharged the same.*

*Provided always, that nothing in this or the Special Act contained shall authorise the Harbour Master to do or cause to be done any Act in any way repugnant to or inconsistent with any law relating to the customs, or any regulations of the commissioners of Her Majesty’s Customs”*

It is this Power of Direction that enables a Harbour Master to regulate the movement of Harbour traffic to minimise risk of collision, and ensure the safe and timely movement of all vessels within his area of jurisdiction and responsibility.

### **(i) Southampton Harbour Bye-Laws 2003**

ABP's Port of Southampton in exercising of the powers conferred on it by section 83 of the Harbours, Docks and Piers Clauses Act, 1847, and by section 52 of the British Transport Docks Act, 1964, is able to, and has made, bye-laws enabling it to enforce rules that it considers necessary to protect and maintain safety in the port.

The bye-laws are divided into various parts, namely:

- Preliminary, including definitions used with the bye-laws
- Navigation of vessels
- Mooring and management of vessels
- Fire precautions and conduct of persons in port
- Penalty for contravention of bye-laws, responsibility and defence
- Revocation of bye-laws

### **(ii) Local Notices to Mariners**

[Local Notices to Mariners](#) are issued from time to time by the Harbour Master, advising mariners operating within the area of jurisdiction of the port of changes that have taken, or are likely to take, place and which may affect the safety of navigation (i.e., buoyage, amendments to advertised depths, wrecks, obstructions and implementation of new guidelines, etc.). Temporary Notices indicated by the letter (T) following the number of the Notice, are those that may affect the safety of navigation occurring between specified dates and or times. (e.g., dredging operations, navigational aids out of position or inoperative and recreational events).

Any notice which implies a Harbour Master's Direction, applicable within the Port of Southampton, is authorised pursuant to section 52 of the Harbours, Docks and Piers Clauses Act 1847, Southampton Harbour Act 1939 (section 12) and the Southampton Harbour bye-laws.

#### **• Enforcement**

The Authority will monitor and, where appropriate, actively enforce, compliance with the bye-laws and directions. It should be noted that an apparent contravention of such bye-laws or directions may result in the prosecution of the offender.

### **(iii) Port Users Information and Navigational Guidelines, incorporating Towage Guidelines**

The information contained in these guidelines is intended to bring to the attention of Port users the requirements considered by the Harbour Master for him to regulate traffic movements safely in the Solent, Southampton Water and Rivers Itchen and Test by commercial vessels (and to comply with local rules and national legislation). The Port of Southampton Harbour bye-laws are published in a separate booklet and are used in conjunction with these guidelines.

The Guidelines provide information, advice and recommendations dealing with the following subjects.

- Communications in the VTS Centre.
- Action required by shipowners, shipping agents and berth operators (related to the proposed movement of their vessels).
- Liaison between owner/agent and master of vessel (related to Local Notices to Mariners in force).
- Shipping movements in the Port of Southampton.
- The movement of inward-bound large vessels and VLCCs
- Co-ordination of movements of large vessels arriving at Hook Buoy and movement of vessels leaving Southampton Docks.
- Passing points for container vessels in Southampton Water.
- Berthing and manoeuvring limitations in adverse weather.
- Co-ordination of movements of container vessels and other large vessels inward bound.
- The use of Bury Swinging ground for holding Panamax and large container vessels when carrying a choice pilot.
- Towage guidelines.
- Guidelines for towage and berth limitations – Rivers Test and Itchen.
- Dry dock dimensions.
- Overhead bridge clearances.
- Pilotage arrangements for the Port of Southampton.
- Vessel movements and reporting procedure.
- Southampton VTS VHF R/T communication schedule.
- Advance notice of entry of dangerous substances into the Port of Southampton.

#### **(iv) Towage Guidelines**

These guidelines shall be applied when using tugs with minimum bollard pull of 18 tonnes per tug. Where reductions on account of thrusters indicate a requirement of one tug then one omni-directional 'tractor' type tug with a bollard pull in excess of 30 tonnes must be employed. If tugs are to be used which do not comply with the above criteria, additional tugs may be required after consultation with the liaison pilot and the towing company's representatives.

