

	Safety Management System	Issued: March 2024
		Version 4

Perth and Kinross Council Harbour Operations

Safety Management System

Policy Document



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Requests for copies of this document should be referred to:

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PKC APPROVAL AND REVISION RECORD				
Rev No.	Date	Reviewed by	Approval by	Revision Notes
2	29/05/2020	PKC Investment Manager	PKC Harbour Board	Updated to include CalMac Ferries Ltd, Harbour Operator.
3	12/01/2024	CE Marine Ltd	PKC Investment Manager	Updated to remove CalMac Ferries Ltd.
4	10/03/2024	CE Marine Ltd	PKC Investment Manager	Update to Duty Holder and removal of Harbour Board.

Copy required	Copy Holder	Role
Duty Holder	1	Delegated Authority
PKC Contract Manager	2	Investment Manager
Designated Person (Nash Maritime)	3	Designated Person
Harbour Operator (CE Marine)	4	Harbour Operator
Perth Pilots	5	Pilotage Delivery
Perth Harbour Office	6	Harbour Master

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GLOSSARY

ACOP	Approved Code of Practice
ALARP	As low As Reasonably Practicable
ARC	Abbott Risk Consulting Ltd
AtoN	Aids to Navigation
BPEO	Best Practicable Environmental Option
DfT	Department for Transport
DSE	Display Screen Equipment
DSEAR	Dangerous Substances and Explosive Atmosphere Regulations
EIA	Environmental Impact Assessment
ERP	Emergency Response Procedure
FSMP	Fire Safety Management Plan
GLA	General Lighthouse Authority
HIRA	Hazard Identification and Risk Assessment
H&S	Health and Safety
HSE	Health and Safety Executive
IMO	International Maritime Organisation
LLA	Local Lighthouse Authority
LOLER	Lifting Operations & Lifting Equipment Regulations
MAIB	Marine Accident Investigation Branch
MCA	Maritime and Coastguard Agency
MGN	Marine Guidance Note
MIN	Marine Information Note
MMS	Maintenance Management System
MoU	Memorandum of Understanding
NTM	Notice to Mariners
NOS	National Occupational Standards
OHSAS	Occupational Health and Safety Assessment Series
SMS	Safety Management System
PEC	Pilotage Exemption Certificate
THE CODE	Port Marine Safety Code
POMS	Port Operational Management System
PKC	Perth and Kinross Council
PSS	Port Skills and Safety
PTW	Permit to Work
RA	Risk Assessment
SEPA	Scottish Environmental Protection Agency
SMP	Safety Management Plan
SOP	Standard Operating Procedure
SQEP	Suitably Qualified and Experienced Person
TRA	Task Risk Assessment
UKHO	United Kingdom Hydrographic Office
VTS	Vessel Traffic Services

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Executive Summary

This Safety Management System document constitutes the principal document in the Safety Management System for Perth Harbour under the ownership and/or responsibility of Perth and Kinross Council (PKC).

At all times, PKC aim to ensure a safe environment for the general public, users of the harbour facilities, Harbour Operator and PKC, this includes operations within the areas of navigational responsibility and the shore side facilities.

As a Competent Harbour Authority, PKC will also ensure that the operation of its undertakings is achieved with due consideration of the conservancy and environmental requirements and their on-going desire to maintain the port function without compromise to the local flora and fauna.

The Safety Management System clearly defines all areas of responsibility within PKC's organisation; it also qualifies the interfaces and operational boundaries with the contracted Harbour Operator, other stakeholders and users of the port facilities.

This Safety Management System also ensures the Harbour Authority, as the Duty Holder, conducts audits to ensure it remains fully compliant with all legal requirements and realises where possible its aspirations for attainment of good practice and continued improvement.

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1. Introduction

1.1. Perth and Kinross Council

Perth Harbour is a Competent Harbour Authority under S.I. 2007 No. 482 “The Perth Harbour Revision Order 2007”. This document demonstrates Perth and Kinross Council’s commitment to operating Perth Harbour in a safe and environmentally sound manner to the benefit of staff, vessels and their crews, pilots, users and the community at large. It gives guidance to staff and others involved in operations, on best practice to achieve safe and efficient use of the harbour, its approaches and environs. It applies variously to all persons, vessels and craft using, providing services to or otherwise involved with commercial activities on waterways associated with the Harbour. It applies to watery areas and quaysides, defined respectively in the Byelaws as Port Limits and Harbour Area and to other areas over which Perth and Kinross Council, as the Harbour authority, may have jurisdiction from time to time.

Extract from the Perth Harbour Revision Order 2007

(1) The limits within which the Council shall exercise jurisdiction as a harbour authority (including jurisdiction for the purposes of pilotage under Part I of the Pilotage Act 1987(5) and within which the powers of the harbour master shall be exercised shall be the area described in paragraph (2) below.

(2) The area referred to in paragraph (1) above is the area which lies within a line commencing at a point on the level of high water on the east bank of the eastern arm of the River Tay at the south east corner of Perth Railway Bridge at 56°23'26.092"N 003°25'15.61"W proceeding thence in a southerly direction following the level of high water for a distance of approximately 1,448 metres or thereby to a point on the north bank of the River Tay opposite the south east corner of the area of land known as Moncrieffe Island at a position 56°22'45.16"N 003°24'45.04"W thence in an east north easterly, east south easterly and east north easterly direction following the level of high water on the north bank of the River Tay for a distance of approximately 28,162 metres or thereby to the east of the existing westernmost Dundee harbour limits on the north bank of the River Tay (56°27'.5"N 003°03'.1"W) then in a southerly direction along an imaginary straight line following the existing westernmost Dundee harbour limits to a point on the level of high water on the south bank (56°24'.78"N 003°02'.6"W) of the River Tay in a west south westerly direction following the level of high water on the south bank of the River Tay for a distance of approximately 17,058 metres or thereby to a point on the south bank of the River Tay at the junction with the south east corner of the River Earn at a position 56°21'07.12"N 003°17'51.00"W thence along an imaginary line across the mouth of the River Earn to a point on the level of high water on the south bank of the River Tay above the junction with the River Earn at a position 56°21'12.52"N 003°18'05.59"W thence in a north westerly and west south westerly direction following the level of high water on the south bank of the River Tay for a distance of approximately 8,303 metres or thereby to a point on the south bank of the River Tay opposite the southeast corner of the area of land known as Moncrieffe Island at a position 56°22'39.95"N 003°24'50.45"W and thence in a westerly and northerly direction following the level of high water along the western bank of the western arm of the River Tay for a distance of approximately 2,461 metres or thereby to the north west corner of Perth Railway Bridge at a position 56°23'30.58"N 003°25'34.22"W thence in a south easterly direction following Perth Railway Bridge to the point of commencement under exception of the area of land known as Moncrieffe Island.

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1.2. **Commitment**

PKC has responsibility to ensure a safe environment for the general public, users of the harbour facilities and PKC staff at all times. This includes operations within the areas of navigational responsibility and shore side facilities. This is achieved through the implementation of the requirements laid down in the PKC Safety Management System (SMS), supporting documents and management processes.

PKC are committed to complying with the Port Marine Safety Code which lays down minimum standards of safety applicable to all ports, harbours, and similar establishments.

This Safety Management System Policy is the principal document in the Safety Management System at Perth Harbour. It includes the safety management arrangements for maritime and shore-based operations within PKC's areas of responsibility.

While PKC retains accountability, it is the responsibility of their Harbour Operator, to conduct and manage the everyday business of the harbours under the authority of PKC. PKC shall, as a minimum standard, meet the requirements of the Port Marine Safety Code (The Code).

PKC, as Harbour Authority and asset owner, takes its conservancy and environmental responsibilities very seriously. The requirements for the delivery of PKC's operation with due consideration of the environmental and conservancy are outlined in this SMS.

The SMS clearly defines all areas of responsibility within the PKC organisation and its interfaces and operational boundaries with the Harbour Operator and other users of the Harbour.

The requirements of the SMS fully comply with those detailed in the Code and the 'A Guide to Good Practice on Port Marine Operations' and other pertinent legislation.

Marine operations have been taken to mean the moving, berthing and unberthing of ships and other marine craft within the limits of and approaches to a competent harbour area.

The PKC SMS is based on the industry standard model as endorsed by the HSE through HSG 65 and OHSAS 9001 & 18001:2007 and has been adapted to encompass all relevant elements identified in The Code.

This SMS performs the function of a Policy, Organisation and Arrangements management document (head document); it is not specific to individual ports, piers, and harbours. The model for safety management system is depicted below;

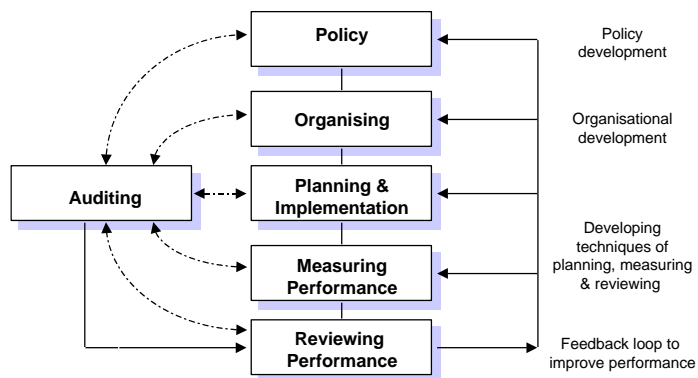


Fig. 1 - Safety Management System Model

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Background and Scope

1.3. Port Marine Safety Code

The Port Marine Safety Code refers to some of the existing legal duties and powers that affect Harbour Authorities in relation to marine safety, but it does not create any new legal duties for Harbour Authorities. There are however several additional measures which, although not mandatory under legislation, are key to its successful implementation.

In order to comply with the Code therefore, Harbour Authorities must:

- Be aware of their existing powers and duties;
- Appoint someone as an independent 'Designated Person' with direct access to the Duty Holder
- Develop an effective Marine Safety Management System, which employs formal risk assessment techniques;
- Employ people who are competent and qualified for the positions they hold;
- Publish a comprehensive safety plan, along with a regular assessment showing the authority's performance against the plan.

The Code is based on general principles:

- A Harbour Authority has statutory and non-statutory duties;
- These duties include an obligation to conserve, and facilitate the safe use of the harbour and a duty of care against loss caused by the authority's negligence;
- Duties to ensure the safety of marine operations are matched with general and specific powers to enable the authority to discharge these duties.

The code also identifies who is accountable for maritime safety in harbour waters and their approaches, based on the following general principles:

- The Duty Holder, on behalf of the Harbour Authority is accountable for managing operations within the port safely and efficiently;
- Harbour Authorities should make a clear published commitment to comply with the standards laid down in The Code;
- The Code represents the national standard against which the policies, procedures and performance of harbour authorities may be measured;
- Executive and operational responsibilities for marine safety must be clearly assigned, and those entrusted with these responsibilities must be answerable for their performance;
- A 'Designated Person' must be appointed to provide independent assurance about the operation of its Marine Safety Management System.

In practice, compliance may include, but not be limited to, the following:

- Making risk control the basis of all marine activities, operations, procedures and regulations applied to or required of port users;
 - Using risk assessment to identify the requirement for navigation aids;
 - Applying risk assessment to all harbour works;
 - Periodically reviewing the provision of safe anchorages;
 - Maintaining systems to implement the findings of risk assessments;
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- Reporting deficiencies on visiting vessels;
- Providing procedural advice for giving Directions in relation to dangerous vessels or goods;
- Regulating the use of harbour craft and ensuring powers are sufficient to govern the mooring of vessels;
- Maintaining and developing a competence-based training scheme to support delivery of all marine functions;
- Maintaining appropriate plans and procedures for emergency response and associated training/exercises;
- Using verification & audit systems.

