

Safety Management System

Cornwall Council

Ports and Harbours

May 2019

Safety Policy

The Council recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and stakeholders affected by its activities (for example members of the public, school pupils, service users, visitors, contractors etc.). The Council will do this by assessing the possible risks and establishing suitable and adequate risk control measures. The Council is committed to complying with all relevant health and safety legislation. The Council does, however, recognise that compliance with legislation is only a minimum requirement, and will therefore strive to improve and achieve higher standards.

The management of health and safety is regarded as an integral part of the Council's business activities with health and safety objectives regarded as being of equal importance to other corporate objectives. The Council is committed to continuous improvement in health and safety performance and to this end will develop a Corporate Health and Safety Improvement Plan which includes key targets and objectives for improvement in health and safety management and risk control. Progress against the Plan will be monitored regularly by the Chief Executive and the Corporate Health, Safety and Wellbeing Group.

The Council will monitor health and safety performance to verify that the Council's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.

The Council is committed to the development of a climate in which a positive health, safety and wellbeing culture is developed and maintained. The Council will achieve this by:-

- Maintaining effective systems of communication on health, safety and wellbeing matters;
- Ensuring that there is sufficient competency within the organisation in terms of health and safety support and advice and ensuring that all employees and elected members are provided with sufficient information, instruction and training to enable them to fulfil their responsibilities as defined by this policy and supporting documents;
- Establishing and maintaining control by setting clear health, safety and welfare objectives and providing strong leadership;
- Securing co-operation between individuals, trade unions, employee safety representatives and working groups.

[Health and Safety Policy.url](#)

Application

This Policy applies to all Council operations, employees, elected members and where appropriate, contractors, service users, students and visitors.

Requirements

The Council will, so far as reasonably practicable:

1. Ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health, safety and welfare of staff and others affected by Council work activities;
2. Ensure that a sufficient number of competent persons are available to advise the Council on its legal requirements for health and safety and on current best practice;
3. Ensure that suitable and sufficient assessments of all significant risks to staff, visitors and other third parties from its work activities are completed and recorded;

[Corporate Risk Assessment Form](#)

[RA1 Form Specific Risk Assessments June 09.doc](#)

4. Ensure that all significant risks are either removed or adequately controlled;

[Port Marine Safety Code Nov 2016.pdf](#)

[A Guide to Good Practice on Port Marine Operations Feb 2018.pdf](#)

[Hydrographic Survey Policy.doc](#)

[Dredging Policy for CC Harbours.doc](#)

5. Provide and maintain plant and systems of work that are safe and without risks to health;
6. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

7. Maintain any place of work under its control in a condition that is safe and without risks to health;
8. Provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
9. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its elected members and employees including temporary staff and visitors;
10. Provide information on risks for visitors and employees of other organisations who are working in Council premises;
11. Report and investigate incidents and near misses to actively prevent further accidents and cases of work related ill health;
12. Consult employees and/or their representatives recognised by the Council in matters affecting their health and safety;
13. Make arrangements for the provision of a suitable occupational health service for staff;
14. Ensure that suitable disciplinary procedures are in place for employees who fail to comply with this policy;

Responsibilities

General Organisation for Health and Safety

This Section outlines the chain of responsibility for the successful implementation of health and safety management within the Council.

Elected Members

Members of the Cabinet and other elected members have a duty to:

- Comply with the requirements of this policy.
- Receive a Health and Safety briefing.
- Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- Monitor, via reports, the overall performance of the Council's health and safety management systems and ensure that any decision made is in line with the Council's own policies and procedures as they relate to health and safety.

Chief Executive

The Chief Executive is directly responsible for the overall development and implementation of the Corporate Health and Safety Policy and will carry out the

duties outlined in the Health and Safety Commission and Institute of Directors Guidance 'Leading Health and Safety at Work – Leadership Actions for Directors and Board Members'.

Designated Person and Duty Holder

With regard to the Port Marine Safety Code the Designated Person is the Maritime Manager and the Duty Holder is the Full Council.

