



Lochboisdale Harbour

Safety Plan for Marine Operations 2019-22

Interim Performance Assessment June 2020

Lochboisdale Development Limited
Statutory Harbour Authority
for the Lochboisdale and Gasay Port
Oifis Stòras
Daliburgh
South Uist
Western Isles



Executive Summary

This interim assessment of performance against the Safety Plan for Marine Operations 2019-22 (the Safety Plan) finds that, for the assessment year to June 2020, Lochboisdale Development Limited (LDL), statutory harbour authority for the Lochboisdale and Gasay Port:

- successfully operated a Marine Safety Management System (MSMS) compliant with the Port Marine Safety Code (PMSC)
- substantially delivered first year activities needed in order to realise the Safety Plan targets over the three-year plan period
- has given, and continues to give, high priority to modifying LDL's Safety Management System where appropriate in order to respond properly to the ongoing COVID-19 health emergency
- still faces challenges with:
 - a. completing risk assessments and incident investigation reports promptly
 - b. ensuring adequate harbour staffing in the event of absences and emergencies
 - c. producing and delivering a plan for training/exercising responses to emergencies
 - d. updating the Port Facility Security Plan and security clearing a suitable pool of staff
 - e. producing a suitable hydrographic policy for the Port
 - f. ensuring that Action Lists are regularly updated, reviewed and used to prompt and report management action.

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Document Production and Approval

Version	Date	Purpose	Lead Author	Reviewers	Approved by	Status
1.01	17Mar2020	Initial draft	A Norman			DRAFT
1.02	18Jun2020	Revised draft - with detail as Action List	A Norman			DRAFT






The Detailed Interim Performance Assessment

The detailed interim performance assessment is set out in Annex 1 in the form of an Action List where:

- The left-most column summarises the commitment set out in the Safety Plan under the six headings which appear in the Table below
- The middle columns set out current Responsibilities and Target Dates
- The right-most column presents the interim performance assessment in the form of a status report which in-turn is summarised by the green/orange/red traffic light symbols to indicate *delivery in full*, *partial delivery* or *not at all* for each element of the Safety Plan.


The traffic lights facilitate a focus on elements of the Safety Plan that warrant management action.


The traffic lights also provide an approximate means of assessing overall performance, namely the 50 or so elements of the Safety Plan currently summarise as follows:

Table	Delivery of Elements of the Safety Plan:	 Plan delivered	 Partial delivery	 Not delivered
1	Accountability	3	0	0
2	Performance Recording	1	0	1
3	The Port Marine Safety Code – What does it require of a Safety Plan?	8	2	0
4	LDL Policy – What does it require?	2	1	0
5	Key Components of Safety Plan for 2019-22	13	4	1
6	Specific Targets	7	10	1
TOTALS		34 = 63%	17 = 31%	3 = 6%

Conclusions and Recommendations

It can accordingly be concluded that LDL continues to comply with the Port Marine Safety Code and that a first annual Interim Performance Assessment of the current 3-year Marine Safety Plan indicates that:

66% of elements of the Safety Plan are rated  meaning *delivered in full* which gives confidence that the Safety Plan is being actively managed and implemented

8% of elements have a  *not delivered* rating and need action

26% of elements are rated  being *partially delivered* and needing further action.

The Action List in Annex 1 facilitates future management updating, review and action.



