
Environmental Management System

Ports of Truro, Penryn, Newquay, St Ives & Penzance

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Environmental Policy – Statement

Ports of Truro, Penryn, Newquay, St. Ives & Penzance Environmental Policy

The ports and harbours are committed to maintaining certification to BS EN ISO 14001:2004 Environmental Management Systems for our current scope and the protection and conservation of the environment.

The Ports shall seek to maintain and continually improve, wherever possible, high environmental quality through the strict adherence to environmental legislation and internationally agreed convention, directives and resolutions intended to prevent pollution and protect the environment.

The Harbour authorities recognise the need to conserve the natural environment of the waters under their control through sound environmental management. Environmental policies for the Ports will ensure, wherever possible, that duties carried out by harbour staff and recreational and commercial activities within the area of jurisdiction will take place without any adverse effects on the quality of the environment.

The Harbour Authorities Environmental Policy and objectives and targets will be made available on-line and at the Harbour Offices to all staff or persons working on behalf of the Harbour Authorities and harbour stakeholders.

The waters within the control of the Harbour Authorities are of National and European importance and include many areas that have an environmental designation i.e. Sites of Special Scientific Interest, Areas of Outstanding Natural Beauty, Heritage Coast, Special Area of Conservation, Special Protection Area and marine Conservation Zones.

It is the Harbour Authorities intention to work closely with environmental agencies to ensure that the quality of the environment is improved upon, thereby enhancing the natural resources for future generations. They shall also encourage users of the harbours and suppliers of services to adopt practices compatible with the aims of the environmental management system.

It is believed that educating and training employees, as well as the public, on the importance of conserving and enhancing the environment will contribute to achieving environmental goals.

The Environmental Policy Statement and objectives and targets will be reviewed on an annual basis to ensure they remain current and are documented, implemented and maintained to that effect.

A Brigden – Maritime Manager

Environmental Management Organisation

SECTION 2: ENVIRONMENTAL MANAGEMENT ORGANISATION

2.1 Scope

This procedure describes how the Environmental Management System is structured.

The Environmental Management System covers the ports of Truro, Penryn, Newquay, St Ives and Penzance and associated activities therein.

As outlined in BS EN ISO 14001:2004 (Environmental Management Systems) the Harbour Authorities shall define and document the responsibility of key personnel who shall manage and perform the activities affecting the environment.

2.2 Management Representative

The Management Representative is responsible for ensuring that the Environmental Management System (EMS) is being implemented and maintained. The Management Representative is:

Maritime Manager

2.3 Staff Responsibilities

Key personnel who manage or verify effects to the environment are identified in the list below, together with the responsibilities defined. All staff will report to the Management Representative on all issues relating to the environmental management system.

Truro and Penryn:	Harbour Master
Newquay:	Harbour Master
St Ives:	Harbour Master
Penzance:	Harbour Master

These key personnel will:

- (1) Provide sufficient resources and personnel for the implementation of the EMS within budgetary constraints set by Cornwall Council.
- (2) Take action to ensure compliance with the EMS.
- (3) Identify and record any environmental problems.

The following tasks identified below will be the responsibility of

Truro and Penryn: Harbour Master and/or Snr Maritime Assistant
Newquay: Harbour Master
St Ives: Harbour Master
Penzance: Harbour Master

- (1) Take action to investigate solutions to any identified problems
- (2) Put solutions into actions
- (3) Control activities until unsatisfactory conditions are corrected
- (4) Act in emergency situations

The following staff are responsible for ensuring, from day to day, that the EMS is being followed, and they are responsible for taking action should breaches to the system be found.

Truro and Penryn: Snr Maritime Assistant
Newquay: Harbour Master
St Ives: Harbour Master
Penzance: Harbour Master

All other staff within the respective Harbour Authorities are responsible for ensuring that the EMS is being followed on a day to day basis, reporting breaches of the EMS to their immediate supervisor who is responsible for reporting to the senior authority.

2.4 Training

The whole concept of having a successful environmental management system (EMS) for the ports and harbours relies upon a sound training programme for all staff within the Harbour Authorities.

Not only will staff be able to maintain the EMS but more importantly they will be seen by others to be acting and working in an environmentally acceptable manner.

The staff will need to fully understand the rationale behind such an EMS and to understand what is expected of them to maintain and improve the system.

All staff will therefore be instructed as to why such a system is being put into place and will be kept fully informed of its ongoing development. This will be achieved by:

1. The Maritime Manager will hold an initial meeting with the Harbour Masters in order to explain the importance of the EMS and the responsibilities of the staff.

2. Weekly team briefings will be held by the Harbour Master (Truro & Penryn) and there will be a standing agenda item for Environmental issues. In addition, any problems with the EMS will be identified and staff will be updated on new procedures, etc.
3. All new staff will be presented with information on the EMS at their initial induction.

Once the system has been adopted by all it will seek to encourage a responsible attitude from all staff.

All staff will:

- (a) Read and understand the basic philosophy of why an EMS is in place. It will be the responsibility of the Assistant Maritime Administrator to provide copies to staff.
- (b) Be briefed by the Harbour Master through regular meetings on matters of any nature to do with the EMS.
- (c) Be encouraged to make any suggestions that could help to improve the system.
- (d) Be provided with information by the Harbour Master on the significant environmental impacts (actual or potential) of their activities and the benefits to the environment which will be achieved by following the procedures set out in the Management Programme/EMS.
- (e) Be provided with information by the Harbour Master on the potential consequences of not following the environmental procedures.

2.5 Contractors

It is the responsibility of the respective Harbour Master to ensure that every contractor is provided with material on the policy statement and objectives of the EMS, and they will be expected to adhere to these.

Environmental Aspects

3.1 REGISTER OF LEGISLATION AND REGULATIONS

The responsibility of maintaining this register will lie with the Harbour Master, and the information will be recorded in a format as shown on the attached Form 3.1/F1.

Legislation will be identified through advance notification received from trade associations such as the British Ports Association, British Marine Federation, along with Government Agencies and Departments such as Defra, Natural England and Maritime & Coastguard Agency (MCA) together with colleagues from within the Council.

Proposed and statutory legislation will be noted on the register.

References will be obtained where possible but the emphasis will be more on sorting the relevant legislation and identifying where copies can be obtained, i.e. Halsbury, HMSO etc. Recording will be done as the legislation comes out and will be reviewed at intervals of no more than 6 months. The legislation and regulations will be held by the Harbour Master.

3.2 LEGISLATION COMPLIANCE EVALUATION

The Maritime Manager and respective Harbour Master shall periodically evaluate compliance with relevant environmental legislation as detailed in the Aspects Register. This shall be undertaken via the audit process, interviews with relevant staff or by training and awareness events.

Where legal non-compliance is identified the Maritime Manager shall raise a non-conformity report and seek proposals to address the non-compliance.

The legal compliance evaluation may also identify where practices do not comply with Environment Agency pollution prevention guidance (although not a strict legislative non-compliance). Where such situations are identified the Maritime Manager may raise a preventative action and seek proposals to improve the practice.

