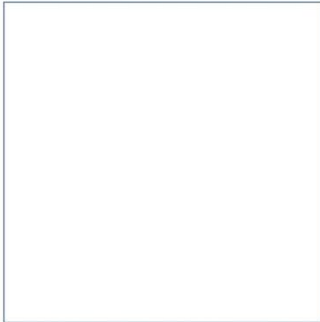
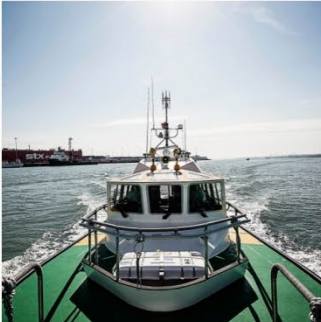
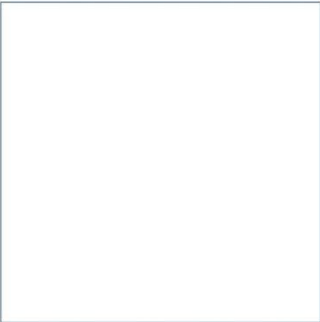
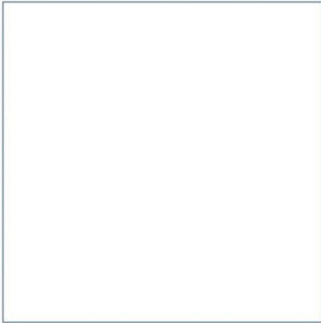


Peel Ports Group

Designated Person (PMSC)

Annual Report 2023

March 2023



Innovative Thinking - Sustainable Solutions

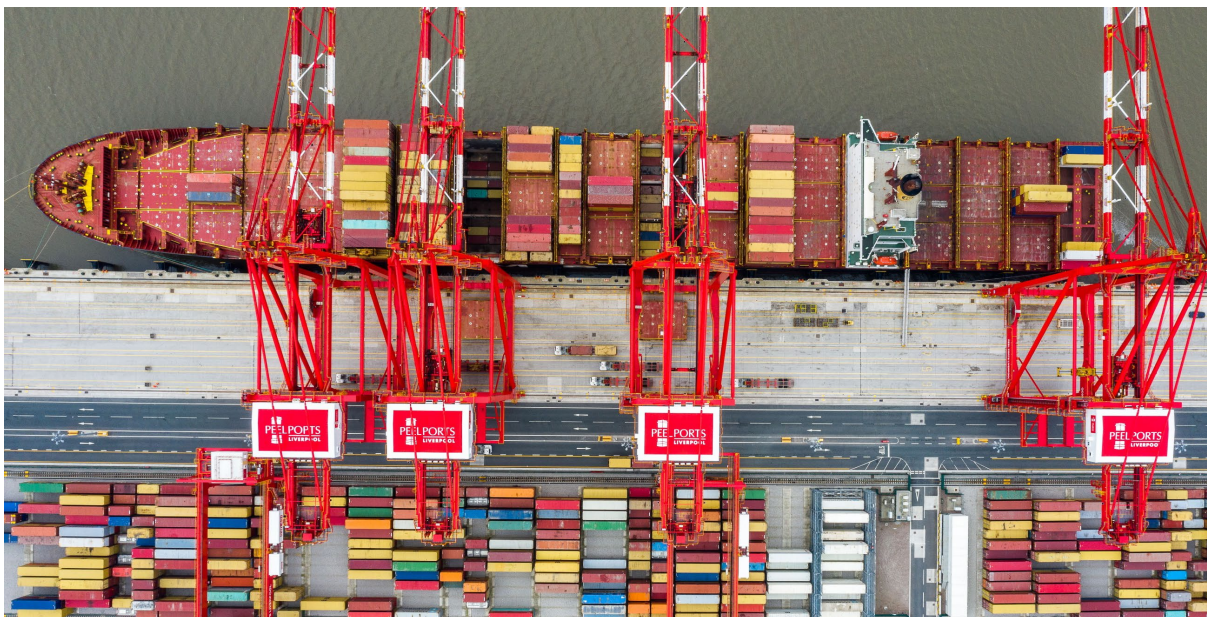


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Designated Person (PMSC)




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1 Introduction

This report is provided by ABPmer to the Peel Port Group of ports (PPG) and is written to inform the Duty Holders of their current status in respect of compliance with the Port Marine Safety Code published by the Department for Transport (DfT) and regulated through the Maritime and Coastguard Agency (MCA). The Port Marine Safety Code (DfT, 2016) is referred to within this report as 'the Code' and the accompanying Guide to Good Practice is abbreviated to 'the GtGP' (DfT, 2018). This document is presented as an annual report.