The recommended number of tugs to be used will be determined by vessel draught, wind and tidal conditions, disposition of other vessels and Port infrastructure and where agreement exists between Pilot, individual company and Harbour Master.

A bow or stern thruster which is in good working order and producing its designed output in proper proportion to the vessel's size may, in certain circumstances, be considered as equivalent to one tug.

The guidelines may be altered when unfavourable weather and/or tidal conditions exist, or the efficiency of the ship's equipment or her handling characteristics is in doubt. In these cases additional tugs may be used at the discretion of the Master, Liaison Pilot or Harbour Master.

The recommended number of tugs to be used, applicable to berths 20 to 207, are found within the guidelines.

- **Towage**

Independent towage companies provide towage requirements for the Port of Southampton as detailed below :-

Fawley Oil Terminal: Solent Towage.

All other port areas: Adsteam Towage Ltd who are managed and operated from Towage Control Centre, and Itchen Marine.

Any towage incidents are reported and recorded by the pilot and/or VTS Officer through the Risk Assessment Reporting procedures.

Towage liaison meetings are held bi-annually between the relevant towage companies operating in the SHA's area.

Appropriate Towage Guidelines are provided for the use of tugs, including recommendations on the number of tugs required where appropriate.

## Recreational Navigation

Good management, use of appropriate powers and consultation are all needed to strike a balance between the recreational and commercial use of the port.

Recreational navigation in the Solent includes a wide range of differing activities and craft types, ranging from power boats, cabin cruisers, yachts, sailing dinghies, rowing sculls, canoes, personal watercraft, and water-ski boats.

A risk assessment is likely to identify potential conflicts between commercial and recreational users. Many of these conflicts will be managed by arranging some form of segregation bearing in mind the Authority's powers to regulate the right of navigation.

The bye-laws will provide the main formal statutory mechanism for managing recreational navigation.

Designated 'zones' for water-skiing are marked on the appropriate Admiralty Chart.

Recreational event organisers should consult with the Harbour Master at the earliest opportunity. Moreover, formal approval should only be given in the light of a proper risk assessment to be conducted by the event organiser. Before approving the event the Harbour Master should be satisfied that any risk to navigation or other port users has been effectively mitigated.

Any requirement for additional Harbour Authority resources, be they additional navigational marks or craft to patrol, control or escort the event, would normally be made available at the expense of the event organiser.

Having conducted a risk assessment and following any advice or requirement of the Harbour Master, the event organiser is required to promulgate clear details of the event, including where appropriate:

- Names of event organisers and officials
- List of participants
- List of authorities consulted
- Timetable and programme of events
- Arrangements for controlling the event, including any special communication.
- Any navigational constraints being imposed, such as restricted areas, or partial port closures.
- Emergency arrangements.
- Media arrangements.

Depending on the scope of the event, it may also be appropriate to publish the full risk assessment and associated mitigating measures.

In order that the co-operation of recreational users is best assured the Harbour Authority will regularly consult with them. To this end the Harbour Authority will make available to all users of the port published material of relevance to the safety of navigation, including the following:

- Bye-laws and general directions
- Local Notices to Mariners
- Yachtsman's guides
- Port emergency arrangements

The above information will be promulgated by direct provision to local sailing and boating clubs as well as to individuals, if necessary.

The website will greatly assist the recreational user of the port. The site includes updated shipping movements, Notices to Mariners and tidal forecasts.

The port is represented on the Solent Cruising and Racing Association's committee which co-ordinates the annual race activities of the majority of the yacht clubs throughout the Solent. This ensures that events, which may cause a potential conflict between commercial and leisure users of the port, are properly planned and assessed.

The port will endeavour to continue regular dialogue with recreational users through liaison meetings and participation in working groups and committees. Favourable consideration will also be given to officers of the port giving talks to groups from the local community on port operations and navigational safety issues.