LEGISLATION CURRENTLY AFFECTING PORTS

- Clean Air Act 1993
- Conservation (Natural Habitats &c) Regulations 1994
- Control of Pollution (Amendment) Act 1989
- Control of Pollution (Landed Ships' Waste) Regulations 1987
- Control of Pollution (Landed Ships' Waste) (Amendment) Regulations 1989
- Control of Pollution (Oil Storage)(England) Regulations SI2001/2954
- Control of Pollution (Special Waste) (Amendment) Regulations 1988
- Countryside and Rights of Way Act 2000
- Dangerous Substances in Harbour Areas Regulations 1987
- Dangerous Vessels Act 1985
- Diving at Work Regulations 1997
- Environmental Protection Act 1990
- Environmental Protection (Prescribed Processes and Substances) Regulations 1991
- Food and Environment Protection Act 1985
- Harbours Docks and Piers Clauses Act 1847
- Harbour Works (Assessment of Environmental Effects) Regulations 1988
- Harbour Works (Assessment of Environmental Effects) (no.2) Regulations 1989
- Harbours Act 1964
- Hazardous Waste (England & Wales) Regulations SI 2005
- International Ship and Port Facility Security Code
- List of Wastes (England) Regulations SI 2005
- Marine and Coastal Access Act 2009
- Marine and Coastal Access Act 2009 Chapter 23
- Marine Safety Act 2003
- Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations 1988 (As Amended)
- Merchant Shipping Act 1984 amended 1988
- Merchant Shipping (Reception Facilities for Garbage) Regulations 1988
- Merchant Shipping Act 1995
- Merchant Shipping (Port State Control) Regulations 1995
- Merchant Shipping (Prevention of Pollution)(Limits)(Revocation) Regulations SI 2013/3042
- Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) Regulations 1995
- Merchant Shipping (Reporting Requirements for Ships Carrying Dangerous or Polluting Goods) (Amendment) Regulations 1999
- Merchant Shipping and Maritime Security Act 1997
- Merchant Shipping (Oil Preparedness, Response and Co-operation Convention) Regulations 1998

- Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003
- Merchant Shipping (Accident Reporting and Investigation) Regulations 2005
- Merchant Shipping (Accident Reporting and Investigation)(Amendment) Regulations SI 2013/2882
- Natural Environment and Rural Communities Act 2006
- Pilotage Act 1987
- Planning (Hazardous Substances) Act 1990
- Planning (Hazardous Substances) Regulations 1992
- Prevention of Oil Pollution Act 1971
- Prevention of Pollution (Reception Facilities) Order 1984
- Public Health Act (Amendment) Act 1907
- Sea Fisheries (Shellfish) Act 1967
- Transfrontier Shipment of Hazardous Waste Regulations 1988
- Transport and Works Act 1992
- Waste Electrical and Electronic Equipment Regulations SI 2013/3113
- Waste (England & Wales) Regulations SI 2011/988
- Water Resources Act 1991
- Wildlife and Countryside Act 1981

Legislation, new and updated will be recorded on Form 3.1/F1 below and held in the Register of Legislation.

REGISTER OF LEGISLATION AND REGULATIONS

Enter service area or business unit:	Maritime
Enter relevant Legislation (Regulation, ACOP, etc.)	
Brief Summary	
Business Relevance	
Compliance Monitoring Undertaken	
Frequency of Monitoring	
How do you record this information	
Who is responsible for actions	

Form 3.1/F1

3.2 COMMUNICATIONS REGISTER

Information recorded in the communication register will include complaints and environmental correspondence where it directly relates to the activities of the Harbour Authority. This will be recorded in a format as shown on attached form 3.2/F1.

Responsibility for answering complaints will lie with the Maritime Administrator/ Harbour Master depending upon the level and nature of the complaint.

If a complaint cannot be satisfactorily dealt with by a member of staff it shall be referred upwards to the next. If a member of the public is dissatisfied with the response after having made a complaint he/she may request it to be referred upwards to the next level.

The Maritime Manager will ensure that the complaint is being dealt with adequately and will follow up if necessary having sought further information/advice.

The Communications Register will be completed by the Harbour Master/Assistant Maritime Administrator. All letters and correspondence will be kept in the Communications Register for a period of 2 years.

The Harbour Master will review the communications register at least every month in order to ensure its correct compilation, recording process and accuracy.

A list of Key Environmental Aspects is available on the internet (www.portoftruro.co.uk) or will be made available to interested parties on request via e-mail, in person or by post.

ENVIRONMENTAL COMMUNICATIONS REGISTER

Date Correspondence Received	Name of Correspondent	Nature of Complaint	Harbour Staff Member dealing with complaint	Outcome	Date Issue was dealt with	Date of reply to correspondent

Form 3.2/F1

3.3 KEY ENVIRONMENTAL ASPECTS

3.3.1 Identification

Key issues will be identified and evaluated by the Maritime Manager in co-operation with the relevant Harbour Master

Assessment of these initial key issues will include, but not be limited to:

- (i) controlled and uncontrolled discharges to water from port activities or from vessels within the harbour
- (ii) controlled and uncontrolled emissions to atmosphere from port activities or from vessels within the harbour
- (iii) solid and other wastes originating in the harbour or from port activities.
- (iv) contamination of land from port activities.
- (v) use of land, water, fuels and energy and other natural resources by the port for their own use or to provide services to port users.
- (vi) noise, odour, dust and vibration resulting from port activities or from users of the port.
- (vii) effects on specific parts of the environment including ecosystems resulting from port activities

under the following conditions:

- (a) normal operating conditions
- (b) abnormal operating conditions
 - flood
 - storm
- (c) incidents, accidents and potential emergency situations
 - oil/fuel spill
 - cargo spill
 - explosion
 - fire
- (d) past, current and future activities of the port authorities or within the port jurisdictional area.

3.3.2 Maintenance of Register

The key issues will be compiled by the Maritime Manager in co-operation with the relevant Harbour Master and maintained in the Aspects Register. Source(s) of information, date of assessment, issue, effect and required compliance will be included in the compilation.

3.3.3 Re-evaluation

Key issues will be re-evaluated by amongst other things, reference to the complaints register, new legislation, new codes of practise and other environmental initiatives considered appropriate.

This re-evaluation will be made jointly by the Maritime Manager and Harbour Master who will consult with Natural England and the appropriate local environmental groups. Date of re-evaluation will be recorded on form 3.3/F1 and maintained in the Key Aspects Register. The Harbour Master will be responsible for maintaining the register.

3.3.4 Review

There will be an in-house annual and a full review every 5 years of the key aspects. The date of the in-house and full review will be recorded on form 3.3/F1 and maintained in the key aspects register. The Harbour Master will be responsible for maintaining the register.

3.3.5 Impact Assessment Criteria

New activities and processes or existing activities or processes where changes in delivery are being proposed shall be tested for environmental significance against the Significant Impact Assessment Criteria prior to implementation.

Aspects, new and updated will be recorded in the Register of Aspects and Impacts.

KEY ASPECTS REGISTER

<i>Re-evaluation Date</i>	<i>Re-evaluator</i>	<i>In-house Review Date</i>	<i>Review Assessor</i>	<i>Full Review Date</i>	<i>Full Review Assessor</i>

Form 3.3/F1

Targets & Objectives

SECTION 4.1 – PROCEDURE

Targets and Objectives will be consistent with the environmental policy statement and specified by the Harbour Master at the annual internal audit by looking at the key aspects relevant to the Harbour Authorities areas of jurisdiction.

Where stated targets and objectives will be measurable and describe the means and timeframe by which they are to be achieved.

SECTION 4.2 – TARGETS & OBJECTIVES

4.2.1 Target 1 – Sewage Discharges from Pleasure Craft

Present Situation:

The use of vessels toilets alongside the quays in Truro, Penryn and Newquay is discouraged and there are shore facilities available on Exchequer Quay (Penryn) and Town Quay (Truro) and South Pier (Newquay). There are no requirements to ensure only shore facilities are used by vessels on moorings or visiting the harbours

Objective:

To reduce nutrients, organic wastes and coliform bacteria in harbour waters.

Target:

1. Wherever possible, the upgrading and improvement of sewage pipelines, outfalls etc. which are located within the Harbour areas will be encouraged and assistance provided.
2. All vessels berthed at quays, marinas, shore linked pontoons etc. are required to use shore based toilet facilities and sewage disposal sites.
3. A public awareness programme on sewage pollution will be continued.
4. Chemical w.c. & toilet disposal sites to be identified in relevant literature.
5. Identify and consider, by March 2013 a pump out facility alongside Town Quay in Truro.

4.2.2 Target 2 – Anchoring & Mooring Policy

Present Situation:

Anchoring of small vessels takes place in the upper reaches of Truro and outside Newquay Harbour.

Objective:

To ensure that the sensitive sites of the harbours are not damaged by the anchoring of boats.