Line Managers, Supervisors and Team Leaders (Maritime Manager, Harbour Master)

Line Managers, Supervisors and Team Leaders will;

1. Ensure the day-to-day health, safety and welfare of their team and that corporate health and safety policies and procedures are implemented at local level.
2. Recognise the extent of their own personal liabilities under health and safety law and ensuring they are fully conversant with their own health and safety responsibilities.
3. Ensure that the objectives and content of the Health and Safety Policy are fully understood, implemented and observed by employees directly under their control.
4. Ensure that all employees under their control are made aware of their duties and responsibilities in line with the Corporate Health and Safety Policy.
5. Ensure that their employees are individually accountable for their health and safety performance.
6. Ensure that a positive health, safety and wellbeing culture is evident and that a proactive approach to health and safety management has been adopted within their team. Also, demonstrating personal commitment to health and safety by leading by example.
7. Ensure that their team recognises health, safety and wellbeing as an integral element of their work, and that health and safety is given equal status alongside other operational needs.
8. Ensure that their employees' role profiles contain specific areas of responsibility for health and safety management relevant to their function.
9. Ensure that staff are adequately consulted on matters that affect their health and safety. As a minimum, 'health and safety' should be included as a standing item at team/management meetings. Also, ensuring that recognised trade union safety representatives and other employee representatives within their team are properly consulted regarding health and safety and in good time.

10. Co-operate and work in close liaison with the Corporate Health, Safety and Wellbeing Team to achieve a safe working environment.
11. Ensure staff directly under their control (including agency/relief employees, part time employees and students undergoing school-based teacher training) are provided with adequate health and safety induction on joining the Council.
12. Ensure adequate health and safety training, information, supervision and instruction is provided for specific health and safety related responsibilities, tasks, projects or equipment. Refresher training must also be provided periodically as appropriate.
13. Ensure his/her own attendance at corporate health and safety induction programme and receive local health and safety induction.
14. Ensure that all new employees directly under their control attend Corporate Induction.
15. Ensure that adequate training records are kept.
16. Ensure that employees are provided with comprehensive and adequate information about the health and safety risks from their work activities (via corporate policy and guidance, local manuals, specific written safe working procedures or local rules etc.) and that this information is regularly reviewed to ensure that it is up-to-date.
17. Ensure that all significant health and safety risks arising from work activities of their team are properly assessed, recorded and reviewed and that risks are reduced or controlled as far as is reasonably practicable and according to the hierarchy of risk control required by the Management of Health and Safety at Work Regulations.
18. Ensure that the findings of risk assessments, including revisions, are effectively communicated to the relevant employees.
19. Identify key priorities and areas for improvement in health and safety management and risk control and contributing to the Directorate Health and Safety Improvement Plan.
20. Ensure that all accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health are reported promptly following the requirements of the corporate incident reporting procedure.
21. Ensure that suitable local incident reports are kept.
22. Ensure that incidents are properly investigated to establish causal factors and any preventative action required.
23. Ensure that details of individuals who pose a risk of violence and aggression to Council employees are shared corporately by recording on the Corporate Cautionary Contacts List.
24. Ensure that all employees report accidents, significant near misses, incidents of violence and aggression and cases of work-related ill health to their line manager and are made aware, during their induction, of the reporting procedure.
25. Ensure that employees are provided with adequate and suitable equipment, to ensure their health and safety, as identified through the risk assessment

process and that this equipment is properly installed, maintained in a safe condition and that when personal protective equipment is required it is provided free of charge.

26. Ensure that safe systems of work pertaining to the work activities of their team are developed, implemented, controlled and monitored.
27. Ensure that all employees under their control are made aware of the first aid and fire/evacuation arrangements for their place of work.
28. Ensure that adequate welfare facilities are provided for staff and are maintained to a satisfactory standard.
29. Ensure that adequate health and safety records are kept to satisfy legal and Council Health and Safety Policy requirements and ensure that legal compliance can be readily demonstrated.
30. Monitor and review the health and safety performance of their team and reporting as necessary to the Maritime Manager.
31. Ensure that they are familiar with their own Service Area contingency planning arrangements to control potentially serious hazards or situations of imminent danger, and understand their own roles and responsibilities within those plans.
32. Give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.

Line Managers (Senior Maritime Assistant, Moorings Officer, Pier Master)

Responsibilities will involve the following:

1. Setting an example to all employees on all matters relating to safe working and health.
2. Participating in the completion of risk assessments for the preparation of, or amendment of, safe systems of work and ensuring a review on an annual basis.
3. Ensuring that safe systems of work are understood by all concerned and are implemented/monitored.
4. Ensure that emergency procedures are clearly understood by all staff i.e. fire, accident etc.
5. Initiating disciplinary action whenever any of the relevant provisions of the Health and Safety at Work Act 1974 or the relevant safe working practices are not complied with.
6. Lifting Tackle:
 - Ensuring that the design and specification of lifting tackle and equipment is the responsibility of design engineers.
 - Ensuring that inspection or repair is carried out by the appropriate qualified person.

