Environmental Management System Manual

Cornwall Council Ports and Harbours

Issue 1 1/3/21

Contents

1: Environmental Policies – Statement

Cornwall Council Ports and Harbours Environmental Policy

The ports and harbours are committed to maintaining certification to BS EN ISO 14001:2015 Environmental Management Systems for our current scope and the protection and conservation of the environment.

The Ports shall seek to maintain and continually improve, wherever possible, high environmental quality through the strict adherence to environmental legislation and internationally agreed convention, directives and resolutions and other compliance obligations intended to prevent pollution and protect the environment.

The Harbour authorities recognise the need to conserve the natural environment of the waters under their control through sound environmental management. Environmental policies for the Ports will ensure, wherever possible, that duties carried out by harbour staff and recreational and commercial activities within the areas of jurisdiction will take place without any adverse effects on the quality of the environment.

The Harbour Authorities Environmental Policy and Objectives, Targets and Opportunities will be made available on-line and at the Harbour Offices to all staff, interested parties and harbour stakeholders. The Objectives, Targets and Opportunities are set and reviewed annually which helps us to monitor progress and ensure we are continually improving.

The waters within the control of the Harbour Authorities are of National and European importance and include many areas that have an environmental designation i.e. Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty, Heritage Coast, Special Area of Conservation, Special Protection Area and Marine Conservation Zones.

It is the Harbour Authorities intention to work closely with environmental agencies to ensure that the quality of the environment is improved upon, thereby enhancing the natural resources for future generations. The Harbour Authorities will work collaboratively with the Local Authority and environmental agencies in the mitigation and adaptation to climate change.
They shall also seek to influence and encourage users of the harbours and suppliers of services to adopt practices compatible with the aims of the environmental management system.

It is believed that educating and training employees and raising awareness with stakeholders, interested parties and the public, on the importance of conserving and enhancing the environment will contribute to achieving environmental goals.

The Environmental Policy Statement and objectives and targets will be reviewed on an annual basis to ensure they remain current and are documented, implemented and maintained to that effect.

C. Jones – Maritime Manager

2: Environmental Management Organisation

2.1 Context

The ports and harbours owned and operated by Cornwall Council interact with the environment in many ways. Some of them have Marine Conservation Zones (MCZ's) containing Sites of Special Scientific Interest (SSSI's), Special Areas of Conservation (SAC's) and Special Protection Areas (SPA's).

The primary function of these harbours is the protection and regulation of navigation together with the conservancy functions (dredging, marking of channels, byelaw enforcement, aids to navigation etc.) and the main customer is the harbour stakeholder.

Activities that take place within them include commercial shipping, fishing, leisure, tripping vessels and visiting craft with facilities such as moorings, pontoons, quay berths, laid up shipping berths, lading steps and stages available.

Environmental factors that have been identified include sewage discharges from pleasure craft, anchoring and mooring, waste management, dredging and spoil disposal, bait digging, oil/fuel contamination into the harbour, control of fish waste into the harbour, emissions to atmosphere, use of biocides, recreational disturbance to wildlife, storage of bait, working unsociable hours, purchase of materials from suppliers, generation of waste, management of sub-contractor or lessee activities, energy and water consumption.

External influences affecting issues include cultural, social, political, legal, regulatory, financial, technological, economic and competitive marketplace; whether local, regional, national or international.

Internal influences include strategic direction, governance, values, service objectives, workforce and management culture, skills and experience.

All of the ports and harbours are required to be compliant with the Port Marine Safety Code which requires all risks to be as low as reasonably practicable (ALARP) with any risk being mitigated against.

2.2 Scope

This procedure describes how the Environmental Management System is structured.

The Environmental Management System covers all of the ports owned and operated by Cornwall Council.

As outlined in BS EN ISO 14001:2015 (Environmental Management Systems) the Harbour Authorities shall define and document the responsibility of key personnel who shall manage and perform the activities affecting the environment.

2.3 Management Representative

The Management Representative is responsible for ensuring that the Environmental Management System (EMS) is being implemented and maintained. The Management Representative is:

Maritime Manager

2.4 Staff Responsibilities

Key personnel who manage or verify effects to the environment are identified in the list below, together with the responsibilities defined. All staff will report to the Management Representative on all issues relating to the environmental management system.

Truro and Penryn:	Harbour Master
Newquay:	Harbour Master
St Ives:	Harbour Master
Penzance:	Harbour Master
Bude:	Harbour Master
POW Pier:	Pier Master
Portscatho:	Harbour Master

These key personnel will:

(1) Provide sufficient resources and personnel for the implementation of the EMS within budgetary constraints set by Cornwall Council.

(2) Take action to ensure compliance with the EMS.

(3) Identify and record any environmental problems.

They will also:

(1) Take action to investigate solutions to any identified problems

(2) Put solutions into actions

(3) Control activities until unsatisfactory conditions are corrected

(4) Act in emergency situations

and be responsible for ensuring, from day to day, that the EMS is being followed, and for taking action should breaches to the system be found.

All other staff within the respective Harbour Authorities are responsible for ensuring that the EMS is being followed on a day to day basis, reporting breaches of the EMS to their immediate supervisor who is responsible for reporting to the senior authority.

2.5 Training and Competence

The whole concept of having a successful environmental management system (EMS) for the ports and harbours relies upon a sound training programme for all staff within the Harbour Authorities. Training requirements as well as competencies re shown in a Training Matrix.

Not only will staff be able to maintain the EMS but more importantly they will be seen by others to be acting and working in an environmentally acceptable manner.

The staff will need to fully understand the rationale behind such an EMS and to understand what is expected of them to maintain and improve the system.

All staff will therefore be instructed as to why such a system is being put into place and will be kept fully informed of its ongoing development. This will be achieved by:

1. The Maritime Manager will hold an initial meeting with the Harbour Masters in order to explain the importance of the EMS and the responsibilities of the staff.

2. Regular team briefings will be held by the relevant Harbour Master and there will be a standing agenda item for Environmental issues. In addition, any problems with the EMS will be identified and staff will be updated on new procedures etc.

3. All new staff will be presented with information on the EMS at their initial induction.

Once the system has been adopted by all it will seek to encourage a responsible attitude from all staff.

All staff will:

(a) Read and understand the basic philosophy of why an EMS is in place. It will be the responsibility of the Assistant Maritime Administrators to provide copies to staff.

(b) Be briefed by the relevant Harbour Master through regular meetings on matters of any nature to do with the EMS.

(c) Be encouraged to make any suggestions that could help to improve the system.

(d) Be provided with information by the relevant Harbour Master on the significant environmental impacts (actual or potential) of their activities and the benefits to the environment which will be achieved by following the procedures set out in the Management Programme/EMS.

(e) Be provided with information by the relevant Harbour Master on the potential consequences of not following the environmental procedures.

2.6 Contracted Services and Suppliers

Ports and Harbours will engage with external contracted services and suppliers of goods in an attempt to influence and encourage them improve the environmental characteristics of the materials and services they supply and adopt better environmental practices in accordance with the requirements of the EMS.

It is the responsibility of the respective Harbour Master, as a minimum, to ensure that every contracted service or supplier is provided with material on the policy statement and objectives of the EMS and they will be expected to adhere to these.

3: PLANNING

3.1 NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

The needs and expectations of the key interested parties that have a significant and long term relevance to the Environmental Management System have been identified in the following table.

The Environmental Management System will identify which of these needs or expectations has become a compliance obligation and cross reference these in the Register of Legislation and Compliance Obligations.

The chart below will be used to prioritise how to manage the needs and expectations of interested parties based on the level of Influence and Interest they have towards the Maritime Service