Target:

1. A programme to encourage small vessels not to anchor in the more sensitive parts of the harbours will be ongoing.
2. The monitoring programme on compliance to the anchoring policy will be continued.
3. The Moorings Policy (Truro & Penryn) will be updated by September 2012.
4. A Moorings Policy for Newquay harbour will be established and implemented by March 2013.

4.2.3 Target 3 – Litter Control

Present Situation:

The Harbour Authorities are responsible for providing waste reception facilities for vessels as outlined in their respective Port Waste Management Plans and as a requirement of the MARPOL Regulations. At present there are some skips and bins located on piers, quays and pontoons for use by users.

Some piers and quays are cleaned using contract cleaners, whilst others are cleaned by members of the Harbour Authority workforce. It is current policy to remove large pieces of floating debris from the Harbours.

Objectives:

To reduce the amounts of litter occurring within the Harbour Areas of Truro, Penryn, Newquay, St Ives and Penzance.

Target:

1. A programme of clean ups with environmental local groups of volunteers will continue under the leadership of the Harbour Authority to remove visible litter from the seabed at low tide.
2. Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.
3. Ensure staff, whilst out on the water or working around the harbour, collect any plastic items found.

4.2.4 Target 4 – Dredging and Spoil Disposal

Present Situation:

A relatively small amount of maintenance dredging takes place within the Harbour Areas and is undertaken on an 'as required' basis. The Harbour Authority continues to work with others to look at beneficial uses of dredged spoil especially where it can be used as an alternative to topsoil for the reclamation of derelict/contaminated land in the area.

Objective:

To limit wherever possible the impact caused by dredging and disposal on marine wildlife and habitats.

Target:

1. Procedures to be followed during all dredging works

These are:

- a) The Harbour Authorities will continue to explore the opportunities for beneficial use of dredged spoil.
- b) Timing of dredging works to ensure minimal adverse environment impact.
- c) Dredging methods should take into account likely waterborne movement of disturbed sediment, which should be kept to a minimum.
- d) Monitoring of works to ensure that suspended sediment is not adversely affecting surrounding habitats.
- e) Wherever possible alternative methods of spoil disposal other than dumping at sea should be taken into consideration, i.e. use on derelict/contaminated land.
- f) To maintain a Baseline Document for the Fal and Helford Estuaries in respect of Maintenance Dredging for the Ports of Truro and Penryn which will be updated by March 2013.

4.2.5 Target 5 – Dust Control

Present Situation:

Activities which create dust occur infrequently. Dust extractors with filter boxes are located within some Harbour Office Workshops.

Objective:

To improve the quality of the environment by minimising dust pollution from harbour activities.

Target:

To keep the production of dust to a minimum.

4.2.6 Target 6 – Bait Digging

Present Situation:

Bait digging is covered under Harbour byelaws, and commercial bait digging is not allowed within areas that are Sites of Special Scientific Interest. Disturbance is caused to overwintering birds that feed on the mudflats by bait digging in sensitive areas.

Objective:

To ensure bait collecting activities take place in a manner which is consistent with the aims to protect the marine environment.

Target:

1. The public awareness programme on bait digging will be continued.
2. Bait digging within the Harbours will be monitored and controls implemented before damage to inter-tidal mud flats occur. Full consultation will be had with Natural England and other conservation groups along with the Cornish Federation of Sea Anglers and the National Federation of Sea Anglers (Cornish Division) before any controls are brought into force.

4.2.7 Target 7 – Oil/Fuel Contamination into the Harbour

Present Situation:

Likely sources of oil/fuel contamination into the harbour, from harbour authority activities is from re-fuelling or wash down of maintenance areas and from storage of waste oil. In all cases work practises will eliminate any potential threat or minimise input into the harbour.

Objective:

To reduce wherever possible any oil/fuel contamination from land based sources or from vessels.

Target:

1. Potential oil/fuel contamination activities carried out by Harbour Staff on vessels and vehicles will be done with due regard to operational procedures to ensure against the likelihood of any spill entering the estuary.
2. A programme to initiate awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on water quality will be ongoing.
3. Regular in-house and participant reviews of the Oil Pollution Contingency Plan to ensure that roles and procedures are understood by all will be undertaken every six months.
4. All oil and oil/water from all HA maintenance activities will be recycled.
5. A programme to limit oily waste run-off from quays, wharves and maintenance areas will be continued.
6. There will be no transfer of heavy oil to/from ships in the lay up berths unless in an emergency.

4.2.8 Target 8 – Control of Fish Waste into the Harbour

Present Situation:

Newquay Harbour hosts a significant shellfish fleet as well as some fishing vessels engaged in netting whilst Truro and Penryn has a relatively small number of commercial fishing vessels but a number of sport fishing boats.

Objective:

To ensure that organic waste from fish catching and processing activities are not allowed to enter Harbour waters.

Target:

1. A programme will be implemented to ensure that no fish waste is disposed of overboard from fishing vessels either in transit or alongside harbour quays.
2. Byelaws will be implemented and enforced to ensure that there is no dumping of fish waste into the harbours.
3. A programme for increasing the awareness of fishermen on the impact of their activities will be continued with increased signage as required.

4.2.9 Target 9 – Use of Biocides

Present situation:

Bleach is currently used as a cleaning agent on harbourside slipways, ladders, steps etc., with the objective of removing algae and other marine growths. All antifouling paints used by the Harbour Authorities are of a non TBT nature. Herbicides for weed control are used in the harbour land area.

Objective:

To minimise from the harbour area use of all such toxic substances which are detrimental to marine wildlife and to the atmosphere.

Target:

1. The use of bleach as an antifouling agent will be reduced to a minimum required to ensure personal safety.
2. Supplies of antifouling agents will be regularly updated to use the latest environmentally friendly types.
3. The use of herbicides around the harbour will be reduced with the aim of replacing herbicides with other methods of weed control.

4.2.10 Target 10 – Screening of Suppliers

Present Situation:

The major products currently purchased are bleach, wood pontoon decking, chain, paints, solvents, emulsifiers and paper.

Objective:

To ensure that purchased products or services are not directly or indirectly damaging the environment and those suppliers are not contributing to destructive practises.

Target:

1. A programme of awareness for employees, which will encourage the purchase, and use of environmentally friendly products will be ongoing.
2. Suppliers will be chosen wherever possible who are carrying products which do not contribute to polluting or destructive consequences.

4.2.11 Target 11 – Recycling

Present Situation:

Recycling is carried out to a limited degree and in accordance with the Waste (England & Wales) Regulations 2011. Some cans are re-used for paint and solvent containers, paper and envelopes are recycled for scrap pads and reuse; oils, glass collected from dedicated containers on visitors pontoons, batteries, cardboard, paper and printer cartridges are all recycled.

Objective:

To increase facilities wherever possible and practicable, for recyclable materials and to recycle used materials within the Harbours.

Target:

1. Separate glass collection facilities at pontoons and quay reception facilities are provided where practicable.
2. Users will be encouraged to dispose of waste oil either at Harbour Authority reception facilities.
3. Dredged spoil will be recycled wherever possible and practicable.
4. Recycled/recyclable materials will be used when practicable.

4.2.12 Target 12 – Recreational Disturbance to Wildlife

Present Situation:

The Harbour Authorities are aware that their respective areas are of significant value to wildlife and that they support a rich and diverse variety of flora and fauna. It is the present policy of the Harbour Authorities to ensure that disturbance to wildlife is kept to a minimum and wherever possible reduced. Moorings are located away from sites of special scientific interest, i.e. Fal/Ruan Creek and Malpas/Truro River basin. An area for water-skiing within the Port of Truro avoids the quieter creeks and inlets and speed restrictions in the more sensitive areas ensure, together with byelaws limiting wash, minimum disturbance to wading birds and foreshore nesting sites.

Objectives:

To continue to protect and minimise disturbance to wildlife in the Harbour areas.

Target:

1. A public awareness programme on the wildlife within the ports and the detrimental effects caused by disturbance to the flora and fauna will be ongoing.
2. The present policy on restricting water-skiing and jet-skiing activities to the East bank (Truro) will be continued.
3. The water skiing area on the East Bank has been reduced and its effectiveness will be monitored.
4. All commercial boat operators and harbour staff will be encouraged to undertake the WiSe (Wildlife Safe) accreditation scheme.