See bottom of Table for Abbreviations

Annex 1 ACTION LIST

Safety Plan for Marine Ops 2019-22	Action By	Target Date	Status @ May 2020
1 Accountability			
See bottom of table for abbreviations			
1.01 Duty Holders are accountable for <i>Marine Safety Management System</i>	LDL Board of Directors	Ongoing	● Board properly constituted throughout the period to May 2020 & accepts accountability
1.02 Chief Executive has overall responsibility for health and safety	LDL Board of Directors	Ongoing	● D Taylor, Chief Executive from Oct2020 accepts overall responsibility of H&S
1.03 Harbour Master responsible day-to-day for <i>MSMS</i> and exercise of HM powers re <i>Harbour Empowerment Order</i>	LDL Board of Directors /Chief Exec	Ongoing	● DA Currie, HM from Sep2019 accepts responsibility for day-to-day operation of <i>MSMS</i>
2 Performance Recording			
2.01 Report performance measures to Board of Directors – see Annex 2	HM	Ongoing	● Performance measures routinely reviewed at meetings of the LDL Board of Directors
2.02 Clarify definition of performance measures to protect data integrity	HM	31/10/2020	● Clear definitions needed for quay utilisation, risk assessment and risk control measures
3 Safety Plan for Marine Ops 2019-22			
What does <i>Port Marine Safety Code</i> require?			
3.01 Publish <i>Safety Plan & Performance Assessment Reports</i> at least every 3 yrs	HM	31/12/2019	● <i>Safety Plan 2019-22</i> and <i>Report 2016-19</i> are published on harbour website. Next <i>Safety Plan</i> will be for 2022-25
3.02 Indicate how policies/procedures will be developed to satisfy the requirements under the Code.	HM	31/12/2019	● Para 5 of the <i>Safety Plan</i> refers to <i>MSMS</i> Policy 3P which deals with production and publication of <i>Safety Plans</i> and <i>Reports</i>
3.03 Commit to manage marine ops in a way that safeguards the harbour, its users, public & the environment	LDL Board of Directors	31/12/2019	● Paras 15 and 16 of the <i>Safety Plan</i> make these commitments
3.04 Refer to commercial activities, efficient provision of services & effective regulation of vessels including near miss reporting	LDL Board of Directors CE/HM	31/12/2019 30/06/2020	● Paras 16 of the <i>Safety Plan</i> refers ● Near-miss/incident reporting needs higher priority in future. Report for Campervan Fire now drafted and needs distribution
3.05 Explain how commercial pressures will be managed without undermining safe/efficient service delivery	LDL Board of Directors CE/HM	31/12/2019 31/08/2020	● Para 16 of the <i>Safety Plan</i> refers ● More explicit explanation warranted?
3.06 Duty holder to publish an assessment of performance against plan	LDL Board of Directors	31/12/2019	● Latest published <i>Performance Assessment</i> on harbour website is for <i>2016-19 Safety Plan</i>
3.07 Performance Assessments to use info from <i>MSMS</i> monitoring/auditing	LDL Board of Directors	31/12/2019	● See performance records attached to <i>Safety Plan</i> and <i>Designated Person</i> reports
3.08 Form of <i>Safety Plan/Report</i> will be for LDL to determine whilst complying with the <i>PMS Code</i>	LDL Board of Directors		
3.09 Publication of <i>Safety Plans</i> and <i>Reports</i> on website is encouraged	LDL Board of Directors	31/12/2019	● <i>Safety Plan 2019-22</i> and <i>Performance Assessment 2016-19</i> currently on website



Annex 1 ACTION LIST

Safety Plan for Marine Ops 2019-22	Action By	Target Date	Status @ May 2020
4 Safety Plan for Marine Ops 2019-22			
What does LDL Policy require?			
4.01 MSMS Policies & Overview Policy 3P requires production/publication of Safety Plan & Reports every 3 years	LDL Board of Directors	31/12/2019	<ul style="list-style-type: none"> ● MSMS-P&O, Safety Plan 2019-22 & Performance Assessment 2016-19 all on website ● MSMS-P&O signatures need updating ● DP advises prepare Interim Performance Assessments approx annually. This doc is the first such Interim Performance Assessment
5 Safety Plan for Marine Ops 2019-22			
Key Components			
5.1 Marine Safety Management Polices			
5.11 Declare LDL general policy on health and safety			● See the MSMS - Policies & Overview document, June 2019 - on harbour website
5.12 Declare LDL detailed policy re each of the PMS Code elements			● Ditto
5.13 Provide for an independent audit of MSMS by a Designated Person			<ul style="list-style-type: none"> ● David Phillips appointed DP in Oct2018 ● DP has reported regularly since then incl full audit Dec18 & interim reviews Mar+Jun20 ● All DP reports have confirmed LDL compliance with Port Marine Safety Code
5.14 Regular review/updating of MSMS – Policies & Overview			● Last review led to publication of MSMS-P&O Jun2019 on harbour website. Next full review 2021/22. Interim reviews for specific policies whenever necessary.
5.2 Marine Directions, Risk Assessments & Standard Operating Procedures			
5.21 Publish General Directions to masters of vessels	LDL Board of Directors	31/12/2019	● Now on harbour website
5.22 Annual risk review: marine and navigational hazards	HM/CE/ LDL Board	31/09/2020	● 2019 review published on harbour website Latest review underway Jun2020
5.23 Annual risk review: land-side hazards	HM/CE/ LDL Board	31/09/2020	● Latest review underway Jun2020
5.24 Standard Operating Procedure (SOP) & Notice to Mariners (NtM) re marine traffic lights – annual update	HM	30/04/2020	● Update prepared before COVID-19 pandemic and shelved as not needed during lock-down Remains ready to finalise post lock-down
5.25 SOPs for lifting equipment such as quayside crane, mobile boat hoist, disabled crew lift, 3rd party craneage and other landside ops	HM	31/08/2020	● Plan needed for 2020 review/updates of lifting equipment SOPs
5.26 Emergency Preparedness Plan	HM	31/08/2020	● Plan needed for 2020 review/updates and training/exercises
5.27 Oil Spill Contingency Plan	HM	31/05/2020	● Plan accepted by MCA. MOU with CalMac and training/exercise needed post COVID-19