Chart 1: Interested Parties Priority Chart

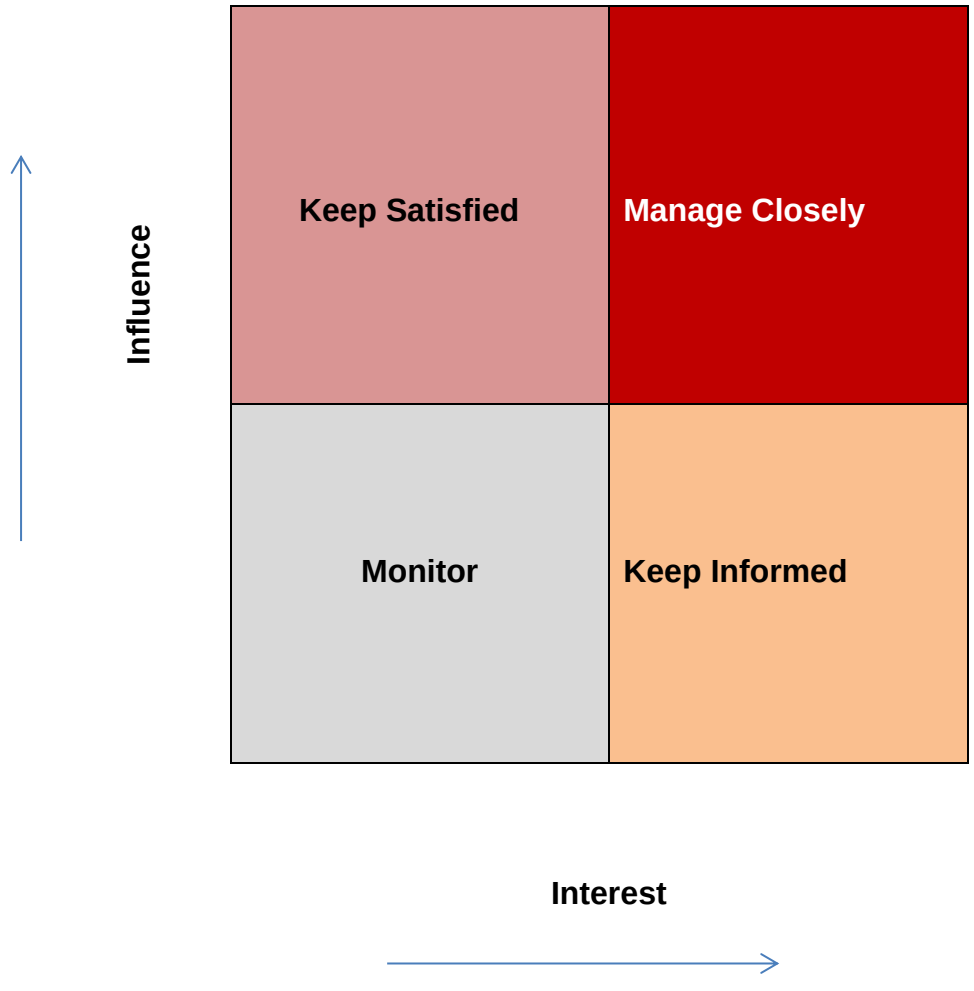

Table 1: Key Interested Parties

Interested Party	**ABV**	**Relevance to Maritime EMS: Legal requirement, need, expectation, etc.?**	Priority
Maritime & Coastguard Agency	MCA	Legal and Regulatory. Port Marine Safety Code and Guide to Good Practice on Port Marine Operations. Counter Oil Pollution and Maritime Safety	Manage Closely
Environment Agency	EA	Legal, prevention of pollution, waste management regulations, etc.	Manage Closely
DEFRA	DEFRA	Legal and Environmental	Manage Closely
Cornwall Council	CC	Expectation to comply with relevant policies, procedures and strategic objectives of the authority.	Manage Closely
Health & Safety Executive	HSE	Legal and Safety	Manage Closely
British Standards Institute	BSi	Compliance to BS EN ISO 14001:2015	Manage Closely
Stakeholders	SH	Safety and Regulatory. Provision of facilities.	Manage Closely
Staff	STF	Good work environment Job security Recognition and reward	Manage Closely
Suppliers	SUP	Safe working environment Mutual benefit Continuity of relationship Prompt payment	Monitor
Contractors	SCR	Safe working environment Mutual benefit Continuity of relationship Prompt payment	Monitor
Natural England	NE	Legal and Environmental	Manage Closely
Marine Management Organisation	MMO	Legal and Regulatory.	Manage Closely
Natural Heritage	NH	Legal and Listed Structures	Keep informed
Department for Transport	DfT	Legal and Regulatory	Manage Closely
Direct Customers	DC	Quality service Compliance with statutory and regulatory requirement	Keep satisfied
Port Skills & Safety	PSS	Fulfilling legal requirements in respect of training, health and safety in the port environment.	Keep satisfied

The addition of further interested parties to the above will be considered on whether their need or expectation is of relevance to the Environmental Management System in the short term, a one-off commitment or a long term obligation.

3.2 REGISTER OF LEGISLATION AND COMPLIANCE OBLIGATIONS

The responsibility of maintaining this register will lie with the Maritime Manager, and the information will be recorded in a format as shown in the Register of Legislation.

Legislation and compliance obligations will be identified through advance notification received from trade associations such as the British Ports Association along with Government Agencies and Departments such as the Department for Transport, Defra, Natural England and the Maritime & Coastguard Agency (MCA) together with colleagues from within the Council.

Proposed and statutory legislation will be noted on the Register.

References will be obtained where possible but the emphasis will be more on sorting the relevant legislation and identifying where copies can be obtained, i.e. Halsbury, HMSO etc. Recording will be done as the legislation comes out and will be reviewed at intervals of no more than 6 months.

3.3 LEGISLATION COMPLIANCE EVALUATION

The Maritime Manager shall review the significance and level of relevant compliance obligation requirements in the context of the organisation. The Maritime Manager and respective Harbour Master shall periodically evaluate compliance status with relevant environmental legislation and other compliance obligations as detailed in the Register of Aspects and Impacts. This shall be undertaken via the internal audit process, interviews with relevant staff or by training and awareness events.

Where legal non-compliance is identified, the Maritime Manager shall raise a non-conformity report and seek proposals to address the non-compliance.

The legal compliance evaluation may also identify where practices do not comply with the obligations of Environment Agency pollution prevention guidance. Where such situations are identified the Maritime Manager may raise a corrective action and seek proposals to improve the practice.

LEGISLATION & COMPLIANCE OBLIGATIONS CURRENTLY AFFECTING PORTS

Legislation, new and updated will be found in the Register of Legislation and recorded on Form 3.1/F1.

Register of Legislation and Compliance Obligations

Enter service area or business unit:	Maritime

Enter relevant Legislation (Regulation, ACOP, Obligation, Expectation, etc.)	
Brief Summary	
Business Relevance to EMS	
Compliance Monitoring Undertaken	
Frequency of Monitoring	
How do you record this information	
Who is responsible for actions	

Form 3.1/F1

3.3 COMMUNICATIONS REGISTER

Information recorded in the communication register will include complaints and environmental correspondence where it directly relates to the activities of the Harbour Authority. This will be recorded in a format as shown on attached form 3.2/F1.

Responsibility for answering complaints will lie with the Assistant Maritime Administrator/ Harbour Master depending upon the level and nature of the complaint.

If a complaint cannot be satisfactorily dealt with by a member of staff it shall be referred upwards to the next. If a member of the public is dissatisfied with the response after having made a complaint he/she may request it to be referred upwards to the next level and/or initiating the formal Cornwall Council Complaints Procedure.

The Maritime Manager will ensure that the complaint is being dealt with adequately and will follow up if necessary having sought further information/advice.

The Communications Register will be completed by the Assistant Maritime Administrator/Harbour Master. All letters and correspondence will be kept in the Communications Register for a period of 2 years.

The Harbour Master will review the communications register at least every six months in order to ensure its correct compilation, recording process and accuracy.

A list of Key Environmental Aspects is available to stakeholders and interested parties on request via e-mail, in person or by post.

Environmental Communications Register

Date Correspondence Received	Name of Correspondent	Nature of Complaint	Harbour Staff Member dealing with complaint	Outcome	Date Issue was dealt with	Date of reply to correspondent

Form 3.2/F1

3.4 RISKS AND OPPORTUNITIES

3.4.1 Evaluation of Key Environmental Aspects

Key issues will be identified and evaluated by the Maritime Manager in co-operation with the relevant Harbour Master. Key issues will be identified at a strategic level and at operational level although there will be some key issues where strategic decisions have been made that result in operational control requirements.

The key issues will be evaluated from a life cycle perspective to assess the controls, influences or opportunities to be considered, which shall include, but not be limited to, the key issues of:

(i) controlled and uncontrolled discharges to water from port activities or from vessels within the harbour

(ii) controlled and uncontrolled emissions to atmosphere from port activities or from vessels within the harbour

(iii) solid and other wastes originating in the harbour or from port activities.

(iv) contamination of land from port activities.

(v) use of land, water, fuels and energy and other natural resources by the port for their own use or to provide services to port users.

(vi) noise, odour, dust and vibration resulting from port activities or from users of the port.

(vii) effects on specific parts of the environment including ecosystems resulting from port activities

under the following conditions:

(a) normal operating conditions

(b) abnormal operating conditions
- flood
- storm

(c) incidents, accidents and potential emergency situations
- oil/fuel spill
- cargo spill
- explosion
- fire

(d) past, current and future activities of the port authorities or within the port jurisdictional area.

3.4.2 External Environmental Conditions

Evaluating the implications of external environmental conditions is intended to assess the significance of these issues on Cornwall Council Ports and Harbours that it has no direct control or influence on. These may be, but not limited to, the mitigation and adaptation to climate change.

The future challenges of climate change may have a significant bearing on Ports and Harbours to maintain and achieve its broader organisational goals. These issues will require strategic consideration at the highest level and include stakeholders, environmental agencies and other interested parties.
Evaluation of external environmental conditions will be undertaken by the Maritime Manager and reviewed in line with Section 12 of this manual.

3.4.3 Risks and Opportunities

The Risk register contains some of the high level risks associated with the Maritime Service. In addition, each port and harbour will have a formal safety assessment undertaken in order to ensure that all risks are 'as low as reasonably practicable' (ALARP). Opportunities will be considered as and when they arise and shall be implemented wherever possible in order to improve the environment i.e. taking over public conveniences from the Council, Fishing for Litter schemes etc.

3.4.4 Maintenance of Register

The key issues will be compiled by the Maritime Manager in co-operation with the relevant Harbour Master and maintained in the Register of Aspects and Impacts. Source(s) of information, date of assessment, issue, effect and required compliance will be included in the compilation.

3.3.3 Re-evaluation

Key issues will be re-evaluated by amongst other things, reference to the complaints register, new legislation, new codes of practise and other environmental initiatives considered appropriate.