4.2.13 Target 13 – Management of Sub-Contractor or Lessee Activities

Present situation:

Some management of sub-contractors or lessee activities takes place within the Harbour Authority areas, particularly in relation to fuel pontoons, dredging activities and contractors working on the land/sea interface. These deal mainly with checking of any pollution incidents and control of dredging and other activities if it is likely to affect navigation.

Objective:

To minimise damage to the environment by activities taking place within the Harbour Authority areas, particularly in relation to fuel pontoons, dredging activities and contractors working on the land/sea interface. These deal mainly with checking of any pollution incidents and control of dredging and other activities if it is likely to affect navigation.

Targets:

1. Develop/draw up a Code of Practice by March 2013 for minimising impacts to the harbour environment by sub-contractors and lessees from their activities.
2. A monitoring programme to ensure sub-contractors and lessees are undertaking their activities according to the code of practise.

4.2.14 Target 14 – Energy Consumption - Electricity & Fuel

Present Situation:

Records are maintained for the consumption of electricity and fuel logs are completed after purchase and prior to fuelling vehicles/boats. Whenever possible journeys by vehicles and boats are kept to the minimum in line with the efficiency of the service.

Objective:

To minimise the use of electricity and fuel without detracting from the efficiency of the service.

Targets:

1. All electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority.
2. All staff will be briefed on energy efficiency at regular intervals.
3. Reduce the use of fuel.
4. Identify and use wherever possible the most fuel efficient engines for boats.

4.2.15 Target 15 – Water Consumption

Present situation:

Records are currently held regarding the level of use at hydrants and domestic outlets.

Objective:

To continue recording and monitoring all hydrants and other domestic/industrial outlets.

Targets:

1. All water consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leakage.
2. All staff will be briefed on water conservation at regular intervals.
3. Reduce water consumption/wastage.

Environmental Management Programme

IMPLEMENTATION AND OPERATION

The overall implementation and operation of the Environmental Management System will be the responsibility of the Maritime Manager.

All staff are expected to make positive contributions to improving sustainability and managing environmental impacts when delivering services. This may be through day to day activities, during team meetings or through specific improvement projects.

In particular all staff should:

- Ensure that they comply with environmental procedures and that pollution of air, land or water does not occur as a result of their work;
- Consider the sustainability of the way in which services are delivered

5.1 – SEWAGE DISCHARGES FROM PLEASURE CRAFT

5.1.1 Target 1

Wherever possible the upgrading and improvement of sewage pipelines, outfall etc which are located within the Harbour areas will be encouraged and assistance provided.

Task	Responsibility
1. Assist the sewage authorities by giving specialist advice, production of local notices to mariners and information on local firms where required for any new sewage pipelines, outfalls, storm overflows etc.	Harbour Master

5.1.2 Target 2

All vessels berthed at quays, marinas, shore linked pontoons etc. are required to use shore based toilet facilities and sewage disposal sites.

Task	Responsibility
1. Information passed on to vessel owners when taking up a berth.	Any member of the Harbour Staff

- | | | |
|----|--|---------------------------------|
| 2. | Incorporation of requirements in any documentation. | Harbour Administrator |
| 3. | Checking of vessels and following up any complaints received regarding sewage discharges from vessels on the above facilities. | Any member of the Harbour Staff |
| 4. | Withdrawal of mooring facilities following proven non-compliance. | Harbour Master |

5.1.3 Target 3

A public awareness programme on sewage pollution will be continued.

Task	Responsibility
1. Review relevant literature and new publications to identify chemical toilet disposal sites.	Harbour Master
2. Provision of free leaflets for all mooring holders on an annual basis.	Harbour Administrator
3. Ensuring adequate supplies of leaflets for visitors at Harbour Office and incorporate them in the visitor packs.	Assistant Maritime Administrator

5.1.4 Target 4

Chemical w.c. & toilet disposal sites to be identified in relevant literature.

Task	Responsibility
1. Review relevant literature and new publications to identify chemical toilet sites.	Harbour Master

5.1.5 Target 5

- | | | |
|----|--|----------------|
| 1. | Identify and consider a pump out facility alongside quays where practicable. | Harbour Master |
|----|--|----------------|

5.2 - ANCHORING AND MOORING POLICY

5.2.1 Target 1

A programme to encourage small vessels not to anchor in the more sensitive parts of the harbours will be ongoing.

Task	Responsibility
1. Provision of designated safe anchoring sites within Harbour areas, marked on charts and easily identifiable away from sensitive sites.	Harbour Master
2. Provision of visitors moorings and pontoons away from sensitive sites.	Harbour Master
3. Advice to boat owners wherever possible.	Harbour Patrol Staff
4. Continual ongoing review of mooring areas to ensure that sensitive areas are not threatened.	Harbour Master

5.2.2 Target 2

The monitoring programme on compliance to the anchoring policy will be continued.

Task	Responsibility
1. Harbour Staff to inform Harbour Master of density and location of visiting vessels after completion of patrols.	Harbour Patrol Staff
2. All information received will be recorded and used to assess where visiting yachts normally anchor.	Snr Maritime Assistant
3. Should densities of anchored vessels prove damaging to the environment then alternative locations/facilities will be considered.	Harbour Master

5.2.3 Target 3

Ensure Moorings Policies take account of sensitive sites in the harbour areas

Task

- | | | |
|----|--|----------------|
| 1. | The Moorings Policy for Truro and Penryn will be updated by September 2012 | Harbour Master |
| 2. | A Mooring Policy for Newquay Harbour will be established and implemented by March 2013 | Harbour Master |

5.3 – LITTER CONTROL

5.3.1 Target 1

A programme of clean ups with environmental local groups of volunteers will continue under the leadership of the Harbour Authority to remove visible litter from the seabed at low tide.

Task	Responsibility
1. Liaison with environmental groups.	Harbour Master
3. Provision of staff, equipment, etc. To work with Environmental groups.	Snr Maritime Assistant

5.3.2 Target 2

Assess the effectiveness of the ports litter collection facilities and ensure their correct strategic placement.

Task	Responsibility
1. Record the amounts of litter recovered from areas.	Harbour Master
2. Monitor and report on any areas where litter is accumulating	Harbour Master

5.3.3 Target 3

Ensure staff whilst on the water or working around the harbour collect any plastic items found in the Harbour.

5.4 – DREDGING AND SPOIL DISPOSAL

5.4.1 Target 1

Procedures to be followed during all dredging works.

Task	Responsibility
1. Consultations with Natural England in order to identify means of limiting adverse environmental impact, i.e. <ul style="list-style-type: none"> • Timing of works to ensure least environmental damage. • Dredging methods utilised to keep disturbance of sediment to a minimum. 	Harbour Master
2. Consultation with Natural England to establish a satisfactory method of monitoring any suspended sediment which may adversely affect the surrounding habitats.	Harbour Master
3. Alternative methods of spoil disposal other than dumping at sea will be sought.	Harbour Master
4. To maintain a Baseline Document for the Maintenance Dredging within the ports of Truro, Penryn and Newquay.	Harbour Master

5.4.2 Target 2

Maintain records of maintenance dredging within the SAC.

Task	Responsibility
1. Update by March 2013 the Baseline Document for maintenance dredging within the Fal/Helford SAC	Harbour Master

5.5 – DUST CONTROL

5.5.1 Target 1

To keep the production of dust to a minimum.

Task	Responsibility
1. Assess all works to ascertain the likelihood of dust production and take measures to reduce and/or eliminate them.	Harbour Master

5.6 – BAIT DIGGING

5.6.1 Target 1

The public awareness programme on bait digging will be continued.