Annex 1 ACTION LIST			
Safety Plan for Marine Ops 2019-22	Action By	Target Date	Status @ May 2020
5.28 Port Facility Security Plan	CE/HM		● Update plan and resubmit to DTp Identify staff & progress security clearances
5.29 Port Waste Management Plan	HM		● Plan accepted by MCA ● Identify performance/quantity measures for waste monitoring as suggested by MCA
5.3 Marine Safety Management Priorities			
5.31 LDL commit to manage marine ops to safeguard harbour, its users, public and environment, consistent with its powers and authority	LDL Board of Directors	04/03/2020	● Duty Holders reaffirmed this commitment as part of its strategy review at the LDL board meeting 04 March 2020
5.32 LDL to ensure, whenever possible, efficient/effective Port services and in event of disruption for whatever reason, LDL will make safety of people and vessels a priority	LDL Board of Directors	04/03/2020	● Duty Holders reaffirmed this commitment as part of its strategy review at the LDL board meeting 04 March 2020
6 Specific Targets			
6.1 Navigational Incidents			
6.11 No major incident resulting from a shortcoming of LDL's <i>MSMS</i>	HM	31/05/2020	● No major navigational incident in the year to May 2020
6.12 Incident Reports: submitted promptly to Duty Holders and relevant statutory bodies as appropriate	HM	31/07/2019	● Incident Investigation Report for Jun2019 campervan fire incident now substantially drafted and needs final distribution
6.2 Conservancy			
6.21 Hydrography / Bathymetry: policy and procedure for regular surveys & publication of sea-bed depths etc	HM		● Advice sought from D Phillips Plan needed to draft policy and SOP for CE and Duty Holder approval
6.22 Pontoon Use: vigilance re pontoon integrity and vessel moorings	HM	Ongoing	● No significant pontoon incidents in the year to May 2020
6.23 Aids to Navigation (AtN): Meet the required availability and reporting to NLB of AtN within the SHA	HM	Ongoing	● 100% availability in the year to March 2020
6.24 Admiralty Publications: Promptly advise of changes needed to nav. charts & other Adm. publications	HM	Ongoing	● Plan needed to review other Admiralty publications and identify desired changes
6.25 Other Cruising Guidance: Promptly advise of changes needed to well-used cruising club guides etc	HM	Ongoing	● Plan needed to review other well-used publications and identify desired changes
6.3 Marine Risk Assessments			
6.31 Marine Risk Assessments: Review at least annually and publish updates on the harbour website	HM/CE/ LDL Board of Directors	31/09/2020	● 2019 review published on harbour website Latest review underway Jun2020. Needs finalising, CE acceptance and Board approval of publication
6.4 Byelaws, Directions & Notices			



Annex 1 ACTION LIST

Safety Plan for Marine Ops 2019-22	Action By	Target Date	Status @ May 2020
6.41 Harbour Byelaws: Review need	HM	30/11/2020	● Plan for review late 2020
6.42 General Directions: Publish following statutory consultation	HM	31/12/2019	● Published on harbour website
6.43 Notices to Mariners (NtM): Keep up-to-date	HM	Ongoing	● Currently up-to-date but NtM-03-2020 not yet published on website
6.5 Marine Services - Diving			
6.51 Diving at Work Regulations: Enforce	HM	Ongoing	● No reported enforcement difficulties during the year to May 2020
6.52 Diving Incidents: No major incident	HM	Ongoing	● No reported diving incident during the year to May 2020
6.6 Staff Training and Certification			
6.61 Oil Spill Training: Keep MCA Level 4 certification for at least 2 persons to act as On-Scene Commanders	CE/HM	Ongoing	● HM is MCA4 certified. 2 nd person identified and will be sent for training post lock-down
6.62 Security Training: Keep at least 2 persons security cleared/trained to facilitate cruise ship visits	CE/HM	Ongoing	● May warrant postponement pending post COVID-19 review of the market – but beware of time needed to security-clear personnel
6.63 Emergency Preparedness: Briefings, training and exercises incl with other stakeholders	CE/HM	31/12/2020	● Plan for joint oil spill exercise with CalMac and MOWI. Plan still needed to produce comprehensive emergency response training
6.7 Liaison and Consultation			
6.71 Regular Stakeholder Meetings: incl with Harbour User Group (at least twice yearly) and with CalMac Ferry Terminal staff (more frequently)	HM	Ongoing	● Harbour User Group meeting Oct2019 CalMac meeting Oct2019 Re-establish meeting schedule post COVID-19
6.8 Audit of Marine SMS			
6.81 Annual Designated Person audits of MSMS + interim reviews of specifics	CE	Ongoing	● Last full audit Dec2018, last interim report Jun2020, next planned for Autumn 2020

Abbreviations	
AtN	Aid to Navigation
CE	Chief Executive
COVID-19	Coronavirus
DTP	Department of Transport
HM	Harbour Master
LDL	Lochboisdale Development Limited
MCA	Maritime & Coastguard Agency
MOU	Memorandum of Understanding
MSMS	Marine Safety Management System
NLB	Northern Lighthouse Board
NtM	Notice to Mariners
PFSO	Port Facility Security Officer
PMS Code	Port Marine Safety Code
SHA	Statutory Harbour Area
SMS	Safety Management System

