

		Newport Harbour 'Get Well Plan' - Version 1.0; 25.10.19																													
		Green - complete Amber - Planned completion date Yellow - when it will be started																													
No.	Action	Sub action	By Who	By When	Comments	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		
6	HRO	Await MIMO decision	MIMO	TBC	All new subordinate legislation on hold pending Brexit resolution																										
7	General Directions	Review draft General directions after HRO decision Informal consultation to include Harbour user group Submit to the MIMO Formal consultation	JB/LE JB JB JB	TBC TBC TBC TBC	Awaiting MIMO decision on HRO Drafts prepared but this can only follow after the new HRO is approved																										
8	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	JB JB JB JB	TBC TBC Oct-19 Nov-19	In consultation with CHC In consultation with CHC Agree list of consultees & issue for comment; then to be issued after plan agreed and issued																										
10	Navigational Risk Assessment	Consider communication with vessels (LPS or VHF) Discuss and agree NRA with the stakeholders/user group	JB JB	Jun-19 Jun-19	Will be trialled, harbour staff attended a VHF course (MP & NC) 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 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																													
4	Emergency preparedness	Current arrangement to be formalised it ensure that the the river bed is clear of obstacles																													
5	Not Always Afloat But Safe Aground (NAABSA) berths	Formal procedures to be developed and communicated to harbour users																													
6	Fuel Bunkering	Senior Harbour Master to attend annual meeting on 27.11.19																													
7	UK Harbour masters Association	Incident reporting, recording, investigating, after-action and communication procedures to be developed further.																													
8	Reporting																														

Newport Harbour 'Get Well Plan' - Version 5.0; 12.04.19																																					
No.	Action	Sub action	By Who	By When	Comments	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						
		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 Designated Person annual audit and report Senior Harbour Master quarterly & annual report	LE/SN DF JB	Jan Dec Apr	COMPLETE 2018 COMPLETE; 2019 provisional date 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. Set dates (quarterly) for meetings	Harbour Board	Jan-18 Oct-18	COMPLETE COMPLETE																																
5	Monthly Safety Reports	Forwarding these to the Harbour Board quarterly Forwarding these to the Designated Person monthly Forwarding these to the Health & Safety team monthly	JB	Monthly	COMPLETE Monthly reports already issued by SHM																																
6	Update Harbour Revision Order (HRO)	Submit application to the MIMO Formal consultation Formal consultation response sent to MIMO Resolve comments/objections and notify MIMO	HM/SN HM/SN HM/SN HM/SN	Nov-17 Apr-18 Nov-18 30.09.18	COMPLETE - Submitted 20.11.17 COMPLETE - 16.03.18 to 27.04.18. COMPLETE COMPLETE																																
8	Preparedness for emergencies	Obtain MCA sign off for Oil Spill Contingency Plan (OSCP) Implement Oil Spill Contingency Plan	SN JB	Dec-17 Oct-18	COMPLETE COMPLETE																																
9	Marine Safety Management System (SMS)	Refresh Safety Management Manual Refresh Standard Operating Procedures Refresh Daily checks sheet Refresh: Weekly checks sheet Assess changes necessitated by proposed HRO	JB JB JB JB JB	Oct-18 Oct-18 Oct-18 Oct-18 Oct-18	Version 1.2 drafted; to be implemented in 1 April 2019																																
10	Navigational Risk Assessment	To review the general Navigational Risk Assessment Review Navigation Risk Assessment for commercial vessels	JB JB	Nov-18 Nov-18	To be undertaken by Marico, early 2019 Initial meeting 19.02.19; date set for consultation																																
11	Commercial vessels manoeuvring in the confines of Newport Harbour	Confirm ownership of all vessels Request and review their vessel insurance details Request and review their Operating Procedures Request and review copies of Crew qualification and their relevance	JB JB JB JB	Sep-18 Apr-19 Apr-19 Apr-19	COMPLETE COMPLETE COMPLETE COMPLETE																																
12	Incident /accident reporting procedures	To be reviewed to cover waterborne incident/accident To be reviewed to cover dry incident/accident	JB JB	Apr-19 Apr-19	COMPLETE 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 Confirm Licensing of vessels used as Work boats and it procedure Confirm Licensing for hire vessels Investigate replacement inspector /surveyor (after current man retires)	JB and Licensing Licensing Licensing Licensing	Sep-18 Sep-18 Sep-18 Sep-18	COMPLETE COMPLETE COMPLETE 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. All boatman/drivers operating as taxi operator/crew in Newport harbour jurisdiction to supply valid copy of their Licence/ qualifications /Contact details. Company / owner to fill in a Newport Harbour Engaging a Contractor form	JB JB JB	Apr-19 Apr-19 Apr-19	COMPLETE COMPLETE COMPLETE																																

