



North Sunderland Harbour

Safety Management System

Section 2 - Marine Safety Plan
2024 - 2027

Scope

In compliance with the requirements of the Port Marine Safety Code (PMSC), North Sunderland Harbour Commissioners, as the Duty Holder for the Statutory Harbour Authority (SHA) of North Sunderland Harbour (NSH), publish the following Marine Safety Plan for marine operations in the port for the period of 2024 – 2027.

Purpose

North Sunderland Harbour publishes its Safety Management System (SMS) and Port Risk Assessments on the port website. These policies and risk assessments set out how it is that the Commissioners wish the port to be managed and administered by the Harbour Master and the operations team.

Each part of the SMS and the Port Risk Assessments are annually reviewed and updated by the Harbour Master and the Designated Person. In the case of significant changes to a specific section of the SMS, the new document will be submitted for approval by the Commissioners.

The NSH Safety Management System consists of 16 Sections and the Marine Safety Plan (MSP) is section 2 which follows on and compliments section 1, the PMSC Compliance Plan.

The aim of this document, the MSP, is to clearly set out yearly specific goals over a 3 year period for the harbour and to describe the terms and the metrics by which these goals will be measured and reported on an annual basis.

Progress against the MSP is formally reported by the Harbour Master to the Commissioners on a regular basis and annually to harbour stakeholders at the annual consultative meeting.



The Designated Person is also kept abreast with progress, amendments and developments in the MSP.



Marine Safety Plan 2024 - 2027


No.	Objective	Action	By when	Completion Measure	Achievement
1.	Annually review NSH SMS Policies and the Compliance Plan. Show it has been reviewed after a relevant incident or accident. SMS rewrite to be completed by Q2 2024.	North Sunderland Harbour SMS Policy Statement. North Sunderland Harbour SMS Compliance Plan. Marine Enforcement and Prosecution Policy.	2024	All SMS documents have been reviewed January and June 2024	
			2025		
			2026		
2.	To publish current Policies and Marine Safety Plan on the NSH website.	Uploads to website and maintain document version control.	2024	All SMS and RA documents are uploaded to the NSH website – June 2024.	
			2025		
			2026		




No.	Objective	Action	By when	Completion Measure	Achievement
3.	Annually review the utility of all NSH harbour legislation – especially mindful of HRO’s progress.	To keep a rolling review of changes required to harbour legislation identified through accident/incident/audit/operations changes. On approval of the HRO, review all NSH legislation and documentation.	2024	Progress of HRO is a standing agenda item at bi monthly NSH Commissioners meetings. Last update May 2024.	
			2025		
			2026		
4.	Annually review and update NSH Port Risk Assessments.	To identify navigational hazards and risk assess. To identify & document controls to mitigate risks to an acceptable level (ALARP).	2024	All NSH RAs were reviewed January and June 2024.	
			2025		
			2026		



Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement 
5.	To establish an NSH incident reporting system. To investigate and complete all navigational incidents within one month. Show feedback into SMS.	Identify opportunities for improvement and ensure policies and procedures reviewed where applicable.	2024	An Incident Reporting system established will be established in Q4 2024. All incidents will be investigated and reported within one calendar month.	Pending
			2025		
			2026		
6.	Commission regular Internal and External PMSC audits.	An annual internal review, annual DP review and three year peer review to ensure effectiveness of the Safety Management System and compliance to the PMSC.	2024	DP external PMSC audit scheduled June 2024. Internal DHM PMSC audit scheduled for Aug 2024.	Pending
			2025		
			2026		




No.	Objective	Action	By when	Completion Measure	Achievement
7.	Annually review Oil Spill Response, LEF & Emergency Plans. Conduct and report on Tier 1 and 2 exercises.	North Sunderland Harbour OSRP. Annual Review of Marine Emergency Plans and Procedures.	2024	OSRP reviewed and approved by MCA January 2024. Exercises scheduled and delivered in 2024.	
			2025		
			2026		

8.	To ensure all NSH staff are managed, trained, their needs identified, and they are competent to undertake their duties.	Undertake annual appraisals with all staff, to ensure training needs are met.	2024	Port staff job description review, performance assessments scheduled for Q3 2024.	Pending
			2025		
			2026		




Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement 
9.	Publish NSH performance against this Marine Safety Plan annually.	Publish NSH performance as to how it has performed in relation to this plan at AGM and regularly to the Commissioners.	2024	Performance against MSP is a standing agenda item for NSH Commissioners. AGM is set for November 2024 where progress against this plan will be reported.	Pending
			2025		
			2026		
10.	Annual compliance check by Trinity House.	Ensure navigational aids are incorporated in the inspection and maintenance regime.	2024	May 2024 annual inspection by Trinity House was passed.	
			2025		
			2026		



Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement 	
11.	Commission bi-annual port hydrographic survey and if required, commission a dredge campaign.	Annually determine need for dredging after port survey.	2024	Port survey and subsequent dredge plan is scheduled for Q4 2024.	Pending	
			2025			
			2026			
12.	All Commissioners are trained and understand Duty Holder responsibilities.	Annual PMSC refresher training for Commissioners and new joiners.	2024	Duty Holder training delivered Nov 2023. Next session of DH training scheduled for new Commissioners in November 2024.		
			2025			
			2026			




Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement
13.	Writing and agree a new Mooring, Vessel Licensing and Berthing Policy.	To maximise conservancy potential and to meet needs of all harbour users.	2024	Policy approved by Commissioners and sent out to berth holders May 2024.	
			2025		
			2026		
14.	Establish and maintain a Harbour Users Group (HUG)	To provide a vehicle for stakeholder to express their opinions on the running of the port.	2024	1 st HUG conducted 16 th May 2024– independent Chair elected, minutes produced, members involved. Next meeting September 2024	
			2025		
			2026		



Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement 
15.	Update the Harbour Users Code of Conduct.	Update the present document or discard if overtaken by events.	2024	Commissioners directed that the NSH Code of Conduct be re-written and published. New code will be issued and published on website in time for July 2024 Commissioners meeting.	Pending
			2025		
			2026		
16.	Write an NSH Master Plan and accompanying Finance Plan against which performance can be measured.	5 or 10 Year Master Plan written.	2024	2024 budget has been produced against which performance will be measured every 2 months. Master plan 2025-2030 first draft will be produced in time for July 2024 Commissioners meeting.	Pending
			2025		
			2026		




Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement
17.	Write and update following policies: Health and Safety. Drugs and Alcohol. Enforcement Policy. IT Policy including CCTV & website.	Policies written.	2024	Policies will be written and published in Q4 2024.	Pending
			2025		
			2026		
18.	Update Port Bunkering and Waste Oil Storage Plan.	SMS Section 7 updated - waste oil tank reviewed.	2024	Waste Oil Policy updated dated June 2024.	
			2025		
			2026		



Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement 
19.	Implement port estate maintenance and upkeep plan.	Record, plan and fund port estate maintenance and replacement.	2024	Now the 2024 budget is in place, the port maintenance and upkeep plan is scheduled for production in Q3 2024 in place.	Pending
			2025		
			2026		
20.	New Pontoon Installed.	MMO grant accepted, and new boarding pontoon bought and installed.	2024	Detailed plan to be brought to Commissioners July 2024 meeting.	Pending
			2025		
			2026		



Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement
21.	Implement and hold Annual General Meetings.	At a suitable venue – hold an AGM.	2024	AGM scheduled for November 2024.	<div style="display: flex; justify-content: space-around; width: 100px;"> <div style="width: 33px; height: 15px; background-color: green;"></div> <div style="width: 33px; height: 15px; background-color: yellow;"></div> <div style="width: 33px; height: 15px; background-color: red;"></div> </div> Pending
			2025		
			2026		
22.	Port fridges replaced and user policy written.	MMO Grant accepted, and all port users agree to user policy.	2024	New Fridges arriving July 2024.	<div style="display: flex; justify-content: space-around; width: 100px;"> <div style="width: 33px; height: 15px; background-color: green;"></div> <div style="width: 33px; height: 15px; background-color: yellow;"></div> <div style="width: 33px; height: 15px; background-color: red;"></div> </div> Pending
			2025		
			2026		