Opportunities to improve or mitigate the impact will be identified in the Management of the Risk. The criteria used to evaluate the opportunity to improve the impact will be sustainable resource use, climate change mitigation and adaptation and protection of biodiversity and ecosystems where practicable and feasible.

This re-evaluation will be made jointly by the Maritime Manager and Harbour Master who will consult if considered necessary with Natural England and the appropriate local environmental groups. Date of re-evaluation will be recorded on form 3.3/F1 and maintained in the Register of Aspects and Impacts. The maritime Manager will be responsible for maintaining the register.

3.3.4 Review

There will be an in-house annual and a full review every 5 years of the key aspects. The date of the in-house and full review will be recorded on form 3.3/F1 and maintained in the Register of Aspects and Impacts.

3.3.5 Impact Assessment Criteria

New activities and processes or existing activities or processes where changes in delivery are being proposed shall be tested for environmental significance against the Significant Impact Assessment Criteria prior to implementation.
Aspects, new and updated will be recorded in the Register of Aspects and Impacts.

Key Aspects Register

Re-evaluation Date	Re-evaluator	In-house Review Date	Review Assessor	Full Review Date	Full Review Assessor

Form 3.3/F1

4: Targets, Objectives & Opportunities

SECTION 4.1 – PROCEDURE

Objectives, Targets & Opportunities will be consistent with the environmental policy statement and specified by the Maritime Manager at the annual internal audit by looking at the key aspects relevant to the Harbour Authorities areas of jurisdiction.

Where stated Targets, Objectives & Opportunities will be measurable and describe the means and timeframe by which they are to be achieved.

Where possible we will seek to influence and establish control to ensure that the life-cycle perspective regarding our targets, objectives and opportunities is achieved i.e. through re-cycling and re-use with disposal being the least favoured option.

This will also include procurement of supplies and equipment.

SECTION 4.2 – OBJECTIVES, TARGETS & OPPORTUNITIES

4.2.1 ASPECT A1 – Discharges from Pleasure Craft

Present Situation:

The use of vessels toilets alongside the quays is discouraged and there are shore facilities available at Exchequer Quay (Penryn), Town Quay (Truro), Loe Beach (Truro), Mylor Yacht Harbour (Mylor), Smeaton's Pier (St Ives), Inner Harbour (Bude), Portreath, South & North Pier (Penzance), Prince of Wales Pier (Falmouth), Portscatho, Portwrinkle and South Pier (Newquay). There are no requirements to ensure only shore facilities are used by vessels on moorings or visiting the harbours

Objective:
To reduce nutrients, organic wastes and coliform bacteria in harbour waters. The closure of public toilets at many of the ports and harbours could result in an increase in discharges from pleasure craft.

Target:

Control
Wherever possible, the upgrading and improvement of sewage pipelines, outfalls etc. which are located within the Harbour areas will be encouraged and assistance provided.

All vessels berthed at quays, marinas, shore linked pontoons etc. are required to use shore based toilet facilities and sewage disposal sites.

Influence
A public awareness programme on sewage pollution will be continued.

Opportunity
The Council has been divesting itself of the requirement to provide public conveniences and wherever possible individual harbours have been taking this responsibility on or contributing towards their on-going maintenance either fully or partially.
Minimal car parking fees at these locations will be introduced to help finance these.

4.2.2 ASPECT A2 – Anchoring & Mooring Policy

Present Situation:

Anchoring of small vessels takes place in a number of ports and harbours

Objective:

To ensure that the sensitive sites of the ports and harbours are not damaged by boats anchors

Target:

Control

The monitoring programme on compliance to the anchoring policy will be continued
Moorings policies will be developed for each harbour

Influence

A programme to encourage small vessels not to anchor in the more sensitive parts of the harbours will be ongoing.

Opportunity
Raise awareness with stakeholders on the marine biodiversity of the ports and harbours and reprint the Environmental Code of Practice

4.2.3 ASPECT A3 – Waste Management

Present Situation:

The Harbour Authorities are responsible for providing waste reception facilities for vessels as outlined in their respective Port Waste Management Plans and as a requirement of the MARPOL Regulations. At present there are some skips and bins located on piers, quays and pontoons for use by users.

Some piers and quays are cleaned using contract cleaners, whilst others are cleaned by members of the Maritime workforce. It is current policy to remove large pieces of floating debris from the Harbours.

Objectives:

To reduce the amounts of waste occurring within the Harbour Areas.

Target:

Control

1. A programme of clean ups with environmental local groups of volunteers will continue under the leadership of the respective Harbour Masters to remove visible litter from the foreshore and seabed at low tide.

2. Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.

Influence

3. Ensure staff, whilst out on the water or working around the harbour, collect any plastic items found.

Opportunity

4. Embrace ‘Fishing for Litter’ scheme together with our waste initiatives and expand into other ports.
5. To provide waste recycling facilities at all ports and pontoons.

4.2.4 ASPECT A4 – Dredging and Spoil Disposal

Present Situation:

A relatively small amount of maintenance dredging takes place within the Harbour Areas and is undertaken on an 'as required' basis. The Harbour Authority continues to work with others to look at beneficial uses of dredged spoil especially where it can be used as an alternative to topsoil for the reclamation of derelict/contaminated land in the area or for agricultural use.

Objective:

To limit, wherever possible, the impact caused by dredging and disposal on marine wildlife and habitats.

Target:

Control

1. Procedures to be followed during all dredging works:

   a) The Harbour Authorities will continue to explore the opportunities for beneficial use of dredged spoil.

   b) Timing of dredging works to ensure minimal adverse environment impact.

   c) Dredging methods should take into account likely waterborne movement of disturbed sediment, which should be kept to a minimum.

   d) Monitoring of works to ensure that suspended sediment is not adversely affecting surrounding habitats.

Influence

   e) To maintain any Baseline Document in respect of Maintenance Dredging for the ports and harbours.

   f) To develop a dredging Policy for all of the ports and harbours

Opportunity

   g) Wherever possible alternative methods of spoil disposal other than dumping at sea should be taken into consideration, i.e. use on derelict/contaminated land or for use in the prevention of river bank erosion.

4.2.5 ASPECT A5 – Bait Digging

Present Situation:

Bait digging is covered under some harbour byelaws, and commercial bait digging is not allowed within areas that are Sites of Special Scientific Interest. Disturbance is caused to over wintering birds that feed on the mudflats by bait digging in sensitive areas.

Objective:

To ensure bait collecting activities take place in a manner which is consistent with the aims to protect the marine environment**.**

Target:

Control

Byelaws regarding bait digging will be considered whenever renewed

Influence

1. The public awareness programme on bait digging will be continued.

2. Bait digging within the Harbours will be monitored and controls implemented before damage to inter-tidal mud flats occur. Full consultation will be had with Natural England and other conservation groups along with the Cornish Federation of Sea Anglers and the National Federation of Sea Anglers (Cornish Division) before any controls are brought into force.

Opportunity

Forming good relationships with these bodies will assist in ensuring better controls for safety at other harbours i.e. Lighthouse Pier in Penzance during vessel mooring operations

4.2.6 ASPECT A6 – Oil/Fuel Contamination into the Harbour

Present Situation:

Likely sources of oil/fuel contamination into the harbour from harbour authority activities is from re-fuelling or wash down of maintenance areas and from storage of waste oil. In all cases work practises will eliminate any potential threat or minimise input into the harbour.

Objective:

To reduce wherever possible any oil/fuel contamination from land based sources or from vessels.

Target:

Control

1. Potential oil/fuel contamination activities carried out by Harbour Staff on vessels and vehicles will be done with due regard to operational procedures to ensure against the likelihood of any spill entering the estuary.

2. All oil and oil/water from all HA maintenance activities will be recycled.

3. A programme to limit oily waste run-off from quays, wharves and maintenance areas will be continued.

4. There will be no transfer of heavy oil to/from ships in the lay-up berths in Truro unless in an emergency.

5. Bunker safety check lists will be available for all ports and harbours.

All oil suppliers will have their spill response procedures and method statements checked.

Influence

6. A programme to initiate awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on water quality will be ongoing.

7. Regular in-house and participant reviews of the Oil Pollution Contingency Plan to ensure that roles and procedures are understood by all will be undertaken every six months.

8. Oil spill kits will be available at all ports and harbours

Opportunity

Waste oil has a value and can generally be collected at no cost or even paid for. Regular training for oil spill clear ups is beneficial to staff and improves response.

4.2.7 ASPECT A7 – Control of Fish Waste into the Harbour

Present Situation:

Many of the harbours host fishing vessels engaged in potting, netting and trawling. The principal harbours engaged in this are Newquay, Penzance, Truro (Mylor) and St Ives with smaller fleets at Bude and Portreath.

Objective:

To ensure that organic waste from fish catching and processing activities are not allowed to enter Harbour waters and that no prosecutions by the regulator occur.

Target:

Control

1. Byelaws will be implemented and enforced to ensure that there is no dumping of fish waste into the harbours.

Influence

2. A programme will be implemented to ensure that no fish waste is disposed of overboard from fishing vessels either in transit or alongside harbour quays.

3. A programme for increasing the awareness of fishermen on the impact of their activities will be continued with increased signage as required.

