

**Development of the Integrated
Safety Management System (SMS)**
Report by Head of Safety Management

Summary:	This report outlines the further development of the Safety Management System Issue 4 to include an identification and review of land based hazards.
Recommendation:	That the Authority adopts the integrated Safety Management System and continues to support the ongoing development of detailed supporting operational procedures.

1 Introduction

- 1.1 The Port Marine Safety Code (PMSC) was published in March 2000 by DETR Ports Division. It aims to establish an agreed national standard for port marine safety and a measure by which authorities can be held accountable for their legal powers and duties to run their harbours safely.
- 1.2 The Broads Authority as duty holder for the Broads has developed a Safety Management System (SMS) as a clear commitment to the standard of safety required within the Broads to comply with the PMSC.
- 1.3 The Safety Management System Document has been developed with significant input from persons working on and around the Broads as well as users of the Broads and is supported by a series of risk assessments.
- 1.4 It has been the aspiration of the Authority to use the principles of the PMSC system to develop a safety management system relating to land based activities. This update of the Safety Management System encompasses the management of land based hazards.

2 Designated Person

- 2.1 The PMSC states that each harbour authority must appoint an individual as the Designated Person (DP) to provide independent assurance directly to the duty holder (the Authority). The main responsibility is to determine, through assessment and audit, the effectiveness of the SMS in ensuring compliance with the Code
- 2.2 The Authority has previously appointed the Head of Safety Management to act as the "Designated Person" as defined by the Port Marine Safety Code. Whilst this is not formally required for land based activities, it is proposed that the same process be adopted in this regard to give members assurance that equal weight is attached to these potential risks.

3 Safety Management System update

3.1 The Safety Management System has been updated and is ready for formal issue. Following consultation with the Local Access Forum this update includes arrangements for the management of land based activities.

3.2 The key areas of the update include the following:

- Progress made against Broads Plan Objectives
- Complete replacement of the section relating to Marine Hazards following the recent Hazard Review
- Inclusion of a new section relating to the management of Land based activities and inclusion of a land based Hazard Review
- Reference to the Authority's tree management policy
- Updated recommendations from the external audit

3.3 The land based Hazard Review revealed all hazards within class "B" and "C" with no intolerable risks, also all but two hazards were declared managed to a position of as low as reasonably practicable(ALARP). The two hazards not declared ALARP relate to "structures" which need a design standards developing for the future, and "trees" which needed a tree policy to be developed regarding the ongoing management.

3.4 Members can access a full update to their existing manual electronically via this link <http://www.broads-authority.gov.uk/authority/meetings/constitution-documents.html>

3.5 The Safety Management System will be subject to annual updates following the Hazard review, it is envisaged that these updates will be issued in the spring of each year.

Background papers: Broads Authority, Port Marine Safety Code, Safety Management System, Version 3.0 dated 2013

Author: Steve Birtles
Date of report: 5 March 2014

Broads Plan Objectives: NA4

Appendices: None