Task	Responsibility
1. Discussions with local organisations to consider the best way to raise awareness in fishermen of the damage to the ecology that can be done through non compliance with codes of practice. This will then be incorporated in the Environmental Code of Practice (ECOP) leaflet.	Harbour Master
2. Provision of ECOP leaflets for all fisherman, angling organisations and fishing tackle outlets on an annual basis.	Maritime Administrator
3. Ensuring adequate supplies of ECOP leaflets for visitors at Harbour Office.	Assistant Maritime Administrator

5.6.2 Target 2

Bait digging within the Harbours will be monitored and controls implemented before damage to inter-tidal mud flats occurs.

Task	Responsibility
1. Observation of bait digging will be made during normal patrol periods especially in the more sensitive areas, (i.e. Fal/Ruan & Malpas SSSI, SAC).	Snr Maritime Assistant
2. Discussions will be held with Natural England on how to identify the level of activity which would necessitate controls.	Harbour Master
3. Full consultation will be had with Natural England and other conservation groups along with the Cornish Federation of Sea Anglers and the National Federation	Harbour Master

of Sea Anglers (Cornish Division) before any controls are brought into force.

4. Byelaw enforcement to be carried out to control bait digging if indications from previous tasks show that commercial bait digging is taking place.

Harbour Master

5.7 – OIL/FUEL CONTAMINATION INTO THE HARBOUR

5.7.1 Target 1

Potential oil/fuel contamination activities carried out by Harbour Staff on vessels and vehicles will be done with due regard to operational procedures to ensure against the likelihood of any spill entering the estuary.

Task	Responsibility
1. Staff will be made aware of all procedures for refuelling operations and of any potential risk from oil/fuel spillage.	Snr Maritime Assistant
2. Absorbent material will be provided at all refuelling points.	Snr Maritime Assistant
3. All waste oil/fuel will be collected and disposed of according to disposal procedures.	Harbour Staff
4. All spills will be contained with absorbent material, collected and disposed of in an oily waste bin or skip.	Harbour Staff

5.7.2 Target 2

A programme to initiate an awareness in land and vessel fuelling operators of the effects of hydrocarbon spillages on water quality will be ongoing.

Task	Responsibility
1. Obtain operational procedures from all fuelling operators and ensure that these meet the requirements of the Harbour Authority for refuelling within the Harbour.	Harbour Master
2. Ensure all operators have adequate oil spill containment receptacles.	Harbour Master
3. Ensure all operators are aware of the likely damage caused by oil spills.	Harbour Master

4.	Ensure all operators are aware of the legislation governing oil spills.	Harbour Master
5.	Report any significant spillages to the Environment Agency, Natural England and the Maritime and Coastguard Agency.	Harbour Master
6.	Use of oil bunkering form.	Harbour Master
7.	Positively check the licensing and condition of fuel pipes used by fuel providers	Harbour Master

5.7.4 Target 3

Regular in-house and participant reviews of the Oil Pollution Contingency Plan to ensure that roles and procedures are understood by all, will be undertaken every six months.

Task	Responsibility
1. Liaison with Cornwall Council Emergency Planning Officers regarding exercises.	Harbour Master
2. Instruction given to all staff regarding their role within the counter oil pollution plan.	Snr Maritime Assistant
3. Amendments recorded into oil spill contingency plan when necessary.	Assistant Maritime Administrator.

5.7.5 Target 4

All oil and oily/water from all Harbour Authority maintenance activities will be recycled.

Task	Responsibility
1. Any oil or oily water to be collected and placed within the correct receptacle.	Harbour Staff
2. Arranging collection of waste oil by recognised disposal/recycling companies.	Snr Maritime Assistant

5.7.6 Target 5

A programme to limit oily waste run-off from quays, wharves and maintenance areas will be continued.

Task	Responsibility
1. All oil spills will be absorbed with rags, sawdust or specialised collecting agents which will be disposed of correctly.	Harbour Staff
2. Once collected the area will be checked prior to any wash down to ensure all traces of oil have been removed.	Harbour Staff
3. Use of sorbent materials.	Harbour Staff

5.8 – CONTROL OF FISH WASTE INTO THE HARBOUR

5.8.1 Target 1

A programme will be implemented to ensure that no fish waste is disposed of overboard from fishing vessels either in transit or alongside the Harbour quays.

Task	Responsibility
1. Ensure that existing facilities situated on quays used by fishermen are being used in the correct manner.	Harbour Master
2. Ensure that the number of facilities are adequate for the amount of material disposed.	Harbour Master

5.8.2 Target 2

Byelaws will be implemented and enforced to ensure that there is no dumping of fish waste in the harbours

Task	Responsibility
1. Observe vessels alongside and check berths (especially at low water) to ensure no waste is being disposed of into the water. All records to be kept on the standard check form.	Harbour Staff
2. Ensure provision of waste facilities if required.	Harbour Master
3. Notices banning the disposal of fish wastes into the harbour will be posted on all wharves, used by fishing boats.	Harbour Master

5.8.3 Target 3

A programme for increasing the awareness of fisherman on the impact of their activities will be continued with increased signage as required.

Task	Responsibility
1. Liaison with fishermen to ensure they are fully aware of the damage caused by uncontrolled disposal of fish waste.	Harbour Master
2. Discussions with the local fishing organisations to get them to promote environmental awareness with their members.	Harbour Master

5.9 – USE OF BIOCIDES

5.9.1 Target 1

The use of bleach as an anti-fouling agent will be reduced to a minimum required to ensure personal safety.

Task	Responsibility
1. Source a satisfactory environmentally acceptable cleaning agent for steps, slipways, hards etc, other than bleach.	Snr Maritime Assistant
2. Bleach will only be used in instances where safety (from slipping) is a consideration until an alternative environmentally acceptable cleaning agent is available.	Harbour Staff
3. Investigate other means, i.e. manual, pressure washing, etc as an alternate basis to reduce bleach cleansing.	Harbour Master

5.9.2 Target 2

Supplies of anti-fouling agents will be regularly updated to the latest environmentally friendly types.

Task	Responsibility
1. Source the most environmentally friendly agents for use as anti-fouling agents.	Snr Maritime Assistant
2. Require health and safety data sheets for all new products.	Snr Maritime Assistant
3. Maintain a register for data sheets.	Snr Maritime Assistant

5.9.3 Target 3

The use of herbicides around the Harbour will be reduced with the aim of replacing herbicides with other methods of weed control.

Task	Responsibility
1. Source an environmentally friendly alternative to herbicide for control of weeds around the Harbour.	Snr Maritime Assistant
2. Use manual weeding methods to control weeds around quays, dock walls, piers, etc.	Harbour Staff

5.10 – SCREENING OF SUPPLIERS

5.10.1 Target 1

A programme of awareness for employees which will encourage the purchase and use of environmentally friendly products will be ongoing.

Task	Responsibility
1. During regular staff meetings, personnel will be made aware of the need to use environmentally friendly products.	Harbour Master
2. Wherever possible new 'environmentally friendly' products will be tried to ascertain their effectiveness and suitability for the task.	All Staff
3. The use of recycled materials will be considered wherever possible.	Harbour Master

5.10.2 Target 2

Suppliers will wherever possible be chosen who are carrying products which do not contribute to polluting or destructive consequences.

Task	Responsibility
1. Require suppliers to make known their environmental policy.	Snr Maritime Assistant
2. Require health and safety data sheets for all new products.	Snr Maritime Assistant

5.11 – RECYCLING

5.11.1 Target 1

Separate glass collection facilities at pontoons and quay reception facilities are provided where practicable.

Task	Responsibility
1. Provide separate facilities for disposal of glass at strategically located sites.	Snr Maritime Assistant
2. Collect glass on a regular basis from the facilities within the Harbour.	Harbour Staff
3. Dispose of glass into recycling containers as required.	Harbour Staff

5.11.2 Target 2

Users will be encouraged to dispose of waste oil either at Harbour Authority reception facilities or through the Council's recycling scheme.

Task	Responsibility
1. Inform users of the dedicated facilities available for the disposal of waste oil through leaflets, newsletters, etc.	Harbour Master

5.11.3 Target 3

Dredged spoil will be recycled wherever possible and practicable.