1.1 Designated Person service activities

The following activities have been carried out between 01 February 2022 and 28 February 2023:

- Quarterly Designated Person Data Monitoring:
 - Quarter 1 (Jan-Mar 2022) published 19 April 2022.
 - Quarter 2 (Apr-Jun 2022) published 14 July 2022.
 - Quarter 3 (Jul-Sep 2022) published 20 October 2022.
 - Quarter 4 (Oct-Dec 2022) published 20 January 2023.
- Duty Holder Training
 - Duty Holder training, delivered onsite in Liverpool, 21-22 February 2023.
- Presentation to the EHS Committee
 - DP presentation on the Compliance Journey and current status, 27 April 2022.

1.2 Regulatory changes

The January 2023 Port Marine Safety Code Steering Group was notified of DfT's plans to update the Code. The latest edition of the Code was published in November 2016 and is therefore six and half years old and had been subject to revision *circa* every three years. The break in the review cycle had been attributed to the Brexit process and COVID shifting Government's focus and resource.

The outline plan for the update is:

- The Code updated commenced in March 2023 with a start-up meeting, hosted by the DfT, with key attendees from industry (this includes the PPG Group Harbour Master). The main elements of the meeting were agreeing terms of reference, ways of working and next steps.
- DfT will lead on the Code update, aiming to provide a draft for comment in July 2023.
- It is intended to publish the Code in September 2023.
- The Guide to Good Practice revision will commence in July, with the aim of publishing this as a draft for comment in September 2023 – and potentially finalisation by November 2023.
- The above timeline is indicative and subject to change.
- The Compliance Exercise, requiring Organisations to respond to Government on the compliance status – is expected in 'the first half of 2024'.

2 Marine Safety Monitoring

To provide a measure of ongoing activities, safety development initiatives and performance against key measures, quarterly monitoring of marine safety indicators is provided by the Designated Person. The calendar year is summarised into four quarters (January to March, April to June, July to September, and October to December). A report is provided in the month following completion of each quarter; from this monitoring activity, the following observations have been drawn together and addressed in turn:

- Enhancements: 2020-2022;
- Marine risk assessments: 2019-2021;
- MAIB reportable incidents: 2019-2021; and
- Incidents per 1,000 moves: 2015-2021.

2.1 Enhancements: 2020-2022

Enhancement items are taken primarily from external and internal audit findings. Registration, progress and closure of enhancement items are monitored at a group level through the Group Enhancement Tracker which summarises all port specific enhancement items. Figure 1 shows the levels of activity throughout the period 2020 to 2022 inclusive.