Opportunity

A programme for increasing the awareness of fishermen on the impact of their activities will be continued with increased signage as required. This will ensure that fishermen do not pollute the harbour with fish waste will assist in reducing complaints.

4.2.8 ASPECT A8 – Emissions to Atmosphere

Present Situation:

There are a number of pathways where unwanted emissions can get into the atmosphere such as F gas from refrigeration plant, vehicle and boat exhaust gases and dust from certain activities

Objective:

The objective is to minimise these emissions through ensuring regular maintenance and servicing of boats, vehicles, plant and equipment. Servicing on time will assist in reducing emissions and improve efficiency.

Target:

Control

1. All vehicles are serviced, checked and maintained through the Cornwall Transport Organisation (CTO)

Influence

2. Ensure that planned maintenance is recorded and regular checks are made on boats, plant and equipment.

Opportunity

To lead by example and ensure that planned maintenance is recorded and regular checks are made on boats, plant and equipment. Well maintained plant, vehicles and boats will maximise fuel efficiency and reduce operating costs.

4.2.9 ASPECT A9 – Use of Biocides

Present situation:

Bleach is currently used as a cleaning agent on harbourside slipways, ladders, steps etc., with the objective of removing algae and other marine growths

Objective:

To minimise the use of biocides within the ports and harbours that can damage marine ecosystems.

Target:

Control

Regular cleaning and checks of slipways, steps and ladders is required in order to reduce accidents

Influence

1. The use of bleach as an antifouling agent will be reduced to a minimum required to ensure personal safety.

2. The use of pressure washing for cleaning marine structures will be increased where it is possible and accessible to do so.

Opportunity

Alternative methods of cleaning will be considered in order to reduce the amount of bleach used. In addition, the use of pressure washing for cleaning marine structures will be increased where it is possible and accessible to do so thereby reducing costs. Use of 'Marine Clean' included during jet washing process as it is classed as a non-biocide.

4.2.10 ASPECT A10 – Recreational Disturbance to Wildlife

Present Situation:

The Harbour Authorities are aware that their respective areas are of significant value to wildlife and that they support a rich and diverse variety of flora and fauna. It is the present policy of the Harbour Authorities to ensure that disturbance to wildlife is kept to a minimum and wherever possible reduced.

Objectives:

To continue to protect and minimise disturbance to wildlife in the Harbour areas.

Target:

Control

Legislation currently exists to ensure that wildlife is not damaged (Wildlife and Countryside Act) and the various harbours will work with other agencies to assist in taking action.

Influence

1. A public awareness programme on the wildlife within the ports and the detrimental effects caused by disturbance to the flora and fauna will be ongoing.

2. All commercial boat operators and harbour staff will be encouraged to undertake the WiSe (Wildlife Safe) accreditation scheme.

Opportunity

Protecting and minimising damage to wildlife in harbour areas may encourage more environmental tripping boats to use the harbour which in turn will increase passenger numbers and help businesses within the harbour. Raise awareness with attendance to WiSe Wildlife Awareness course. The Maritime Service will continue to support the Cornwall Marine and Coastal Code,

4.2.11 ASPECT A11 – Storage of Bait

Present Situation:

Bait is stored in some of the ports and harbours generally for crab and lobster. It is stored in airtight drums, large boxes with covers or frozen in a Bait Room in Newquay. There are dedicated areas where it is stored owing to the smell of it, especially having been salted down for a long period and when waiting to be taken on board. Leaking containers cause the liquor to escape which can cause public health issues by smell and/or vermin.

Objective:

Whilst it is recognised that there is a need in some ports and harbours to be able to store bait, it should be in locations as far away from the public as possible in proper containers which are correctly maintained by the fishermen themselves.

Target:

Control

1. Inspect bait areas to ensure that containers are covered with no visible splits.
2. Ensure any bait containers are away from public areas.

Influence

Encourage the use of screw top plastic barrels.

Opportunity:

The harbour authorities will try and provide facilities such as plinths, stores and wash down facilities but it is imperative that good housekeeping is maintained.

There will be fewer complaints to the Harbour Master and Environmental Health Officers regarding smell from bait storage facilities resulting in less pressure to remove storage bins from sites.

4.2.12 ASPECT A12 – Working Unsociable Hours

Present Situation:

In some ports and harbours there is a need to work unsociable hours due to the tidal nature i.e. mooring and unmooring vessels, tidal watches etc. This may have an impact on other harbour users or nearby residents and this should be minimised as much as possible.

Objective:

To minimise any detrimental impacts by staff working unsociable hours within the ports and harbours.

Target:

Control

Environmental Health complaints from people affected by noise caused from working unsocial hours

Influence

1. To ensure that staff are aware of any detrimental impact that they may have on others when working unsociable hours in the ports and harbours

Opportunity

To be seen as a good neighbour to stakeholders within the harbour and reduce complaints by ensuring staff are aware of any detrimental impact that they might have on others when working unsociable hours in the ports and harbours.

4.2.13 ASPECT A13 – Purchase of Materials from Suppliers

Present Situation:

Suppliers are generally chosen based on quality and price of the work that they undertake.

Objective:

To ensure that purchased products or services are not directly or indirectly damaging the environment and those suppliers are not contributing to destructive practises.

Target:

Control

The Maritime Section should ensure that purchased products or services are not directly or indirectly damaging the environment and those suppliers are not contributing to destructive practises.

Influence

1. To contact all of our suppliers and ensure that they are acting in an environmentally responsible way

Opportunity

The opportunity exists to further extend what is considered to be environmental best practice to other companies who may not have considered it.

4.2.14 ASPECT A14 - Generation of Waste

Present Situation:

All ports and harbours are required to produce Waste Management Plans which are approved by the Maritime and Coastguard Agency. Wherever possible waste is segregated and recycled with disposal only being carried out by registered waste carriers.

Objective:

To ensure that there are adequate waste and recycling facilities located in the ports and harbours.

Target:

Control

Various Waste Management Regulations

Influence

1. Introduce waste oil containers in ports and harbours that currently do not have the facility.

2. Encourage the use of recycled materials.

3. Minimise the production of waste wherever possible by recycling glass, cardboard, paper, batteries etc.

Opportunity

Ensuring that there are adequate waste and recycling facilities located in the ports and harbours. Reducing waste will reduce the frequency of collections and therefore reduce costs and improve the image of the harbours.

To provide waste recycling facilities at all ports and pontoons.

To work with other organisations to recycle plastic waste such as into a pelletised form that can be recycled in to kayaks or other outlets.

4.2.15 ASPECT A15 – Management of Sub-Contractor or Lessee Activities

Present situation:

Some management of sub-contractors or lessee activities takes place within the Harbour Authority areas, particularly in relation to fuel pontoons, dredging activities and contractors working on the land/sea interface. These deal mainly with checking of any pollution incidents and control of dredging and other activities if it is likely to affect navigation.

Objective:

To minimise damage to the environment by activities taking place within the Harbour Authority areas, particularly in relation to fuel pontoons, dredging activities and contractors working on the land/sea interface.

Targets:

Control

1. Develop a Code of Practice by July 2016 for minimising impacts to the harbour environment by sub-contractors and lessees from their activities.

2. Develop a monitoring programme to ensure sub-contractors and lessees are undertaking their activities according to the code of practise.

3. Ensure that Method Statements are collated for any activity

Influence

Continue with ISO 14001 for the ports and harbours to set an example

Opportunity:

Develop Codes of Practice and ensure Method Statements are collated for any activity. There would be less time spent on monitoring contractors therefore freeing up time together with less likelihood of complaints.

4.2.16 ASPECT A16 – Energy Consumption

Present Situation:

Records are maintained for the consumption of electricity and fuel logs are completed after purchase and prior to fuelling vehicles/boats. Whenever possible journeys by vehicles and boats are kept to the minimum in line with the efficiency of the service.

Objective:

To minimise the use of electricity, fuel and GHG emissions to atmosphere.

Targets:

Control

1. Reduce the use of fuel.

2. All electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority.

Influence

3. Identify and use wherever possible the most fuel efficient engines for boats.

4. All staff will be briefed on energy efficiency at regular intervals.

Opportunity

A reduction in fuel will use will reduce costs and GHG emissions to atmosphere. All electricity and fuel consumption are recorded and monitored in order to provide a clear understanding of the consumption levels within the Harbour Authority.

Identify and use wherever possible the most fuel-efficient engines for boats.

All staff to be briefed on energy efficiency at regular intervals.

4.2.17 ASPECT A17 – Water Consumption

Present situation:

Records are currently held regarding the level of use at hydrants and domestic outlets.

Objective:

To continue recording and monitoring all hydrants and other domestic/industrial outlets**.**

Targets:

Control

Fresh Water supplied to ships and pleasure craft must comply with the relevant legislation

Influence

1. All water consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leakage.

2. All staff will be briefed on water conservation at regular intervals.

3. Reduce water consumption/wastage.

Opportunity

Reducing water consumption/wastage will reduce costs and monitoring of meters will give an early indication of any leakage.

5: Environmental Management Programme

Implementation and Operation

The overall implementation and operation of the Environmental Management System will be the responsibility of the Maritime Manager.

All staff are expected to make positive contributions to improving sustainability and managing environmental impacts when delivering services. This may be through day to day activities, during team meetings or through specific improvement projects.