1.4. Harbour Management

The SMS defines the management of all harbour activities. This includes the management of some activities undertaken by the Harbour Operator and users.

The SMS details the requirements of the following Harbour Authority areas of responsibility:

- Accountability for Marine Safety;
- Key measures needed to achieve compliance;
- General and specific duties and the powers under which they are exercised;
- The management of all elements of the SMS is based on risk assessment which is the fundamental building block of the legislative safety management requirements.

1.5. Requirement for Risk/Impact Assessment

Health and Safety Risk Assessment definitions:

HAZARD – Something with the potential to cause harm, loss or injury.

RISK – the combination of consequences (outcome) and frequency of occurrence.

Environmental Impact Assessment (EIA) definitions:

ASPECTS - are defined as those operations or activities over which PKC has either control or significant influence and which have the capacity to affect the environment.

IMPACTS - are defined as the effects upon the environment, positive or negative, which the environmental aspects of the operations and activities produce.

Note. Both assessments use the same principles but different terminology.

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1.6. Risk assessment

In both the marine navigation and land-based port operation areas risk assessment is a fundamental requirement of any Safety Management System. Risk assessment provides a qualitative and quantitative assessment of identified hazards against the consequences of the hazards being realised, enabling a prioritised approach to risk reduction/management.

The general principles of risk assessment are to firstly identify hazards, and secondly to assess the impact of the hazard being realised against the perceived frequency of such events. Once the hazard has been risk assessed the level of risk can then be reduced to an acceptable level or as low as reasonably practicable (ALARP).

The HSE model for risk assessment is the '5 steps to risk assessment' (INDG163). The steps to be utilised when undertaking a risk assessment are:

- Identify the hazard;
- Decide who might be harmed and how;
- Evaluate the risk and decide on precautions;
- Record your findings and implement them;
- Review your assessment and update if necessary.

1.7. Risk assessment responsibilities

Consultation with other stakeholders is essential at the earliest opportunity in the hazard identification and risk assessment process to ensure buy-in and a co-ordinated response.

Early consultation will also avoid problems/delays when introducing control measures resulting from the risk assessment findings.

PKC have risk assessment responsibility for the following:

- Its own employees – assessing, recording and reviewing all activities associated with their roles;
- Its contractors – review of received risk assessments and method statements for contracted works are forwarded to the Harbour Operator for further review and comment;
- All matters relating to compliance with the Code for which PKC have responsibility, e.g. aids to navigation;

Perth Harbour is responsible for risk assessing all other matters pertaining to harbour operations in compliance with The Code. Once risks are assessed they will be made available to PKC or their representatives as required thus allowing PKC to audit the process.

The highest risks are reviewed as part of the SMS standing agenda item at all PKC/Harbour Operator Senior Management, Contract and Board meetings.

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2. Authorisation and Implementation

2.1. Permissions and Authorisations

The authorisation and implementation of the PKC Safety Management System will be made effective by:

- Authorisation by the Duty Holder and Management of PKC;
- Issue under documentation control as appropriate to key staff members;
- Assessment and allocation of resources to enable implementation;
- Communication direct to PKC and Harbour Operator staff as required;
- Cognisance through induction and continuity training;
- Implementation through general management supervision;
- Review by internal audit, which is to be undertaken at least annually but can be reviewed sooner if required as a result of significant change;
- Improvement through internal review, corrective and preventative action;
- Review by external audit, which is to be undertaken at least 3-yearly but can be reviewed sooner if required as a result of significant change.

In addition to all PKC employees, authorised representatives of the contracted Harbour Operator who have key roles in support or direct provision in the operation of Perth Harbour will be provided with levels of access to the necessary electronic information, documents and procedures held on the PKC SMS system, at a level commensurate with their role.

2.2. Control of Documentation

PKC will issue numbered, controlled copies of this document to essential users. They will initiate any required amendments to this document and issue these amendments to registered holders. Any uncontrolled copies are only valid at time of issue for a specific operation. Holders should check with the Harbour Master to obtain updates.

Distribution of controlled copies:

- PKC Investment Manager;
- Duty Holder;
- Designated Person (Nash Maritime);
- Harbour Operator (CE Marine)
- Harbour Master
- Perth Pilots.

2.3. Amendments

All amendments will be recorded in the relevant pages at the beginning of this document.

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3. Control Procedures

3.1. Harbour Operational Control

Control is fundamental in all harbour management functions and the responsibility for this lies with Perth and Kinross Council and any person with delegated authority in line with the Council's scheme of administration, and the Harbour Authority within their respective areas of responsibility and Safety Management Systems.

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4. Accountability and Responsibility

4.1. Safety Management System Requirements

The SMS is designed to primarily satisfy the requirements of the following:

- Port Marine Safety Code;
- Port Marine Safety Code - A Guide to Good Practice on Port Marine Operations.
- Health and Safety (HSE) at Work Regulations, and Merchant Shipping legislation.

4.2. Accountability for Marine Safety

Accountability for maritime safety at Perth Harbour Authority waters is based on the following general principles:

- The Duty Holder, on behalf of the Harbour Authority is accountable for managing operations within the port safely and efficiently;
- Harbour Authorities should make a clear published commitment to comply with the standards laid down in The Code;
- The Code represents the national standard against which the policies, procedures and performance of harbour authorities may be measured;
- Executive and operational responsibilities for marine safety must be clearly assigned, and those entrusted with these responsibilities must be answerable for their performance;
- A 'Designated Person' must be appointed to provide independent assurance about the operation of its Marine Safety Management System. The Designated Person must have direct access to the Duty Holder.

4.3. Duty Holder

The Duty Holder for Perth and Kinross Council is any person with delegated authority in line with the Council's scheme of administration and are collectively, or individually, responsible for achieving full compliance with all relevant legislation as a minimum.

The Harbour Authority cannot assign or delegate their accountability for compliance with The Code.

The Harbour Authority roles and responsibilities include:

- As Competent Harbour Authority and owner of other non-statutory assets, to comply with the Code across all harbour locations as Duty Holder;
 - Appoint a Harbour Master and, delegate to them rights, powers and duties of PKC as Competent Harbour Authority or non-statutory asset owner as applicable, other than agreed exceptions and any other function which as a matter of law may not be delegated;
 - Ensure that powers are discharged but not exceeded;
 - Ensure the PKC SMS and its procedures, supported by the Harbour Operator SMS, satisfy the requirements of the Port Marine Safety Code, reporting performance directly;
 - Ensure PKC discharges its duties and powers to the standard laid down in The Code;
-

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- Provide strategic and operational oversight and direction as necessary on all aspects of the harbour operation;
- Ensure that appropriate physical infrastructure and facilities are available to operate safe and efficient harbours;
- Develop and maintain appropriate policies, plans and procedures and ensure that assessments, audits and reviews are undertaken as required;
- Seek and adopt appropriate powers for the effective enforcement of regulations.

4.4. **Designated Person**

The Designated Person provides independent assurance that the Safety Management System is being implemented correctly and is compliant with all applicable codes. The Designated Person has direct access to the Perth Duty Holder and should come from a background where a comprehensive understanding of maritime and port activities is embedded. This is paramount to successfully fulfilling this role on behalf of the Harbour Authority.

The Harbour has direct responsibility and control over harbour operations. The PKC SMS is subject to independent external audit at appropriate intervals.

4.5. **Chief Executive Officer**

The Chief Executive Officer is accountable for the operational and financial control of the Harbour Authority. They will advise the authority on all matters related to its duties and powers, with appropriate advice from the Harbour Operator and relevant officers. They will have overall executive responsibility for the safety of operations and staff, ensuring adequate provision of resources.

4.6. **PKC Investment Manager**

The PKC Investment Manager is responsible for the overall contract and operational delivery of the port. This role shall also have responsibility for budget planning and spend.

PKC management considers the health and safety of the general public, its employees, clients and all other relevant parties to be their primary responsibility. Anyone responsible for the conduct of work, which may affect others by their acts or omissions, is also responsible for the health and safety of those people around them and should always assess the implications of their undertaking.

Therefore, in accordance with the requirements of the appropriate legislation PKC, supported by its Harbour Operator, will ensure that the following is provided for:

- A safe workplace and working environment including adequate welfare facilities;
 - Safe systems of work in which the risks to health and safety have been properly assessed and adequate controls put in place;
 - Safe plant and machinery;
 - Information, instruction, training and supervision for staff, Contractors and Sub-contractors and will seek assurance that similar suitable and sufficient arrangements are provided for the Harbour Operator's staff, Contractors and Sub-contractors;
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- Arrangements for the safe handling, storage and transportation of dangerous goods;
- Effective procedures in the event of emergency to ensure the safety of the environment and persons at work including the provision of trained personnel and facilities for the treatment of minor injuries.

4.7. **Harbour Operator/Harbour Master**

The Harbour Master is the principal person who is responsible for the safety of navigation and other related activities in the harbours, approaches and other areas within the limits of the Harbour jurisdiction.

The Harbour Master post holder must be competent and a suitably qualified person, with sufficient experience and skills for the role of Harbour Master. They must also be competent to undertake other relevant duties, in relation to Health & Safety at Work and Merchant Shipping legislation.

Harbour staff will undergo a comprehensive induction process which will incorporate all identified training requirements, which should reflect the Harbour Operators training matrix.

4.8. **Bylaws and Orders**

The function of making by-laws and orders is devolved through the Scottish Parliament. There is a need for consultation with all stakeholders prior to application for bylaws and prior to the making or changing of, General and Pilotage directions.

4.9. **Responsibilities of PKC**

- Implement, monitor and review the Company Management System that ensures delivery of the day to day operational management;
- Comply with all legal duties and responsibilities for the regulation of vessel traffic and the safety of navigation;
- Development and implementation of emergency plans and procedures relating to the safety of life, property or the environment;
- Development, approval and implementation of Port Waste Management Plans where appropriate;
- Development, approval and implementation of Port Facility Security Plans where appropriate;
- Development, approval and implementation of Oil Spill Contingency Plans where appropriate, and maintain an appropriate oil spill response capability;

4.10. **Responsibilities of the Harbour Operator**

It is the responsibility of the contracted Harbour Operator to:

- Manage the safety of navigation for all harbour users based on a system of formal risk assessments, ensuring that risks are kept as low as reasonably practicable; including the provision of a harbour master function;
 - Comply with all legal duties and responsibilities for the regulation of vessel traffic and the safety of navigation;
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- Promote and chair harbour user group meetings to establish consultation and create awareness and motivation of all harbour users with respect to safety and the protection of the environment;
- Manage the implementation of emergency plans and procedures relating to the safety of life, property or the environment;
- Manage the implementation of Port Waste Management Plans where appropriate;
- Manage the implementation of Port Facility Security Plans where appropriate;
- Manage the implementation of Oil Spill Contingency Plans where appropriate, and maintain an appropriate oil spill response capability;
- Exercise statutory duties in relation to immediate response to wrecks;
- Ensure that all harbour operations staff are trained to standards acceptable to Harbour Operator and have appropriate experience for their roles and duties.

4.11. **Harbour Staff Competence**

It is PKCs policy that:

- Recruitment and placement arrangements are in place to ensure capability and competence in all posts;
- The knowledge, skills, experience, physical and mental capabilities required to carry out jobs and tasks safely and without risk to the environment will be assessed prior to the job or task being undertaken;
- Provision is made for the instruction and training of all employees, including temporary workers;
- Competence requirements are appropriately specified in the Harbour Operators Company Management System and referenced to roles in job descriptions;
- Competence is validated in personnel records;
- Competence requirements are identified in the Section 6 of this document.