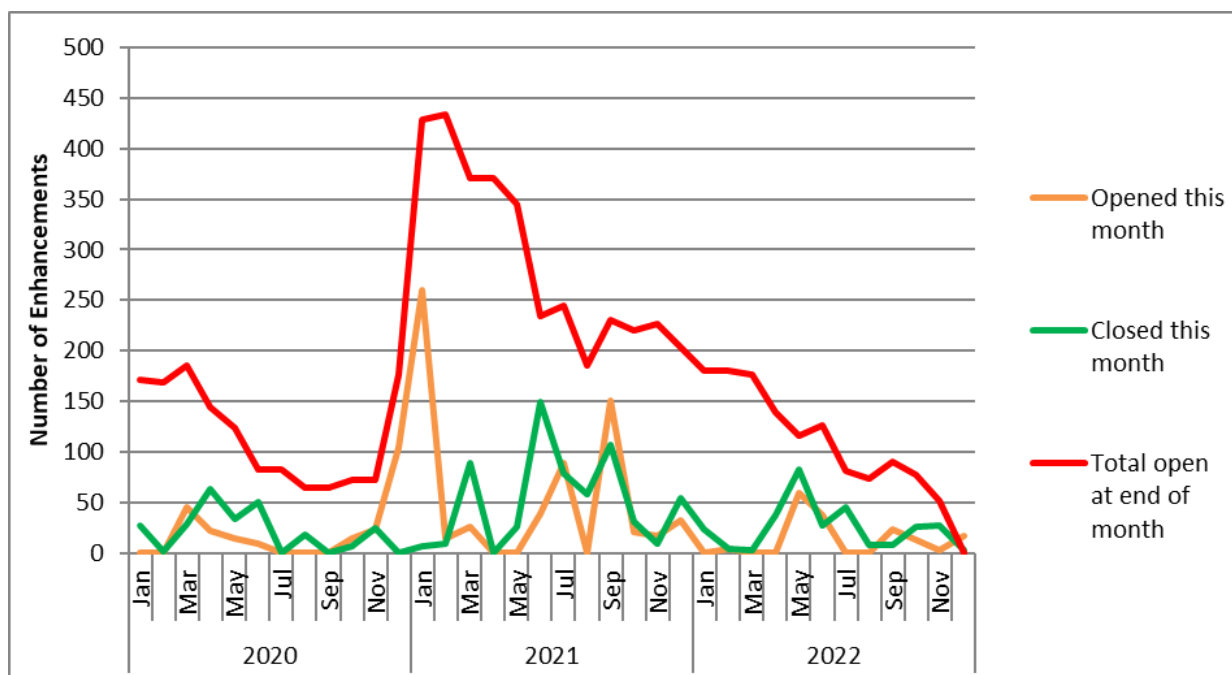


Figure 1. Enhancement Status

Figure 1 identifies the enhancements which are open, the number closed and the monthly open total for 2020 to 2022. During 2021 and 2022 the closure (green line) shows a variation over time with increased closure of enhancements during May to July 2022. This resulted in a gradual reduction in the total open enhancements (red line) which has dropped from a peak in January/February 2021 to a record of zero in December 2022. **The marine team is congratulated on their concerted efforts to address enhancements over this period.** The increase in open enhancements in December 2020 and January 2021 resulted from the round of external Designated Person conformity audits and the subsequent transfer of the recommendations to the enhancement tracker.

2.2 Marine risk assessments: 2020-2022

Cumulatively, there are 114 Marine Risk Assessments in place across the PPG Ports at the time of writing this report. Table 1 provides the assessment total per port. From information sampled during quarterly monitoring, between 30% to 50% of assessments are reviewed each quarter. This matches the Organisation's procedures for risk review, which requires assessments to be reviewed at least annually or following an incident.

Table 1. Marine risk assessments count per port

Port	Count of Marine Risk Assessments
Ardrossan	15
Clydeport	15
Great Yarmouth	15
Heysham	15
Liverpool	15
London Medway	25
Manchester Ship Canal	14
Total	114

In October 2021, Group Marine organised a workshop with representatives from each Port to review all risk assessments prior to moving to the new SAP Environment Health Safety Management (EHS) application. During this time, all the current risk assessments were reviewed and where possible were standardised across the Ports through consultation across the group. Ports are now carrying out the task of People, Environment, Assets and Reputation/Business (PEAR) scoring each risk assessment to fit in with their area of operation.

There are 114 **Marine Risk Assessment Projects** in SAP across the PPG Ports, **totalling 756 hazards** ('hazard' being the SAP terminology for a risk assessment). Table 1 provides a count of Marine Risk Assessment Projects (for example; Marine Pollution, Fire/Explosion, Diving, Mooring and Manoeuvring, etc). Within each project associated hazards are assessed.

The SAP system provides the functionality for reporting 'Risk Projects' where as previously, individual risk assessments were reported. This caused a jump to 629 risk assessments in Q1 of 2022 where the transfer of risk assessments from PRIMIS to SAP provided a mix of assessment process during the transition.

Figure 2 identifies the total risk assessment count per quarter, plus a total quarterly review and any time expired assessments. It is notable that there has only been a small number of expired risk assessments in 2021, totalling 8 across the year. Any expired risk assessments are a non-compliance with the PPG Marine Safety Management System (MSMS) requirement. Overall, the commitment to reviewing marine risk assessments is in accordance with the scheduled review cycle.