In particular all staff should:

- Ensure that they comply with environmental procedures and that pollution of air, land or water does not occur as a result of their work;
- Consider the sustainability of the way in which services are delivered

5.1 – SEWAGE DISCHARGES FROM PLEASURE CRAFT (A1)

5.1.1 Target 1

Wherever possible the upgrading and improvement of sewage pipelines, outfall etc which are located within the Harbour areas will be encouraged and assistance provided.

No	Task	Responsibility
1	Assist the sewage authorities by giving specialist advice, production of local notices to mariners and information on local firms where required for any new sewage pipelines, outfalls, storm overflows etc.	Harbour Master

5.1.2 Target 2

All vessels berthed at quays, marinas, shore linked pontoons etc. are required to use shore based toilet facilities and sewage disposal sites.

No	Task	Responsibility
1	Information passed on to vessel owners when taking up a berth.	Any member of the harbour staff
2	Incorporation of requirements in any documentation.	Harbour Administrator
3	Checking of vessels and following up any complaints received regarding sewage discharges from vessels on the above facilities.	Any member of the harbour staff
4	Withdrawal of mooring facilities following proven non-compliance	Harbour Master

5.1.3 Target 3

A public awareness programme on sewage pollution will be continued.

No	Task	Responsibility
1	Review relevant literature and new publications to identify public conveniences and chemical toilet disposal sites.	Harbour Master
2	Ensuring adequate supplies of leaflets for visitors and mooring holders at harbour offices and in visitor packs	Assistant Maritime Administrator

5.2 - ANCHORING AND MOORING POLICY (A2)

5.2.1 Target 1

A programme to encourage small vessels not to anchor in the more sensitive parts of the harbours will be ongoing.

No	Task	Responsibility
1	Provision of designated safe anchoring sites within Harbour areas, marked on charts and easily identifiable away from sensitive sites.	Harbour Master
2	Provision of visitors moorings and pontoons away from sensitive sites.	Harbour Master
3	Advice to boat owners wherever possible.	Harbour Staff
4	Continual ongoing review of mooring areas to ensure that sensitive areas are not threatened.	Harbour Master

5.2.2 Target 2

The monitoring programme on compliance to the anchoring policy will be continued.

No	Task	Responsibility
1	Harbour Staff to inform Harbour Master of density and location of visiting vessels after completion of patrols.	Harbour Staff
2	All information received will be recorded and used to assess where visiting yachts normally anchor.	Snr Maritime Assistant
3	Should densities of anchored vessels prove damaging to the environment then alternative locations/facilities will be considered.	Harbour Master

5.2.3 Target 3

Moorings Policies will be established for each of the ports and harbours.

No	Task	Responsibility
1	To undertake mooring policies in co-operation with the relevant Stakeholder Group and Harbours Board.	Harbour Master

5.3 – WASTE MANAGEMENT (A3)

5.3.1 Target 1

A programme of clean ups with environmental local groups of volunteers will continue under the leadership of the respective Harbour Master to remove visible litter from the seabed at low tide.

No	Task	Responsibility
1	Liaison with environmental groups.	Harbour Master
2	Provision of staff, equipment, etc. To work with Environmental groups.	Snr /Maritime Assistant

5.3.2 Target 2

Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.

No	Task	Responsibility
1	Record the amounts of litter recovered from areas.	Harbour Master
2	Monitor and report on any areas where litter is accumulating	Harbour Staff

5.3.3 Target 3

Ensure staff whilst on the water or working around the harbour collect any plastic items found in the Harbour.

No	Task	Responsibility
1	Physically collect any plastics found	Harbour Staff

5.3.4 Target 4

Embrace ‘Fishing for Litter’ scheme and expand into other ports.

No	Task	Responsibility
1	Identify areas in ports and harbours where facilities can be placed	Harbour Master

5.4 – DREDGING AND SPOIL DISPOSAL (A4)

5.4.1 Target 1

Procedures to be followed during all dredging works.

No	Task	Responsibility
1	Consultations with Natural England in order to identify means of limiting adverse environmental impact, i.e. • Timing of works to ensure least environmental damage • Dredging methods utilised to keep disturbance of sediments to a minimum.	Harbour Master
2	Consultation with Natural England to establish a satisfactory method of monitoring any suspended sediment which may adversely affect the surrounding habitats.	Harbour Master
3	Alternative methods of spoil disposal other than dumping at sea will be sought.	Harbour Master
4	To maintain a Baseline Document/Maintenance records for the Maintenance Dredging within the ports and harbours.	Harbour Master

5.6 – BAIT DIGGING (A5)

5.6.1 Target 1

The public awareness programme on bait digging will be continued.

No	Task	Responsibility
1	Discussions with local organisations to consider the best way to raise awareness in fishermen of the damage to the ecology that can be done through non compliance with codes of practice. This will then be incorporated in the Environmental Code of Practice (ECOP) leaflet.	Harbour Master
2	Provision of ECOP leaflets for all fisherman, angling organisations and fishing tackle outlets on an annual basis.	Maritime Administrator
3	Ensuring adequate supplies of ECOP leaflets for visitors at Harbour Office	Maritime Administrator

5.6.2 Target 2

Bait digging within the Harbours will be monitored and controls implemented before damage to inter-tidal mud flats occurs. Full consultation will be had with Natural England and other conservation groups along with the Cornish Federation of Sea Anglers and the National Federation of Sea Anglers (Cornish Division) before any controls are brought into force.

No	Task	Responsibility
1	Observation of bait digging will be made during normal patrol periods especially in the more sensitive areas.	Harbour Staff
2	Discussions will be held with Natural England on how to identify the level of activity which would necessitate controls	Harbour Master
3	Byelaw enforcement to be carried out to control bait Digging	Harbour Master

5.7 – OIL/FUEL CONTAMINATION INTO THE HARBOUR (A6)

5.7.1 Target 1

Potential oil/fuel contamination activities carried out by Harbour Staff on vessels and vehicles will be done with due regard to operational procedures to ensure against the likelihood of any spill entering the estuary.

No	Task	Responsibility
1	Staff will be made aware of all procedures for refuelling operations and of any potential risk from oil/fuel spillage.	Snr Maritime Assistant
2	Absorbent material will be provided at all refuelling points.	Snr Maritime Assistant
3	All waste oil/fuel will be collected and disposed of according to disposal procedures.	Harbour Staff
4	All spills will be contained with absorbent material, collected and disposed of in an oily waste bin or skip.	Harbour Staff

5.7.2 Target 2

A programme to initiate an awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on water quality will be ongoing.

No	Task	Responsibility
1	Obtain operational procedures from all fuelling operators and ensure that these meet the requirements of the Harbour Authority for refuelling within the Harbour.	Harbour Master
2	Ensure all operators have adequate oil spill containment receptacles	Harbour Master
3	Ensure all operators are aware of the likely damage caused by oil spills.	Harbour Master
4	Ensure all operators are aware of the legislation governing oil spills.	Harbour Master
5	Report any significant spillages to the Environment Agency, Natural England and the Maritime and Coastguard Agency.	Harbour Master
6	Use of oil bunkering form.	Harbour Master
7	Positively check the licensing and condition of fuel pipes used by fuel providers.	Harbour Master

5.7.3 Target 3

Regular in-house and participant reviews of the Oil Pollution Contingency Plan, where applicable, to ensure that roles and procedures are understood by all, will be undertaken every six months.

No	Task	Responsibility
1	Liaison with Tier 2 providers regarding exercises.	Harbour Master
2	Instruction given to all staff regarding their role within the counter oil pollution plan.	Snr Maritime Assistant
3	Amendments recorded into oil spill contingency plan when necessary.	Assistant Maritime Administrator

5.7.4 Target 4

All oil and oily/water from all Harbour Authority maintenance activities will be recycled.

No	Task	Responsibility
1	Any oil or oily water to be collected and placed within the correct receptacle.	Harbour Staff
2	Arranging collection of waste oil by recognised disposal/recycling companies	Snr Maritime Assistant

5.7.5 Target 5

A programme to limit oily waste run-off from quays, wharves and maintenance areas will be continued.

No	Task	Responsibility
1	All oil spills will be absorbed with rags, sawdust or specialised collecting agents which will be disposed of correctly.	Harbour Staff
2	Once collected the area will be checked prior to any wash down to ensure all traces of oil have been removed.	Harbour Staff
3	Use of sorbent materials.	Harbour Staff

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5.7.6 Target 6

There will be no transfer of heavy oil to/from ships in the lay-up berths in Truro unless in an emergency.

No	Task	Responsibility
1	Ensure Laid up ship Terms and Conditions are maintained	Harbour Master

5.7.7 Target 7

Oil spill kits will be available at all ports and harbours

No	Task	Responsibility
1	Sites for equipment need to be identified and equipment ordered	Harbour Master

5.7.8 Target 8

Bunker safety check lists will be available for all ports and harbours

No	Task	Responsibility
1	Ensure check lists are available at ports and harbours	Harbour Master

5.7.9 Target 9

All oil suppliers will have their spill response procedures and method statements checked

No	Task	Responsibility
1	Contact oil suppliers and request information	Harbour Master

5.8 – CONTROL OF FISH WASTE INTO THE HARBOUR (A7)

5.8.1 Target 1

A programme will be implemented to ensure that no fish waste is disposed of overboard from fishing vessels either in transit or alongside the harbour quays.