4.12. **Perth Harbour's Organisational Structure**

The assignment of authority for the operation and management of activities falling under the Competent Harbour Authority areas of responsibility does not remove or reduce the Harbour Authority's overall accountability. There are a number of key personnel with delegated responsibilities, including a number of stakeholders who are consulted on a regular basis.

Perth Harbours organisational structure is identified in **Figure 2**.

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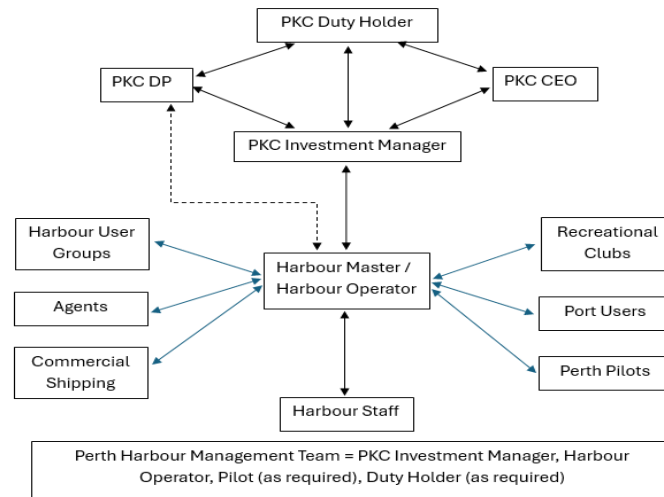


Figure 2 - Harbour Organisational Structure

5. Staff and Associates Competence

5.1. Training Standards

Appropriately trained and competent staffs are key elements of many risk control measures and are essential in determining risks and appropriate controls at the outset.

Competence assurance begins at the recruitment stage and is maintained thereafter. In order to assure initial competence, a four-stage process should be followed:

1. Prior to job commencement: no staff member will be permitted to undertake work until the entry level criteria (as defined in the job description / vacancy advertisement) have been met.
2. Induction training: All new staff (including temporary) will receive appropriate induction training and specific job related operational and procedural training, which will be overseen and recorded by appropriate line managers.
3. Supervision and on-the-job training: Full competence for the post will be assessed once the staff member has completed a probationary period in the role. This may be achieved by working under the supervision of a competent person who will recommend when the new starter is to be considered competent, or by means of formal assessments after predetermined periods of on-the-job training
4. Competence: When all the above stages have been satisfactorily completed, the person may be considered competent.

The Harbour Operator will ensure that the Port Skills and Safety (PSS) National Occupational Standard (NOS) Scottish Vocational Qualification (SVQ) or equivalent that exist for key positions within the management of harbours, docks and piers are attained by staff, associates and stakeholders within the Harbour Authority areas of responsibility.

The Harbour Master is appointed in accordance with the guidance provided in section 51 of the Harbours, Docks and Piers Clauses Act 1847.

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Although the Duty Holder is not the operator for the harbour areas they retains the responsibility to ensure that the incumbent Harbour Operator is competent to operate the port. This is achieved by obtaining assurance that the training/qualification requirements detailed in the guidance to the Port Marine Safety Code are adhered to, this can be achieved by either matching or bettering the requirements laid down in this SMS.

In the absence of the Harbour Operator/Harbour Master a Suitably Qualified and Experienced Person (SQEP) will be nominated or temporarily introduced to act as Harbour Operator/Harbour Master in their absence.

5.2. Future Training Standards

If in future any new positions are introduced, the competence levels of appointed contractors/staff will also be assessed against NOS/SVQ or equivalent and the Port Marine Safety Code guidance. Hydrographic survey services provided under contract will involve a selection process appropriate to the requirements of the port. Professional standards are detailed in the Port Marine Safety Code guidance.

6. Perth Harbour Areas

6.1. Description and Jurisdiction

PKC is the Competent Harbour Authority for Perth Harbour and owns the associated port infrastructure and properties. Additionally, PKC owns and leases a number of properties at Perth Harbour.

As Competent Harbour Authority, PKC has a number of responsibilities and duties including:

- A duty of care to all port users;
- An obligation to conserve and promote the safe use of the harbours;
- Responsibility for efficiency, economy and safety of operation, in respect of the services and facilities provided;
- A duty to take necessary action for the maintenance, operation and improvement of the harbours.

The Harbour is in position 56° 23'N, 03° 26'W, on the SW bank of the River Tay some 20 miles above Dundee. It contains 4 principal berths arranged as follows: -

- Berth Number 1 – 89 metres
- Berth Number 2 – 134.5 metres
- Berth Number 3 – 128 metres
- Berth Number 4 – 66 metres
- In addition, there is a cross berth of 55 metres at the north end of the Harbour between Berths 2 & 3 but this is only used for berthing small craft.

Limestone Quay formerly used by an aggregate dredger but now disused lies 800 metres upstream of the Harbour entrance.

The extract of the HRO can be found at Section 1 of this document.

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7. Communication

7.1. Consultation

Stakeholder consultation will always be undertaken when:

- Making or revising byelaws;
- Making or revising harbour revision orders;
- Making or revising general directions;
- Improving, altering or reviewing Aids to Navigation;
- Project and maintenance delivery;
- Harbour improvements.

PKC will consult with those likely to be affected before formalising any application for Harbour Orders or when revising or introducing bylaws. The same procedures will be adopted when users are to be made subject to general and pilotage directions.

On a lower level, there are a number of instances when consultation with other stakeholders and interested parties should be undertaken. This will be undertaken by the Harbour Operator.

7.2. Co-Operation

It is PKC's policy to promote co-operation between the Harbour Authority, the Harbour Operator, its employees and the harbour users by:

- Consulting with the Harbour Operator;
- Consulting at all levels commercial and recreational vessel users, sub-contractors and their representatives;
- Involving managers and employees in planning and reviewing performances, writing procedures and solving problems;
- Establishing systems for involvement of appropriate personnel in health, safety and environmental matters;
- Maximise dialogue with all stakeholders involved with the harbour and pier usage.

7.3. Communication

PKC's policy is to:

- Communicate policy goals and objectives;
 - Provide information about hazards, risks and preventive measures;
 - Ensure that Health & Safety issues are discussed at appropriate levels of management and with due regularity;
 - Communicate successes and failures;
 - Establish systems for cascading information both 'down' and 'up', in the organisation such that all personnel are able to discharge responsibilities and contribute to the effectiveness of the organisation;
 - Promoting general awareness of Health & Safety.
-

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7.4. **Port Office Opening Hours**

The Harbour Office and port is not manned 24/7. The port is manned on an ad hoc basis, as and when required. Access to berths 1 & 2 is controlled by locked gates and only authorised personal can access. Berths 3 & 4 are open berths with port operations being undertaken adjacent to the berth. There is also a main highway that runs adjacent to berth 3 & 4 and is the responsibility of PKC Roads department. Contact with the harbour can be made via the following contact (24/7);

- **07979 990 077 or harbour@pkc.gov.uk**
- **07944 508 706 or CEMarineLtd@gmail.com**

7.5. **Harbour User Group Meetings**

7.5.1. **Introduction**

The requirements of the Port Marine Safety Code formalised the consultation arrangements port authorities should have with users and stakeholders. To comply with these arrangements, where appropriate, it is the responsibility of the Harbour Operator to promote and chair Harbour User Groups. The harbour office holds an up-to-date list of all relevant harbour users who shall be invited to Harbour User Group meetings.

7.5.2. **Objective**

The objective of a Harbour User Group meeting is:

“To ensure that an effective mechanism exists whereby all harbour users and other stakeholders can be consulted and may represent their views on general and safety issues concerning the use of Perth Harbour for commercial and recreational purposes”.

7.6. **MCA Marine Safety Committee**

7.6.1. **Introduction**

The ultimate authority for managing the harbour rests with the legally constituted harbour authority. The harbour authority does not share its legal functions with a users’ group or forum; nor is a committee accountable in the way required of harbour authorities under The Code.

7.6.2. **Objective**

The objective of a Marine Safety Committee is:

“To ensure that an effective mechanism exists whereby an overview of the harbour user groups can be maintained and to report to the Harbour Authority matters concerning navigational, operational and safety issues in respect of the use and operation of Perth Harbour for commercial and recreational purposes”.

Perth Harbour falls under the MCA East of Scotland District Marine Safety Committee.

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8. Conservancy

8.1. General Powers of Harbour Conservancy

PKC as Harbour Authority has a duty to conserve the harbour for which it has responsibility, thus ensuring they remain fit for purpose to enable the various stakeholders and users to successfully and safely use the ports.

This includes the provision of information regarding depths of water in the harbour and approaches, local notices to mariners etc. The Harbour Authority also has the powers as the Local Lighthouse Authorities (LLA), as providers of Aids to Navigation (AtoN).

To achieve the conservancy requirements, the Harbour Authority must:

- Survey as necessary to identify the best navigable channels for vessels to navigate;
- To place and maintain navigation marks where they will be of the best use to navigation (both for night and day);
- To keep a ‘vigilant watch’ for any changes in the sea bed affecting the channel or channels and move or renew navigation marks as appropriate;
- Keep proper hydrographic and hydrological records;
- To publish as conspicuously as possible such further information that will supplement the guidance given by navigation marks.

8.2. Hydrographic Survey

PKC is responsible for establishing and pursuing a programme of harbour hydrographic surveys and maintenance of navigational channels. Its responsibilities include:

- Responsibility for all hydrographic surveying and associated record keeping for harbour areas carried out to Special Order standard;
- Ensuring the frequency and methodology for hydrographic survey operations will be determined primarily by a risk assessment, rather than by the blanket adoption of a set of rigid criteria, but shall not exceed a maximum 5 year rolling programme
- Preparing and collating up to date information on channel data for UK Hydrographic Office;
- Making current survey information available to the Harbour Operator
- Liaising with Harbour Operator and UK Hydrographic Office to improve the relevancy and accuracy of harbour charted information.

8.3. Tidal Heights and Meteorological Conditions

PKC is responsible for the installation and maintenance of equipment within the harbour limits to enable observations of the rise and fall of the tide.

The harbour tide gauges form a network with telemetry links, which allow real time tidal heights to be monitored remotely. The harbour office will also utilise Forth Ports Dundee online Meteorological information to assess any variations to predicted tides.

The harbour has six tide gauges across the jurisdiction – Newburgh Head, Newburgh River Tay, Ribney Beacon, Harbour, and North Inch (owned by PKC Flood Team).

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8.4. **Dredging**

The Harbour Authority may seek to undertake dredging operations, subject to consent from land owner and Marine Scotland, for maintenance or capital dredging. The results of hydrographic surveys are analysed to establish the need for maintenance dredging.

All dredging operations will potentially be subject to an Environmental Impact Assessment (EIA) and/or a Best Practicable Environmental Option (BPEO) assessment and acquisition of a licence to dispose of dredging spoil (guidance is available from MS.MarineLicensing@scotland.gsi.gov.uk). Notice of such operations is to be communicated to all facility stakeholders and publicised as for survey operations.

The Authority shall carry out maintenance dredging of the harbour basin at intervals based on experience and survey results – following an impact assessment on safety of navigation. A target depth of 1.0 metre below Perth datum is maintained with the Harbour Area. Any dredging operation is considered to be an unusual event and hence is subject to a prior Risk Assessment involving harbour and contractor staff.

