



North Sunderland Harbour

Safety Management System

Section 2 - Marine Safety Plan  
2024 - 2027

## Scope

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

## Purpose

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

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

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

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

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

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




## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement
1.	Annually review NSH SMS Policies and the Compliance Plan. Show it has been reviewed after a relevant incident or accident.  Complete SMS rewrite to be complete by Q2 2024.	North Sunderland Harbour SMS Policy Statement. North Sunderland Harbour SMS Compliance Plan. Marine Enforcement and Prosecution Policy.	2024	When all documents are fully reviewed.	
			2025		
			2026		
2.	To publish current Policies and Marine Safety Plan on the NSH website.	Uploads to website and maintain document version control.	2024	When all documents are uploaded.	
			2025		
			2026		
3.	Annually review the utility of all NSH harbour legislation – especially mindful of HRO's progress.	To keep a rolling review of changes required to harbour legislation identified through accident/incident/audit/operations changes. On approval of the HRO, review all NSH legislation and documentation.	2024	When review conducted end 2024.	
			2025		
			2026		




## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement 
4.	Annually review and update NSH Port Risk Assessments.	To identify navigational hazards and risk assess. To identify & document controls to mitigate risks to an acceptable level (ALARP).	2024	When Risk Assessments reviewed.	
			2025		
			2026		
5.	To establish an NSH incident reporting system. To investigate and complete all navigational incidents within one month. Show feedback into SMS.	Identify opportunities for improvement and ensure policies and procedures reviewed where applicable.	2024	Reporting system established. Incidents investigated and reported within one calendar month.	
			2025		
			2026		
6.	Commission regular Internal and External PMSC audits.	An annual internal review, annual DP review and three year peer review to ensure effectiveness of the Safety Management System and compliance to the PMSC.	2024	Complete when annual DP internal audit carried out.	
			2025		
			2026		
7.	Annually review Oil Spill Response, LEF & Emergency Plans. Conduct and report on Tier 1 and 2 exercises.	North Sunderland Harbour OSRP. Annual Review of Marine Emergency Plans and Procedures.	2024	Annual review and exercises carried out.	
			2025		
			2026		



## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Completion Measure	Achievement 
8.	To ensure all NSH staff are managed, trained, their needs identified, and they are competent to undertake their duties.	Undertake annual appraisals with all staff, to ensure training needs are met.	2024	Job descriptions written, performance assessed, and development needs identified.	
			2025		
			2026		
9.	Publish NSH performance against this Marine Safety Plan annually.	Publish NSH performance as to how it has performed in relation to this plan at AGM and regularly to the Commissioners.	2024	Performance published	
			2025		
			2026		
10.	Annual compliance check by Trinity House.	Ensure navigational aids are incorporated in the inspection and maintenance regime.	2024	Trinity House Inspection passed.	
			2025		
			2026		



## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement
11.	Commission annual port hydrographic survey and if required, commission a dredge campaign.	Annually determine need for dredging after port survey.	2024	Port is surveyed and dredged fit for purpose.	
			2025		
			2026		
12.	All Commissioners are trained and understand Duty Holder responsibilities.	Annual PMSC refresher training for Commissioners and new joiners.	2024	All Commissioners trained.	
			2025		
			2026		
13.	Writing and agree a new Mooring, Vessel Licensing and Berthing Policy.	To maximise conservancy potential and to meet needs of all harbour users.	2024	New Policy written and accepted.	
			2025		
			2026		
14.	Establish and maintain a Harbour Users Group (HUG)	To provide a vehicle for stakeholder to express their opinions on the running of the port.	2024	HUG established and working.	
			2025		
			2026		



## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement
15.	Update the Harbour Users Code of Conduct.	Update the present document or discard if overtaken by events.	2024	Code of Conduct assessed.	
			2025		
			2026		
16.	Write an NSH Master Plan and accompanying Finance Plan against which performance can be measured.	5 or 10 Year Master Plan written.	2024	Master plan published.	
			2025		
			2026		
17.	Write and update following policies: Health and Safety. Drugs and Alcohol. Enforcement Policy. IT Policy including CCTV & website.	Policies written.	2024	Policies written and published.	
			2025		
			2026		
18.	Update Port Bunkering and Waste Oil Storage Plan.	SMS Section 7 updated - waste oil tank reviewed.	2024	Waste Oil Policy updated.	
			2025		
			2026		



## Marine Safety Plan 2024 - 2027

No.	Objective	Action	By when	Measure of success	Achievement
19.	Implement port estate maintenance and upkeep plan.	Record, plan and fund port estate maintenance and replacement.	2024	Port maintenance plan and routine in place.	<span style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span>
			2025		
			2026		
20.	New Pontoon Installed.	MMO grant accepted, and new boarding pontoon bought and installed.	2024	Pontoon in place.	
			2025		
			2026		
21.	Implement and hold Annual General Meetings.	At a suitable venue – hold an AGM.	2024	AGM held!	
			2025		
			2026		
22.	Port fridges replaced and user policy written.	MMO Grant accepted, and all port users agree to user policy.	2024	New Fridges installed and looked after correctly.	
			2025		
			2026		