## **Mooring Operations**

Independent contractors acting on behalf of the berth operator and/or shipowner carry out the mooring of ships within the Port of Southampton.

The location of the vessel-mooring operation is, as far as is reasonably practicable, supervised by the ABP Berthing Officer.

Any mooring-operation deficiencies are reported and recorded by the pilot and- /or berthing officer through the Risk Assessment Reporting procedures.

## **2. SCHEDULE OF POLICIES**

The Harbour Authority has developed policies and plans in accordance with the standards set out in the Port Marine Safety Code. The policies and plans are based upon a full assessment of the hazards that have to be managed to ensure the safety of the port.

### **General Management Policy**

The Harbour Authority will support the commercial activities of the Port of Southampton through the provision of pilotage and conservancy services at competitive cost, and the safe and efficient regulation of shipping within harbour limits. The 'Designated Person' is the Harbour Master. The policy of the Main Board (Duty Holder) and Management is to:

- (a) Manage the assets of the Harbour Authority safely, economically and efficiently.
- (b) Maintain harbour craft and VTS equipment to the highest industry standards.
- (c) Pursue modern, cost effective methods of dredging and surveying.
- (d) Train operational staff to the highest professional standards.
- (e) Ensure that staff are properly trained in emergency and contingency procedures.

### **Statutory Duties**

The Harbour Authority has statutory duties of both a general and specific nature in respect of:-

- (a) Regulating the activities of other persons at the harbour including, in particular, regulating the movement and berthing of ships in the harbour by means of directions and bye-laws and licensing dredging and the construction of works in the harbour by other persons.
- (b) The conservancy of the Statutory Harbour Area including light buoying the harbour, the removal of wrecks and other obstructions and maintenance dredging of navigational channels.
- (c) The provision and maintenance of harbour facilities, i.e., quays, wharves, piers, etc.
- (d) The provision of a pilotage service. The general duties for the provision of pilotage services are contained in section 2 of the Pilotage Act 1987.
- (e) The prevention of pollution and the nature conservation of the harbour and adjacent estuaries.
- (f) Ensuring as far as reasonably practicable the safety at work of its employees and other persons who may be affected by its activity

## **Safety Management Systems**

The Harbour Authority policies are fully supported by procedures to:-

- (a) Monitor the safe arrival, departure and internal navigation of all vessels and craft using the port.
- (b) Carry out the functions of the Harbour Authority with special regard to their possible impact on the environment.
- (c) Protect the general public from any danger arising from marine activities within the harbour area.
- (d) Prevent acts or omissions which may cause personal injury to employees or others, or damage to the environment.
- (e) Create an interest and awareness in employees and others with respect to safety and the protection of the environment.

## **Competence Standards**

The Harbour Authority will assess, using the most appropriate means available, the competence of all persons appointed to positions with responsibility for safety of navigation.

Whenever possible the Harbour Authority will encourage port users to undertake appropriate training in order to develop a shared understanding of the marine safety management system in use.

## **Agents and Joint Arrangements**

The Pilotage Act provides for the delegation of certain Harbour Authority functions or the establishment of joint arrangements with other Harbour Authorities in order to exercise given functions. Where applicable the Harbour Authority will ensure that any such arrangements are formally organised in a manner that provides for associated statutory obligations.

## **Pilotage Policy**

- **Pilotage**

The Harbour Authority will keep under consideration whether any, and, if so, what, pilotage services need to be provided to secure the safety of ships navigating in, or near, the approach to the harbour, and whether in the interests of safety, pilotage should be compulsory for ships navigating in any part of that harbour or its approaches and, if so, for which ships and in which circumstances pilotage services need to be provided for those ships. Particular account will be taken should the use of the harbour change in such a way so as to affect the requirements of the service provided there.

Having considered the above, the Harbour Authority will ensure that the appropriate level of pilotage service is provided.

