

# Marine Safety Plan 2024 to 2027



# Introduction

The Ports & Marine Facilities Safety Code (“the Code”) sets out a national standard for every aspect of port marine safety. Its aim is to enhance safety for everyone who uses or works in the UK port marine environment. It is endorsed by the UK Government, the devolved administrations and representatives from across the maritime sector and, while the Code is not mandatory, these bodies have a strong expectation that all harbour authorities will comply. The Code is intended to be flexible enough that any size or type of harbour or marine facility will be able to apply its principles in a way that is appropriate and proportionate to local requirements.

The Code is applicable both to statutory harbour authorities and to other marine facilities which may not have statutory powers and duties. These are collectively referred to throughout the Code as ‘organisations’ and may include, but are not limited to, the following:

- Statutory Harbour Authorities (SHAs)
- Competent Harbour Authorities (CHAs)
- Municipal Port or Harbour Authorities
- Trust Port or Harbour Authorities
- Private Port or Harbour Authorities
- State-owned Port or Harbour Authorities
- Ministry of Defence dockyards and marine facilities
- Non-statutory port and harbour facilities
- All other marine berths, marinas, terminals, piers and jetties even if they are located within, or adjacent to, an SHA

Cornwall Council is a Statutory Harbour Authority (SHA) under the ‘Cornwall Harbours Harbour Revision Order 2023’ for Bude, Newquay, Portreath, St Ives, Penzance, Penryn, Prince of Wales Pier, Truro, Portscatho and Portwrinkle. Cornwall Council Maritime Service also manage Marine Facilities at Fish Strand Quay (Falmouth), Riverbank (Looe), Downderry and Saltash. Cornwall Council is also Competent Harbour Authority (CHA) under the Pilotage Act 1987 for Truro, Penryn, Penzance and St Ives.

Cornwall Harbours Board (a Harbour Management Committee) was set up following best practice, identified in the DfT Ports Good Governance Guidance, and it operates as a committee of Cornwall Council. Board role and function is described in the Memorandum of Understanding (MoU) between the Council and the Board, last reviewed in 2023 following The Cornwall Harbours Harbour Revision Order being made.

This plan covers a three-year period from 11th January 2024 to 11th January 2027.

## Policies

Cornwall Harbours Board have several policies in support of the management and regulation of maritime operations. These strategic policies are embedded in the MSMS and are approved by Cornwall Harbours Board.

- Statement of Policy
- Marine Safety Policy
- Conservancy Policy
- Enforcement and Prosecution
- Environment Policy
- Training Policy

## Management of Marine Operations

The Cornwall Harbours Board meets the guidance of The Ports & Marine Facilities Safety Code through the creation of a Marine Safety Management System. This structured around the hierarchy of Legislation, Regulation, Policies, Safety Management, Procedures and Instructions covering all functions and activities of the Maritime Service.

A comprehensive overview of Cornwall Harbours Board's Marine Safety Management System which supports the delivery of this Plan is detailed in a separate document. The components of the Marine Safety Management System are as follows:

- 1.1 Legislation, Regulation, and Policies
- 1.2 Maritime Management, Duties, Roles and Structure
- 1.3 Training, Competence and Appraisals
- 1.4 Risk Assessment
- 1.5 Byelaws and Directions
- 1.6 Standard Operating Procedures & Manuals
- 1.7 Conservancy
- 1.8 Licensing & Permits
- 1.9 Pilotage
- 1.10 Publications, Forms, Notices, Website & Newsletters
- 1.11 Emergency Response Plans
- 1.12 Management Plans
- 1.13 Maritime Reporting Procedures
- 1.14 Management Review & Inspections
- 1.15 Audit and Improvement Plans
- 1.16 Stakeholders

External audits of the MSMS are undertaken on an annual basis by the Designated Person.

All locations consistently and proactively review their risk assessments for all identified hazards and when required, identify control measures to mitigate those risks to a level which is tolerable and following 'As Low As Reasonably Practicable' (ALARP) principles.