- Controlling the issuing, testing and commissioning, repair, inspection and recording of all lifting tackle.
 - Ensuring that only identified, stamped and registered lifting tackle of the correct safe working load (SWL) is permitted to be used.
 - Ensuring the safe use of mobile, overhead cranes, fixed lifting beams, etc. and that, where fitted, they display their correct SWL.
7. Ensuring that tools and equipment are suitable for the specified job.
8. Machinery Guards
- Ensuring that machinery is not used unless properly and adequately guarded except when undergoing inspection or maintenance procedures.
 - Ensuring guards are maintained in good condition.
 - Arranging inspection of guards at regular scheduled intervals and publishing inspection timetables.
9. Use of Corrosive or Dangerous Substances
- Ensuring compliance with the COSHH Regulations
 - Ensuring that rules for the collection, transportation, use and disposal of all corrosive or dangerous substances are instituted.
 - Ensuring that others are aware of these rules and comply with them.
10. Ensure that other staff fulfil their health and safety responsibilities as detailed in the Policy.
11. Work Planning
- Ensuring when new work is planned that safety aspects are fully considered, by use of the risk assessment process, by all concerned including operatives as required.
 - Ensuring that new plant is certified as safe before being put into use.
12. Site Regulations
- Ensuring that all site regulations are known to contractors, sub-contractors and their employees and that they are observed.
 - Ensuring that all site regulations are known to other employees and that they are observed.
 - Ensuring that all visitors to the site are made aware of site regulations.
13. Ensuring that all necessary fire prevention safeguards are provided and maintained and that all employees and third parties are aware of instituted practices to minimise the risk of injury or damage from fire.
14. Protective Clothing
- Prepare and update schedules of protective clothing and equipment for each occupation.
 - Ensuring that the agreed clothing and equipment is available and is worn or used as necessary.

Employees

All Council Employees will:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
2. Co-operate fully with the Council on all matters pertaining to their health and safety at work.
3. Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
4. Report promptly, in the first instance to their manager any accidents, injury, significant near miss, incident of violence and aggression or cases of work related ill health.
5. Report to the relevant manager any identified defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
6. Wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
7. Observe safety rules, complying with codes of practice, corporate policies and guidance and adhering to safe working practices at all times.
8. Acquaint themselves with, and comply with, the procedure to follow in case of fire or other emergency.
9. Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
10. Undertake local health and safety and safety induction.
11. Attend corporate induction within twelve weeks of employment.
12. Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

Section Meetings

To facilitate the consultation process with all Maritime employees, a standing agenda item relating to health and safety will be included. This item will be used by the employer to communicate developments in health and safety, by any maritime management team to communicate and discuss local arrangements relating to health and safety and for employees to consult and raise issues specific to their health and safety.

These arrangements do not replace the requirement for managers and/or employees to raise concerns, where those concerns need to be addressed urgently to reduce or eliminate risks in activities currently undertaken or which are planned to occur prior to the above meetings taking place.

Section Meeting Agenda:

[Maritime Meeting.doc](#)

PROCEDURES**1. REGULATING THE SAFE ARRIVAL, DEPARTURE AND MOVEMENT WITHIN THE HARBOUR OF ALL VESSELS**

Any vessel wishing to use the ports and harbours will fall into one of the following categories:

1. Vessel using one of the lay-up berths in the upper reaches of the Port of Truro
2. Vessel using the Dry Dock in Penzance
3. Coastal vessel berthing at Lighterage Quay, Truro or alongside quays in Penzance.
4. Vessels berthing in the Wet Dock, Penzance.
5. Fishing vessels berthing on moorings, quays or pontoons together with general fishing activity (including aquaculture) within harbour limits.
6. Passenger and vehicle carrying ferries, water taxis, angling and tripping boats.
7. Leisure activity including sailing, motor boating, water skiing, canoeing, kayaking etc.
8. Other specialist craft involved in work or berthing within the harbours i.e. dredgers, survey craft, marine civil engineering etc.