- **Pilotage Directions**

Where the Harbour Authority considers, in the interests of safety, that pilotage should be compulsory it will issue pilotage directions.

The Harbour Authority will ensure that its pilotage directions define the circumstances in which pilotage is to be compulsory, how and to which vessels they apply, and in what circumstances.

In providing a pilotage service ABP will consider the possibility that the Master of a vessel may ask for a pilot even when not required to take one by pilotage directions. The ABP Harbour Authority will seek to make allowances for each request and refer to them when reviewing whether in any such circumstances pilotage should become compulsory.

- **Excepted Vessels**

The Harbour Authority will ensure that the risks associated with vessels to which the requirements of pilotage directions may not apply are adequately managed.

- **Limits of Jurisdiction (Appendix A)**

In the event that the Harbour Authority considers that pilotage should be compulsory for ships navigating in any area outside its limits of jurisdiction, if appropriate, it will apply for a harbour revision order to be made to extend its limits for the purposes of pilotage to include that area.

- **Authorisation of Pilots**

The Harbour Authority will determine the qualifications for the authorisation of its pilots in respect of age, physical fitness, time of service, local knowledge, skill, character and otherwise. The Harbour Authority will ensure that proper arrangements are in place for assessing pilot competence and keeping their fitness under review and that details of these arrangements are made available to applicants.

The Harbour Authority is committed to exercising its clear role in the authorisation and discipline of pilots, and on the issuing of exemption certificates.

- **Contracts with Authorised Pilots**

The Harbour Authority will ensure that suitably detailed contractual arrangements are in place either directly with its authorised pilots or through a contract of service, as appropriate.

- **Training**

The Harbour Authority will ensure that all its authorised pilots are trained and qualified to conduct the vessels to which they are likely to be allocated. The training standards are appropriate to the competence standards developed in parallel with the Port Marine Safety Code.

The Harbour Authority will endeavour to satisfy itself that would-be exemption certificate holders are properly trained on the conduct of the vessel or vessels to which a certificate applies.

- **Allocating Pilots**

The Harbour Authority will ensure, where applicable, that arrangements are in place for pilots to be allocated to vessels with sufficient time and information available to prepare a pilot passage plan.

- **Two Pilots**

The Harbour Authority will determine through a process of formal risk assessment any circumstances in which more than one pilot would be needed to conduct the navigation of a vessel safely.

- **Pilot Launches and Workboats**

The Harbour Authority will ensure that only those vessels that are specifically approved for the purpose will be used as pilot launches. Pilot launches and workboats used in the port will, where applicable, comply with the Merchant Shipping (Small Workboats and Pilot Boats) Regulations 1998 and the associated Safety of Small Workboat and Pilot Boat Code of Practice.

- **Boarding and Landing Procedures**

The Harbour Authority will, with reference to the geographical limit of the pilotage directions identify safe boarding and disembarkation areas.

- **Pilot and the Port State**

The Harbour Authority will ensure that the Maritime and Coastguard Agency are informed whenever reports are received from a pilot that a vessel has deficiencies, which may prejudice the safe navigation of that vessel, or may pose a threat of harm to the environment.

- **Pilotage Exemption Certificates (PEC)**

The Harbour Authority will ensure the provision of appropriate formal procedures for assessing the suitability of PEC applicants. The standards and procedures adopted will be published and available to applicants.

The Authority will issue exemption certificates to appropriately qualified mariners who are bona fide the Master or First Mate of any ship.

- **Use of Certificates**

The Harbour Authority will make arrangements with PEC holders and their employers, setting out agreed conditions on which PECs are issued to ensure the use of PECs is in accordance with the terms on which they are issued.

- **Pilotage Charges**

The Harbour Authority will ensure that pilotage charges are published in such a manner so as to bring them to the notice of those persons likely to be interested.

- **Directions and Passage Plans**

The Harbour Authority will utilise and promote the use of appropriately detailed passage plans within the harbour.

