

Elizabeth Harbour & New North Quay | Risk Assessments and Standard Operating Procedures Policy

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Elizabeth Harbour Risk Assessments and Standard Operating Procedures Policy

1. Introduction

The purpose of this document is to provide an executive overview of those standards which underpin the risk assessments and standard operating procedures for the safe operation of Elizabeth Harbour restricted area and Terminal.

This is an interactive process and is only effective if all stakeholders participate in it. Our objective is to ensure a safe working environment for everyone concerned.

2. Roles and Responsibilities

The roles and responsibilities detailed herein are intended to provide general guidance and are not exhaustive. Additional duties are undertaken as deemed appropriate, to meet evolving operational needs and organisational objectives. All personnel share a collective responsibility to contribute to the safe and effective operation of the port. Safety is a shared priority, and active participation in maintaining safe practices is always expected.

2.1 Harbour Authority

The Harbour Authority is responsible for managing, maintaining and improving the harbours, policing, safety and security matters within harbour limits, and such other matters as the Minister may entrust to it.

2.2 Operational area management

The responsibility for the operational management of the port restricted area is delegated to an approved contractor by the Harbour Authority.

2.3 Ferry Operator

Ferry operators are responsible for passenger handling/marshalling ensuring that there is always a segregation with freight, during operations.

2.4 Stevedores

Solent Stevedores has been appointed as the sole provider for stevedoring services at the Elizabeth Harbour and New North Quay. They are therefore responsible for all cargo handling in the ERA and NRA, facilitating the discharge and loading of road going commercial freight.

2.5 Port users and Stakeholders

All users of the area have a responsibility for the safety and security of the Port and must be compliant with this document and associated documents outlined within.

3. Risk Management

To ensure compliance with the principles of the PMSC and subsequently the Port Operations Manual. The RAs and subsequent SOPs have been developed with input from Jersey Harbours' staff, Port Users and other interested parties.

The Elizabeth Harbour user group meet regularly, working collectively to ensure a safe working environment, endeavouring to reduce any risk arising from day to day operations to as low a level as reasonably practical. The RAs are reviewed by this group to jointly understand the risks involved within this operational area and to agree the acceptable level of risk.

As a result of the RAs, SOPs have been compiled to ensure that identified control measures are understood, in place and followed by all interested parties with the aim of safely managing the operation. These SOPs are written jointly under the user group and signed up to by all users. They are reviewed on an annual basis and/or in the event of an incident / change in circumstances to ensure they remain fit for purpose.

4. Hazard Identification

In accordance with the guidance given in the PMSC and its associated Guide to Good Practice on Marine Operations, activities that may pose a risk with respect to the safe and efficient operation of the port, need to be considered with particular respect to:

- a) Personal injury
- b) The environment
- c) Port operations
- d) Port users

Occurrence reporting plays a crucial role in understanding the risks and developing appropriate control measures to mitigate those risks. All stakeholders are urged to report to the Harbour Authority anything that occurs in the ERA and/or on PoJ Estate. In addition, it is essential that all users advise the Harbour Authority of any potential risks that have been identified which, in their opinion, could indicate a weakness in a RA or the control measures associated therein.

Examples of occurrences:

- a) Hazard spots – where a hazardous condition exists/existed
- b) Near misses – where an undesirable event is narrowly avoided
- c) Incidents – an uncontrolled or unplanned event that results in, or has the potential for, actual damage to property, a vessel or the environment or threat to the safety of personnel
- d) Accidents – an uncontrolled or unplanned event which results in injury and/or loss of life
- e) Critical equipment failures
- f) Failure to follow an operating procedure, code of practice or legal requirement
- g) An event considered reportable under the Health and Safety at Work (Jersey) Law 1989 or the Shipping (Jersey) Law 2002

5. Safe Systems of Work

The Code of Practice for Safety in Docks and Outlying Harbours, Health and Safety at Work (Jersey) Law 1989, and The CoP for Contractor Management underpin all practices undertaken within the Port.

5.1 Personal Protective Equipment (PPE)

At all times within the ERA and NRA, minimum appropriate PPE to be worn.

- Freight operations - High visibility vest/jacket, safety foot ware.
- Lifting operations - Hard hat, high visibility vest/jacket, safety foot ware.
- Vehicle marshalling – High visibility vest/jacket, safety foot ware.
- Working inside the 1 meter to an open quay edge - Lifejacket.

Individual company risk assessments may require additional measures.

5.2 ERA and NRA Inductions and Maritime Security Passes

Anyone working within the ERA and NRA must undertake the induction and be issued with the appropriate maritime security pass in accordance with the Harbour Authority's Port Facilities Security Plan (PFSP). Those users that do not fall under the requirement of a full-time security pass must be issued with a visitor pass. If the visitor has completed the online safety induction an escort may not be required. If the induction has not been completed the visitor must be escorted at all times by a Maritime security pass holder. For further information visit www.ports.je.