1. *Vessel using one of the lay-up berths in the upper reaches of the Port of Truro.*

- Initial enquiry generally through ships agents or owner giving vessel details including loa, draft, crew numbers, period of intended stay, special characteristics, berth availability, date and time of movement etc.
- All vessels on lay-up berths require a pilot, unless they are under 60m using P7A/P8. Refer to 'The Embarkation and Disembarkation of Pilots – Code of Safe Practice'

[The Embarkation & Disembarkation of Pilots Code of Safe Practice - July 2017.pdf](#)

- Copy of 'Mooring Conditions and Environmental Code of Practice' sent to the agent/owner for signature and to ensure conditions are followed.
- Passage Plan available on web site prior to vessel arrival or brought on board by pilot. King Harry Ferry informed if vessel to berth north of the chains.
- Tugs will be considered by the pilot based upon the vessel, weather conditions, berth and any deficiencies. See also Special Category Movements. Consider Restricted Visibility criteria if appropriate.

[Port of Truro ENTRY 1.doc](#)

[Special Category Movement Form.doc](#)

[A and P Towage Guidelines.pdf](#)

[Application for towage operation v2.docx](#)

[Charter Tug Procedure V2.docx](#)

[Workboat Safety InfoV3.pdf](#)

[Guidelines commercial operations in restricted visibility.pdf](#)

- Harbour Authority craft will be in attendance in order to move any craft anchored in the swinging areas and to ensure small craft do not interfere with the berthing operation.
- Harbour staff will ensure adequate communication between ship/pilot and harbour launch.
- Harbour staff when engaged with the mooring up operation will ensure that they have read and understood the relevant risk assessment (see Safety File)
- On completion of mooring up (fore and aft ropes, inter-ship and stern anchor lines) there is to be a final check to ensure that the vessel is secure on the berth.
- Collect and copy Ships Fire Plan sending one copy to the Fire Brigade, and retain one copy at the Harbour Office and return original to ship.
- Spot-checks on vessel's mooring lines when involved in general maritime duties afloat or after periods of bad weather.
- Regular surveys undertaken on mooring equipment.

[Truro and Penryn Navigation Risk Assessment 15 October 2010.pdf](#)

[Truro and Penryn NRA Review 01.pdf](#)

[19UK1550 TruroPenryn NRA Update to include The ARC.pdf](#)

2. Vessel using the Dry Dock in Penzance

- Original enquiry from Ships agent/Owner/Dry Dock Company stating gross tonnage, length, draft, propulsion type, whether bow thrust fitted and any deficiencies.
- Pilotage is non-compulsory and the maximum size of vessel that can use this facility is 70m loa with a beam of 11m
- Prior to the vessel entering the Dry Dock the passage plan will be discussed between the Master, Harbour Master and Dry Dock Manager either at a face to face meeting or over the radio if vessel is anchored and not alongside. Consider restricted visibility criteria if appropriate.
- Berthing assistance from harbour authority owned and other workboats based in the harbour will be considered. See towage guidelines for small workboats. No workboats will be engaged in towing operations unless fit for purpose which will include appropriate staff training.
- Harbour staff will operate the Ross Bridge, liaising with Council Highways staff in order to control vehicular traffic.

[Penzance Risk Assessment Issue 1.pdf](#)

[Penzance NRA Update 02.pdf](#)

[Manoeuvring assessment - 01-06-17.pdf](#)

3. Coastal vessel berthing at Lighterage Quay, Truro or alongside quays in Penzance.

- Original enquiry from ships agent, owner or dry-dock stating vessels name, gross tonnage, length, draft, propulsion type, whether bow thrust is fitted, any deficiencies etc.
- Pilotage is compulsory for all vessels over 60m in Truro and non-compulsory for vessels in Penzance. Refer to 'The Embarkation and Disembarkation of Pilots – Code of Safe Practice' in the case of Truro.
- Main consideration for berthing in Truro is available depth of water which can be affected by wind direction, rainfall and barometric pressure.
- Passage Plan available on web site in the case of Truro prior to vessel arrival or brought on board by pilot. King Harry Ferry informed if vessel to berth north of the chains. Passage Plan for Penzance will be available ...
- Tugs will be considered by the Harbour Master and pilot based upon the vessel, weather conditions, berth and any deficiencies. Harbour workboats will be considered by the Master/Harbour Master. See also Special Category Movements. Consider Restricted Visibility criteria if appropriate.

- Mooring gangs to ensure area is clear of unauthorised personnel, take and secure ships lines, ensure waste facilities are available and in the case of Penzance check whether fresh water is required.