No	Task	Responsibility
1	Ensure that existing facilities situated on quays used by fishermen are being used in the correct manner.	Harbour Master
2	Ensure that the number of facilities are adequate for the amount of material disposed.	Harbour Master

5.8.2 Target 2

Byelaws will be implemented and enforced to ensure that there is no dumping of fish waste in the harbours

No	Task	Responsibility
1	Observe vessels alongside and check berths (especially at low water) to ensure no waste is being disposed of into the water. All records to be kept on the standard check form.	Harbour Master
2	Ensure provision of waste facilities if required	Harbour Master
3	Notices banning the disposal of fish wastes into the harbour will be posted on all wharves, used by fishing boats.	Harbour Master

5.8.3 Target 3

A programme for increasing the awareness of fisherman on the impact of their activities will be continued with increased signage as required.

No	Task	Responsibility
1	Liaison with fishermen to ensure they are fully aware of the damage caused by uncontrolled disposal of fish waste.	Harbour Master
2	Discussions with the local fishing organisations to get them to promote environmental awareness with their members.	Harbour Master

5.9 – EMISSIONS TO ATMOSPHERE

5.9.1 Target 1

Ensure that planned maintenance is recorded and regular checks are made on boats, plant and equipment

No	Task	Responsibility
1	Regular checks will be made as part of the normal operating procedures.	Snr Maritime Assistant

5.9.2. Target 2

All vehicles are serviced, checked and maintained through the Cornwall Transport Organisation.

No	Task	Responsibility
1	Liaise with CTO to ensure that servicing is done at the required intervals	Harbour Master /Snr Maritime Assistant

5.10 – USE OF BIOCIDES

5.10.1 Target 1

The use of bleach as an anti-fouling agent will be reduced to a minimum required to ensure personal safety.

No	Task	Responsibility
1	Source a satisfactory environmentally acceptable cleaning agent for steps, slipways, hards etc, other than bleach.	Snr Maritime Assistant
2	Bleach will only be used in instances where safety(from slipping) is a consideration until an alternative environmentally acceptable cleaning agent is available.	Harbour Staff
3	Require health and safety data sheets for all new products.	Snr Maritime Assistant
4	Maintain a register for data sheets	Snr Maritime Assistant

5.10.2 Target 2

The use of pressure washing for cleaning marine structures will be increased where it is possible and accessible to do so.

No	Task	Responsibility
1	Identify steps, slips etc. that can be serviced by pressure washing	Snr Maritime Assistant

5.11 – RECREATIONAL DISTURBANCE TO WILDLIFE

5.11.1 Target 1

A public awareness programme on the wildlife within the ports and harbours and the detrimental effects caused by disturbance to the flora and fauna will be ongoing.

No	Task	Responsibility
1	Incorporation of a public awareness programme in information leaflets.	Harbour Master
2	Provision of leaflets for all mooring holders on an annual basis.	Assistant Maritime Administrator
3	Ensuring adequate supplies of free leaflets for visitors at the Harbour Office.	Assistant Maritime Administrator

5.11.2 Target 2

All commercial boat operators and harbour staff will be encouraged to undertake a WiSe (Wildlife Safe) accreditation scheme.

No	Task	Responsibility
1	WiSe accreditation will form part of the mandatory training for those staff in charge of harbour craft.	Maritime Staff in charge of harbour craft

5.12 – STORAGE OF BAIT

5.12.1 Target 1

Inspect bait areas to ensure that containers are covered with no visible splits

No	Task	Responsibility
1	Regular inspections to be made of bait storage areas and any deficiencies rectified	Harbour Master
2	Follow up on any complaints made regarding smell, hygiene etc.	Harbour Master
3	Liaise with colleagues in Public Health and Protection regarding any complaints.	Harbour Master

5.12.2 Target 2

Ensure any bait containers are away from public areas.

No	Task	Responsibility
1	Inspect harbour areas regularly and move bait containers if not in the correct area.	Harbour Master

5.12.3 Target 3

Encourage the use of screw top plastic barrels

No	Task	Responsibility
1	Produce a code of practice for bait storage areas by July 2016	Harbour Master

5.13 – WORKING UNSOCIABLE HOURS

5.13.1 Target 1

To ensure that staff are aware of any detrimental impact that they may have on others when working unsociable hours in the ports and harbours.

No	Task	Responsibility
1	Reduce unsociable hours as much as possible without detriment	Harbour Master
2	Make staff aware of noise when working unsociable hours.	Harbour Master

5.14 – PURCHASE OF MATERIALS FROM SUPPLIERS

5.14.1 Target 1

To contact all of our suppliers and ensure that they are acting in an environmentally responsible way.

No	Task	Responsibility
1	During regular staff meetings, personnel will be made aware of the need to use environmentally friendly products.	Harbour Master
2	Wherever possible new 'environmentally friendly' products will be tried to ascertain their effectiveness and suitability for the task.	All Staff
3	The use of recycled materials will be considered wherever possible.	Harbour Master
4	Require suppliers to make known their environmental policy.	Harbour Master
5	Require health and safety data sheets for all new products.	Harbour Master \Snr Maritime Assistant

5.15 – GENERATION OF WASTE

5.15.1 Target 1

Introduce waste oil containers in ports and harbours that currently do not have the facility.

No	Task	Responsibility
1	Audit all ports and harbours to consider any new facility and the likely position.	Maritime Manager & Harbour Master

5.15.2 Target 2

Encourage the use of recycled materials

No	Task	Responsibility
1	Source recycled product options i.e. plaswood	Harbour Master

5.15.3 Target 3

Minimise the production of waste wherever possible by recycling glass, cardboard, paper, batteries etc.

No	Task	Responsibility
1	All paper products such as envelopes, paper, etc to be recycled and re-used wherever possible.	Assistant Maritime Administrator
2	After re-use, paper products to be recycled either to paper banks or for shredding.	Assistant Maritime Administrator
3	All cardboard packaging to be collected and taken to recycling facilities.	Harbour Staff

5.16 – MANAGEMENT OF SUB-CONTRACTOR OR LESSEE ACTIVITIES

5.16.1 Target 1

Develop a Code of Practice by July 2016 for minimising impacts to the harbour environment by sub-contractors and lessees from their activities.

No	Task	Responsibility
1	Require environmental policies from sub-contractor and lessees.	Harbour Master
2	Encourage sub-contractors and lessees to produce an Environmental Management System.	Harbour Master
3	Formulate through consultation with English Nature a suitable code of practise for sub-contractor and lessee activities.	Harbour Master

5.16.2 Target 2

Develop a monitoring programme to ensure sub-contractors and lessees are undertaking their activities according to the code of practice.

No	Task	Responsibility
1	Regularly check sub-contractors and lessees for compliance to the code of practice utilising standard check forms for recording.	Harbour Master

5.16.3 Target 3

Ensure that Method Statements are collated for any activity

No	Task	Responsibility
1	Collate Method Statements	Harbour Master

5.17 – ENERGY CONSUMPTION - ELECTRICITY & FUEL

5.17.1 Target 1

All electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority.

No	Task	Responsibility
1	Complete and record all electricity and fuel consumption within the Harbour Authority.	Harbour Master & Snr Maritime Assistant

5.17.2 Target 2

All staff will be briefed on energy efficiency at regular intervals.

No	Task	Responsibility
1	Include items on energy efficiency within team meeetings	Harbour Master

5.17.3 Target 3

Reduce the use of fuel.

No	Task	Responsibility
1	Bicycles provided for use on short trips.	Harbour Master
2	Plan work to reduce the need for travel.	Harbour Master

5.17.4 Target 4

No	Task	Responsibility
	Identify and wherever possible use the most fuel efficient engines for boats.	Harbour Master

5.18 – WATER CONSUMPTION

5.18.1 Target 1

All water consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leakage.

No	Task	Responsibility
1	Complete and record all water consumption within the Harbour Authority.	Harbour Master / Snr Maritime Assistant

5.18.2 Target 2

All staff will be briefed on water conservation at regular intervals.

No	Task	Responsibility
1	Include items on water consumption within team meetings	Harbour Master

5.18.3 Target 3

Reduce water consumption/wastage.

No	Task	Responsibility
1	Use ‘push button’ taps for public use at freshwater sites.	Harbour Staff

6: Operational Control

6 OPERATIONAL CONTROL

6.1 Management Responsibilities

The responsibility of the Maritime Manager is to ensure compliance by monitoring the effective overall performance of the Environmental Management System.

Management responsibilities at levels below that of the Maritime Manager will vary depending upon the issues and tasks involved, but all members of staff have a role to play within the system.

The respective Harbour Master will be responsible for identifying those issues which could significantly affect the environment and ensure consistency and compliance to the environmental policy statement, targets and objectives, (See also Key Environmental Aspects Register) through consultation with any appropriate local environmental groups.

Work instructions and/or procedures will be prepared and communicated by the relevant Harbour Master for staff, sub-contractors and suppliers who will also verify that they are being correctly carried out. Corrective measures will be initiated and carried out by the Harbour Master.

6.2 Work Instructions:

6.2.1 Activity: Fibre Glassing

(a) All areas adjacent to fibre glassing operations to be sealed off (i.e. doors, windows, etc. closed).

(b) Resin to be decanted into smaller receptacles to avoid spillage/reduce waste disposal.

