



NORTH BERWICK HARBOUR TRUST ASSOCIATION

Registered Charity N° SC045318

Chairperson: Jane McMinn

Secretary: Bill Roberts

Treasurer: Sandy Knox



Safety Plan 2019

The Port Marine Safety Code (Publication of plans and reports 2.26) stipulates as follows:

“To demonstrate the organisation’s commitment to marine safety and to ensure the involvement of harbour users, a safety plan for marine operations should be published at least once every three years...”

This is a formal assessment and improvement programme created after the visit of the Designated Person on 22 February, 2019 for implementation over the next year by the Trustees of the North Berwick Harbour Trust. Association. The Safety Management System Section 1 contains detailed policies and procedures on the topic and it is not necessary to replicate all of those in this document.

To ensure effective functions are in place to maintain the marine SMS North Berwick Harbour Trust undertake a number of activities to ensure that continual compliance with the PMSC, our statutory obligations are met and all risks are ALARP:

1. Monthly management review of the SMS including incident reporting, and progress on tasks/projects.
2. Reporting and investigation system.
3. Detailed marine/navigation risk assessments with regular reviews.
4. PMSC liaison meetings with stakeholders as required.
5. Internal audit programme.
6. Annual external independent PMSC audit.
7. Emergency response plans and procedures with regular reviews.

The key activities for the forthcoming year will be as follows:

1. Review at least one risk in full at every Harbour Management Team meeting and report to the full board of Trustees on the result.
2. Revisit and assess whether the controls are truly meaningful in the Marine Risk Assessments and eliminate/replace them if not.
3. Implement a formal monthly audit of all relevant safety checklists to ensure proper completion.
4. Complete an internal audit report on the Safety Management System by the end of September 2019.
5. Make provision for a review of risk assessments on incident forms.

REVIEW PROGRAMME 2019

(Items in **green** complete and in **red** outstanding)

FREQUENCY	ACTIVITY	SUBJECT	RESULT	DATE(S)
Monthly (HMT)	Review one Marine Risk Assessment.	Swimming Incident – Commercial Vessel	Reviewed at HMT. All Control Measures remain relevant and one new one suggested. (29)	22.3.19
		Personal Watercraft (Jet Ski) interaction	Reviewed at HMT. All Control Measures remain relevant and three new ones suggested. (30,31 and 32)	12.4.19
Annual	Internal Audit	Safety Management System		
Annual	Review with major users	Safety Management System		
Monthly (Harbour Manager)	Audit Records to ensure completion.	Safety Equipment Checklist completed by Harbour Master		
Monthly (Harbour Manager)	Audit Records to ensure completion.	Safety Inspection Records completed by Harbour Master		
Monthly (HMT)	Review one section of the SMS document.	Statement of Compliance and overview (Page 5)	Reviewed and no change required	12.4.19