



# BRITISH FORCES SOUTH ATLANTIC ISLANDS

## EAST COVE PORT

## PORT SAFETY PLAN

**Current Edition:**  
**Next Edition:**

**Version 4 – Effective: October 2021**  
**NLT October 2022**

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## OVERVIEW

1. This East Cove Port (ECP) Port Safety Plan (PSP) is a living document that will be regularly updated throughout the life of port operations. As such, hard copies remain uncontrolled. Responsibility for the maintenance of the ECP PSP resides with the East Cove Queen's Harbour Master (QHM). The PSP will be reviewed at least annually and as the result of any of the following:

- a. Major organisational changes within the port
- b. Changes in IMO, MCA or Command policy;
- c. Changes in military or civil safety legislation;
- d. Changes to the Port Marine Safety Code (PMSC);
- e. Changes to current best practice;
- f. In response to any significant incidents or accidents;
- g. Experience gained from operating this PSP.

2. **Disclaimer.** Nothing contained within this manual removes the responsibility of any Duty Holder (DH) to comply with the law and MOD requirements.

Prepared by: Cdr J R Childs RN  
QHM

Signature: *Original signed*

Date: 29 Oct 21

Authorised by: Cdre J D Lett  
CBFSAI – Appointed Person

Signature: *Original signed*

Date: 29 Oct 21

Distribution:

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## AMENDMENT RECORD SHEET

<b>Alteration</b>	<b>Date of Issue</b>	<b>Date Incorporated</b>	<b>Sponsor</b>
1-2	Not Recorded	Unknown	Unknown
3	4 Jan 21	4 Jan 21	Cdr J R Childs RN, QHM
4	26 Oct 21	29 Oct 21	Cdr J R Childs RN, QHM

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## CHAPTER 1 – PORT SAFETY PLAN

**1. Introduction.** The East Cove Port (ECP) Port Safety Plan (PSP) amplifies on how the Marine Safety Management System (MSMS) will be enacted and how training is to be conducted by Service Personnel who work within ECP. This document is directed and managed by the Queens Harbour Master who will update all parties who operate within ECP during monthly Port Safety Meetings. The PSP should be read in conjunction with the MSMS which takes primacy. The nature of ECP construct, tempo of ops and relative size means that this document is relatively small.

### 1.1. Process

**1.1.1. Port Safety Plan.** This document gives direction to how the PSP and training will be directed and accounted for in ECP.

**1.1.2. Review.** The PSP will be reviewed no less than annually by the QMH with amendments to be promulgated through the Port and discussed during the monthly Port Safety meetings.

**1.1.3. Training Plan.** A Training Register is to be managed by the QHM with training for the year planned and directed to be completed accordingly. However, the main Port stakeholders (Van Wijngaarden Marine Services (VWN), 460 Pt Tp and NEFI) all run Training regimen and logs for their activities. The Training Plan will not duplicate these records but will commit QHM to regular inspection of these training logs.

### 1.2. Training activities. The training framework for MSMS is as follows:

**1.2.1. Training.** It is recognised that the successful implementation of the ECP MSMS can only be achieved through a policy of regular training, with regular reviews of specific training requirements.

**1.2.2. Induction Training.** Induction Training will be conducted by all personnel joining for Port related duties (QHM, PSM, DQHM, 460 Pt Tp and NEFI). VWN will undertake induction training in accordance with company policy but are to ensure that tug officers (Master and Mates) are familiar with Port documentation. 460 Pt Tp and NEFI will conduct Induction Training (in order to support sub unit objectives) but are to ensure that their personnel are familiar with the requirements of the MSMS and sign to that effect. QHM is to maintain records for QHM, PSM and DQHM (SO2 Mar) at the foot of this document. VWN maintain records in accordance with Company policy which are available for QHM review.

**1.2.3. Safety Training.** Safety training is an indispensable ingredient of an effective MSMS programme and related health and safety matters. All involved in the management and operation of the port are to be trained to perform their operations safely. Regular familiarisation and reinforcement training will be conducted and recorded for all staff and recorded in the Sub unit records which will be periodically sighted by QHM/PSM. Persons arriving with a training shortfall related to safety are to be identified to QHM, and training shortfalls should be an agenda item of the Monthly Port Safety Meeting. VWN maintain records in accordance with Company policy which are available for QHM review.

**1.2.4. Continuation Training.** Continuation training will be undertaken where appropriate by all members of staff in order to provide and maintain a safe level of service delivery. Training will be routinely provided in accordance sub unit requirements with QHM and PSM providing periodic inspection of logs. VWN maintain records in accordance with Company policy which are available for QHM review.

**1.2.5. On Job Training (OJT).** The importance of 'on the job' training in the workplace should not be underestimated as it forms an invaluable part of the overall training requirement. All port personnel in positions of leadership or supervision, of whatever rank or

rate, have a responsibility for the training, mentoring and coaching of their teams through the passing on of their own experience. VWN conduct OJT in accordance with Company policy which are available for QHM review.