(c) Matting fibres to be collected and disposed of.

(d) All work areas to be thoroughly cleaned and dust residue correctly disposed of.

6.2.2 Activity: Sanding

(a) All areas adjacent to sanding operation to be sealed off (i.e. doors, windows, etc. closed).

(b) Dust bags to be fitted to all sanding machines.

(c) Sanding will normally be carried out inside buildings. However if sanding is commenced outside it will only be carried out in normal weather conditions.

(d) All work areas to be thoroughly cleaned and dusted residue correctly disposed of.

6.2.3 Activity: Cleaning Steps and Jetties

(a) Steps and jetties will only be cleaned of algae when there is a risk of danger to the public through slipping etc.

(b) Steps and jetties will be pressure washed or hand cleaned where possible and practicable. When bleach has to be used through necessity in order to clear algae it will be diluted so as to achieve maximum efficiency with the minimum of contamination. Cleaning with the use of bleach will only be done directly onto the algae and not as a general cleaner for steps and jetties.

(c) Cleaning will normally take place during the summer months when usage is at the greatest. During the winter (Oct-Mar) the frequency will be reduced so as to achieve the minimum of bleach input into the estuary.

6.2.4 Activity: Oil Pollution Clean-Up

(a) Any oil pollution clearance resulting from an oil spill will be undertaken with the best interests of the environment taken into account.

(b) Oil Pollution clearance and disposal will only be undertaken after full consultation with Natural England and Local Authorities.

(c) Reference shall be made to any Counter Oil Pollution Plan which outlines the roles undertaken by Harbour Authorities and other agencies.

6.2.5 Activity: Painting (Anti-Fouling)

(a) All boats should only be scraped on slipways or hards.

(b) A groundsheet with bund will be placed over the work area so that waste material can be easily collected.

(c) All paint tins, rollers, etc will be collected on completion of anti-fouling to ensure that they are not left on slipways, hards, etc. with the possibility of being lost in the harbour.

(d) Anti-fouling will only be undertaken on vessels when the old protective coating has been exhausted i.e. no pre-set boat maintenance times.

6.2.6 Activity: Cleaning Sump Oil/Hydraulic Oil/Cleaning Bilges

(a) Prior to any oils being collected, measures will be taken to ensure that no spillage will occur into the watercourse through the adoption of best possible practise:

(i) all scuppers to be plugged on boats.

(ii) drip trays to be put into place.

(iii) supply of rags, receptacles and other oil spill equipment readily available.

(iv) oil to be disposed of into containers ashore in Harbour Office compound.

(v) all hoses to be plugged.

(b) All oils collected to be recycled correctly.

(c) Oily bilge water to be collected in containers and taken ashore then disposed of into a storage facility for recycling correctly.

6.2.7 Activity: Assessing Dredging Requirements

(a) Maintenance dredging will only be undertaken to ensure the safety of navigation and to preserve the navigable channels.

(b) Capital Dredging will only be undertaken following an environmental impact assessment which will look at, amongst other things any detrimental effects upon the environment.

(c) Dredging will take place, whenever possible during periods of slack tide so as to reduce the risk of suspending sediment into the water column.

(d) Dredging will be undertaken using equipment which will have the least impact on the environment, i.e. grabs as opposed to suction.

(e) Dredged spoil will be utilised whenever possible as a topsoil substitute for derelict/contaminated land reclamation.

6.2.8 Activity: Assessing Suppliers

(a) Suppliers of goods, services or equipment to the Harbour Authorities will be required to provide information on how their products may impact on the environment especially with regard to:

(i) paint suppliers
(ii) ant-fouling suppliers
(iii) wood product suppliers
(iv) preservatives/biocide suppliers
(v) paper suppliers
(vi) sand suppliers

(b) Preference will be given to suppliers/contractors who work to an environmental code. This code will be requested by the respective Harbour Master prior to awarding the work.

(c) In the case of contractors supplying services within the harbour, written work procedures must be provided to the Harbour Master prior to commencement of services to show good practise and steps to minimise pollution to the environment. In particular this will apply to:

- fuel and bunkering services
- waste collection services (oil from ships, garbage from ships, garbage from pontoons).

(d) Contingency plans, in the event of an accident during supply of goods, must also be supplied to the Harbour Master when requested.

6.2.9 Activity: Energy Consumption - Electricity & Fuel

(a) All energy consumption will be recorded and monitored in order to maintain energy efficiency throughout the service.

(b) Wherever possible work will be undertaken which necessitates the least use of transport without impairing efficiency of the service.

(c) Together with energy conservation, alternative energy such as solar power, etc. will be investigated to attempt to reduce the consumption of non-renewable energy sources.

(d) Staff will be briefed in energy conservation at regular weekly team briefings.

6.2.10 Activity: Water Consumption

(a) All water consumption will be monitored and recorded in order to conserve supplies.

(b) Staff will be briefed in water conservation matters at regular weekly team briefings.

7: Verification Procedure

7 VERIFICATION

7.1 Verification Procedure

All staff engaged in any activity likely to affect the environment will be required to familiarise themselves with the correct procedures and sign the appropriate form (see attached Form 7.1/F1) to indicate that they have agreed to carry them out.

It will be the responsibility of the Harbour Master/ Snr Maritime Assistant to ensure that staff have read and signed the appropriate work instruction form.

It will be the responsibility of the HM/SMA to determine to what standard each activity must be completed. Standards of completion will be recorded on Form 7.1/F2.

It will be the responsibility of the SMA to ensure that work procedures are adhered to. This will require the SMA to routinely inspect the tasks being undertaken for those activities that may affect the environment.

Following each procedural check the SMA will complete and sign a verification form (7.1/F3). The Harbour Master will be responsible for ensuring that the SMA effectively verify that work activities are being carried out properly.

Frequency of verification checks will be made at the Harbour Masters discretion, but not less than six times per year. The Harbour Master will sign and date verification forms when checks on the verifier are made.

WORK INSTRUCTIONS FORM

I confirm that I have read and fully understand the work instructions for ……

Name	Position	Date	Signature

Form 7.1/F1

STANDARDS OF COMPLETION

ACTIVITY:

CRITERIA	ACCEPTABLE	REQUIRES WARNING	NOT ACCEPTABLE

Form 7.1/F2

VERIFICATION FORM

WORK ACTIVITY:

TASK	Completed according to Work Procedure		Operator	Date	Time	Verifier	HM Sig. & Date
	YES	NO					

Form 7.1/F3

8 Corrective Action Procedures

8.1 Corrective Action Procedure (deleted preventative – no longer a requirement)

Whenever non-compliance or potential non-compliance of work instructions results in or is likely to result in an environmental incident (i.e. unacceptable turbidity levels whilst dredging, incorrect disposal of oils, dust making in windy weather conditions etc.) then the following procedures will be undertaken:

(1) The Harbour Master/Snr Maritime Assistant will be responsible for initiating and/or taking corrective and/or preventive action which may include cessation of the activity.

(2) If the activity results in a possible environmental problem for a neighbouring authority/business then that authority/business shall be contacted by the person in (1) above to advise them of the situation and to inform them of the corrective action being undertaken.

(3) Where an activity requires corrective action the person in (1) above shall determine the cause, restore compliance and ensure no reoccurrence of the detrimental activity.

(4) Once the corrective action has been undertaken the Harbour Master will be required to assess any damage to the environment, calling upon specialist agencies if required.

(5) It will be the responsibility of the respective Harbour Master to inform the Maritime Manager that corrective or preventative action is being taken. The Harbour Master will then ensure that these procedures are being followed.

(6) The Harbour Master will change work instructions if required to ensure the incident does not reoccur.

(7) The Harbour Master will record all such non-compliance incidents and changes to work instructions on the Corrective Active Form 8.1/F1. This will be signed by the Harbour Master.

CORRECTIVE ACTION UNDERTAKEN

Date	Task Undertaken	Non Compliance Recorded	Root Cause	Correct Action Undertaken	Any Changes in Work Instructions or Corrective Action Procedure	Signature

Form 8.1/F1

9 Environmental Management Records

ENVIRONMENTAL MANAGEMENT RECORDS

9.1 Record Procedure

Records will be maintained on day to day activities which have a direct impact on the environment and will include those for:-

(a) Dredging
(b) Use of biocides
(c) Amount of litter/rubbish collected
(d) Oil/Fuel spills into the harbour
(e) Recycling
(f) Anchoring areas by visiting yachts
(g) Bait digging observations
(h) Information from operators on fuel lines and pumps
(i) Counter Oil Pollution plan exercises
(j) Fishing waste facility usage and dumping from vessels
(k) Supplier information
(l) Sub-contractor and lessee information
(m) Energy consumption: Fuel/Electricity

9.2 Responsibility

Information for these records will be collected and entered by the respective Harbour Master onto the requisite sheet(s) (9.3/F1 – F15).

9.3 Information Required

The following information will be recorded by the Harbour Master:

(a) Dredging (9.3/F1)

(i) Identifying the total amount (in cubic metres) of spoil dredged
(ii) Identifying the areas where dredging takes place
(iii) Keeping records of dredged spoil analysis
(iv) Recording of the type of dredger used

(b) Use of biocides (9.3/F2)

(i) Identifying the total amount (in litres) of biocides
(ii) Identifying the areas where biocides are used i.e slipways, landing stages, steps, etc.