Task	Responsibility
1. Monitor the effectiveness of beneficial uses through analysis and use of trial areas to assess the suitability of a top soil substitute.	Harbour Master
2. Liaise with all interested groups regarding the use of suitable sediment for a topsoil substitute.	Harbour Master
3. Investigate the possibility of funding and research for any beneficial use initiative.	Harbour Master

5.11.4 Target 4

All batteries, cardboard and paper products will be recycled.

Task	Responsibility
1. All paper products such as envelopes, paper, etc to be recycled and re-used wherever possible.	Assistant Maritime Administrator
2. After re-use, paper products to be recycled either to paper banks or for shredding.	Assistant Maritime Administrator
3. All cardboard packaging to be collected and taken to recycling facilities.	Harbour Staff
4. Consideration given to recycling facilities at Lighterage Quay.	Harbour Staff

5.11.5 Target 5

Recycled/recyclable materials to be used wherever practicable.

Task	Responsibility
1. Source recycled product options i.e. plaswood	Harbour Master

5.12 – RECREATIONAL DISTURBANCE TO WILDLIFE

5.12.1 Target 1

A public awareness programme on the wildlife within the ports and harbours and the detrimental effects caused by disturbance to the flora and fauna will be ongoing.

Task	Responsibility
1. Incorporation of a public awareness programme in a information leaflets.	Harbour Master
2. Provision of free leaflets for all mooring holders on an annual basis.	Assistant Maritime Administrator
3. Ensuring adequate supplies of free leaflets for visitors at the Harbour Office.	Assistant Maritime Administrator

5.12.2 Target 2

The present policy on restricting water skiing and jet skiing activities to the East Bank (Truro) will be continued.

Task	Responsibility
1. Ensure compliance of water ski activities only takes place at selected sites.	Patrol Staff

5.12.3 Target 3

The water skiing area on the East Bank has been reduced and its effectiveness will be monitored

Patrol Staff

Task

1. Note any water skiing that takes place outside of the northern limit of the water ski area. Patrol Staff

5.12.4 Target 4

It will be recommended that all commercial boat operators and relevant harbour staff undertake a WiSe (Wildlife Safe) accreditation scheme.

5.13 – MANAGEMENT OF SUB-CONTRACTOR OR LESSEE ACTIVITIES

5.13.1 Target 1

All sub-contractors and lessees will be required to adhere to a code of practise which will be produced by March 2013, which ensures minimising impacts on the Harbour environment from their activities.

Task	Responsibility
1. Require environmental policies from sub-contractor and lessees.	Harbour Master
2. Encourage sub-contractors and lessees to produce an Environmental Management System.	Harbour Master
3. Formulate through consultation with English Nature a suitable code of practise for sub-contractor and lessee activities.	Harbour Master

5.13.2 Target 2

A monitoring programme will ensure contractors and lessees are undertaking their activities according to a code of practice.

Task	Responsibility
1. Regularly check sub-contractors and lessees for compliance to the code of practice utilising standard check forms for recording.	Harbour Master

5.14 – ENERGY CONSUMPTION -**ELECTRICITY & FUEL****5.14.1 Target 1**

All electricity and fuel consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leaks.

Task

1. Complete and record all electricity and fuel consumption within the Harbour Authority.

Responsibility

Harbour Master
& Snr Maritime
Assistant

5.14.2 Target 2

All staff will be briefed on energy efficiency at regular intervals.

Task

1. Include items on energy efficiency within weekly team briefs.

Responsibility

Harbour Master

5.14.3 Target 3

Reduce the use of fuel.

Task

1. Bicycles provided for use on short trips.

Responsibility

Harbour Master

5.14.4 Target 4

Identify and wherever possible use the most fuel efficient engine for boats

Harbour Master

5.15 – WATER CONSUMPTION**5.15.1 Target 1**

All water consumption will be recorded and monitored in order to give a clear understanding of the consumption levels within the Harbour Authority and to check for any leaks.

Task**Responsibility**

1. Complete and record all water consumption within the Harbour Authority

Harbour Master
Snr Maritime
Assistant

5.15.2 Target 2

All staff will be briefed on water conservation.

Task**Responsibility**

1. Include items on water consumption within weekly team briefs when required

Harbour Master

5.15.3 Target 3

Reduce water consumption/wastage.

Task**Responsibility**

1. Use 'push button' taps for public use at freshwater sites.

Harbour Staff

Operational Control

6 OPERATIONAL CONTROL

6.1 Management Responsibilities

The responsibility of the Maritime Manager is to ensure compliance by monitoring the effective overall performance of the Environmental Management System.

Management responsibilities at levels below that of the Maritime Manager will vary depending upon the issues and tasks involved, but all members of staff have a role to play within the system.

The Harbour Master will be responsible for identifying those issues which could significantly affect the environment and ensure consistency and compliance to the environmental policy statement, targets and objectives, (See also Key Environmental Aspects Register) through consultation with Natural England and any other appropriate local environmental groups.

Work instructions and/or procedures will be prepared and communicated by the Snr Maritime Assistant in Truro & Penryn and the relevant Harbour Master in the other harbours for staff, sub-contractors and suppliers who will also verify that they are being correctly carried out effectively. Corrective measures will be initiated and carried out by the Harbour Master.

6.2 Work Instructions:

6.2.1 Activity: *Fibre Glassing*

- (a) All areas adjacent to fibre glassing operations to be sealed off (i.e. doors, windows, etc. closed).
- (b) Resin to be decanted into smaller receptacles to avoid spillage/reduce waste disposal.
- (c) Matting fibres to be collected and disposed of.
- (d) All work areas to be thoroughly cleaned and dust residue correctly disposed of.

6.2.2 Activity: *Sanding*

- (a) All areas adjacent to sanding operation to be sealed off (i.e. doors, windows, etc. closed).
- (b) Dust bags to be fitted to all sanding machines.
- (c) Sanding will normally be carried out inside buildings. However if sanding is commenced outside it will only be carried out in normal weather conditions.

- (d) All work areas to be thoroughly cleaned and dusted residue correctly disposed of.

6.2.3 Activity: Cleaning Steps and Jetties

- (a) Steps and jetties will only be cleaned of algae when there is a risk of danger to the public through slipping etc.
- (b) Steps and jetties will be pressure washed or hand cleaned where possible and practicable. When bleach has to be used through necessity in order to clear algae it will be diluted so as to achieve maximum efficiency with the minimum of contamination. Cleaning with the use of bleach will only be done directly onto the algae and not as a general cleaner for steps and jetties.
- (c) Cleaning will normally take place during the summer months when usage is at the greatest. During the winter (Oct-Mar) the frequency will be reduced so as to achieve the minimum of bleach input into the estuary.

6.2.4 Activity: Oil Pollution Clean-Up

- (a) Any oil pollution clearance resulting from an oil spill will be undertaken with the best interests of the environment taken into account.
- (b) Oil Pollution clearance and disposal will only be undertaken after full consultation with Natural England and Local Authorities.
- (c) Reference shall be made to the Counter Oil Pollution Plan which outlines the roles undertaken by Harbour Authorities and other agencies.

6.2.5 Activity: Painting (Anti-Fouling)

- (a) All boats should only be scraped on slipways or hards.
- (b) A groundsheet with bund will be placed over the work area so that waste material can be easily collected.
- (c) All paint tins, rollers, etc will be collected on completion of anti-fouling to ensure that they are not left on slipways, hards, etc. with the possibility of being lost in the harbour.
- (d) Anti-fouling will only be undertaken on vessels when the old protective coating has been exhausted i.e. no pre-set boat maintenance times.

6.2.6 Activity: Cleaning Sump Oil/Hydraulic Oil/Cleaning Bilges

- (a) Prior to any oils being collected, measures will be taken to ensure that no spillage will occur into the watercourse through the adoption of best possible practise:
 - (i) all scuppers to be plugged on boats.
 - (ii) drip trays to be put into place.
 - (iii) supply of rags, receptacles and other oil spill equipment readily available.
 - (iv) oil to be disposed of into containers ashore in Harbour Office compound.
 - (v) all hoses to be plugged.
- (b) All oils collected to be recycled correctly.
- (c) Oily bilge water to be collected in containers and taken ashore then disposed of into a storage facility for recycling correctly.