**1.2.6. Team Briefing.** Regular team briefs are to be held to ensure good communications and quality, both in service and in adhering to the MSMS. "Tool Box Talks" (ie a standup brief to personnel) are to be conducted prior to any evolution where a risk exists (berthing, fuelling, diving etc).

**1.2.7. Training Records.** A record is kept of all training and assessment through the sub unit Training Logs. Logs are to be available as evidence of training activity for Level 1 and Level 2 assurance regimes.

**1.3 Port Safety Targets.** East Cove Port works at a relatively low tempo compared to many Ports but it also operates in a very harsh climate where the wind is the predominant factor and a high turnover (or churn) of personnel leads to loss of corporate memory and fluctuating experience levels. As such safety and safe operations becomes even more important to protect individuals and equipment, and to ensure that the Port can function effectively and support wider BFSAI operations.

**1.3.2 Targets.** Our target is to reduce accidents and incidents to zero. To do this the Port shall operate in accordance with the MSMS and by identifying risks and hazards and managing those risks to be as low as reasonably practical (ALARP) or eliminated. ECP is to promote a just culture, encouraging ownership of safety at all levels. ECP will communicate safety plans to all persons employed within the Port, to those who visit the port and to ships that call at the Port.

**1.3.3 Legal.** The Port will ensure conformance with the navigational safety and marine policies, associated operating controls, applicable port and marine legislation (both UK and FI) and the spirit of non-statutory obligations.

**1.3.4 Review.** The Port shall periodically review data gathered from audits, inspections, incidents and any concerns raised to evaluate and determine where improvements and changes need to be made. This shall be done on a rolling basis at Monthly Port Safety Meetings.

**1.3.5 Sustain.** The Port shall develop and maintain a sustainable training regimen, taking account of high churn and in the context of low tempo of operations. Operational and safety training needs will be identified. ECP management will facilitate port user involvement in the maintenance of the MSMS and the overall provision of navigational safety. Safety will be discussed at the weekly FINWOP meeting with a formal Safety meeting conducted once a month with all elements of the Port.

**1.3.6 Collaborate.** Port management is to be proactive in engaging wider BFSAI stakeholders to ensure that QHM intent for the safe operation of the Port is supported. In particular constant engagement will be required with wider MPC to ensure that the nuances of the Port and maritime domain are well understood in a land and Air centric environment. Assistance will be required from the contractor community to implement policies and procedures where infrastructure and facilities are involved (eg Aids to Navigation (AtoN) ashore and afloat). Where any department fails to support the safe operation of the port, QHM is to report the matter to CBF as Authorised Person (AP) without delay.

**1.4 Port Safety Risks – 'Dry'.** QHM will articulate Port 'dry' risks in the BFSAI risk register maintained at BFSAI HQ and in accordance with SOPs. 460 Port Troop, NEFI and tugs are to maintain their own safety logs and risk registers elevating risks to QHM when appropriate. These are to be discussed at the Monthly Port Safety Meeting. At time of editing NEFI and 460 fall under Engineering and Logs Wing and are subject to ELW risk reporting processes. This creates a confusion and nugatory duplication effort; work is in progress to redefine NEFI and 460 under

QHM. QHM has legal primacy over all port safety related issues on behalf of CBF and is to be afforded appropriate priority over ELW on port related matters. Copies of sub unit registers are to be made available to QHM/PSM on request and issues are to be raised at the weekly FINWOP meeting.

**1.5 Port Safety Risks – ‘Wet.’** ‘Wet’ risks are maintained by QHM in MARNIS. Key stakeholders for wet risks are AP, QHM, PSM, DQHM, Chief Pilot, Tug Masters, COs / Masters of vessels at ECP. So far as reasonably practicable, QHM is to ensure that wet risk stakeholders meet at intervals of not more than 12 months to review all wet side risks. If practicable, a rolling review of risks should take place through the year noting that not all stakeholders will have access to MARNIS.

**1.6 Stanley.** QHM should ensure that so far as reasonably practicable, and without detriment to ECP, that a close liaison and alignment is maintained with Stanley Port Authorities.



**Annex A to Chapter 1  
To Port Safety Plan  
Dated Oct 21**

**East Cove Port Performance Standards**

No	Title	Description	Standard	Evidence
1	<b>Legislative conformance</b>	conforming with the <b>legislation and regulatory framework</b> defined in Chapter 1;	Conform to legislation	L1, 2 & 3 Assurance
2	<b>Minimising work-related fatalities, injuries and ill health</b>	minimising work-related fatalities, injuries and ill health by those working within or adjacent to the port, by, so far as is reasonably practicable, providing all personnel with safe facilities, equipment, systems of work, working environment and sufficient HS&EP information and training.	0 deaths or RIDDOR injuries.	Incident and investigation records
3	<b>Incident, accident and near miss reporting</b>	<b>encourage open and honest reporting of all accidents, near misses and failures of safety and environmental control.</b> Investigate these reports to understand the causes, identify and promulgate the lessons and, where appropriate take remedial action.	Incident and accident reporting to conform to Bird's Triangle	Incident records annual report
4	<b>Promotion of an active HS&amp;EP culture</b>	encourage the <b>promotion of an active HS&amp;EP culture</b> through positive leadership and open communications across all levels of management.	Hold 12 port safety meetings/events pa	Meeting minutes
5	<b>Operational Safety Management</b>	ensure that <b>operational safety management</b> is instinctively considered and applied as inherent part of force protection.	Employ and maintain MSMS	MSMS, SOPs and EOPs, Training Record.