15	Harbour launch (Licensing as a work boat)	Confirm type of Licensing required for the Harbour launch	JB	Aug-18	COMPLETE																	
	Get Harbour launch Licensed		JB	Aug-18	Certificate of Compliance received from Mecal Ltd on the 21 Febuary 2019																	
	Confirm qualification need by the crew of the Harbour launch (as set in the Licence)		JB	Aug-18	RYA Power Boat Level 2, Marine VHF Radio Operators Certificate, Fire Prevention and Fire Fighting, First Aid at work - to be confirmed once certification is completed included in SMS Version 1.2.																	
	Review kit needed (minimum as taxi except 12 life jackets)		JB	Aug-18	COMPLETE - Confirmed by surveyor on 23.08.18 and 11.02.19																	
	Possible Survey		JB	Aug-18	COMPLETE - Surveyed on 23.08.18 and 11.02.19																	
	Set a Servicing programme		JB	Oct-18	COMPLETE - Engine lifted out and fully serviced, taken out of water and painted. Annual servicing in March. Annual Service carried out 27.02.19																	
	Confirm what Marine licensing are needed for Commercial workboats due to their size vessels		JB	Apr-19	COMPLETE																	
	Confirm what Marine licensing / qualifications are needed for Commercial workboats crew due to their size vessels etc.		JB	Apr-19	COMPLETE																	
16	Introducing a registration for Contractor vessels/ work boats	All vessels operating as Commercial workboats in Newport harbour jurisdiction to supply valid copy of their Licence and insurance. Contact details. All boatman/crew operating a Commercial workboats in Newport harbour jurisdiction. Supply valid copy of their Licence and qualifications Contact details. Implement a 'Newport Harbour Engaging a Contractor' form	JB	Apr-19	COMPLETE																	
17	Permanent Boat information	Update contact info of permanent vessel, including email address	JB	As berth is let or renewed	COMPLETE																	
	Out of hours contact system to be implemented for emergencies		JB	Jul-18	COMPLETE - Mobile and Wightcare																	
	Set/update prerequisite of Training/qualifications for harbour staff		JB	Apr-19	Included in SMS version 1.2, excluding any required following completion of Launch certification																	
	Review the Training Matrix		JB	Apr-19	Included in SMS version 1.2																	
18	Review of harbour staff, operating times and roles	Senior Harbour Master to attend the Solent Harbour Masters' Association meetings; and UKHMA seminar annually	JB	Jan-18	UKHMA Membership renewed 15.01.19) Solent Harbour Master Association membership renewed 17.01.18 - next meeting June)																	
	Senior Harbour Master additional training to be identified and arranged		LE	Mar-19	Courses identified and enrolled (Lloyd's Maritime Academy Diploma in Harbour Masters)																	
	Review operating times of it staff				COMPLETE																	
19	Update the requirement to be conducted by Folly Ventures	Complete a Daily Sheet to include: Boat checks Safety kit checks Visitor numbers Reportable incidents			COMPLETE Being carried out at present. Updated in SMS version 1.2																	
20	Update the website	Add all relevant documents surveys; tide tables etc. New Newport Harbour website possibly to be developed	JB/LE JB/LE	Apr-19 Apr-19	COMPLETE COMPLETE																	