4. Vessels berthing in the Wet Dock, Penzance

- Wet Dock currently manned all year round from 2 hours before to 1.5 hours after HW
- Priority given to Gry Maritha and larger vessels
- Radio Communications between Gry Maritha and larger vessels established between Master of vessel and harbour staff.
- Navigational lighting checked on lock gates to ensure correct sequence is shown.

5. Fishing vessels berthing on moorings, quays or pontoons together with general fishing activity (including aquaculture) within harbour limits.

- Fishing vessels of various sizes will make use of moorings, alongside berths and pontoons in all of the ports and harbours. Some will have their own particular berths whilst others will use a common area for landing fish and shellfish or use a berth for repairs to be carried out.
- All fishing gear left ashore should be kept in bins, tidy piles etc. and away from the quay edge to avoid any possibility of trips and falls.
- Any fishing operations taking place within harbour limits will require gear to be well marked and not to be placed within any navigable channel
- Wherever possible fishing vessels will be kept within the same area to avoid any conflict with other users
- Bait must be kept in sealed bins, bait room etc. to avoid causing nuisance.

[Safe Access to Fishing Vessels and Small Craft.pdf](#)

6. Passenger and vehicle carrying ferries, water taxis, angling and tripping boats

- Tripping boats to contact King Harry Ferry (Truro) when navigating across the route, with the ferry having priority. Navigation lights on the ferry will indicate direction of travel
- Tripping boats in Newquay will use steps on the South Pier regulated by the Harbour Master or the Low Water Landing Stage at Fly Cellars.

- Tripping boats in Penzance operate from the Albert Pier, Lighthouse Pier or the Slipway. Occasionally small passenger craft come from the Isles of Scilly and who must inform the Harbour Master when they wish to land.
- Prince of Wales Pier in Falmouth is the main hub for ferries and tripping boats on the Fal/Helford Estuary. There are all year round ferry services to Flushing and St Mawes, with seasonal links to Truro and Trelissick. The Pier is managed by a seasonal Pier Master and all operators have to have a permit to ply for hire from here. There are byelaws and conditions attached to the permits which cover the operation of these activities.
- Tripping boats in St Ives sometimes need to transfer passengers in open waters and there is an agreed Voluntary Code of Practice for this operation in force.

[Voluntary Code of Practice \(3\).doc](#)

- Harbour byelaws cover the use of ferries, tripping boats and water taxis together with any boat and boatman licencing undertaken by the Council.

7. Leisure activity including sailing, motor boating, water skiing, canoeing, kayaking etc.

- Navigational bye-laws cover leisure craft used in the harbours and which will be updated.
- Wherever practicable separate areas will be identified for competing use.
- Harbour Masters Notices will be issued when required i.e. large regattas, events etc.
- Weekend cover in harbours and on the water will be undertaken during the summer period to ensure byelaw enforcement and to be of assistance to harbour users.
- Facilities will be provided for visiting craft, including moorings, pontoons and alongside berths thereby ensuring that fairways are kept clear and mooring equipment is well maintained.

8. Other specialist craft involved in work or berthing within the harbours i.e. dredgers, survey craft, marine civil engineering etc.

- Specialist craft includes diving, marine civil engineering, dredging and other similar types of activity.
- Harbour Master will issue a Harbour Master Notice warning harbour users of any intended activity

- Harbour Master to ensure that specialist craft operators are aware of any activity likely to affect their operations
- Ensure that any Diving work conforms to HSE Code of Practice
- Complete Diving Permit/Work Permit when diving/hot work takes place.

[Commercial Diving Projects Inland&Inshore.pdf](#)

[Bude Port Operations Manual - Revision 1 Jan 2011.docx](#)

[Newquay Port Operations Manual - Revision 1 March 2012.docx](#)

[Portreath Port Operations Manual - Final May 2014.docx](#)

[St Ives Port Operations Manual - Original March 2013.docx](#)

[Port Operations Manual POW Pier - Jan 2019.docx](#)

[Portscatho Port Operations Manual Original December 2016.docx](#)

[Portwrinkle Port Operations Manual - Updated March 2018.docx](#)

2. PROTECT THE GENERAL PUBLIC FROM DANGERS ARISING FROM MARINE ACTIVITIES WITHIN THE HARBOUR

- Ensure that no unauthorised people enter on to commercial quays. This may be achieved by signage, issuing of permits and through security measures such as fencing and gates.
- Where the general public have access to quay areas ensure that there is an adequate amount of life saving equipment. Such equipment is to be checked and maintained at regular intervals with all such work being recorded.
- The quays should be kept in a clean and tidy condition wherever possible to avoid slips trips and falls.
- Signage should be mounted at strategic locations in order to ensure the public are aware of any risks.
- Ensure that emergency and counter oil pollution plans are kept up to date and exercises undertaken at regular intervals. There is to be an adequate stock of counter oil pollution equipment (i.e. sorbent material, booms etc.) available to cater for those ports which are required to manage a Tier 1 spill. Other ports not falling into this category will also have access to stockpiles of counter pollution equipment.
- Ensure that harbour byelaws are upheld and that any breach results in an oral warning in the first instance together with any investigation, written warning and/or prosecution if required.