8.5. **Aids to Navigation (AtoN)**

8.5.1. **Northern Lighthouse Board**

As part of the Government commitment to the Safety of Life At Sea (SOLAS) convention, and as directed by the Merchant Shipping Act 1995, Northern Lighthouse Board (NLB) as a General Lighthouse Authority (GLA), have responsibility for the superintendence and management of all lighthouses, buoys and beacons within Scottish and Manx waters, whether provided by NLB or other parties.

Further to this role, NLB inspect all Aids to Navigation within these areas, including Local Lighthouse Authority, Offshore Oil and Aquaculture aids.

NLB also undertakes audits of Local Lighthouse Authorities with respect to compliance with the Aids to Navigation requirements of the Port Marine Safety Code.

Above Balmerino, the channel is marked by a number of beacons and buoys. A full list of the Aids to Navigation in **Annex 1** of this document, which includes the name of the AtoN, Character, Position and the responsible organisation.

The Tay and Friarton bridges are marked by lights and daymarks.

8.5.2. **Local Lighthouse Authority**

Under the Merchant Shipping Act 1995 Section 193, each statutory harbour authority is the local lighthouse authority (LLA) for the area within which it exercises its statutory powers and duties.

All navigational marks and lights owned by PKC as the Local Lighthouse Authority (LLA) for the harbours under its control are established and maintained in accordance with the availability criteria laid down by the Northern Lighthouse Board. In order to meet these criteria, a rolling-programme of inspection and maintenance is undertaken through an external contractor.

PKC ensures all aids to navigation are established, operated or altered subject to approval from NLB.

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8.5.3. PKC Responsibility

It is the responsibility of PKC to:

- Oversee planning and implementation of a programme of maintenance of Navigational Aids in accordance with the availability criteria laid down by the Northern Lighthouse Board;
- Subject all AtoNs to annual review or following an incident/accident;
- Apply for and obtain statutory sanctions;
- Maintains an AtoN database and risk register;
- Maintains an AtoN defect reporting process;
- Ensure the harbour has procedures in place for emergency repair, reporting of navigational aid defects and appropriate issue of a navigational warnings

Alongside the appointed Harbour Operator, PKC shall;

- Undertake a periodic review of all Perth Harbour AtoNs within the Harbour Limits and associated risk assessments with harbour users or following an incident/accident;
- Report AtoN defects, i.e. something with the potential to cause harm, loss or injury, to PKC
- Assess navigational hazards and if deemed urgent, take the necessary local action commensurate with level of risk.

8.5.4. Review of Aids to Navigation

Risk assessment and on-going consultation have determined the requirement for Aids to Navigation in the Perth Harbour area. A program of full review with a periodicity not exceeding 5-years has been developed locally, this should where possible tie in with the general risk assessment for the harbour.

PKC shall ensure notification is sent to the UKHO and all port users of 'Failures and Alterations' to AtoNs. The Harbour Operator shall immediately issue a Notice to Mariners (NTM) if a perceived danger deems to exist for safe navigation or, at a later period if the outage lasts longer than 7 days or if the advertised characteristics of the AtoN will be affected.

8.6. Wrecks and Salvage

Where there is a wreck in, or near the approaches to the harbour, it is the responsibility of the PKC to initially exercise its authority to mark wrecks that in its judgement are or are likely to become a hazard to navigation. They will be lit and buoyed until it raised, removed or destroyed. In the case of small wrecks this may be expedited by the Harbour Authority.

All such undertakings shall incorporate a risk assessment and where necessary, an Environmental Impact Assessment (EIA).

Due regard will be made to the duty to the environment in the exercise of this and all other duties and powers. A risk assessment will be undertaken of any wreck in, or near the approaches to the harbour with the aim of reducing the risk of danger to navigation to as low as reasonably practicable.

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In the event of a vessel becoming a wreck in or near the approaches to harbour limits, the process of removing the wreck is laid down in [Section 252 of the Merchant Shipping Act 1995](#). In event of a wreck on the approaches to the harbour, full consultation will be made with the Harbour Authority. The UK Hydrographical Office will be informed of wrecks within harbour limits.

If the wreck is not to be removed it will be adequately surveyed with the results sufficiently promulgated.

The Harbour Authority may:

- Take possession of, raise, remove or destroy the whole, or any part of the vessel, and any other property to which the power extends;
- Light or buoy the vessel until it is raised, removed or destroyed;
- Subject to various restrictions, sell the vessel or part of the vessel so raised or removed and any other property recovered during the exercise of the above powers.

9. Management of Navigation

9.1. Navigational Risk Assessment

It is the responsibility of the Harbour Authority, with the support of the Harbour Operator, to assess, compile and maintain navigational risk assessments for the harbour.

Areas that are to be considered when undertaking a navigational risk assessment are:

- Whether the harbour has direct and easy access to the open sea or whether it has a long approach channel;
 - Whether the harbour has dense traffic requiring a high degree of management and regulation, or has little traffic in which the risk of collision is minimal;
 - Whether the harbour is subject to tidal ranges, or other limitations which impose special conditions of entry or departure, e.g. locks, bridges and rivers;
 - Whether the vessels using the harbour are of widely differing characteristics, which as a result could have consequences for other navigation and require the assignment of specified channels, e.g. deep draught vessels;
 - Whether cargo is handled by ships at anchor, moored to buoys, or berthed alongside;
 - Types of cargo handled e.g. dangerous and pollutant goods (LNG, LPG, crude oil, chemical products in bulk, explosives, etc.) and their effect on other navigation;
 - Numbers and types of recreational craft;
 - Presence of high-speed craft, passenger ferries and local ferries
 - Availability, monitoring and potential overloading of harbour VHF frequencies;
 - Under-keel clearances, and / or draught restrictions;
 - Harbour regimes, depth of water, sand banks, bars, shoaling patterns; meteorological conditions, tides and currents;
 - Berth locations;
 - Proximity of the navigation channel to shore structures (particularly hazardous ones);
 - Berthing arrangements;
 - Berth fitness and suitability (berthing forces).
-

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Comprehensive consultation between the Harbour Operator and the Harbour Authority is required when a change of use for a berth or a change in vessel berthing methodology is proposed.

The Harbour navigational risk assessment process will identify any requirements for Vessel Traffic Services (VTS) and specifically Pilotage.

9.1.1. **Marine Traffic Management**

A Harbour Authority's primary duty is to ensure the safe and efficient use of the harbour by those who have a right to use it and navigate in its waters. This includes a duty to regulate navigation using available powers and other means.

Exercise of this function depends upon communication with mariners and other harbour users.

As a minimum, the means of achieving this will be by use of marine VHF radio that the Harbour Operator operated by suitably qualified members of staff.

10.2.1 **Operating Constraints**

The principal constraints on vessels bound to and from Perth Harbour are:

LOA 100 metres, subject to Harbour Master approval

- Maximum fresh water draft up to 4.2 metres. UKC at the pipelines of > 0.35m
- Vessel machinery operating satisfactorily
- Operating short range radar, minimum operating range 0.25 NM
- Visibility > 0.25 NM

An operational bow thruster and/or "Becker type "rudder is required for larger vessels. Acceptance of vessels for transit to be decided by Harbour Master and Pilot following a consideration that the above navigable requirements have been met.

All relevant Notice to Mariners should be read in conjunction with the operating constraints 10.2.1.

10.2.2 **Approach to Perth Harbour**

Vessels for Perth will take a Dundee Pilot three & a half hours before HW Perth. FTNS is responsible for the transit through Dundee Harbour to Balmerino which is the Perth Harbour Eastern Limit. The Perth pilot boards from the pilot cutter at Balmerino and then conducts the pilotage to Perth. There is a designated anchorage at Balmerino. For operational reasons, in benign conditions, Perth vessels may be taken through to the anchorage by the Dundee Pilot and anchored there to await suitable conditions for the transit to Perth – subject to consultation with Perth Harbour, Dundee Forth Ports Marine Manager, and Perth Pilots.

The estuary is broad until narrowing at Newburgh Head. The navigable channel passes close to Newburgh piers. The first of the shallows occur in this area. After the mouth of the River Earn, the channel is delineated by the river banks for the remaining 7 nm to Perth. Several shallower areas occur, including the two pipeline crossings between Inchyra and Seggieden. The final approach to the harbour is around the SW side of Moncrieff Island.

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10.2.3 Anchorages and Abort Positions

The Perth Harbour Anchorage is located at Balmerino . The local Admiralty Chart No. 1479 shows the location of the anchorage in the vicinity of 56°25.00"N 003°03.8"W

A vessel may also anchor immediately downstream of Flisk Point, but pilot’s advice should be taken. The final abort position for a vessel to turn or stop the transit and return to anchor in case of unforeseen circumstances is just west of Wonder Bank as the River Earn joins the River Tay.

10.2.4 Controlling Depths and Drafts

Drafts of vessels visiting Perth are limited to the predicted height of HW for the arrival tide, less draft variant – the draft variant shall be published in relevant Notice to Mariners (vessel maximum draft is variable depending on survey date – relevant Notice to Mariners should be read in conjunction with 10.2.4). Vessels will only be permitted to transit based upon actual tidal conditions at the time of transit.

The depth of water above Perth Datum varies between 4.6 metres MHWS and 3.0 metres MHWN.

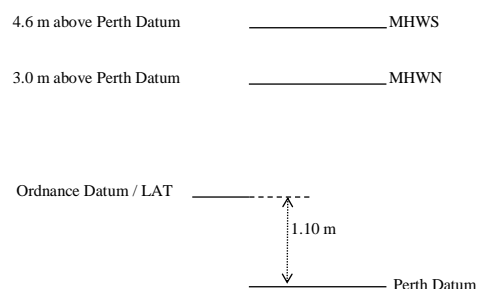
Various datums are in use. The tidal heights in the Harbour Tide and Port Information Book are relevant to “Perth Datum”. Perth Datum is 1.1m below Ordnance Datum Newlyn. Chart Datum at Perth is the same as Ordnance Datum (Newlyn) and Chart Datum. The diagram in Section 2.1.6 shows the relationship.

Chart Datum is corrected for the Ordnance Datum gradient between Perth and Dundee on all surveys and UKHO Charts after 2008. To apply Perth Datum (1.1m) Height of tide to Chart Datum, the appropriate VOF height for the position must also be applied. The VOF at Ribney is -0.6m and at Newburgh it is -1.3m. To calculate the Depth of Water at Ribney you must +0.5m to the Ribney tide gauge and to calculate the Depth of Water at Newburgh you -0.2m from the Newburgh Tide Gauge reading.

The shallowest channel depths occur at the pipeline crossings, Inchyra, a short stretch of river near Tattie Pier and in the Harbour approach. These areas should be surveyed regularly to advise the requirement for maintenance dredging. Depths at the pipeline crossings determine the maximum allowable draft of vessels bound for Perth. See the Tidal Height Diagram below.

Vessels moored in the Harbour normally take the ground each tide. The bottom is soft silt. Perth is a NAABSA (Not Always Afloat But Safely Ashore) port.

10.2.5 Tide Height Diagram



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10.2.6 Tide Gauges

Six tide gauges are installed in the river. Four remote/online gauges positioned : two at Newburgh, one at Ribney Beacon, North Inch (owned by PKC Flood Team) and one on the East corner of the harbour. There is also one static gauge on the western side of the Harbour (No. 2 Berth). They are calibrated to read height of tide above Perth Datum. Data from Newburgh, Ribney, and Harbour East are obtained from a website (www.timeview2.net) and the Harbour from a gauge in the Harbour Office. There is also a static tide board located on berth number 3, visible from the harbour office, and is calibrated to Perth Datum.