5.3 Ports Infringement Penalty Strike System (PIPSS)

All users should meet and achieve the minimum standards as set out in the POJ CoPs (available on the PoJ website [here](http://www.ports.je)) when carrying out functions in the workplace and work in accordance with the associated SOPs. Failure to comply may result in disciplinary action under the PIPSS. For further information visit www.ports.je.

5.4 Permits to Work and Contractor Management

Permits to work are governed by the Ports of Jersey Health and Safety Directive 14. Should users wish to undertake work within the ERA either directly or indirectly through a contractor, they must comply with the PoJ policy and CoP for contractor management and permit to work scheme. For further information see the Elizabeth RA Induction.

6. Incident Investigation & Management

Incidents are managed by PoJ through software called "Q-pulse". All incidents reported to PoJ are recorded in Q-Pulse and are assigned to a coordinator. The PoJ coordinator, in conjunction with the Marine Safety Manager, will oversee the investigation and will assign actions to an owner. The owner will carry out an investigation and report on the incident and identify any actions and learning outcomes. All incidents and the associated learning outcomes that occur within the ERA are discussed at the user group meetings and the regular Q-Pulse meetings. Additionally, any incidents that occur elsewhere within the Port or which are

communicated through 'Port Skills Safety' and that are relevant to the harbour operations are also discussed in the user group meetings.

7. Auditing

Auditing of the SOPs is undertaken on a regular basis to ensure users are compliant and the SOPs are fit for purpose. Any findings are reviewed and discussed and resulting actions assigned within the user group meetings.