- Promote safe navigation through all possible means including signage, leaflets, regulations, patrols and talks.
- Ensure that any vessels that are used for hire have been licenced and any boatmen qualified.

3. CARRY OUT ALL FUNCTIONS WITH SPECIAL REGARD TO THEIR POSSIBLE ENVIRONMENTAL IMPACT

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 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 and Targets will be made available on-line and at the Harbour Offices to all staff and harbour stakeholders. The Objectives and Targets 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. They shall also 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, as well as 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.

The following issues have been considered:-

- Discharges from Pleasure Craft
- Anchoring and Mooring Policy
- 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 Consumption
- Water Consumption.

Operational control of activities such as fibre glassing, sanding, cleaning steps and jetties, oil pollution clean-up, painting (anti-fouling), cleaning sump oil/hydraulic oil/cleaning bilges, , assessing dredging requirements, assessing suppliers, energy and water consumption all have detailed work instructions in order to lessen any deleterious effects.

The port of Truro is a relevant authority within the Special Area of Conservation (SAC) Management Group and also has a management agreement with Natural England over the Site of Special Scientific Interest (SSSI) in the Upper Reaches of the Fal Estuary. All of the ports and harbours have a duty to exercise their functions with regard to nature conservation and other related environmental considerations (Section 45A Harbours Act 1964 – inserted by the Transport and Works Act 1992)

Other ports and harbours are within or near Special Protection Areas, Marine Conservation Zones, Marine Protected Areas, Heritage Coast etc.

[Environmental Management System - Updated March 2019.docx](#)

4. PREVENT ACTS OR OMISSIONS THAT MAY CAUSE PERSONAL INJURY TO EMPLOYEES OR OTHERS, OR DAMAGE THE ENVIRONMENT

- Develop the safety culture of the maritime Section
- All staff to become pro-active in the development of risk assessments
- Develop the Environmental Management System and the Safety Management System as 'hands on' and iterative documents for all staff to use.

Port Marine Operations

1. Anchorages

Safe anchorages should include reference to the holding ground, size of vessel, likely weather conditions and requirements for passing vessels.

- Production of information leaflets, including charts, outlining anchorages for small craft.
- Information leaflets and other publications, including byelaws, making reference to vessels not to anchor in or near fairway.
- Commercial coastal shipping uses anchorages on an ad hoc basis.

2. Wrecks

- Any wreck likely to be or become a danger to navigation is to be marked within 24 hours.
- Once on site any wreck to be risk assessed in terms of its likely effect on the safety of other vessels and the environment.
- Where practicable wrecks are to be broken up and removed from site.

3. Aids to Navigation (AtoN's)

- Navigable channels will be marked in order to show the safest fairway for vessels and may include altering the existing or introducing new navigational aids.
- Wherever possible and practicable all navigational aids will be lit.
- AtoN's will be periodically checked for position and light characteristic (where appropriate) and recorded.
- All navigation aids will be periodically checked and maintained with a service record for each AtoN.

- 90% of all AtoN's will be restored within 96 hours.
- Consent from Trinity House will be sought prior to any permanent change of AtoN's.
- Risk assessments for each navigational aid will be incorporated in the service record.

4. Harbour Works

- Dredging or other civil engineering works likely to affect navigation will be promulgated through a Harbour Master's Notice.
- All vessels engaged in harbour are to carry the correct navigational shapes and/or lighting.
- Other requirements such as additional lighting, signage etc. may be required subject to risk assessment.
- Results of any hydrographic survey will be made immediately available to the UK Hydrographic Office. Any shoal depths will be investigated and a Notice to Mariners issued if likely to be a navigational hazard.

5. Incident Investigation

- Any incident will need to be investigated in a proportional manner and with the view of ensuring that any lessons are learned.
- As a result of any investigation prosecution could follow.