

**SAFETY HEALTH ENVIRONMENT (SHE)**  
**Brightlingsea Harbour Commissioners**  
**SHE STATEMENT**

**Introduction.** I have overall responsibility for Safety, Health and Environment (SHE) within Brightlingsea Harbour Commissioners (BHC) by virtue of my appointment as Harbour Master. The guide to meeting our statutory requirements is The Port Marine Safety Code. This Code is to be observed by all staff working for BHC. It indicates the organisation and arrangements I have set up to achieve my objective of discharging my duty to comply with requirements set out by the HSE. It reflects the importance that I attach to protecting the environment and to the health, safety and welfare of all staff, customers and visitors in my area of responsibility and of all other persons who may be affected by their activities.

**Intention.** It is my intention to ensure that Brightlingsea Harbour Commissioner's conducts its activities avoiding damage to the environment and providing all personnel in so far as reasonably practicable:

- Safe facilities and equipment.
- Safe systems of work.
- Safe and healthy places of work with safe access and egress.
- Sufficient information, instruction and training to enable personnel to carry out their work/training safely and without risks to their health or the environment.

**Assessment.** Central to the successful provision of the above is a safe management system that identifies significant workplace/fire hazards and carries out an assessment of the risks associated with them. I expect my staff to co-operate with its aims by bringing to my attention any significant hazards that might arise in the workplace areas that are not subject to existing controls. I, in my turn, will ensure that prompt action is taken to address all newly identified hazards with adequate controls as far as reasonably practicable and I require all personnel to do likewise.

**Organisation**

**PMSC Appointments.** I have appointed the Owen Evans as my PMSC Advisor/Co-ordinator and he will:

- a. Act as the focal point for SHE information.
- b. Collate the instructions and procedures that will constitute the detailed arrangements for both safety and for protecting the environment throughout BHC.
- c. Monitor all risk assessments for BHC.
- d. Monitor BHC Environmental Management Plan.
- e. Monitor, on my behalf, the application of the detailed arrangements for compliance with legislative, MCA CoP, council and HSE requirements in the SHE management areas, including my PMSC Action Plan.
- f. Act as the secretary, write and circulate the minutes of the BHC PMSC Committee.
- g. Report to me, if in his opinion, any further measures are required to meet compliance.

However, I stress, that the PMSC Advisor's role is strictly advisory and responsibility for SHE implementation matters rests with me.

## PMSC Committee

2. **Responsibilities.** In addition, I appoint areas of responsibility as follows:
  - a. Fire Officer - Owen Evans (DHM)
  - b. Building Safety Manager - Glenn Bacon
  - c. Pontoon Moorings Manager - Peter Stonebridge
  - d. Jetty and Hard - Chris Stopford
  - e. Boat Park and Waste - Joe Adams
3. **Meeting.** I will chair the BHC Committee meeting, which will meet bi-annually. In my absence the DHM will chair the meeting.
4. **Arrangements.** The arrangements for the SMS are contained within the SMS Health and safety file.
6. **Procedures.** Procedures covering emergencies, in the event of an accident, how to get First Aid and what action is required are included in the SMS Health and safety file.
5. **Risk Assessment.** All risk assessments are held in the SMS Health and Safety File, these are to be made available to any member of staff or as and when requested, everyone within the workplace should make themselves fully aware of the content of these.
6. **Duty to Others.** All visitors or personnel working temporarily within BHC are to be made aware of any hazards that exist and of any practices which may damage the environment. Where appropriate they are to be made aware of any risk assessments that might apply to their activity. Where BHC staff are working away from BHC they are to make themselves familiar with the local safety and environmental rules and work to those requirements or whichever requirement provide the highest level of protection. Also they should not, by their activities at that location, endanger people in the employ of others.
7. **Employees' Duties.** All Staff are to be aware that they have a duty to protect the environment and to preserve both their own safety and that of all these they work with. They are to co-operate with the objectives of this Statement. They are to read, understand and comply with all environmental and safety orders and instructions and risk assessments that apply to their place of work and activities.
8. **PMSC Plan.** A PMSC plan covering all the main SHE management areas of which encompass local issues within BHC is to be maintained by the PMSC Advisor.
9. **Training.** Where a need for training is identified to enable any member of staff to carry out their duties placed upon them and to protect the environment in a safe manner, then so far as reasonably practicable, suitable training will be arranged. All training should be documented and kept in the Health and Safety file.
10. **Review.** The operation of this policy will be reviewed at least annually to ensure its objectives are met.

James Thomas



Harbour Master

Date: 03.04.20