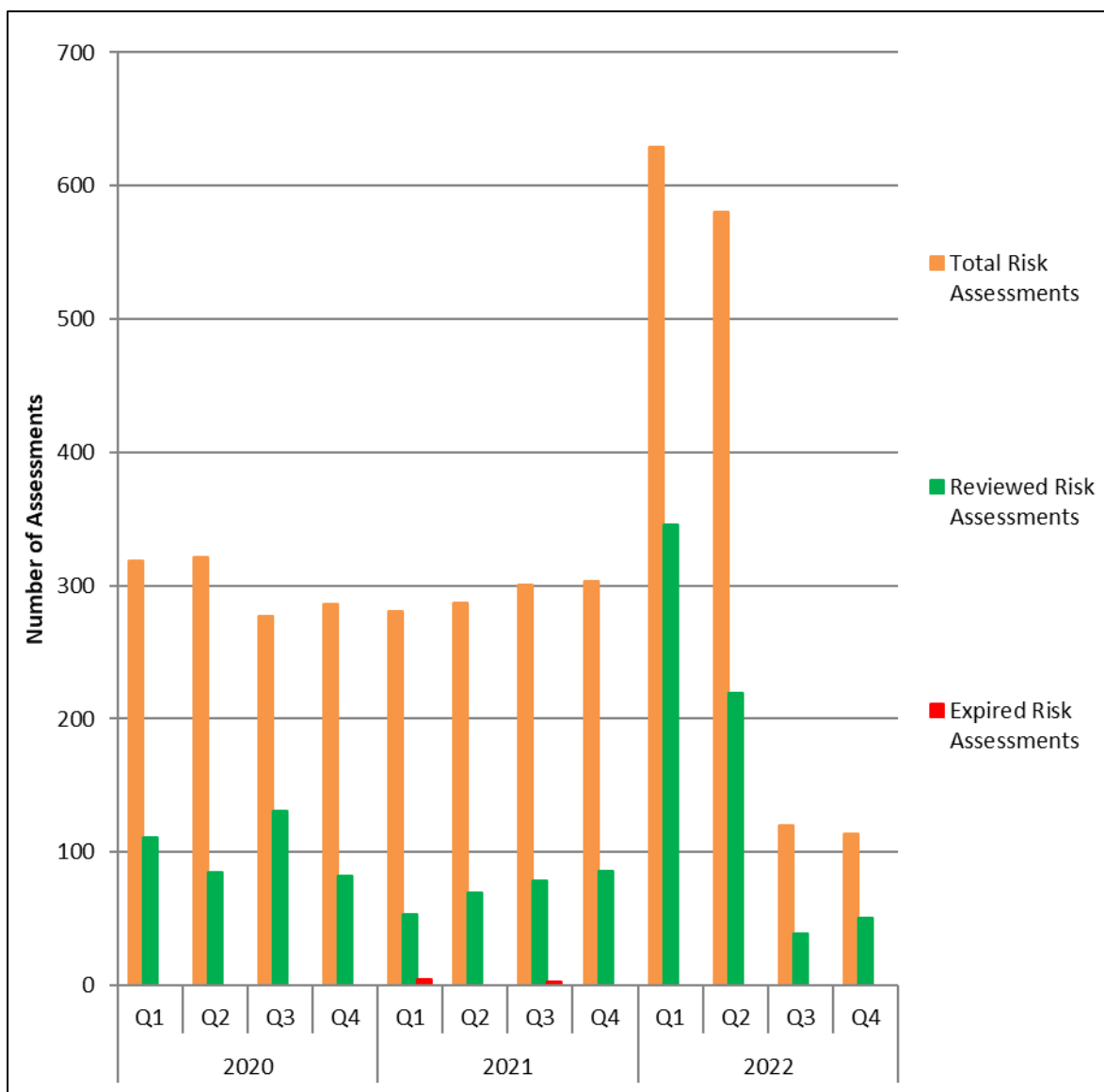


Figure 2. Risk Assessment count, review and expiry

2.3 MAIB reportable incidents: 2020-2022

Figure 3 presents MAIB reportable accidents for the three-year period 2020 to 2022. This data identifies that the average monthly MAIB reportable incident rate per port in the group is: 1.55 in 2020, 1.17 in 2021 and 1.25 in 2022. The lowest MAIB incident count was recorded at Ardrossan, with the highest MAIB incident count at Liverpool.

It should be noted that these figures excludes any incidents occurring in January or February 2023.

The Very Serious Marine Incident on the Clyde on 24 February 2023, involving the capsizing of a tug whilst conducting an act of towage, with the tragic loss of two lives, was reported to the Designated Person by the Group Harbour Master in a timely manner on the day of the incident. This reporting process followed expected procedures. No further comment can be made on this incident until investigation information is available.