10.2.7 Air Drafts

The following bridges cross the navigation channel:

- Within Dundee port limits the Tay Road Bridge has 22.5 metres clearance and the Railway Bridge 23.8 metres, both above MHWS (set by Forth Ports Ltd)
- Friarton Road bridge, 0.8 nm below the Harbour; has a clearance 25 metres above MHWS
- Power cables cross the river 0.7 nm above the confluence with the Earn. The minimum clearance is 26 metres above MHWS.

10.2.8 Pipeline Crossings

Pipelines pass under the River Tay, approximately 2 miles upstream of the mouth of the Earn:

- Oil & gas pipelines at Seggieden
- Gas pipeline at Inchyra.

The pipelines are buried below the sea bed. For available depths and channel configuration at these crossings, consult the latest surveys. (They dictate the controlling depth for transit to Perth. The maximum allowable draft for loaded vessels is designed to give a minimum of 0.35 metres clearance above the high spots on the transit line.) The UKC at this point must be a **minimum of 0.35m**.

PKC Major Accident Hazard Pipelines Emergency Response Plan deals with the oil & gas pipelines which cross the Authority's area. This includes the Forties and FLAGS NGL pipeline crossings under the River Tay between Inchyra & Seggieden. This was issued by PKC Emergency Planning Department (2014).

10.2.9 Newburgh

Potential hazards off Newburgh include grounding, contact with the piers and interaction with recreational craft. These risks are controlled by appropriate caution and ensuring that all necessary vessel systems are operational before passing and contacts with the local yacht club.

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10.2.10 **Tay Bridges**

The bridges lie within Dundee Port Limits and are addressed in that port's SMS. Principal controls for bridge transits require that the vessel has adequate propulsion and steering and all critical equipment is operational. The maximum air draft is currently 22.5m for all vessels.

10.2.11 **Cut Tides**

The risk of a tide not "making" heightens the potential for grounding. Decisions on whether to proceed upriver should be made before Newburgh Head. Data from the Newburgh tide gauge is passed to the pilot to aid the decision process. If doubt exists that the tide will "make" sufficiently, the pilot should consult with the duty Harbour Master and if necessary, abort the transit at the latest west of Wonder Bank. In any case, if conditions suggest a cut tide, pilots of inbound vessels should proceed with extreme caution upstream of Newburgh.

Height of tide at HW varies between 3.0 and 4.6 metres, exceptionally 2.8 metres at extreme neaps and 4.8 metres at springs near the equinox.

The tidal range at Perth Harbour is approximately 3.5m during Spring Tides and 2.5m during Neap Tides. The predicted tidal height can be significantly affected by the following factors:

- a. Pressure – High pressure will affect the lower reaches of the River Tay to a greater extent than the upper reaches.
- b. Storm Surge into the North Sea - will affect the lower reaches of the River Tay to a greater extent than the upper reaches.
- c. Westerly Wind at the Tay Bar – Will prevent the tide from making in to the River Tay
- d. Westerly Wind on Loch Tay – Will cause a greater flow of water down the River Tay affecting the upper reaches to a greater extent than the lower reaches.
- e. Rainfall or Snowmelt in the Loch Tay catchment area - Will cause a greater flow of water down the River Tay affecting the upper reaches to a greater extent than the lower reaches.

The above factors should be considered when ensuring the actual tidal conditions are suitable for meeting the underwater keel clearances required for entry or departure transits to or from Perth Harbour.

10.2.12 **Spates and Currents**

Spates are caused by heavy rain and snow melt in the Tay catchment area. During spates currents of 4-5 knots are common off the Harbour entrance. Rates up to 8 knots are believed to occur. The surfaces of the quays can be submerged at HW during spates.

Spates bring large items of debris down the river which can damage navigational aids and vessels.

Tidal streams up to 2 knots occur on the flood and up to 4 knots on the ebb. These rates are affected by spates in the higher reaches.

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The hazards involved when maneuvering in and out of the Harbour increase during strong spates. The associated risks are controlled by properly planning the operation. During spates, the Pilot, Master and duty Harbour Master carry out a dynamic risk assessment in advance. Pilots and Masters must also be alert to risks from floating debris.

10.2.13 **Wind and Wave Height**

Strong winds can affect boarding and landing of pilots entering or leaving Dundee and also affect maneuvering in the lower reaches of the river. Strong winds from any direction can make maneuvering in and out of Perth Harbour difficult. However, most critical parts of the river are sheltered to a greater or lesser extent.

10.2.14 **Visibility**

Poor visibility occurs infrequently, but with the narrow river passage is hazardous when it does occur. Causes include fog, heavy rain and snow blizzards.

10.2.15 **Ice**

During severe winters, floating ice can damage or displace Aids to Navigation and also cause problems for smaller vessels.

9.2. **Promulgation of Information**

9.2.1. **Publication of navigational information**

The Harbour Master will ensure navigational information including (but not limited to) water depth, navigational hazards, harbour works, navigational lights and marks are published in a range of publications including Admiralty charts, relevant sailing and in Notices to Mariners.

The UK Hydrographic Office is notified of any permanent or temporary change in navigational marks and hazards for appropriate publication.

9.2.2. **Navigational Warnings**

If the Harbour Operator becomes aware of any navigational hazard that is not presented on marine charts or other published navigational information, they will, having verified any reports received, publish a suitable warning. The Harbour Master may issue a warning by means of a Notice to Mariners and the Harbour Operator may issue a verbal warning via VHF traffic information broadcasts (when the port is manned). Such navigational warnings may include (but not be limited to): -

- Adverse weather conditions;
 - Shipping movements including STS Operations;
 - Changes in charted water depths;
 - Damaged or malfunctioning Aids to Navigation;
 - New or amended Aids to Navigation;
-

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- Wrecks or abandoned vessels;
- New or temporary exclusion areas;
- Works in harbour areas; and
- Miscellaneous safety warnings.

If the navigational hazard is not of a temporary nature, the Harbour Operator is responsible for communicating with the UK Hydrographic if considered necessary to instigate changes to nautical charts and published information.

9.3. **Passage Planning**

Every vessel's navigational passage should be planned in adequate detail to/from the berth and with contingency plans such as abort positions and anchorages where appropriate when navigating in the areas of PKC jurisdiction. This should be in accordance with ANNEX 25 -[Guidelines For Voyage Planning - IMO Resolution A.893\(21\)](#). The Harbour Operator reserves the right to commission independent passage plan checks on vessels not subject to compulsory pilotage and on every occasion following an incident. Harbour passage plans can be required using the powers of direction.

9.4. **Subsea Pipeline/Cables**

PKC will ensure that harbour areas with interfaces with sub-sea cables and pipelines are specifically identified and addressed within the risk assessment process. The Harbour Operator shall request, and, in receipt of, retain the up to date version(s) of the pipeline owners Safety management risk assessment.

9.5. **Pilotage**

- Pilotage is compulsory for the following vessel;
 - All vessels over 40 metres.
 - Vessel carrying dangerous goods in bulk
 - Vessels engaged in towing where the overall length of all vessels and/or objects under tow exceeds 30m
 - Any vessel over 24 meters length overall carrying 12 or more passengers
- Pilotage can be arranged through the Harbour Office.
- Pilots are appointed and authorised by PKC to act as pilots for Perth vessels, but employed by the vessel voluntarily (self employed).
- The Pilot shall complete the Perth Master/Pilot Exchange form and collect all available information applicable to the pilotage.

9.6. **Ship Towing**

If required, the process will be risk assessed and conducted in accordance with the guidance to The Code. Pilotage section 10.5 may also be applicable.

10.8 **Recreational Activities**

These include sailing craft, powered craft, water skiing, jet skiing, kayaking, and fishing from the bank. Harbour staff endeavor to maintain communications with boating clubs so that small craft know when to expect draft constrained vessels to pass. Local clubs shall endeavour to have regular engagement with the harbour office, and share an annual programme of events for the forth coming year.

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10.9 Search and Rescue

HMCG can coordinate SAR events; however, there are no local HMCG or RNLI assets within the Harbour Limits. SFRS can respond with small craft. Maritime asset response is normally, approximately one hour.

10. Harbour Users

Those involved in the core business of the Perth Harbour are familiar with harbour operations; however, given that the Perth Harbour Limits area incorporates a large stretch of the River Tay there is inevitably a high potential for a significant number of recreational and casual users with vastly differing knowledge and experience.

It is the responsibility of the Harbour Operator to engage with the local stakeholders to ensure the harbour functions and recreational user requirements are both managed in a way to reduce risk to as low as reasonably practicable (ALARP) and that either one does not present a risk to the other. Good consultation backed up by appropriate bylaws and general direction involving segregation, speed limits, navigation channels and protection for environmentally sensitive areas will ensure good safe harbour access for all.

The following information (where applicable) is to be published and made available by the Harbour Authority to all harbour users:

- PKC's Terms and Conditions for Harbour Use;
- PKC's Schedule of Berthing Dues and Harbour Charges;
- Byelaws and General Directions;
- Notices to Mariners;
- Harbour Guides;
- Details of the facilities available to visiting recreational users;
- Advice on passage planning, including the identification of any areas of high-density recreational activity;
- Harbour emergency arrangements; and the International Collision Regulations.
- Provision (where applicable) of suitable facilities for recreational users including toilets, wash facilities and waste management arrangements including maintenance and defect rectification are established, and managed by the Harbour Operator.

Fuelling procedures are to be risk assessed and managed via the Harbour Operator's procedures.

These arrangements are subject to PKC audit and inspection.

10.1. Event Planning

Any events held on the river shall seek approval/consult with the harbour master prior to undertaking. Consultation shall include, location of event, provision of relevant risk assessment, and

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exchange of communication details. Consultation shall take place at least five days prior to event. It is the stakeholders responsibility to ensure the harbour authority is informed of the upcoming event.

10.2. **Client Stakeholder Feedback and Issues**

All complaints must be reported to the Harbour Operator who is responsible for assessing the reported issue, communicating directly with the complainant, investigating and reporting where necessary.

11. **Discharging of Statutory Duties**

11.1. **Dangerous Goods in Harbour Areas Regulations 2016**

The entry and presence of dangerous, hazardous and harmful cargoes in port areas and any consequential handling must be controlled to ensure the general safety of the area, the containment of such cargoes, the safety of all persons in or near the port area and the protection of the environment. The safety of life and the safety of a ship, its cargo and all persons on Board in a port area are directly related to the care which is taken with such cargoes prior to loading or unloading and during the handling.

All dangerous goods being transported or handled through the port will be handled in accordance with the Dangerous Goods in Harbour Areas Regulations 2016 except that being stored under the COMAH Regulations. The Regional Emergency Plan is maintained to effectively handle emergencies involving dangerous substances. There is also a National Emergency plan that would come into effect in the event of a major Incident that called for National resources and intervention National Emergency Plan.

Vessels carrying oil or gas are required to confirm the vessel has no defects by completing an EEC Tanker checklist form prior to berthing.

The Harbour Master has the power to prohibit the entry into a port of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety, and to control similarly the entry on to dock estates of dangerous substances brought from inland. Harbour Master also has powers to regulate the movement of vessels carrying dangerous goods.

Vehicles carrying dangerous goods should only be parked in designated areas. Additional requirements are required for handling radioactive substances (Class 7) and explosives (Class 1).

The Harbour Master is the appointed person for Hazardous Substances' and is to be notified if it is intended to allow a vessel containing hazardous material to enter a port for which PKC is the Harbour Authority.

PKC do not hold a relevant explosive licence for the port of Perth.

PKC is responsible for managing harbour regulatory requirements under DGHAR 2016 and will ensure that an assessment of the risks to health and safety is carried out wherever goods hazardous to health are:

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- Used in an operation or activity;
- Stored;
- Disposed of as waste;
- Potentially present;
- Where there is potential for exposure of employees and others.

