

| Newport Harbour 'Get Well Plan' - Version 1.0; 25.10.19 | | | | | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | | |
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| No. | Action | Sub action | By Who | By When | Comments | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Green - complete Amber - Planned completion date Yellow - when it will be started | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | HRO | Await MMO decision | MMO | TBC | All new subordinate legislation on hold pending Brexit resolution | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | General Directions | Review draft General directions after HRO decision | JB/LE | TBC | Awaiting MMO decision on HRO | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Informal consultation to include Harbour user group | JB | TBC | Drafts prepared but this can only follow after the new HRO is approved | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Submit to the MMO | JB | TBC | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Formal consultation | JB | TBC | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Emergency preparedness | Set date for Oil Spill Contingency Plan exercise plan | JB | TBC | In consultation with CHC | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Undertake Oil Spill Contingency exercise | JB | TBC | In consultation with CHC | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Update Emergency Plan and re-issued | JB | Oct-19 | Agree list of consultees & issue for comment; then to be issued | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Set dates to Conduct emergency training exercises | JB | Nov-19 | after plan agreed and issued | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Navigational Risk Assessment | Consider communication with vessels (LPS or VHF) | JB | Jun-19 | Will be trialled, harbour staff attended a VHF course (MP & NC) | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Discuss and agree NRA with the stakeholders/user group | JB | Jun-19 | Once the review has been finished by Marico ad presented t the Duty Holder | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Review of harbour staff, operating times and roles | Staff structure to be reviewed to enable staffing the harbour either side of high water | JB/LE | 2019 | To be trialled when staffing allows | | | | | | | | | | | | | | | | | | | | | | | | | |
| Get Well plan action from Marico audit - October 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Review of harbour staff, operating times and roles | Staff structure to be reviewed to enable staffing the harbour either side of high water | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Safety Management plan | To be published on the harbour website | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Navigational Risk Assessment | Harbour Board (duty holder) to be briefed on outcome and then every six months on highest scoring hazards | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Emergency preparedness | Set date for Oil Spill Contingency Plan exercise plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Undertake Oil Spill Contingency exercise | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Update Emergency Plan and re-issued | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Set dates to Conduct emergency training exercises | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Not Always Afloat But Safe Aground (NAABSA) berths | Current arrangement to be formalised it ensure that the the river bed is clear of obstacles | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Fuel Bunkering | Formal procedures to be developed and communicated to harbour users | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | UK Harbour masters Association | Senior Harbour Master to attend annual meeting on 27.11.19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Reporting | Incident reporting, recording, investigating, after-action and communication procedures to be developed further. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Newport Harbour 'Get Well Plan' - Version 5.0; 12.04.19 | | | | | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | | | |
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| No. | Action | Sub action | By Who | By When | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Green - complete Amber - Planned completion date Yellow - when it will be started | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Duty Holder training | Designated person to provide PMSC related training for the Harbour Board | DF | 22.08.18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Reporting PMSC audits to the Duty Holder | Annual Harbour Reports | LE/SN | Jan | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Designated Person annual audit and report | DF | Dec | 2018 COMPLETE; 2019 provisional date | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Senior Harbour Master quarterly & annual report | JB | Apr | MARCH 2019 COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Safety Plan | Agree and publish the Safety Plan showing how the standards in the code will be met (every 3 years, 2018, 2021, 2024) | Harbour Board | | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Regular meetings | Harbour Board - Confirm attendees, Senior Harbour Master, Designated person etc. | Harbour Board | Jan-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Set dates (quarterly) for meetings | | Oct-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Monthly Safety Reports | Forwarding these to the Harbour Board quarterly | | | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Forwarding these to the Designated Person monthly | JB | Monthly | Monthly reports already issued by SHM | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Forwarding these to the Health & Safety team monthly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Update Harbour Revision Order (HRO) | Submit application to the MMO | HM/SN | Nov-17 | COMPLETE - Submitted 20.11.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Formal consultation | HM/SN | Apr-18 | COMPLETE - 16.03.18 to 27.04.18. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Formal consultation response sent to MMO | HM/SN | Nov-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Resolve comments/objections and notify MMO | HM/SN | 30.09.18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Preparedness for emergencies | Obtain MCA sign off for Oil Spill Contingency Plan (OSCP) | SN | Dec-17 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Implement Oil Spill Contingency Plan | JB | Oct-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Marine Safety Management System (SMS) | Refresh Safety Management Manual | JB | Oct-18 | Version 1.2 drafted; to be implemented in 1 April 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Refresh Standard Operating Procedures | JB | Oct-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Refresh Daily checks sheet | JB | Oct-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Refresh: Weekly checks sheet | JB | Oct-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Assess changes necessitated by proposed HRO | JB | Oct-18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Navigational Risk Assessment | To review the general Navigational Risk Assessment | JB | Nov-18 | To be undertaken by Marico, early 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Review Navigation Risk Assessment for commercial vessels | JB | Nov-18 | Initial meeting 19.02.19; date set for consultation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Commercial vessels manoeuvring simultaneous in the confines of Newport Harbour | Confirm ownership of all vessels | JB | Sep-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Request and review their vessel insurance details | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Request and review their Operating Procedures | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Request and review copies of Crew qualification and their relevance | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Incident /accident reporting procedures | To be reviewed to cover waterborne incident/accident | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | To be reviewed to cover dry incident/accident | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Marine licensing (IOW Council licensing department and or others) | Liaise with Isle of Wight Council licensing department to review the boatman, Taxi, work boat and rental boats licensing | JB and Licensing | Sep-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Confirm Licensing of vessels used as Work boats and it procedure | Licensing | Sep-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Confirm Licensing for hire vessels | Licensing | Sep-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Investigate replacement inspector /surveyor (after current man retires) | Licensing | Sep-18 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Water taxis operating in Newport harbour jurisdiction (e.g. Folly water taxis) | All vessels operating as a taxi in Newport harbour to supply valid copy of Licence, insurance details & contact details. | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | All boatman/drivers operating as taxi operator/crew in Newport harbour jurisdiction to supply valid copy of their Licence/ qualifications /Contact details. | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Company / owner to fill in a Newport Harbour Engaging a Contractor form | JB | Apr-19 | COMPLETE | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