6.2.7 Activity: Assessing Dredging Requirements

- (a) Maintenance dredging will only be undertaken to ensure the safety of navigation and to preserve the navigable channels.
- (b) Capital Dredging will only be undertaken following an environmental impact assessment which will look at, amongst other things any detrimental effects upon the environment.
- (c) Dredging will take place, whenever possible during periods of slack tide so as to reduce the risk of suspending sediment into the water column.
- (d) Dredging will be undertaken using equipment which will have the least impact on the environment, i.e. grabs as opposed to suction.
- (e) Dredged spoil will be utilised whenever possible as a topsoil substitute for derelict/contaminated land reclamation.

6.2.8 Activity: Assessing Suppliers

- (a) Suppliers of goods, services or equipment to the Harbour Authorities will be required to provide information on how their products may impact on the environment especially with regard to:
- (i) paint suppliers
 - (ii) ant-fouling suppliers
 - (iii) wood product suppliers
 - (iv) preservatives/biocide suppliers
 - (v) paper suppliers
 - (vi) sand suppliers
- (b) Preference will be given to suppliers/contractors who work to an environmental code. This code will be requested by the Harbour Master prior to awarding a contract.
- (c) In the case of contractors supplying services within the harbour, written work procedures must be provided to the Harbour Master prior to commencement of services to show good practise and steps to minimise pollution to the environment. In particular this will apply to:
- fuel and bunkering services
 - waste collection services (oil from ships, garbage from ships, garbage from pontoons).
- (d) Contingency plans, in the event of an accident during supply of goods, must also be supplied to the Harbour Master.

6.2.9 Activity: Energy Consumption - Electricity & Fuel

- (a) All energy consumption will be recorded and monitored in order to maintain energy efficiency throughout the service.
- (b) Wherever possible work will be undertaken which necessitates the least use of transport without impairing efficiency of the service.
- (c) Together with energy conservation, alternative energy such as solar power, etc. will be investigated to attempt to reduce the consumption of non-renewable energy sources.
- (d) Staff will be briefed in energy conservation at regular weekly team briefings.

6.2.10 Activity: Water Consumption

- (a) All water consumption will be monitored and recorded in order to conserve supplies.
- (b) Staff will be briefed in water conservation matters at regular weekly team briefings.

Verification

7 VERIFICATION

7.1 Verification Procedure

All staff engaged in any activity likely to affect the environment will be required to familiarise themselves with the correct procedures and sign the appropriate form (see attached Form 7.1/F1) to indicate that they have agreed to carry them out.

It will be the responsibility of the Harbour Master/ Snr Maritime Assistant to ensure that staff have read and signed the appropriate work instruction form.

It will be the responsibility of the HM/SMA to determine to what standard each activity must be completed. Standards of completion will be recorded on Form 7.1/F2.

It will be the responsibility of the SMA to ensure that work procedures are adhered to. This will require the SMA to routinely inspect the tasks being undertaken for those activities that may affect the environment.

Following each procedural check the SMA will complete and sign a verification form (7.1/F3). The Harbour Master will be responsible for ensuring that the SMA effectively verify that work activities are being carried out properly.

Frequency of verification checks will be made at the Harbour Masters discretion, but not less than six times per year. The Harbour Master will sign and date verification forms when checks on the verifier are made.

STANDARDS OF COMPLETION

ACTIVITY:

CRITERIA	ACCEPTABLE	REQUIRES WARNING	NOT ACCEPTABLE

Form 7.1/F2

Corrective and Preventive Action

8 CORRECTIVE AND PREVENTATIVE ACTION

8.1 Corrective and Preventative Action Procedure

Whenever non-compliance or potential non-compliance of work instructions results in or is likely to result in an environmental incident (i.e. unacceptable turbidity levels whilst dredging, incorrect disposal of oils, dust making in windy weather conditions etc.) then the following procedures will be undertaken:

- (1) The Harbour Master/Snr Maritime Assistant will be responsible for initiating and/or taking corrective and/or preventive action which may include cessation of the activity.
- (2) If the activity results in a possible environmental problem for a neighbouring authority/business then that authority/business shall be contacted by the person in (1) above to advise them of the situation and to inform them of the corrective action being undertaken.
- (3) Where an activity requires corrective action the person in (1) above shall determine the cause, restore compliance and ensure no reoccurrence of the detrimental activity.
- (4) Once the corrective action has been undertaken the Harbour Master will be required to assess any damage to the environment, calling upon specialist agencies if required.
- (5) It will be the responsibility of the harbour Master to inform the Maritime Manager that corrective or preventative action is being taken. The Harbour Master will then ensure that these procedures are being followed.
- (6) The Harbour Master will change work instructions if required to ensure the incident does not reoccur.
- (7) The Harbour Master will record all such non-compliance incidents and changes to work instructions on the Corrective Active Form 8.1/F1. This will be signed by the Harbour Master.

CORRECTIVE OR PREVENTIVE ACTION UNDERTAKEN

Date	Task Undertaken	Non-Compliance Recorded	Correct Action Undertaken	Any Changes in Work Instructions or Corrective Action Procedure	Signature

Form 8.1/F1

Environmental Management Records

9 ENVIRONMENTAL MANAGEMENT RECORDS

9.1 Record Procedure

Records will be maintained on day to day activities which have a direct impact on the environment and will include those for:-

- (a) Dredging
- (b) Use of biocides
- (c) Amount of litter/rubbish collected
- (d) Oil/Fuel spills into the harbour
- (e) Recycling
- (f) Anchoring areas by visiting yachts
- (g) Bait digging observations
- (h) Information from operators on fuel lines and pumps
- (i) Counter Oil Pollution plan exercises
- (j) Fishing waste facility usage and dumping from vessels
- (k) Supplier information
- (l) Sub-contractor and lessee information
- (m) Energy consumption: Fuel/Electricity

9.2 Responsibility

Information for these records will be collected and entered by the Harbour Master onto the requisite sheet(s) (9.3/F1 – F15).

9.3 Information Required

The following information will be recorded by the Harbour Master:

(a) Dredging (9.3/F1)

- (i) Identifying the total amount (in cubic metres) of spoil dredged
- (ii) Identifying the areas where dredging takes place
- (iii) Keeping records of dredged spoil analysis
- (iv) Recording of the type of dredger used

(b) Use of biocides (9.3/F2)

- (i) Identifying the total amount (in litres) of biocides
- (ii) Identifying the areas where biocides are used i.e slipways, landing stages, steps, etc.

(c) Amount of rubbish/litter collected (9.3/F3)

- (i) Identifying the total amount of rubbish/litter collected
- (ii) Identifying where the rubbish/litter has been collected from
- (iii) Identifying the type of rubbish/litter collected

(d) Oil/fuel spills into the harbour (9.3/F4)

- (i) Identifying the total amount (in litres/tonnes) of fuel spilt into the harbour
- (ii) Recording the type of oil spilt
- (iii) Identifying the area where oil/fuel spills occur
- (iv) Recording the action taken, if any together with reasons

(e) Recycling (9.3/F5)

- (i) Recording the total amount of dredged spoil recycled as top soil substitute, top dressing etc.
- (ii) Recording where this has been utilised
- (iii) Keep records of any analysis
- (iv) Record amount of glass recycled
- (v) Record amount of waste oil recycled

(f) Anchoring areas used by visiting yachts (9.3/F6)

- (i) Recording the areas where anchoring takes place
- (ii) Recording the number of vessels within the various areas
- (iii) Record of weather conditions

(g) Bait digging observations (9.3/F7)

- (i) Recording the areas where bait digging takes place
- (iii) Recording the number of bait diggers

(h) Information from operators on fuel lines and pumps (9.3/F8)

- (i) Record of all fuel oil suppliers within the Harbours
- (ii) Record of operators licence
- (iii) Record of any maintenance inspections by operator on fuel lines and pumps

(i) Counter Oil Pollution Plan exercises (9.3/F9)