Goods hazardous to health include materials containing known harmful chemicals, dusts, and biological hazards.

The Harbour Operator also has responsibility for:

- In consultation with the emergency services and any other body considered appropriate, prepare and maintain Port Emergency Plans;
- Within appropriate timescales undertake emergency exercises at major harbours and at unstaffed locations;
- Prohibit the entry into a harbour of any vessel carrying dangerous goods, if the condition of those goods, or their packaging, or the vessel carrying them is such as to create a risk to health and safety.

11.2. **Dangerous Vessels Act 1985**

Under Section 1 of this Act, a Harbour Master can direct a vessel to leave the port, or remain outside the port, if in his opinion, the vessel or its contents might in any way pose a threat to the safety of persons or property. Specifically, if its presence in the dock might involve;

- Grave and immediate danger to safety of any vessel or
- Grave and immediate risk that the vessel may, by sinking or foundering, prevent or seriously prejudice use of the port by other vessels.

By virtue of Section 6 of the Dangerous Vessels Act, directions under section 1 cannot be given in relation to:

- Any vessel belonging to Her Majesty or employed in the service of the Crown for any purpose, including any such vessel in the possession of a salvor; or,
- Any pleasure boat of 24 metres or less in length.

The Secretary of State or his representative (SOSREP) can override the Harbour Master's ruling on the vessel and require it to enter the port or move as he so instructs. The procedure for handling a vessel so described under this Act is laid out in the Operating Procedures for the Receipt of Vessel Casualties.

11.3. **Operating Procedures for the Receipt of Vessel Casualties**

Contact should be made immediately with the Harbour Office upon notification of the casualty.

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All decisions relating to a vessel handled under the Dangerous Vessels Act 1985 shall be fully consult with the Harbour Authority.

Although the Act does not apply to vessels stated in Section 6, of the Dangerous Vessels Act, the following standard operating procedures will also be followed for those vessels.

- Commence and maintain a log of all communications and actions.
- All possible information on the vessel will be obtained, particularly that relating to the nature of the casualty, so a full assessment of the situation can be made.
- The Harbour Operator will have due regard to all the circumstances and to the safety of any person or vessel.
- A full risk assessment will be carried out including a pollution potential assessment.
- The Harbour Operator will liaise with, were possible, all interested parties with the MCA and emergency services.
- The vessel will not be accepted for any of the factors stated in Section 1 of the Act if the Harbour Operator considers it necessary.
- Media contact will only be via the authorised PKC Press Liaison Officers, as necessary and relevant.

11.4. **The Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997**

Defines the various categories of substances classified as dangerous and refers to International Maritime Dangerous Goods Code (IMDG) for individual definitions, classifications and shipping instructions.

It is the responsibility of PKC to apply these Regulations if dangerous goods transit, or are handled, within the port area. The IMDG Code applies to the movement of dangerous goods in ships. Use must be made of the most up-to-date amendment of the IMDG Code.

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11.5. **Prevention of Oil Pollution Act 1971**

Under the Prevention of Oil Pollution Act 1971 a master of a vessel finding pollution has a duty to report the pollution to the Dock and Harbour Master if: -

- The pollution is discharged from the vessel into the waters of a port in the UK;
- Pollution is found to be escaping or to have escaped from a vessel in such waters;
- Pollution is found to be escaping into any such waters from a place on land.

A Harbour Master has the power to: -

- Go onboard and inspect the vessel or any part thereof, or any of the machinery, boats, equipment or articles onboard the vessel, for the purpose of ascertaining the circumstances relating to an alleged discharge of oil or mixture containing oil from a vessel into the waters of the port.
- Require the production of any oil record book to be carried or records kept.
- Copy any entry in such book or record and require the master to certify the copy as being a true copy of an entry.

11.6. **Oil Spill Contingency Planning**

PKC is responsible for development of the site-specific Oil Spill Contingency Plan and a sufficient supply of oil spill equipment. Oil Spill Contingency Plans should be implemented and exercised in accordance with statutory requirements.

The oil spill plan is to be based on a risk assessment process which incorporates the potential for spills into water and in the docks land areas (this is viewed as an area of high likelihood for waterborne contamination). It is to identify the location of spill mitigation equipment, drainage and drains with oil capture/separation arrangements, dispersant location and its use and clean up arrangements.

11.7. **Noise and vibration**

PKC shall take all appropriate measures to ensure that the risk from noise and vibration is as low as reasonably practicable (ALARP) by the design, selection and location of equipment and workplaces. Where noise levels may be of concern, the Harbour Operator shall arrange for a noise survey to be conducted. Suitable hearing protection that is rated for the noise type and level shall be provided where residual noise levels are potentially above the statutory action levels. Those exposed to these levels will be required to wear this protection.

The effect of noise on the surrounding environment will also be monitored to reduce adverse effects on neighbours.

11.8. **Port Waste Management**

Shall be managed in accordance with Perth Harbours MCA Port Waste Management Plan.

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12. Terminal Operations and Traffic Management

12.1. Terminal Access and Egress

It is the responsibility of PKC where practicable and determined by risk assessment to install permanent security/safety fencing and security gates at their harbours.

It is the responsibility of PKC risk assess and control access at the Harbour.

12.2. Pedestrians and Vehicular Traffic

Where possible all pedestrians should be kept segregated from vehicular traffic.

PKC shall risk assess, develop, implement and monitor Traffic Management Plans for Perth Harbour.

12.3. Quayside Safety

It is the responsibility of PKC to provide and maintain adequate infrastructure including suitable signage, rescue and lifesaving equipment and means to escape from danger in accordance with legislation.

It is the responsibility of PKC to risk assess and manage quayside activities.

12.4. Ship Access and Egress

All vessels should provide and rig gangways and safety nets or provide an alternative safe means of access/egress. This should then be the only means of access/egress used by pedestrians.

It is the responsibility of the vessel to risk assess and manage gangway activities. The vessel master shall remain responsible for safe means of access at all times, in conjunction with Perth Harbour rules.

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13. Marine Services

13.1. Workboats and Harbour Craft

Shall be managed in accordance with PKC Procedures.

13.2. Commercial Diving Projects

Shall be managed in accordance with the PKC Procedure.

13.3. Moorings

The act of mooring - in the sense of parking a vessel on a mooring - needs to be distinguished from anchoring. There is a simple difference - anchoring involves letting out one or more anchors which are stowed onboard while the vessel is sailing or motoring whereas mooring - involves securing the vessel to tackle which remains in place when the vessel sails away.

When moorings are described as permanent, it is generally to distinguish mooring to them from anchoring. It does not mean that they are literally left in place for ever, but simply for a significant period of time, for example the duration of a sailing season.

Certain activities require a marine licence before they can be carried out in Scotland's seas.

Licensable activities may include, but are not limited to:

- The deposit of substances or objects into the sea or onto the sea bed
- The removal of substances or objects from the sea bed
- Construction, alteration and improvement works
- Dredging
- The deposit or use of explosives

Marine licences, which replace consents previously issued under FEPA and CPA, are issued by the Marine Scotland Licensing Operations Team (MS LOT). [MS LOT](#) provides a 'one-stop-shop' for all marine licence applications in Scottish waters.

The placing and use of a mooring in principle requires the consent of the owner of the seabed. In the UK the Crown owns roughly half the foreshore and almost all the seabed, through the [Crown Estate Act 1961](#).

All proposed mooring provisions (including any provided for leisure users) within the jurisdiction of Perth Harbour are to be risk assessed and the Harbour Master consulted prior to the laying of any new mooring. Any existing moorings should be annually inspected and serviced by suitably qualified and experienced persons. The Harbour Operator shall bear in mind the requirements of Sections 8.1 and 8.2 of this document.

13.4. Harbour Dues

Under terms of Section 33 of the [Harbours, Docks and Piers Clauses Act 1847](#) and Section 26 of the [Harbours Act 1964](#), as a Competent Harbour Authority PKC can make a reasonable charge for services, access and passage through its harbours.

PKC shall record all visits by and collect the harbour dues from all harbour users.

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Where the Harbour Operator has been unable to obtain payment for applicable harbour dues at the time they are incurred, they will use all reasonable means to identify the vessel and its owner/operator/association membership and retrospectively recover the applicable harbour dues. Only when all means have been exhausted and recovery has failed will the Harbour Operator shall enforce the payment of appropriate harbour dues for those using the harbour facilities.

14. Harbour Maintenance

14.1. Maintenance & Defect Reporting

PKC are responsible for maintenance, inspection and repairs of all harbour assets. All defects shall be reported by the Harbour Office to PKC.

PKC shall action repairs in accordance with the contractual agreement as set out below,

- Critical – which could affect contract performance or safety the defect must be repaired within 30 days.
- Operational - has potential to affect operations but not safety critical must be repaired within 90days.
- Notifiable – defect noted by the harbour operator that requires work to be undertaken but does not affect both of the above within 180 days

14.2. Workplace Safety

PKC has responsibility to ensure that all workplaces, including the means of access and egress and any welfare facilities provided by the Harbour Authority are sufficiently maintained to meet the requirements of the applicable regulations. The conduct of routine checking/inspection may be delegated as appropriate.

14.3. Workplace Equipment

Workplace equipment includes any machinery, appliance, tool or installation for use at work. Those responsible for such equipment shall ensure that all significant risks to health and safety in the use of such equipment are properly assessed and that adequate controls are put in place.

PKC is responsible for the supply, routine maintenance and repair of fixed equipment which includes but not limited to:

- CCTV Fencing and access gates
- Piers, quaysides, fendering
- Aids to Navigation
- Dedicated IT workstations for weather and water level monitoring
- Lighting fixtures and columns
- Roads & footpaths (*surface and lining*)
- Quayside winches and bollards
- Fixed ladders and lifesaving equipment

PKC also ensure that programmes are in place for the systematic maintenance of all such equipment, including safety devices and guards, to ensure its proper functioning and safety.

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The Harbour Operator is responsible for the use of such equipment and shall ensure that all significant risks to health and safety in the use of such equipment are properly assessed and that adequate controls are put in place.

Harbour Operator employees should co-operate by using such equipment in the proper manner and reporting defects or abnormal conditions to PKC.

15. Harbour Security and the ISPS Code

15.1. Security Culture

Developing a security culture within an organisation is about encouraging staff to respect common values and standards towards security whether they are inside or outside the workplace.

The awareness of security amongst staff – their vigilance when conducting everyday routines, for example – is an essential layer of an organisation’s protection and staff training, regular drills and internal communications play an important part.

15.2. Security Planning

Organisations cannot remove all the possible threats they face but, in addition to the security measures in place to protect their most valuable assets, they should also have plans and strategies to respond to a serious incident and the contingency arrangements for getting back to ‘business as usual’ as soon as possible.

Any decisions or investments in relation to security should always be taken in consultation with the wider sources of information that are available, and which are referenced throughout.

There are three strong business reasons why organisations should plan to deter acts of terrorism or other criminal activity, or at least to minimise their impact. They are:

- Business continuity: Ensure that a business is able to cope with an attack and return to normality as soon as possible;
- Legal obligations: In the event of an attack, preparation and contingency plans are likely to come under scrutiny. Health and safety at work regulations put the responsibility on the owner or occupier of premises who has a duty of care for staff and visitors. Although the police and other agencies can offer advice, it is up to the owner or occupier to seek out and act upon that advice. In any subsequent inquiries or court proceedings, it would need to be demonstrated that relevant legislation had been taken into account;
- Loss of reputation: A business or organisation will lose its good name if it does not fulfil its legal obligations and/or business continuity plans in the event of a terrorist attack. The resulting loss of reputation may adversely affect the business.