- **Publication of Port Passage Guidance**

The Harbour Authority will provide, in the most appropriate format, up-to-date passage guidance applicable to the harbour.

- **Passage Record-Keeping**

The Harbour Authority will ensure that suitable arrangements are in place to assist in securing access to vessel passage plans in the event that they may be needed for incident investigation purposes.

## **Health and Safety at Work**

ABP recognises its responsibility to its employees and will do all that is reasonably practicable to ensure their health, safety and welfare at work.

ABP will, so far as is reasonably practicable, ensure that the health and safety of other persons is not put at risk by its undertaking.

The Directors and Managers of ABP give matters of health and safety equal importance to those of economy and productivity. Improvement in health and safety performance year after year is one of ABP's main business objectives.

The Directors and Managers of ABP believe that injuries and ill-health suffered at work can be prevented through effective management control and action.

ABP will provide health and safety information, instruction and training to its employees at all levels.

The Directors and Managers of ABP will monitor the implementation of this Policy and the health and safety performance of the Company.

ABP will provide competent resources in the field of health and safety to provide guidance to Managers and Directors.

ABP seeks co-operation from all employees in matters of health and safety at work. We are all directly responsible for health and safety at work.

ABP, through its health and safety programmes, will promote off-the-job health and safety among its employees.

ABP intends to set standards among the best in the industry worldwide. ABP recognises the important and valuable role played by staff safety representatives. Safety Committees will be set up at all locations to facilitate consultation on health and safety issues.

ABP will review the Company's Health and Safety Policy on a regular basis, and at least once per annum.

## **Environmental Duty**

ABP acknowledges that it has a general duty to exercise its functions with regard to nature conservation and other related environmental considerations, in particular with regard to the requirements of the Habitats Directive. If considered necessary, the SHA will seek additional powers for these purposes.

## **Harbour Authority Powers**

The Harbour Authority will keep its powers and the extent of its jurisdiction under review to ensure that they are appropriate for maintaining the overall safety of the port, promoting changes where necessary.

## **Good Practice**

The Harbour Authority will ensure that the port and harbour plans are prepared and updated with reference to the Guide to Good Practice on Marine Operations in Ports, written in support of the Port Marine Safety Code.

## **Stakeholder Consultation Policy**

The Harbour Authority will seek to consult with all harbour users and relevant interested parties when considering applicable port marine safety-related matters. In this regard the following groups meet as indicated.

### **(i) Southampton Water Recreational Users Group (SWRUG)**

The Port of Southampton will hold a SWRUG meeting chaired by the Harbour Master or his deputy every six months. Membership includes the following organisations:

Royal Southampton Yacht Club	New Forest District Council
Solent European Marine Sites	Marina Developments Ltd
Southampton Water Sailing Association	English Nature
Solent Cruising and Racing Association	Hampshire Sea Scouts
Royal Yachting Association	Southampton Rowing Club
City of Southampton Rowing Association	Cowes Combined Clubs
Hampshire City Council (Solent Forum)	Southampton City Council
Southampton Water Fishermen's Association	Test Waterski Association
Southampton Amateur Rowing Club	Calshot Activities Centre

## **(ii) Southampton Port Users Navigation (Safety) Group**

The Port of Southampton will hold a Port Users Navigation (Safety) Group, chaired by the Harbour Master, every three months. These meetings are inclusive to all external stakeholders, including but not limited to:

Shipowners and agents' representatives	Royal Yachting Association
Port and terminal operators	Local ferry operators
Queen's Harbour Master	Ministry of Defence (Marchwood)

Agenda items include the review of incidents and risk assessment reports.

## **(iii) Towage Liaison Meetings**

Bi-annually a meeting is held between the Deputy Harbour Master and representatives of Southampton Pilots and the towage operators for the port, namely - Adsteam, Red Funnel and Itchen Marine. The following agenda is followed:

- ship statistics and provision of tugs
- working operations between pilots and tugs with particular regard to safety
- any other matters.