- (i) Record of exercises

(j) Fishing waste facility usage and dumping from vessels (9.3/F10)

- (i) Record of amount of fish waste collected
- (ii) Record of instances where fish waste has been dumped overboard whilst alongside harbour authority owned quays

(k) Supplier information (9.3/F11)

- (i) Record of health and safety data sheets for various products

(l) Sub-contractor and lessee information (9.3/F12)

- (i) Record of code of practice compliance for sub-contractors and lessees
- (ii) Record of environmental management systems held by sub-contractors and lessees
- (iii) Record of environmental policies held by sub-contractors and lessees

(m) Energy Consumption – Electricity (9.3/F13)

Fuel (9.3/F14)
Water (9.3/F15)

- (i) Record of consumption
- (ii) Regular briefings regarding energy efficiency

Dredging

Date	Area of Dredging	Quantity Removed	Dredged Spoil Analysis	Type of Dredger Used

9.3/F1

Use of Biocides

Date	Area of Use	Quantity Used	Type of Biocide	Reason for Use

9.3/F2

Amount of Rubbish/Litter Collected

Date	Amount of Rubbish/Litter	Type of Rubbish/Litter	Location of Rubbish/Litter	Name of Waste Collector & Disposal Site

9.3/F3

Oil/Fuel Spills into the Harbour

Date	Type of Oil/Fuel Spill	Amount of Oil/Fuel	Location	Action Taken

9.3/F4

Recycling

Date	Type(Spoil, Glass, Waste Oil etc.)	Amount	Location Collected from	Name of Recycling Operator

9.3/F5

Anchoring Areas Used by Visiting Yachts

Date	Area where anchoring takes place	No. of vessels	Weather conditions

9.3/F6

Bait Digging Observations

Date	Location of Bait Digging	No. of Bait Diggers

9.3/F7

Information from Operators on Fuel Lines & Pumps

Name of Fuel Oil Supplier	No. of Operators Licence	Record of Maintenance Inspections

9.3/F8

Counter Oil Pollution Plan Exercises

Date	Brief Outline of Exercise

9.3/F9

Fishing Waste Facility Usage & Dumping from Vessels

Date	Amount of Fish Waste Collected	Amount of Fish Waste Dumped Overboard	Action Taken

9.3/F10

Supplier Information

Date	Record of Health & Safety Data Sheets

9.3/F11

Sub-contractor & Lessee Information

Date	Name of Sub-Contractor/Lessee	Code of Practice Complied with	EMS Held	Environmental Policy Held

9.3/F12

Energy Consumption – Electricity

Date	Location of Supply	No. of Units Consumed	Type of Use	Comments

9.3/F13

Energy Consumption – Fuel

Date	Use	Quantity Consumed	Comments

9.3/F14

Water Consumption

Date	Location of Supply	No. of Units Consumed	Type of Use	Comments

9.3/F15

RECREATIONAL DISTURBANCE TO WILDLIFE

Date	Location of Report	Type of Disturbance	Action Taken	Comments

9.3/F16

Environmental Management Audits & Review

10 ENVIRONMENTAL MANAGEMENT AUDITS AND REVIEW

10.1 Audit Procedure

An internal audit of the Environmental Management System will be undertaken annually by the Maritime Manager.

The audit will determine whether the Environmental Management System conforms to BS EN ISO 14001:2004 and the Environmental Management System Manual and whether the activities are being undertaken in accordance with the procedures and work instructions specified in the manual and thereby fulfilling the environmental management policy.

The results of the internal audit will be recorded on form 10.1/F1.

10.2 Audit Programme

The audit programme will be scheduled electronically in the MS Calendar of the Maritime Manager. Activities that will be audited every year by the Maritime Manager shall be in co-operation with the Harbour Masters and will include:

- (a) organisational structure
- (b) operational performance
- (c) environmental performance
- (d) documentation
- (e) reports and records
- (f) key environmental aspects and procedure

The audit findings will be reported as addenda to the Environmental Management System, which will be updated if required, and changes recorded. The method used to collect the required information for the audit and review would be interview, consultation and environmental management system records.

Audit findings will be reported to the staff who would be able to find out how well the Harbour Authority is conforming or not to the requirements specified in the manual.

This will enable the authority to find out how effective or not it has been in meeting objectives and targets, whether recommendations from previous audits have been implemented and how effective they have been along with any conclusion and recommendations the auditor wishes to make.

INTERNAL AUDIT REVIEW

Carried out by	Date	Comments
Mark Cook & Jamie McLaren Smith	31/01/2012 – 03/02/2012	As detailed in audit and corrective Action close out reports and supporting evidence.

Form 10.1/F1

REVIEW PROCEDURE

Carried out by	Date	Comments

Form 10.2/F1

Related Documentation

11 RELATED DOCUMENTATION

11.1 Documentation Location

Related documentation such as Counter Oil Pollution Plans, Health and Safety Procedures, Sustainable Strategy, Business Plans etc. are held by the Maritime Manager.

11.2 Document Controls and Record Keeping

Checking and Authorisation of Revisions

When draft document(s) have been produced they will be submitted to the Maritime Manager who will check the document. Once the document has been checked and is considered acceptable, the Maritime Manager will authorise the issue of the document and its incorporation into the System by updating the electronic file.

11.3 Document Control, Record Retention & Distribution

The EMS Manual will be held electronically and made available to all users via the Intranet and website. Hard copies of the manual shall be controlled; their currency can only be determined by comparing their date against the version held on the website

11.4 Indication of Change

All amendments to documents will be notified to users. A list of recent amendments will be included on the appropriate web page. Where revisions are made, a solid vertical line may be included within the body of the text at the point of change.

11.5 Records

Records will be retained and maintained of the following;

- Minutes of Management Meetings and Reviews.
- Master Copies of all System Manuals, Procedures & Documents.
- Internal assessment schedules.
- Records of all system assessments – including monitoring information.
- Records of Internal assessor training
- Legally required documents in accordance with applicable legislation (i.e. Duty of Care – minimum 2 years)

The Manual

12 THE MANUAL

12.1 Review Procedure

A review of the Environmental Management System will be undertaken annually by the Maritime Manager who may use the services of an independent Environmental Consultant who has the necessary expertise in this particular field.

Responsibility for ensuring that the review is made will lie with the Maritime Manager. The review will be linked with the annual audit of the Key Aspects Procedure and will consider other aspects such as new and amended legislation, performance, new developments and continual improvement. Information on the review will be recorded on form 10.2/F1

Typing of changes to the manual will be undertaken by the Maritime Manager to ensure continuity of typeface and that changes are done by one person only.

12.2 Maintenance of Manual

The Assistant Maritime Administrator will be responsible for amending the manual and that there are a sufficient quantity of copies for staff.

12.3 Management Schedule

Maritime Management System – Environmental Management Schedule																
Activity	Frequency	Scheduled for											Responsibility	Notes		
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb			Mar	
Management Review - Review of Environmental Policy Statement	Annual											X			Maritime Manager	Undertaken as part of the Management Review
Management Review - Review of Environmental Management Schedule	Bi-annual						X					X			Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management Review - Review of Register of Environmental Impacts	Bi-annual / ongoing				X							X			Maritime Manager	Undertaken as part of the Management Review of any significant new or changed aspects / impacts, which will invoke an immediate update of the Register
Management Review - Review of Register of Legislation	Bi-annual / ongoing	X						X							Maritime Manager	Undertaken as part of the Management Review of any significant new or amended legislation, which will invoke an immediate update of the Register
Management Review - Review of Emergency Procedures	Bi-annual / ongoing	X						X							Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management Review - Review of Objectives and Targets	Bi-annual / ongoing	X						X							Maritime Manager	Undertaken as part of the Management Review and followed up with six monthly review
Management review of monthly monitoring reports	Bi-annual	X						X							Maritime Manager	Review of monthly monitoring reports for significant events and issues arising.
Harbour Masters Meeting	Quarterly	X			X				X				X		Maritime Manager & Harbour Masters	Quarterly meeting with Harbour Masters regarding management of ports.