15.3. Harbour Security & ISPS

PKC is responsible for developing and implementing plans, procedures or policies in accordance with company management system requirements. Any such documents will be made accessible to authorised representatives of PKC who have the appropriate security clearances.

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15.4. **Harbour Facilities Security**

15.4.1. **Closed Circuit Television (CCTV)**

All CCTV equipment fitted is provided and maintained by the harbour authority for safety purposes and as an integral part of the harbour security.

Authorised Harbour Operator users will be provided with access to CCTV equipment and will ensure full compliance with the legal obligations of the Data Protection Act 1998. PKC is the data controller for the system.

15.5. **PRIVATE PLEASURE CRAFT**

15.5.1. **Control of Private Pleasure Craft**

The control of private pleasure craft shall be in accordance with the HM Revenue & Customs (HMRC) and the UK Border Agency (UKBA) who are responsible for the management of fiscal, regulatory and enforcement activities at frontier locations. HMRC has overall responsibility for policy and procedures relating to the inward/outward pleasure craft reporting function. The UKBA has responsibility for implementing HMRC policies and procedures at the frontier and for the prevention of smuggling of dutiable or prohibited/restricted goods. The UKBA also has responsibility for immigration matters.

The Customs and Excise Management Act 1979 gives UKBA officers the necessary powers to stop, board and search a vessel and to ask questions. This applies whether the vessel sailed from a port within the EU or from a country outside the EU.

15.5.2. **Schengen Treaty**

Anyone entering the UK by sea may be subject to a passport check.

15.5.3. **Animals including pets, dogs, cats, birds, rabbits and rodents**

Any animals or birds, which are kept on Board the vessel, must be reported to the National Yacht line on arrival. Local Animal Health Trading Standards Officer and APHA Office must also be notified to allow assessment to be undertaken, as appropriate .

Pet animals may only be imported via approved routes (exceptions apply). For further information visit Bringing your pet dog, cat or ferret to Great Britain: Overview - GOV.UK (www.gov.uk)

Contact: Imports@apha.gov.uk OR APHA.Scotland@apha.gov.uk

PHA Duty Vet: 0300 060 0704

16. Contractor Management

16.1. Awarding Contracts

The generic term 'Contractors' applies to contractors and any other person invited or permitted to be within the harbour area for dedicated work purposes.

PKC shall, when appointing contractors (including Principle Contractors under CDM Regulations), take into account the contractor's competency in dealing with risks to health and safety when undertaking work. Therefore, persons authorised to select contractors shall take all reasonable steps to ensure competency in H&S matters prior to the award of the contract. Arrangements shall also be made to monitor safety and environmental performance and, where necessary, undertake third party audits to ensure compliance and improvement for any significant projects.

16.2. Contractor Induction

The Harbour Office staff shall provide appropriate induction training and briefing to all contractors to ensure they are aware of the hazards and environmental risks with which they may come into contact in the course of their activities whilst within the harbour area. They shall also be made aware of the controls required to manage any hazards that have been identified and are introducing onto the site.

16.3. Procurement

PKC procurement process shall ensure that the services and equipment procured are compliant with appropriate standards and suited to the task for which they are intended.

Providers of such services and equipment shall be evaluated for their ability to comply with health, safety and environmental requirements. Records of such evaluations shall be maintained for the duration of the work being undertaken.

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16.4. **Contractors / Visitors – General Arrangements**

PKC has a responsibility to all visitors to ensure the safety of those whom are invited or permitted to visit Perth Harbour.

In order to meet these responsibilities, it is expected that PKC shall take such steps as is practicable to:

- Provide safe access/egress;
- Exclude from the harbour landward or seaward operational site areas, persons unrelated to Harbour Authority business;
- Control access by those permitted or invited to visit;
- Control work processes such that visitors are safeguarded against hazards and risks associated with work by visitors, particularly contractors;
- Control working areas by means of excluding access and, where visitors may be exposed to risk, ensuring that they wear appropriate PPE.

There are areas where access control can be achieved and areas where general access prevails, and no control is possible or permitted. The areas where a Fire Safety Management Plan (FSMP) is in effect are areas where access control is required for accountability of individuals in an emergency situation. The emergency services will always give precedence to saving life at the expense of property and if confirmation of a building/area being clear of people cannot be provided the emergency services will waste time and put them at unnecessary risk trying to locate people rather than fight a fire for instance.

The implementation of simple access control methods will alleviate this problem.

Note, the Harbour Office and port is not manned 24/7. The port is manned on an ad hoc basis, as and when required. Access to berths 1 & 2 is controlled by locked gates and only authorised personal can access. Berths 3 & 4 are open berths with port operations being undertaken adjacent to the berth. There is also a main highway that runs adjacent to berth 3 & 4 and is the responsibility of PKC Roads department.

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17. Safe Systems of Work

A safe system of work is a procedure which results from the systematic examination of a task. This identifies the hazards and defines safe methods to ensure that hazards are eliminated, or the risks minimised. Employers are required to provide systems of work that are, as low as reasonably practicable (ALARP) and without risk to health or the environment. A safe system of work is required when hazards cannot be physically eliminated, and some element of risk remains. Safe systems of work shall be applied to routine and one-off cases as required by the risk assessment. A safe system of work will also ensure clarity with respect to control over work activities where more than one stakeholder is involved in an activity.

17.1. Permit to Work (PTW)

Safe systems of work should be proportionate to the risks involved. It may be defined verbally, by a simple written procedure or, in cases where the risk is significant, by a formal Permit to Work (PTW), this requirement should be identified during the risk assessment process.

Areas of operation which may involve significant risk include, but are not limited to:

- Work on Electrical Systems (>110V)
- Work in Confined spaces
- Work on Pressure Systems
- Marine Tasks (device installation/ buoy work)
- Work involving chemicals
- Lone Working
- Mechanical/electrical system isolations
- Excavations (way-leaves)
- Work on Safety or Emergency systems
- Work at height
- Work involving the use / handling of hazardous materials

PKC is responsible for implementing and managing a PTW system whenever risk assessment identifies works where the risk is significant.

17.2. Personal Protective Equipment (PPE)

It is the responsibility of the Harbour Operator to provide suitable PPE (correctly sized and fit tested as required) free of charge to their employees as a protective measure against hazards identified by RA, which are appropriate to be controlled by this method. PPE should be considered as a last resort and only to be used if suitable operational procedures or engineered measures cannot be deployed.

Employees shall be provided with adequate information, instruction and training on the use of such equipment and provision will be made for its pre-use inspection, maintenance and storage.

The Harbour Authority is responsible for the provision of PPE for its own staff.

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17.3. **Individual Responsibility**

Where equipment is provided by PKC as a safety measure, it is each employee's statutory responsibility to make full and proper use of it. They shall take care of it and refrain from damaging or modifying it in any way.

The requirement to wear PPE in work areas shall be determined by RA and indicated by appropriate signage in the place of work. All PKC employees entering harbour areas of activity that have a minimum PPE requirement shall comply whether or not that area is the direct responsibility of PKC.

18. **Emergency Preparedness and Response**

18.1. **Emergency Response Plans**

PKC is responsible for development; implementation and review of emergency Response Plans (ERPs) have been published to address the following potential Emergency situations;

These will be used by the Harbour Operator as the minimum procedural standard and format unless superseded by an equivalent or higher standard of published procedures approved by PKC.

18.2. **Emergency Incident Search and Rescue within Harbour Areas**

The UK government assumes responsibility for civilian maritime Search and Rescue, and delegate this responsibility to Her Majesty's Coastguard – part of the Maritime and Coastguard Agency.

The following MRCC provides coverage for Perth Harbour area:

MRCC Aberdeen, HM Coastguard, 4th Floor, Marine House, Blaikies Quay, Aberdeen, AB11 5EZ
Tel: 020 3817 2001

18.3. **Fire Safety Management Plan (FSMP)**

PKC has responsibility to compile and maintain for all buildings under its control, a Fire Safety Management Plan (FSMP). This management plan will ensure that all conditions and arrangements detailed in the FSMP are complied with; this includes routine inspection of equipment provided for fire protection purposes, testing of alarms and evacuation procedures.

18.4. **Fire Safety**

PKC is responsible for ensuring that all users of the Harbour Authority area of responsibility are familiar with fire precautions and evacuation procedures in their workplaces and co-operate in fire drills when conducted. They shall be made aware of the fire-fighting equipment that is available and be capable of using it when necessary. Employees shall report obstructions to means of escape or missing or damaged equipment.

18.5. **Fire Risk Assessments**

PKC is responsible for ensuring that fire risk assessments are conducted for all buildings for which Harbour Operator is responsible and which are used as workplaces.

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18.6. **First Aid Facilities**

PKC is responsible for ensuring that there are suitable and sufficient first aid facilities available in the place of work. First aid boxes shall be provided at appropriate areas throughout the harbour area and signage provided. First Aid supplies shall be checked and replenished by the appropriate first-aider responsible for the area.

18.7. **Trained First-Aiders**

The Harbour Operator is responsible for ensuring that there are a suitable number of First-Aiders for harbour operations.

19. Incidents, Accidents and Near Miss

The Harbour Operator shall be responsible for reporting all near miss and accidents within the harbour jurisdiction and shall carry out investigations, as required in line with Annex 2.

The Harbour Operator shall report all incidents and accidents to the PKC Harbour Management team, as required.

An online reporting platform shall be made available to all users via the Perth Harbour website, that will allow timely reporting of incidents, accidents and near misses.

Accident & Incident and Near Miss reporting forms shall be made available via the harbour office (Annex 3). All reports shall be logged and reports located in the Perth Harbour sharepoint reporting system.

20. SMS Review and Audit

20.1. **Statutory and Other Regulatory Examinations**

PKC shall maintain a register of all equipment which requires statutory testing and shall ensure that all such equipment is subject to test at the appropriate time.

It is the responsibility of PKC to ensure that general asset safety inspections of all PKC buildings/structures/plant/equipment/other assets are conducted on a regular basis in order to confirm that safety arrangements are effective and to identify and eliminate potential hazards.

There are two levels of inspection the first being those undertaken as part of a statutory requirement for inspection/test which are managed as detailed above. The second level of inspection is the inspection of work site/areas.

Routine safety inspections of all PKC buildings/structures/plant/equipment/other assets shall be carried out frequently by the Harbour Operator on a monthly basis. Records of such inspections shall be recorded by the Harbour Operator & if/where necessary.

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20.2. **Corrective Action**

PKC shall undertake any non-conformance investigation as identified by audits, which shall address the root cause of the non-conformance and the corrective action taken shall address both the instance and the root cause. The corrective action shall document the actions taken to remedy the non-conformance, the effects and the outcome.

The corrective action shall document the changes made to the system, policies, procedures and any other documents, communications and training and other actions taken appropriate to the magnitude and level of risk relating to the problem to minimise the risk of recurrence.

20.3. **Preventative Action**

The aim of preventative action is on-going continuous improvement and includes trend and risk analysis. It is the follow through of corrective action, which is aimed at root cause analysis and elimination of non-conformance.

Preventative action requires identification of needed improvements and potential sources of non-conformances. To develop a well-directed course of preventative measures a risk assessment and cost benefit analysis process should be undertaken.

20.4. **Performance review and indicators**

Areas to be summated during the PKC Harbour Management team meetings as standing agenda items are:

- The Harbour income
- Non-conformities with the SMS identified at audit or review;
- Review of incidents, accidents and near misses
- Losses due to damage to property, equipment, machinery etc.;
- Commercial opportunities

Performance monitoring will be undertaken following reports from inspections, if any adverse trends are identified and after audits have been undertaken.