6	<b>Robust and balanced Environmental Management System</b>	Implement and maintain a <b>robust and balanced Environmental Management System</b> that identifies the environmental effects of our activities, manage our compliance with legislation and promote continual improvement in our environmental performance. Particular emphasis is to be placed on the use of energy and water.	Conform to BFAI Environment Management Policy  Conform with OSCP; Conduct 1- 2 x Tier 1+ exercises pa	As reported on by THSO  As reported on by Briggs Marine OSR pers
7	<b>Sustainable development considerations are embedded within spending and investment decisions.</b>	Ensure that <b>sustainable development considerations are embedded within spending and investment decisions.</b>	Support contracts reflect this aspiration	Support contract monitoring
8	<b>Sustainability appraisals and environmental impact assessments</b>	Ensure that <b>sustainability appraisals and environmental impact assessments</b> are undertaken as necessary.	Infrastructure projects all underpinned by appropriate SA/EIA process.	Infra SA/EIA
9	<b>Reduce Fire risks</b>	<b>Reduce fire risks.</b> Each building is to have a Fire Risk Assessment, the contents of which are to be openly available to all personnel in that building.	Each building has an up to date FRA	FRAs posted in each building on site Force Fire Officer Inspections HoE Inspections
10	<b>Sufficient resource</b>	has sufficient resource, in terms of personnel, infrastructure and equipment, to deliver its role;	Operational risks adequately mitigated. Port risks recorded accurately and mitigation action up to date.	BFAI Risk register MARNIS
11	<b>Supporting contracts</b>	that the supporting contracts: marine services (tugs & barges), pilotage and infrastructure maintenance, deliver the requirement and offer value for money to the MOD; and,	Support contracts have completed approved MOD commercial process and performance actively monitored and non-conformance recorded	Contract performance paperwork

			and addressed.	
12	<b>Enforcement</b>	that port regulations and directions are enforced as appropriate in accordance with the policy at Chapter 2 Annex A.	Enforcement actions are recorded.	Enforcement records

**Annex B to Chapter 1  
To Port Safety Plan  
Dated Jan 21**

<b>QA</b>	<b><u>WARNING:</u> THIS IS A PRINT / PHOTOCOPY OF A CONTROLLED DOCUMENT AND REMAINS SUBJECT TO AMENDMENT. REFER TO THE ORIGINAL DOCUMENT FOR LATEST AL STATE.</b>		
	PRINTED / PHOTOCOPIED	29 Oct 21	DATE.
<b>MARINE SAFETY MANAGEMENT SYSTEM</b>		MSMS PSP  CH 1	
<b>PORT TRAINING ANNUAL PLAN</b>			
Organisation	East Cove Military Port		
Lead	QHM		

MONTH	LESSON	FIELD (CT,ST,OJT,IT)	REMARKS
JANUARY			
FEBURARY			
MARCH			
APRIL			
MAY			
JUNE			
JULY			
AUGUST			

SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			

**Annex C to Chapter 1  
To Port Safety Plan  
Dated Oct 21**

<b>QA</b>	<b><u>WARNING:</u> THIS IS A PRINT / PHOTOCOPY OF A CONTROLLED DOCUMENT AND REMAINS SUBJECT TO AMENDMENT. REFER TO THE ORIGINAL DOCUMENT FOR LATEST AL STATE.</b>		
	PRINTED / PHOTOCOPIED	<b>29 Oct 21</b>	DATE.
<b>MARINE SAFETY MANAGEMENT SYSTEM</b>		MSMS PSP  CH 1	
<b>PORT INDUCTION TRAINING RECORD</b>			
Organisation	East Cove Military Port		
Lead	QHM		

Subject	Induction	Instructor (Rank and Name)	Childs, JR, Cdr RN  QHM
Date		Location	Port Ops
<p><b>Training Objectives :</b></p> <p>To ensure key management personnel are conversant with ECP safety regulations</p> <p><b>Personnel to be inducted:</b></p> <p>QHM, PSM, DQHM (SO2 Mar), Chief Pilot, CO FIPV, XO FIPV, NO FIPV</p> <p><b>Resources:</b></p> <p>MSMS, QHM Directions, Nav Risk Assessment, Port Safety Plan, MARNIS, BFSAI Risk Register (QHM)</p>			
<b>Number</b>	<b>Rank</b>	<b>Name</b>	<b>Remarks / Signature / Date</b>
C035632X	Cdr RN	J R Childs	Nil