## **(iv) Pilot Operational Meetings**

Every two months there is a meeting between the Deputy Harbour Master and the Southampton Pilots' representatives to discuss any of the following.

- matters arising from operational and risk analysis forms
- pilot and ship statistics
- pilot launch operations
- any other matters

## **(v) Red Funnel Liaison Operation Meeting**

To be held bi-annually between Deputy Harbour Master, Red Funnel management and officers of both Red Funnel and BP.

## **(vi) Solent Pilotage Co-ordination Committee**

Held quarterly, with membership consisting of the Harbour Authorities of:

Southampton, Cowes, Portsmouth Commercial and Langstone, as well as the Dockyard Port of Portsmouth.

### **(vii) Risk Assessment Meetings**

To be held at bi-monthly intervals attended by the Harbour Master, the Deputy Harbour Master, the Assistant Harbour Master, VTS Manager and Southampton Pilots' representatives, to include the following agenda items:

- incidents since last meeting
- updates on investigations / recommendations
- review of navigational safety barriers

### **(viii) Southampton Container Terminals (SCT)**

Quarterly operational management meetings are held between the Harbour Master, the Deputy Harbour Master, the Assistant Harbour Master, the VTS Manager and members of SCT's operations and planning team.

### **(ix) ABP Southampton, Esso and BP Liaison Meetings**

These meetings are held biannually between the Deputy Harbour Master, Assistant Harbour Master, VTS Manager, Pilot Representatives, Esso Fawley and BP Hamble.

### **(x) Solent European Marine Site (SEMS)**

The Solent European Marine Sites (SEMS) is a collective name which covers internationally important areas in the Solent. It includes areas designated under the EU Habitats Directive as Special Areas of Conservation (SAC), areas designated under the EU Birds Directive as Special Protection Areas (SPAs) and areas designated as Ramsar sites.

The Directive requires that all European sites are sustainable in order to protect the features for which the area has been designated.

The Habitats Regulations outline specific provisions which need to be considered for new 'Plans and Projects' in European sites.

The Habitats Regulations identify specific provisions for European marine sites including methods for considering the management of 'ongoing activities' through the production of a management scheme for each European marine site.

ABP Southampton is one of the relevant authorities involved in the European Marine Sites Management scheme for Southampton Water, as well as providing funding for a SEMS website and Project Officer.

#### **SEMS Management Scheme**

The relevant authorities responsible for the SEMS are working together to produce a management scheme.

The management scheme will guide the way in which relevant authorities will exercise their functions so as to secure compliance with the requirements of the Habitats Directive

## **Management Group (MG)**

The SEMS MG is made up of all relevant authorities in the Solent including the Harbour Authorities, local authorities, Sea Fisheries Committees, English Nature, Environment Agency, Trinity House and Southern Water

### **(xi) Solent Forum**

Solent Forum is a partnership of over 50 organisations that share a commitment to the unique marine environment of the Solent.

The Solent Forum was formed in 1992 and has published a 'Strategic Guidance for the Solent', which aims to ensure that all the issues relating to the use of the Solent are fully understood and managed in an informed and environmentally effective manner. ABP provides funding towards the running of Solent Forum.

## **Safety Assessment and Management**

The Harbour Authority approach to safety assessment and management is aimed at enhancing marine safety within its jurisdiction, including protection of life, health, the marine environment and property.

The 'ALARP' Principle (As Low As Reasonably Practicable). The Harbour Authority will, so far as is practicable take measures to eliminate any risks identified, through the assessment / review process as intolerable.

### **Risk Assessment**

The Harbour Authority has undertaken a formal, documented marine risk assessment of the port and established a system designed to review the findings of the assessments continuously.

The risk assessment process provides a means of checking the existence and sufficiency of measures that are already in place as part of marine operational practices to prevent, minimise, or at least contain, a hazardous incident. The risk assessment and implementation of safety management arrangements provide a means of formal identification of safety issues, ratification of control measures, and auditable management control so as to assess system effectiveness.