The Council will operate and maintain its harbours and marine facilities so that they are in good repair and are fit for purpose. The harbour recognises its duty of reasonable care for harbour users to ensure that any vessel using them can do so safely. The Council will ensure that commercial pressures are managed without undermining the safe provision of services and the efficient discharge of its duties.

## Management Objectives

Management Objectives for the Marine Safety Plan have been split into two sets, the first addresses 'Standing Objectives' the second set addresses 'Period Objectives'.

This plan is owned by Cornwall Harbours Board, on behalf of the Duty Holder, and aims to address high level targets which will benefit all port and harbour locations and fulfils the requirement of the PMSC for the Duty Holder to maintain a 'Marine Safety Plan'.

## Standing Objectives

	Number	Provision	Objective	Target	Evidence
	1	Duty Holder	Duty Holders to have received training on their role and responsibility under the Code in the last three years.	100% of Duty Holders Trained	Published in Annual Report
			Cornwall Harbour Board Members to have undertaken an operational tour of all Cornwall Harbour in the last three years.	100% of Board members undertaken an awareness tour	Published in Annual Report
	2	Designated Person	Report by the Designated Person to the Duty Holder at least once per year.	Annually	Report submitted to Duty Holder and a presentation to the Harbour Board
	3	Legislation	Review legal duties and powers at least once every three years.	Three years	Management Review Meeting
	4	Duties and Powers	MAIB Reportable Incidents: make all reports to the MAIB within 24 hrs, with investigation followed up.	24 hrs initial report, investigation sent at incident close	Maritime Activity Report
			Incidents recorded and investigated (if necessary) within the agreed timeframe.	Initial Action 7 days, Investigation Closed in 30 days	Maritime Activity Report
	5	Risk Assessment	All Marine Risk Assessments to be in date.	100% in-date	Monitored at Monthly Meeting and published in Annual Report

	Number	Provision	Objective	Target	Evidence
	6	Marine Safety Management System	All Policies reviewed on a three-yearly basis	Three years	Management Review Meeting
			The Marine Safety Management System will be reviewed annually (or following any significant incident, industry or legislative changes)	Annual Review	Internal Audit and published in Annual Report
	7	Review & Audit	External PMSC Audit	Annually	Report to Cornwall Harbours Board and published in Annual Report
	8	Competence	Ensure staff with marine safety responsibilities are trained to undertake their duties	100% of Essential & 50% of Desirable training completed	Maritime Activity Report and published in Annual Report
	9	Plan	Publish a three yearly 'Marine Safety Plan' (this plan)	Report in date	External Audit
	10	Conservancy Duty	Aids to Navigation: Three-year performance meets or exceed IALA performance threshold	Cat 1 = 99.9% Cat 2 = 99.0% Cat 3 = 97.0%	Monitored at monthly meeting and published in Annual Report
			Hydrographic surveys in date	100% compliance with standard set in Conservancy Policy	Monitored at monthly meeting and published in Annual Report

## Period Objectives

	Number	Provision	Objective	Target	Responsible Officer
	1	Duties and Powers	General Directions	Introduce General Directions for harbours with no or insufficient Byelaws.	Maritime Manager
	2	Duty Holder	Marine Facilities	Identify Marine Facilities within Harbour Areas and seek assurance on compliance with PMSC.	Harbour Masters
	3	Competence	Training	Issue Training Matrix and ensure all staff have appropriate training as required to undertake their duties.	Business and Compliance Manager
	4	Marine Safety Management System	Management of Navigation	Carry out a Formal Risk Assessment of Local Port Service in line with MGN 401.	Harbour Masters
	5	Conservancy Duty	Aids to Navigation	Review all AtoNs across harbours and detail on Harbour Assist (including third parties).	Harbour Masters
	6	Marine Safety Management System	Liaison and consultation with stakeholders	Improve lines of communication in place with Harbour Users Groups and establish the Combined Cornwall Harbours Users Group.	Maritime Manager



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1.1 – issued 14 January 2026

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