



Seaham Harbour Marina

**Port Marine Safety Code**  
**Marine Safety Plan**  
**2024 – 2027**

## **Introduction**

Seaham Harbour Community Interest Company (SHCIC) has committed to comply with the requirements of the Port Marine Safety Code (PMSC), which includes the publication of a Marine Safety Plan.

The plan details how SHCIC conducts marine management and operations within Seaham Harbour Marina limits, in a safe and effective manner. It has responsibility for ensuring safe access to the marina and its facilities, safety of vessels, the general public and users of Seaham Harbour Marina. Further duty is to conserve and improve the marina and its environment.

The plan is intended to cover a rolling three-year period but will be refreshed and checked for continuing relevance on an annual basis.

### **1. Marine Policy**

SHCIC has published a Marine Policy, confirming the Duty Holder's commitment to compliance with the PMSC. The latest version of the policy can be downloaded from the Seaham Harbour Community Interest Company website ([www.seahammarina.com](http://www.seahammarina.com)). This policy is supported by additional marine policies covering training, as well as other corporate policies, particularly health and safety.

### **2. Marine Procedures**

Operational procedures within SHCIC are described in the Safety Management System. Safe Systems of Work are reviewed on a regular basis by the marine managers.

Together, the policy and procedures outline those activities which have been identified as necessary to ensure the safe and efficient management of marine activities in our marina.

### **3. Established Marine Activities**

The following activities are the responsibility of the Manager and are undertaken on behalf of the Duty Holder:

- Production and review documentation. (Policy and manuals).
- Ownership and maintenance of the system used for identifying hazards and assessing marine risks and recording and analysing marine incidents.
- Providing training, advice and guidance and review risk assessments for all identified marine hazards and when required, identify control measures to mitigate those risks to an acceptable level (As Low as Reasonably Practicable).
- Provision of guidance on consistent incident investigation.
- Sourcing supplies and services (such as safety equipment, oil spill response contractors, and training) which will contribute to consistent compliance with the PMSC, as well as deliver value for money.
- Providing, through regular internal and external audit, oversight of PMSC compliance on behalf of the Duty Holder, and identify improvement.

Furthermore, the following activities will normally be ongoing:

- Regular marine management team meetings.
- Creation and review of marine risk assessments using Safety Management System and reporting of incidents / conducting investigations.
- Regular consultation with marina users (“Stakeholders”).
- Training of marina staff.
- Production of and exercising of emergency plans.

#### 4. Management Targets for Continued Improvement (“Marine Safety Plan”)

This plan aims to address improvement targets which will benefit the marina, and fulfils the requirement of the PMSC for the Duty Holder to maintain a “Marine Safety Plan”.

Target	Description	Target	Time Scale
1	To ensure consistent application / implementation of the MSMS in the marina.	Successful annual internal audit. Review legislation on annual basis.	Annually.
2	Review Marine Policy.	Annual or as required by external factors	Annually.
3	Health and Safety	To comply with Health and Safety at work 1974 and subsequent legislation.	
4	Safety, Environment and Development	Maintenance of spill management risk assessment/plan  Maintenance of waste management plan, reviewed at three-year intervals or as required by legislation.	
5	Training	To ensure staff are suitably experienced and trained	

## Appendix – Continuous Improvement Plan

SHCIC seeks to continuously improve our compliance with the requirements of the Port Marine Safety Code, and reduce all foreseeable risks associated with marine operations to the lowest practical level.

This Continuous Improvement Plan outlines the process used to monitor ongoing compliance and facilitate continuous improvement towards best practice in marine operations.

The improvement plan will be cyclical in nature and follow the sequence below:

No	Task	Detail
1	Plan Audit Schedule.	Draft and issue in early January the audit schedule / plan for the year, including any specific themes that will be a focus during the year.
2	Undertake Audits.	Conduct audits at the marina according to the above plan. Follow up previous action points. Provide support and guidance as required.
3	Establish action points.	As a result of the audit, establish action points and areas for improvement.
4	Report.	Produce a written report containing visit findings within a reasonable time period, and clearly summarise any actions that is recommended / required to take to ensure improvement.
5	Keep “Marine Safety Plan” up to date.	Maintain a constantly updated database of actions / areas of best practice with due action dates and details of who is responsible for completing actions.
6	Disseminate outcomes.	Ensure that the marina is made aware of key improvement points and areas of best practice by appropriate means.
7	Regularly follow up action Progress.	Regularly review due dates of identified actions and prompt those responsible to feedback what has been achieved, closing out actions before due date. Proactively follow up any actions not complete by due date.
8	Repeat Cycle Annually.	