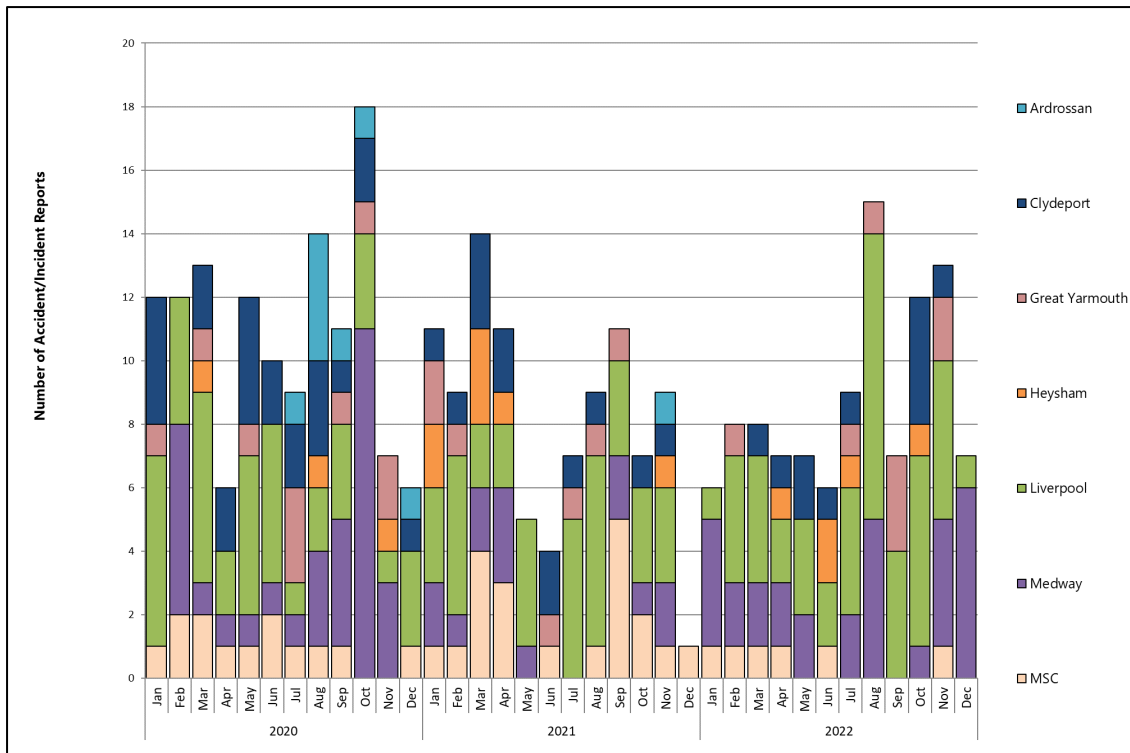


Figure 3. MAIB reportable incidents: 2020-2022

2.4 Cumulative MAIB reportable incident: 2015-2022

For 2022, the cumulative total of 93 incidents was recorded. The range of yearly incidents spans 161 in 2015, to 93 in 2022. The cumulative total for 2022 is noted as the lowest annual cumulative count since the beginning of the data. It is noted that 2021 and 2022 reportable incident totals are very comparable.