(c) Amount of rubbish/litter collected (9.3/F3)

(i) Identifying the total amount of rubbish/litter collected
(ii) Identifying where the rubbish/litter has been collected from
(iii) Identifying the type of rubbish/litter collected

(d) Oil/fuel spills into the harbour (9.3/F4)

(i) Identifying the total amount (in litres/tonnes) of fuel spilt into the harbour
(ii) Recording the type of oil spilt
(iii) Identifying the area where oil/fuel spills occur
(iv) Recording the action taken, if any together with reasons

(e) Recycling (9.3/F5)

(i) Recording the total amount of dredged spoil recycled as top soil substitute, top dressing etc.
(ii) Recording where this has been utilised
(iii) Keep records of any analysis
(iv) Record amount of glass recycled
(v) Record amount of waste oil recycled

(f) Anchoring areas used by visiting yachts (9.3/F6)

(i) Recording the areas where anchoring takes place
(ii) Recording the number of vessels within the variuous areas
(iii) Record of weather conditions

(g) Bait digging observations (9.3/F7)

(i) Recording the areas where bait digging takes place
(ii) Recording the number of bait diggers

(h) Information from operators on fuel lines and pumps (9.3/F8)

(i) Record of all fuel oil suppliers within the Harbours
(ii) Record of operators licence
(iii) Record of any maintenance inspections by operator on fuel lines and pumps

(i) Counter Oil Pollution Plan exercises (9.3/F9)

(i) Record of exercises

(j) Fishing waste facility usage and dumping from vessels (9.3/F10)

(i) Record of amount of fish waste collected
(ii) Record of instances where fish waste has been dumped overboard whilst alongside harbour authority owned quays

(k) Supplier information (9.3/F11)

(i) Record of health and safety data sheets for various products

(l) Sub-contractor and lessee information (9.3/F12)

(i) Record of code of practice compliance for sub-contractors and lessees
(ii) Record of environmental management systems held by sub-contractors and lessees

(iii) Record of environmental policies held by sub-contractors and lessees

(m) Energy Consumption

Electricity	(9.3/F13)
Fuel	(9.3/F14)
Water	(9.3/F15)

(i) Record of consumption
(ii) Regular briefings regarding energy efficiency

Dredging

Date	Area of Dredging	Quantity Removed	Dredged Spoil Analysis	Type of Dredger Used

9.3/F1

Use of Biocides

Date	Area of Use	Quantity Used	Type of Biocide	Reason for Use

9.3/F2

Amount of Rubbish/Litter Collected

Date	Amount of Rubbish/Litter	Type of Rubbish/Litter	Location of Rubbish/Litter	Name of Waste Collector & Disposal Site

9.3/F3

Oil/Fuel Spills into the Harbour

Date	Type of Oil/Fuel Spill	Amount of Oil/Fuel	Location	Action Taken

9.3/F4

Recycling

Date	Type(Spoil, Glass, Waste Oil etc.)	Amount	Location Collected from	Name of Recycling Operator

9.3/F5

Anchoring Areas Used by Visiting Yachts

Date	Area where anchoring takes place	No. of vessels	Weather conditions

9.3/F6

Bait Digging Observations

Date	Location of Bait Digging	No. of Bait Diggers

9.3/F7

Information from Operators on Fuel Lines & Pumps

Name of Fuel Oil Supplier	No. of Operators Licence	Record of Maintenance Inspections

9.3/F8

Counter Oil Pollution Plan Exercises

Date	Brief Outline of Exercise

9.3/F9

Fishing Waste Facility Usage & Dumping from Vessels

Date	Amount of Fish Waste Collected	Amount of Fish Waste Dumped Overboard	Action Taken

9.3/F10

Supplier Information

Date	Record of Health & Safety Data Sheets

9.3/F11

Sub-contractor & Lessee Information

Date	Name of Sub-Contractor/Lessee	Code of Practice Complied with	EMS Held	Environmental Policy Held

9.3/F12

Energy Consumption – Electricity

Date	Location of Supply	No. of Units Consumed	Type of Use	Comments

9.3/F13

Energy Consumption – Fuel

Date	Use	Quantity Consumed	Comments

9.3/F14

Water Consumption

Date	Location of Supply	No. of Units Consumed	Type of Use	Comments

9.3/F15

RECREATIONAL DISTURBANCE TO WILDLIFE

Date	Location of Report	Type of Disturbance	Action Taken	Comments

9.3/F16

10 Environmental Management Audits & Review

ENVIRONMENTAL MANAGEMENT AUDITS AND REVIEW

10.1 Audit Procedure

An internal audit of the Environmental Management System will be undertaken annually by the Maritime Manager.

The audit will determine whether the Environmental Management System conforms to BS EN ISO 14001:2015 and the Environmental Management System Manual and whether the activities are being undertaken in accordance with the procedures and work instructions specified in the manual and thereby fulfilling the environmental management policy.

The results of the internal audit will be recorded on form 10.1/F1.

10.2 Audit Programme

Activities that will be audited every year by the Maritime Manager shall be in co-operation with the Harbour Masters and will include:

(a) organisational structure
(b) operational performance
(c) environmental performance
(d) documentation
(e) reports and records
(f) key environmental aspects and procedure

The audit findings will be reported as addenda to the Environmental Management System, which will be updated if required, and changes recorded. The method used to collect the required information for the audit and review would be interview, consultation and environmental management system records.

Audit findings will be reported to the staff who would be able to find out how well the Harbour Authority is conforming or not to the requirements specified in the manual.

This will enable the authority to find out how effective or not it has been in meeting objectives and targets, whether recommendations from previous audits have been implemented and how effective they have been along with any conclusion and recommendations the auditor wishes to make.

INTERNAL AUDIT REVIEW

Carried out by	Date	Comments

Form 10.1/F1

REVIEW PROCEDURE

Carried out by	Date	Comments

Form 10.2/F1

11 Related Documentation

RELATED DOCUMENTATION

11.1 Documentation Location

Related documentation such as Counter Oil Pollution Plans, Health and Safety Procedures, Sustainable Strategy, Business Plans etc. are held by the Maritime Manager.

11.2 Document Controls and Record Keeping

Checking and Authorisation of Revisions

When draft document(s) have been produced they will be submitted to the Maritime Manager who will check the document. Once the document has been checked and is considered acceptable, the Maritime Manager will authorise the issue of the document and its incorporation into the System by updating the electronic file.

11.3 Document Control, Record Retention & Distribution

The EMS Manual will be held electronically and made available to all users via the Intranet and website. Hard copies of the manual shall be controlled; their currency can only be determined by comparing their date against the version held on the website

11.4 Indication of Change

All amendments to documents will be notified to users. A list of recent amendments will be included on the appropriate web page. Where revisions are made, a solid vertical line may be included within the body of the text at the point of change.

11.5 Records

Records will be retained and maintained of the following;

- Minutes of Management Meetings and Reviews.
- Master Copies of all System Manuals, Procedures & Documents.
- Internal assessment schedules.
- Records of all system assessments – including monitoring information.
- Records of Internal assessor training
- Legally required documents in accordance with applicable legislation (i.e. Duty of Care – minimum 2 years)

12 The Manual

THE MANUAL

12.1 Review Procedure

A review of the Environmental Management System will be undertaken annually by the Maritime Manager who may use the services of an independent Environmental Consultant who has the necessary expertise in this particular field.

Responsibility for ensuring that the review is made will lie with the Maritime Manager. The review will be linked with the annual audit of the Key Aspects Procedure and will consider other aspects such as new and amended legislation, performance, new developments and continual improvement. Information on the review will be recorded on form 10.2/F1

Typing of changes to the manual will be undertaken by the Maritime Manager to ensure continuity of typeface and that changes are done by one person only.

12.2 Maintenance of Manual

The Assistant Maritime Administrator will be responsible for amending the manual and that there are a sufficient quantity of copies for staff.

12.3 Management Schedule

Maritime Management System – Environmental Management Schedule															
Activity	**Frequency**	**Scheduled for**												**Responsibility**	**Notes**
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Management Review - Review of Environmental Policy Statement	Annual										**X**			Maritime Manager	Undertaken as part of the Management Review
Management Review - Review of Environmental Management Schedule	Bi-annual						**X**				**X**			Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management Review - Review of Register of Environmental Impacts	Bi-annual / ongoing				**X**						**X**			Maritime Manager	Undertaken as part of the Management Review of any significant new or changed aspects / impacts, which will invoke an immediate update of the Register
Management Review - Review of Register of Legislation	Bi-annual / ongoing	**X**					**X**							Maritime Manager	Undertaken as part of the Management Review of any significant new or amended legislation, which will invoke an immediate update of the Register
Management Review - Review of Emergency Procedures	Bi-annual / ongoing	**X**					**X**							Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management Review - Review of Objectives and Targets	Bi-annual / ongoing	**X**					**X**							Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management review of monthly monitoring reports	Bi-annual	**X**					**X**							Maritime Manager	Review of monthly monitoring reports for significant events and issues arising.
Harbour Masters Meeting	Quarterly	**X**			**X**			**X**			**X**			Maritime Manager & Harbour Masters	Quarterly meeting with Harbour Masters regarding management of ports.

12.4 Process Flow Interaction Diagram