8. Plans of Restricted Areas

Figure 1.0 | Elizabeth RA

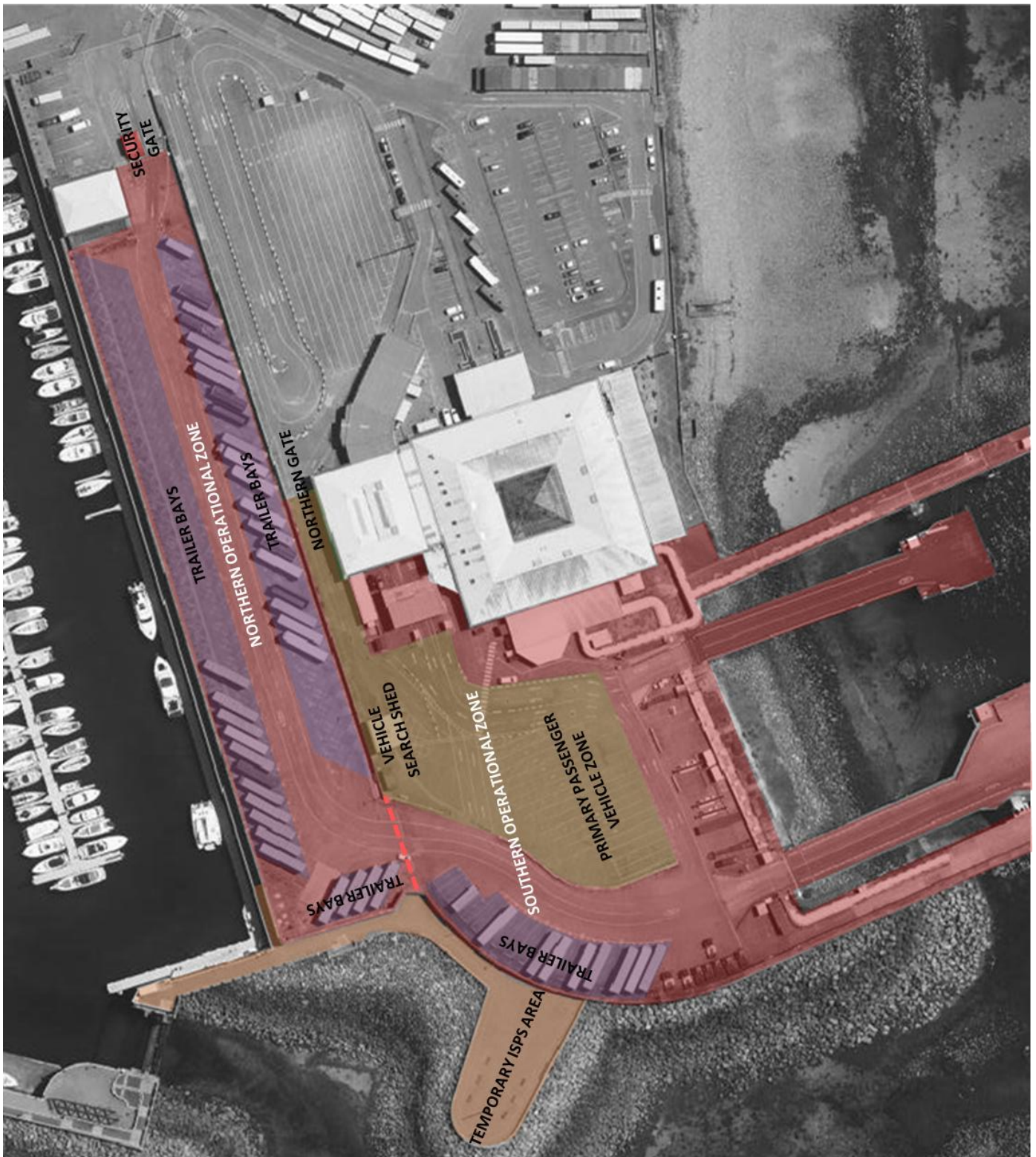
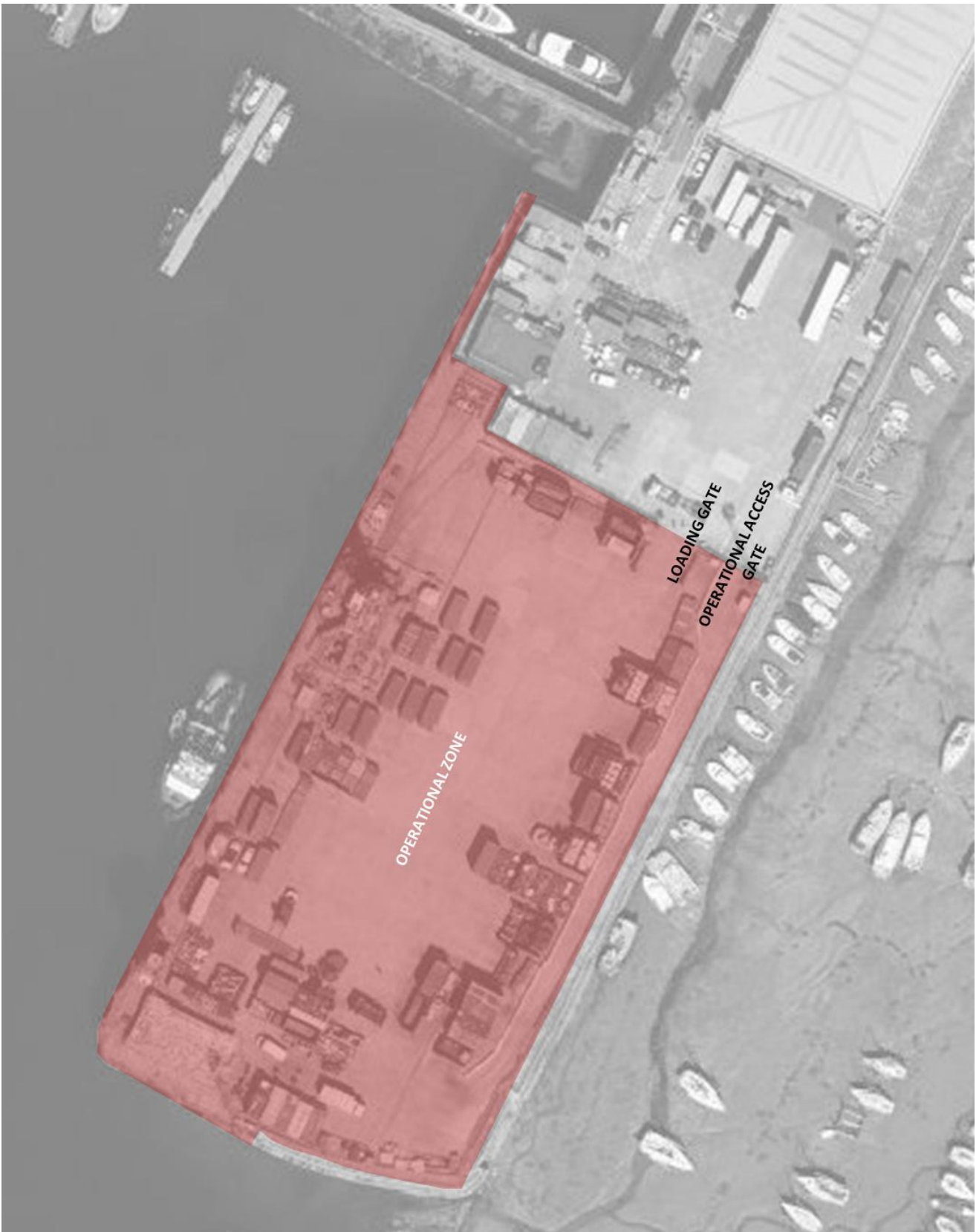


Figure 2.0 | NNQ RA



9. SOP & Policy Review and Updates Record

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10. Definitions and Acronyms

FO	Ferry/Freight Operator - Operates a service that carries passengers and or freight.
PAX	Passenger
PoJ	Ports of Jersey
ERA	Elizabeth Restricted Area An area under ISPS control and access is only to authorised personnel
NNQ	New North Quay
NRA	New North Quay Restricted Area An area under ISPS control and access is only to authorised personnel
PAX	Passenger(s)
PoJ	Ports of Jersey Limited
PFSO	Port Facility Security Officer
PFSP	Port Facility Security Plan
PIPSS	Ports Infringement Penalty Strike System
PMSC	Port Marine Safety Code
PPE	Personal Protective Equipment
RA	Risk Assessment
SOP	Standard Operating Procedure
SSL	Solent Stevedores
VTs	St Helier VTs