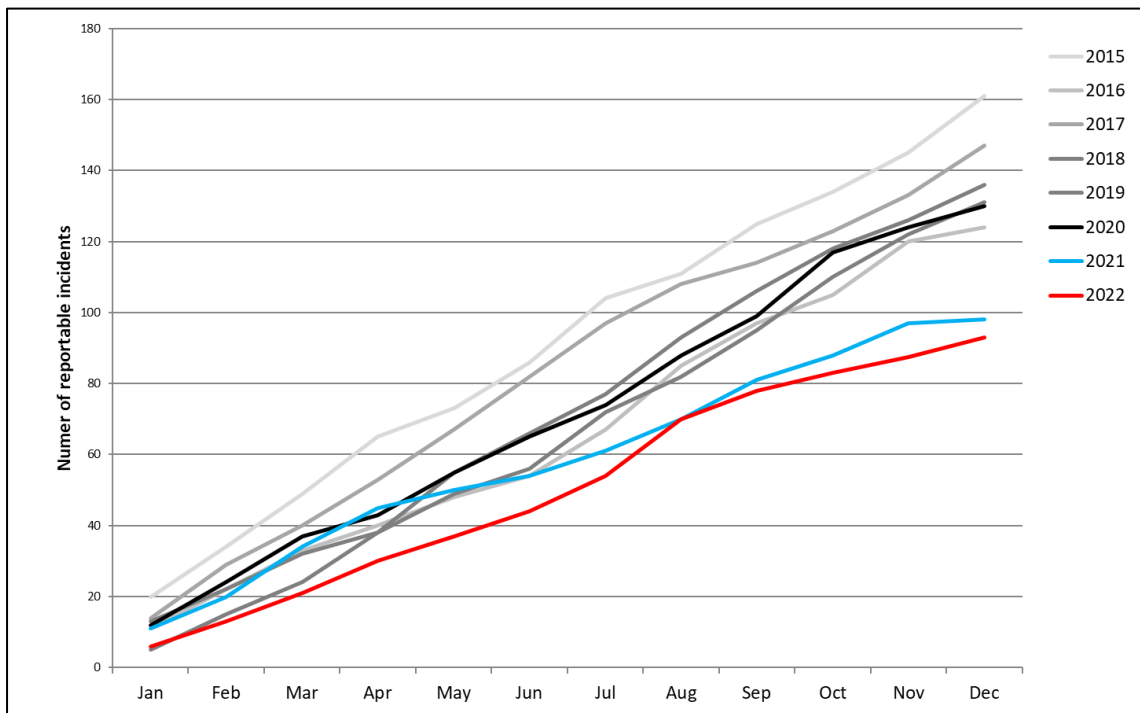


Figure 4. Cumulative incident reported: 2015 to 2022

3 Port Marine Safety Code

To provide the PPG Board with a high-level view on compliance, Table 2 provides a measure of PPG against the 10 sections of the PMSC. This assessment is judge on ongoing monitoring, Designated Person visits and findings from the latest external audits. A Red/Amber/Green (RAG) scale is used to identify how PPG compares to the requirements of the Code. A red item indicates an aspect of the Code which is not being delivered, an amber indicates an area which is acceptable but improvements could be made. Green indicates a satisfactory performance.

Table 2. PMSC Duty Holder responsibilities comparison

No.	Topic	How the PPG Meets the Measure	RAG
1	Duty Holder	<ul style="list-style-type: none"> ▪ PPG has nominated individual Port Directors as the Duty Holder. This approach has been agreed with the MCA and tested through several MCA 'Health Checks'. ▪ The PPG 'Marine Safety Management System' (MSMS), Volume 1 titled 'Policy' (PPG, 2020) identifies the Port Directors as the Duty Holders for their respective Statutory Harbour Authorities. ▪ Duty Holder training has been attended by all Duty Holders, held in February 2023. This training also included senior PPG executives. Refresher training is required every three-years. ▪ Reports and briefings are passed to the Duty Holders by the Designated Person via quarterly report and annual reports. ▪ The Designated Person reports to Duty Holders on an annual basis and following completion of MSMS conformity audits. 	
2	Designated Person (DP)	<ul style="list-style-type: none"> ▪ PPG's has appointed an independent external Designated Person service provider; Capt. Trevor Auld is the named DP. ▪ ABPmer provide a service with a nominated Designated Person, working as part of a multi-disciplinary team providing a broader range of skills. ▪ The duties of the Designated Person are identified in Volume 1 of the MSMS, under the section titled 'Responsibilities'. 	
3	Legislation	<ul style="list-style-type: none"> ▪ PPG's local legislation is highly complexity (i.e., all ports in the Group have a history of local Acts/Orders providing varied duties, powers and responsibilities). This makes it difficult to implement a common Group approach. ▪ Further Harbour Revision Orders (HROs) with the aim of modernising Powers and Duties would provide benefits for Group management. This objective is being progressed. <ul style="list-style-type: none"> ○ Ardrossan: acts/orders have been compiled; one item is being sought from Parliamentary archives. ○ Clydeport: a full legal review by marine lawyers is complete, including acts/orders from 1825 to present day. ○ Medway: acts/orders have been compiled and are being reviewed by marine lawyers. ○ Great Yarmouth: acts/orders are in the process of being compiled. ○ Liverpool/Heysham/Manchester: a review has not started. 	

No.	Topic	How the PPG Meets the Measure	RAG
4	Duties and Powers	<ul style="list-style-type: none"> Evidence from internal audits, the last external audits and DP visits identifies that PPG's marine management staff are professional in their approach to delivering their duties and responsibilities. Powers, duties and responsibilities as laid out in local Acts/Orders are referenced and quoted in SOPs. 	
5	Risk Assessment	<ul style="list-style-type: none"> PPG use the SAP risk assessment application. The transfer of Marine Risk Assessments to SAP has allowed for review and standardisation of assessments across the PPG. The management of Marine Risk Assessment which includes review and revision of assessments follow an incident is recognised (through external Audit) to work effectively. A cyclic review process is established, monitored by the Designated Person and reported quarterly. 	
6	Marine Safety Management System	<ul style="list-style-type: none"> PPG uses a three-part MSMS system, Volume 1 has policy and Group level information, Volume 2 is authored by each port and contains SOPs and Guidelines. Volume 3 contains Local Work Instructions (LWIs) associated with the Group Port Control Centre (GPCC). The system is mature, updated to match current operating information and available to guide standard operations. 	
7	Review and Audit	<ul style="list-style-type: none"> PPG demonstrates a firm review and audit commitment. Quarterly internal audits are conducted to a pre-defined schedule. This includes the use of Marine Managers from other ports to audit, promoting the sharing of good practice. Three yearly external Designated Person audits of the MSMS. 	
8	Competence	<ul style="list-style-type: none"> PPG has a Group training matrix with a well thought out list of skills and experience required for each grade of marine staff. Job descriptions are in place for each grade of marine staff. Staff records are collated locally and held centrally. 	
9	Plan	<ul style="list-style-type: none"> Each PPG port has a published 'safety plan for marine operations', for the years 2021-2023. The plan uses standing objectives and specific objectives which follow the 'SMART' principle (Specific, Measurable, Achievable, Relevant and Time-Bound). 	
10	Aids to Navigation (AtoN)	<ul style="list-style-type: none"> PPG efficiently manage their responsibilities as the Local Lighthouse Authority in respect of Aids to Navigation. Good reporting structure for defects, which is documented and maintained in each port. All PPG Ports exceed the required AtoN availability thresholds (calculated as a three-year average) apart from Heysham Category 1 availability which is 0.28% below the IALA* target availability of 99.8%. A delay in repairing South Quay rear leading light in 2021 due to replacement parts availability created this underperformance. 	
<p>* IALA is the 'International Association of Marine Aids to Navigation and Lighthouse Authorities'. AtoN minimum availability targets are based on IALA Guidelines and are arranged into Categories dependent on their navigational importance, the General Lighthouse Authority (GLA) inspects AtoNs.</p>			