The review and monitoring will be overseen by the Harbour Operator and the PKC Harbour Management Team.

20.5. **Safety Management System Review**

The PKC SMS shall be reviewed by PKC at suitable intervals, annually, unless a more frequent or exceptional review is required) by the PKC Harbour Management team and Duty Holder in order to:

- Evaluate the overall strategy of the policy to ensure that it meets planned objectives;
- Evaluate the policy's ability to meet the overall needs of the organisation including those of employees and regulatory authorities;
- Evaluate effectiveness of follow-up actions from earlier reviews;
- Evaluate the need for changes to the policy;
- Provide priorities for planning and continual improvement;
- Set new objectives.

	Safety Management System	Issued: March 2024
		Version 4

References

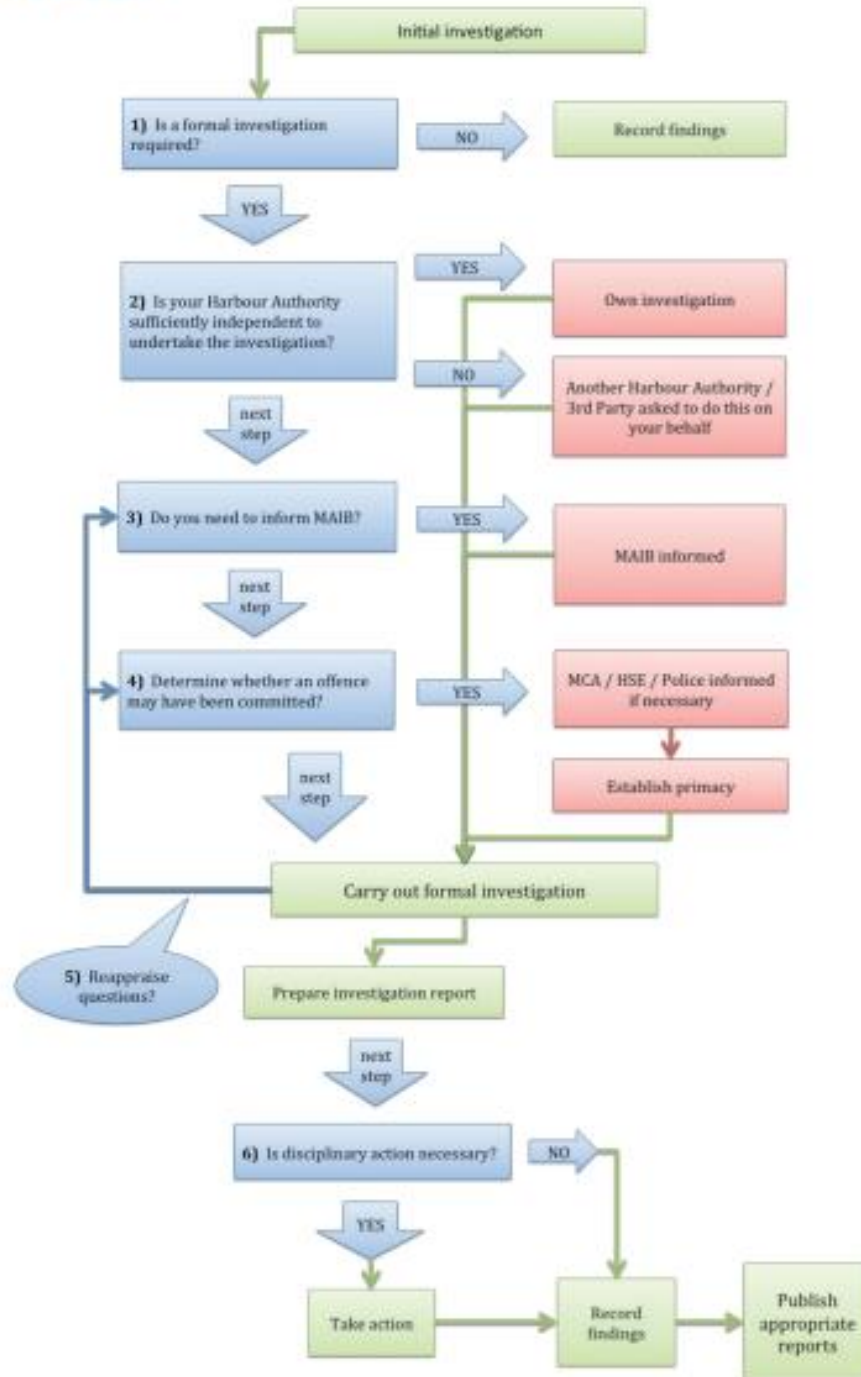
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HSG(65)	Successful Health and Safety Management. A Guide to Good Practice on Port Marine Operations.
A.857(20)	IMO Resolution - Guidelines for Vessel Traffic Services.
1998 No. 1609	Merchant Shipping (Small Workboats and Pilot Boats) Regulations 1998.
1998 No. 2771	Merchant Shipping (Vessels in Commercial Use for Sports or Pleasure) Regulations 1998.
MGN 20	Merchant Shipping and Fishing Vessels (Health and & Safety at Work) Regulations 1997.
1997 No. 2776	Diving at Work Regulations 1997.
INDG163	Five steps to risk assessment.
MGN 289 (M+F)	Accident Reporting and Investigation
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MGN 293 (M+F)	Vessel Traffic Services (VTS) and Port Information, Responsibilities of the Competent Authority, Statutory Harbour Authorities and VTS Authorities.
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1998 No. 2307	Lifting Operations and Lifting Equipment Regulations 1998.
L113	Approved Code of Practice – Safe Use of Lifting Equipment.
2000 No.128	Pressure Systems Safety Regulations 2000. Pilotage Act 1987 Perth Burgh & Harbour Act 1856 The Perth Harbour Revision Order 2007 Northern Lighthouse Board document “Instructions on the Provision and Maintenance of Aids to Navigation”.

Annex 1: Aids to Navigation (AtoN)

NAME	CHARACTER	LAT.	LONG.	RESPONSIBILITY
FLISK BUOY	Fl. G. 3s	56 23.8 N	003 06.2 W	Perth Harbour
DEIL BANK BEACON	Q. G.	56 22.9 N	003 09.8 W	Perth Harbour
BALLINBREICH BEACON	Fl. R. 3s	56 22.4 N	003 11.3 W	Perth Harbour
CASTLE BEACON	Fl.(2) R. 5s	56 22.0 N	003 11.9 W	Perth Harbour
JOCK'S HOLE BEACON	Q. R.	56 21.8 N	003 12.1 W	Perth Harbour
BELL'S BANK BEACON	Fl. G. 3s	56 21.7 N	003 13.1 W	Perth Harbour
CALIFORNIA BEACON	Fl.(2) R. 5s	56 21.7 N	003 12.8 W	Perth Harbour
THE HARD BUOY	Fl G 3s	56 21.3 N	003 14.2 W	Perth Harbour
NEWBURGH HEAD BEACON	Fl. R. 3s	56 21.5 N	003 13.7 W	Perth Harbour
LINOLEUM / SLIPWAY BEACON	Fl.(2) R. 5s	56 21.2 N	003 14.7 W	Perth Harbour
RECKIT LADY BEACON	Fl.(2)G. 5s	56 21.3 N	003 15.0 W	Perth Harbour
PEAT BEACON	Q. R.	56 21.1 N	003 16.2 W	Perth Harbour
WONDER BEACON	Fl. G. 3s	56 21.5 N	003 16.9 W	Perth Harbour
CARPOW BEACON	Fl.(2) R. 5s	56 21.2 N	003 17.1 W	Perth Harbour
CABLE NORTH BANK EAST	Q. Y.	56 21.5 N	003 17.9 W	SSE
CABLE NORTH BANK WEST	Q. Y.	56 21.5 N	003 17.9 W	SSE
CABLE SOUTH BANK	Fl. Y. 5s.	56 21.2 N	003 17.8 W	SSE
GIRNAL BEACON	Fl. R. 3s	56 21.3 N	003 18.0 W	Perth Harbour
MARE'S HEAD BEACON	Fl.(2) R. 5s	56 21.7 N	003 19.2 W	Perth Harbour
INCHYRA BEACON	L.Fl.W.R. 6s	56 22.2 N	003 19.6 W	TRANSCO
RIBNY BEACON	Fl.(2) G. 5s	56 22.5 N	003 20.2 W	Perth Harbour
RIBNY BUOY	Fl. G. 3s	56 22.5 N	003 20.5 W	Perth Harbour
PIPELINE BUOY	Fl. R. 3s	56 22.5 N	003 20.8 W	Perth Harbour
PIPELINE NORTH BANK	Iso. G. 4s	56 22.7 N	003 20.9 W	Shell U.K.
PIPELINE SOUTH BANK	Iso. R. 4s	56 22.5 N	003 20.9 W	Shell U.K.
CARFUD BEACON	Fl. R. 3s	56 22.6 N	003 21.5 W	Perth Harbour
SLEEPLESS INCH OUTER BEACON	Fl.(2) R. 5s	56 23.0 N	003 22.8 W	Scottish Water
BOWES BEACON	Fl. G. 3s	56 23.2 N	003 22.8 W	Perth Harbour
SLEEPLESS INCH INNER BEACON	Fl. R. 3s	56 23.0 N	003 23.2 W	Scottish Water
ORCHARD NOOK BEACON	Fl.(2) R. 5s	56 22.8 N	003 23.5 W	Perth Harbour
STOCK GREEN BEACON	Fl.(2) G. 5s	56 22.8 N	003 24.1 W	Perth Harbour
FRIARTON BRIDGE SOUTH PIER	2 F.R. (vert) (upstream & downstream)	56 22.8 N	003 24.5 W	BEAR (Scotland)
FRIARTON BRIDGE NAVIGATION SPAN	Q. W.(upstream & downstream)	56 22.8 N	003 24.5 W	BEAR (Scotland)
FRIARTON BRIDGE NORTH SPAN	2 F.G. (vert) (upstream & downstream)	56 22.8 N	003 24.5 W	BEAR (Scotland)
FRIARTON BEACON	Fl R 5s	56 22.6 N	003 25.3 W	Perth Harbour
MONCRIEFFE ISLAND BEACON	Fl. G. 3s	56 22.7 N	003 25.4 W	Perth Harbour
OUTFALL BEACON	Fl. R. 3s	56 22.8 N	003 25.7 W	Scottish Water

Annex 2: Incident Investigations Flow Chart

Flowchart



Annex 3: Incident and Near Miss Reporting Forms



Near Miss Reporting Form

Completed By: Position:	Date:
Job / Process / Location / Persons <u>involved</u> :	
Description of Near Miss:	

Rating of Risk (potential risk)	Consequence		
	H1 - Slightly Harmful	H2 - Harmful	H3 - Very Harmful
(Rate the near-miss based on potential consequence and probability of recurrence)			
Likelihood	L1 - Very Unlikely	L2 - Unlikely	L3 - Likely
	L1H3 - Tolerable	L2H2 - Moderate	L3H3 - Substantial
	L2H3 - Tolerable	L3H2 - Substantial	L3H1 - Moderate

Cause of Near-Miss:

Any action required to prevent recurrence*:

*If corrective action is required this should be logged on issues register.



Accident & Incident Report

Name of person completing this report :
Date Completed:

Employee / Injury Information

Name of injured person:
Date / Time of Accident:
Nature of injury:
Work activity at time of Accident:
Was Accident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)?

Accident Details

At the time of the accident, what was the injured person doing?
Was the work they were doing covered by a Safe Operating Procedure / Risk Assessment / Method Statement?
Was the employee aware of & following above SOP / Risk Assessment / Method Statement?