Marine Department personnel are encouraged to submit risk assessment reporting forms. These are collated by the Assistant Harbour Master and entered into a database. Whenever necessary, specific corrective action in response to the failure of a defensive measure or procedure will be taken. Any actions will be recorded on the database and reported at subsequent risk assessment meetings. All final decisions about risk control methods will take into account relevant legislation, cost benefit analysis, minimum standards and human factors.

The Harbour Authority will monitor its performance in relation to port-marine safety. The process of port marine safety assessment is continuous and therefore will be a living and evolving system. This will ensure that new hazards and changing risks are properly identified and addressed. A strong commitment is needed to ensure continuous improvement involving the constant development of policies, systems and techniques of risk control. It will therefore need to be effectively managed and maintained to remain effective and to change with the changes in both the internal and external environment.

All final decisions about risk control methods will take into account relevant legislation, minimum standards and human factors.

In considering the safe operation and management of the Port of Southampton, the SHA will monitor and review its performance against a number of predetermined indicators, which will be derived from the port's risk assessment reporting system.

### **Conservancy**

The Harbour Authority will endeavour to conserve the harbour to ensure it is reasonably fit for use as a port, taking reasonable care to ensure that it is in a fit condition for a vessel to resort to it.

### **Hydrography**

The Harbour Authority will use all appropriate means to find, mark and monitor the best navigable channel or channels in the Harbour. The Authority will promulgate, as appropriate, relevant hydrographic information associated with its ports and harbours, including information relating to navigational hazards.

### **Local Lighthouse Authority Dues**

The Harbour Authority, in its role as a local lighthouse authority, will seek to maintain applicable aids to navigation in accordance with the availability criteria laid down by the General Lighthouse Authorities.

### **Admiralty Charts**

The Harbour Authority will seek to work closely with the Hydrographic Office to ensure that relevant information required for inclusion within Admiralty Charts and publications is proactively made available.

### **Tugs**

The Harbour Authority will ensure that, where applicable, appropriate guidance is provided for the use of tugs, including recommendations on the number of tugs required where appropriate.

### **Vessel Traffic Services**

The Harbour Authority will determine, through a process of formal risk assessment, circumstances in which a functional radar vessel traffic service should be established and operated in accordance with internationally agreed guidelines.

## **Prevailing Conditions**

The Harbour Authority will ensure, so far as practicable, that information is made available regarding prevailing and forecast meteorological conditions and, where necessary, their effect on the operation of the Harbour.

## **Enforcement**

The Harbour Authority will monitor and, where appropriate, actively enforce, compliance with the Port of Southampton bye-laws and directions. It is to be noted that an apparent contravention of such bye-laws or directions may result in the prosecution of the offender.

## **Collision Regulations**

The Harbour Authority will, where necessary, seek to ensure that the Port of Southampton bye-laws provide for circumstances that the collision regulations do not consider.

## **Dangerous Vessels**

The Harbour Authority will ensure that due notice is provided to the directions that may need to be given in relation to a dangerous vessel that may wish to enter the Harbour.

## **Waiving Directions**

The Harbour Authority acknowledges the need for directions to be carefully drafted to ensure that special circumstances in which they would otherwise apply are properly covered.

## **Emergency Planning**

The Harbour Authority will ensure that appropriately detailed emergency plans are published and periodically exercised.

## **Prevention of Pollution**

The Harbour Authority will ensure that plans are in place to deal with oil spills.

## **Works in Harbours**

The Harbour Authority will ensure that its marine safety management systems have appropriate provision for works undertaken in the harbour, in particular for the regulation of dredgers and other craft associated with such works.

## **Wrecks**

The Harbour Authority will ensure that its marine safety management systems require a risk assessment to be undertaken of any wreck in, or in the approaches to the Harbour, which may cause a danger to navigation.

## **Moorings**

The Harbour Authority will make appropriate use of mooring plans and, where practicable, ensure that mooring parties meet the industry's competence standards.

**ABP Safety Management System: Appendix A**