4 Group Marine Projects

The following Group level marine safety projects have been commenced and progressed in 2022:

Pilots Competency Assessment Programme: To ensure that the Group has assurance that its Pilots have been trained to an appropriate standard to carry out their duties within PPG's pilotage areas, a competency assessment programme has been created in association with Wessex Business School. The scheme also expects that Pilots will commit to annual Continual Professional Development (CPD) to demonstrate ongoing competence.

SAP Risk Assessment Application: Group Marine organised workshops with representatives from all Ports to review risk assessments as part of the move to the SAP Risk assessment application. All the current risk assessments have been reviewed and where possible were standardised through consultation across the group. Each Port scored the Risk Assessments for their area of operation in line with the PEAR scoring process set out in the MSMS, Volume 1, SSP 012. The process of sharing best practice and knowledge has led to more comprehensive risk assessments for all ports in the Group.

Formal Risk Assessment Project: As part of a strategic marine safety review, a Formal Risk Assessment (FRA) has progressed. The project is nearing completion with the three key safety functions of Pilotage, Vessel Traffic Management and Aids to Navigation being reviewed at each Port.

Pilot ladder training: All Pilots now attend training in conjunction with Fleetwood Maritime College. The course provides a basis of knowledge around SOLAS pilot ladder compliance, with self-checks that all Pilots and marine staff should carry out before using a boarding ladder and actions to take in the event of an incident. This course is considered to be industry best practice.

New pilot coat design and testing: Personal Protective Equipment (PPE) for Pilots and marine afloat staff with Mullion jackets, designed specifically to minimise risks associated with embarking and disembarking via Pilot Boarding ladders at sea. The next phase of the PPE project is to consider the adequacy and provision of footwear.

Portable Pilotage Units (PPUs): The project to roll out PPUs will provide state-of-the-art support tools to augment Pilot decision making. This is especially important in emergency situations where timely information provided on a familiar interface can be critical to aid marine safety decisions. The use of PPUs in major ports is now standard practice.

Introduction of the Group Marine Strategy: The Group Marine Strategy (updated February 2023) lays out the vision, goals, objectives and targets which cross-reference the Code's Guide to Good Practice. The Group Marine strategic has 56 targets, measured as start/not started, progressing or completed. The current safety strategy covers the years 2022 to 2025.

Bollard Testing: bollard testing now underway as a Group wide project to verify Safe Working Loads (SWL) of quayside restraints. It is typical for the SWL to be lower than the design load at the time of installation, assurance testing of assets provides the user and terminal operator with criteria to work from when designing a vessel's berthing plan. All bollards and associated test data will be recorded through an online mapping application.

Quay side safety: Group marine has commenced a project looking at quayside safety – this includes topics such as demarcation, lifejacket zones, Man-over-board recovery, quayside safety and lifesaving equipment (etc). This project uses the Approved Code of Practice (ACOP) 'Safety In Docks' as its point of reference.

Oil Spill: In October 2022 Ambipar were appointed as the Groups Tier 2 responder. Group has conducted oil spill response capability audits at all Ports with the local marine teams, led by the newly appointed responders. All Ports have been issued with a recommendations report to be actioned.

Hydrography: in order to support effective passage planning and allow efficient use of platforms such as Pilot PPU, the Group is providing survey information as Electronic Navigation Charts (ENCs).

