

# Broads Authority

26 July 2019

Agenda item number 18

## Safety Management System update

Report by Head of Safety Management

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### Summary

The report sets out a proposed update to the Authority's Safety Management System.

### Recommendation

To adopt the Safety Management System (version 8.0) and continue to support its ongoing development.

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## 1. Background

- 1.1. The Broads Authority, as a Competent Harbour Authority under the Pilotage Act 1987, is required to comply with the duties and responsibilities set out in the Port Marine Safety Code (PMSC)<sup>1</sup>. The PMSC requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA) and that they maintain a Safety Management System (SMS) to make sure risks are reduced to a level that is 'as low as reasonably practicable' (ALARP).
- 1.2. Risks are recorded in a Hazard Log, which forms part of the SMS. The Log is reviewed regularly to make sure all hazards and suitable mitigation measures are identified.
- 1.3. In 2018 the Authority published the SMS<sup>2</sup> to meet the needs of the updated PMSC. There have been a number of updates over the years, and the current version is Issue 7. The SMS recommends that the Hazard Log is reviewed by a stakeholder group every three years and kept under continual review by Authority officers and the Boat Safety Management Group. The previous stakeholder review was in February 2016, when the Hazard Log was reviewed, amended and incorporated into the SMS.

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<sup>1</sup> Port Marine Safety Code, December 2012

<sup>2</sup> Broads Authority Port Marine Safety Code Safety Management System, Issue 7, March 2018

## 2. Stakeholder Hazard Review

- 2.1. The stakeholder Hazard Review was held on 13 March 2019 at the Authority's Dockyard in Norwich. Appropriately qualified and experienced people reviewed all hazards, captured updates, recategorized against new requirements and identified new hazards or omissions. Attendance by a cross-section of interested parties allowed the hazard assessment and mitigating action to be agreed.
- 2.2. The discussion and decisions from the meeting were recorded and documented on a database. Of the 54 recorded hazards, none are categorised as 'significant and high risk', 29 are 'medium risk', 21 are 'low and negligible risk' and four are retired. All hazards are considered to be managed to an ALARP level. A copy of the Hazard Log is available on request.

## 3. Safety Management System update

- 3.1. In response to the Hazard Review, we have updated the SMS to incorporate the new Hazard Log and a number of routine revisions, including:
  - Updates to hazard identification and risk assessment
  - Updates on progress against audit recommendations and Broads Plan objectives
  - Reference to Diving Policy and permits
  - Updates to vessels and equipment
  - Minor editorial corrections
  - New actions identified in the Hazard Review

## 4. Conclusion

- 4.1. The Boat Safety Management Group and the Navigation Committee have been consulted on the Hazard Review and support the updated SMS.
- 4.2. The Boat Safety Management Group will monitor the progress of actions identified in the Hazard Review.
- 4.3. The updated SMS will be published on the Authority's website.

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[Broads Plan](#) objectives: 4.3

Appendix 1 – [Draft Safety Management System update version 8.0](#)