Environmental responsibilities: the PMSC sets requirements for ports and harbours to 'exercise their applicable functions with regard to nature conservation and other environmental considerations'. PPG is the 'Competent Authority' under The Habitats Regulations and therefore must regulate its own activities as well as those of third-party activities. Recent initiatives include:

- Group Marine has developed tools (such as the Environmental Checklist) to allow individual ports to consider plans or project and set requirements accordingly.
- Group Marine also holds an annual environmental training workshop for local Marine Teams. A series of Marine Environmental Information notes have been developed which cover legal responsibilities as well as action required by the port for a specific activity.
- Group Marine is currently developing a Marine Biosecurity Plan to highlight the practical measures that can be undertaken throughout marine operations to reduce the risk of introducing or transferring invasive non-native species.
- The Team is also widening the beneficial re-use strategy of dredge material across the Group to review disposal of dredge material in such a way that it can deliver environmental benefits.
- To safeguard future port marine operations, the Team is also looking at climate change projections to identify high risk climate impacts to marine operations and understand mitigation strategies that can be implemented.

5 Delivery Plan and Activities 2023

This section provides a generalised plan for the Designated Person; this plan can be adapted to any developing needs of PPG. Target activity delivery dates are shown below:

- Board reporting:
 - April 2023.
- Audit schedule:
 - All ports externally audited in Quarter 4 of 2023.
- Quarterly Designated Person Data Monitoring:
 - Quarter 1 (Jan-Mar 2023) target publish date April 2023.
 - Quarter 2 (Apr-Jun 2023) target publish date July 2023.
 - Quarter 3 (Jul-Sep 2023) target publish date October 2023.
 - Quarter 4 (Oct-Dec 2023) target publish date January 2024.

6 Designated Person Summary

The Designated Person (PMSC) for the PPG, Capt. Trevor Auld, has provided the following statement:

"As DP, I can confirm that Peel Ports (Ardrossan, Clydeport, Great Yarmouth, Heysham, Liverpool, Manchester Ship Canal Company and London Medway) have met the standard expect within the Code. Specifically, PPG has in place:

- *A local Marine Safety Management System, operated within a wider Group Marine Safety Management System;*
- *Formal risk assessments, developed from hazard identification (HAZID);*
- *Relevant marine training for staff, including the Duty Holder(s);*
- *A programme of internal Marine Safety Management System audits, supported by external DP audits of the system; and*
- *An independent Designated Person reporting to the Duty Holder(s).*

Through the aforementioned measures, the duties and powers of the Harbour Authority are discharged in accordance with the Marine Safety Management System, based upon a formal assessment of marine risk".

7 References

DfT, 2016. Port Marine Safety Code. Department for Transport (DfT), November 2016.

DfT, 2018. A Guide to Good Practice on Port Marine Operations Prepared in conjunction with the Port Marine Safety Code 2016. Department for Transport (DfT), February 2018.

Peel Ports Group (PPG), 2020. 'Port Marine Safety Code Marine Safety Management System: Vol 1 – Policy. September 2020. <https://www.peelports.com/media/5eco2t/msms-vol1-2020-1.pdf>

8 Abbreviations/Acronyms

ACOP	Approved Code of Practice
Ambipar	Ambipar Group
AtoN	Aids to Navigation
Capt.	Captain
CHA	Competent Harbour Authority
Code	Port Marine Safety Code
COVID	Coronavirus
CPD	Continual Professional Development
DfT	Department for Transport
DP	Designated Person
EHS	Environmental Health and Safety
ENCs	Electronic Navigation Charts
FRA	Formal Risk Assessment
GLA	General Lighthouse Authorities
GPC	Group Port Control

GPCC	Group Port Control Centre
GtGP	Guide to Good Practice
GY	Great Yarmouth
HAZID	Hazard Identification
HRO	Harbour Revision Order
IALA	International Association of Marine Aids to Navigation and Lighthouse Authorities
IMO	International Maritime Organization
IMS	Integrated Management System
KPI	Key Performance Indicator
LLA	Local Lighthouse Authority
LPS	Local Port Service
LWIs	Local Work Instructions
MAIB	Marine Accident Investigation Branch
MCA	Maritime and Coastguard Agency
MSC	Manchester Ship Canal
MSMS	Marine Safety Management System
Mullion	Mullion-PFD
PEAR	People Environment Assets Reputation
PMSC	Port Marine Safety Code
PPE	Personal Protective Equipment
PPG	Peel Port Group of ports
PPU	Portable Pilotage Unit
PRIMS	Port Risk Incident Management System
Q	Quarter
RAG	Red/Amber/Green
SAP	System Applications and Products (in Data Processing)
SOLAS	International Convention for the Safety of Life at Sea
SOP	Standard Operating Procedure
SSP	Standard System Procedure
SWL	Safe Working Load
UK	United Kingdom

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