**PORT SKILLS AND SAFETY LTD**

Ground Floor, 30 Park Street, London, SE1 9EQ

**MINUTES OF THE MEETING OF THE PORT SAFETY GROUP**

**In person, The Lake House, Liverpool, hosted by Peel Ports Group**

**at 09:30 on Tuesday 24 September 2024**

**PSS attendees**:

Jen Maddison (JM) Health, Safety & Culture Lead

Rhiannon Harty (RH) Office & Events Manager

Umayya Rahman (UR) HSE Technician Apprentice

**Member attendees & speakers:**

Steve Marchant (SM) Forth Ports (**Chair**)

Chris Ingham (CI) Peel Ports (**Vice Chair**)

Nicola Jaynes (NJ) HSE, HM Inspector of Health and Safety

Phil Smith (PS) RMS Ports, Group HS&E Manager

Phil Houghton (PH) RMS Ports, H&S Manager

Neil Dalus (ND) TT Club, Risk Assessment Manager

plus 32, details in appendix 1

**Welcome and introductions**

SM welcomed the attendees to the Lake House and thanked the Port of Liverpool for hosting.

CI welcomed the delegates as the host of the meeting and provided an introduction to Peel Ports Group along with an outline of their EHS strategy and journey.

**Minutes and actions**

SM directed the group to the minutes of the last meeting, no questions or change requests were made. **The PSG agreed** to approve the minutes of the 15 May 2024.

The outstanding actions from the last meeting were reviewed; three are closed and one remains open:

**Action:** Hadrian rails: members are requested to provide safe systems of work to allow the identification of areas of best practice (documentation will be treated as confidential and all extracts will be anonymised prior to use) – deadline added for responses by 31 October 2024.

**Ro-Ro operations**

JM reminded the meeting that have been three deaths reported in the port sector this year; two in July and one in September.

The Marine Accident Investigation Branch (MAIB) report on the fatality which occurred on the ro-ro ferry Clipper Pennant in 2021 is nearing publication. PSS anticipates being involved in implementing some of the report’s recommendations.

In line with this, the Safety in Ports (SiP) guidance on ro-ro operations is scheduled for review in 2025.

**Introduction to PSS Health, Safety and Culture Strategy**

JM introduced the Health, Safety and Culture Strategy, which was published in July. The strategy covers 2024 – 2028.

The strategy is structured around four pillars: resources, collaboration, data and innovation. JM provided an overview of the key objectives for each pillar of the strategy. The presentation is available on the PSG page of the PSS website: [Port Safety Group - 24 September 2024 - Port Skills & Safety](https://www.portskillsandsafety.co.uk/knowledge-hub/port-safety-group-24-september-2024/)

The group discussed the upcoming SiP reviews. JM explained that the reviews are carried out online with Teams calls to discuss and review the text. All are welcome to join these working groups and should email info@portskillsandsafety.co.uk to express interest.

The SiP reviews for the remainder of 2024 are:

* SiP004 Timber handling
* SiP016 Emergency Planning

In 2025 the following SiPs will be reviewed.

* SiP001 Workplace Transport
* SiP014 Safe Access and Egress
* SiP010 Ro-ro and Sto-ro operations
* SiP012 Ro-ro Passenger and Cruise Operations

**Action:** Members are requested to provide photos and videos of operations which can be included in SiP documents.

**HSE update**

NJ joined the meeting by Teams to provide the group with an update from the HSE.

Priority for the HSE is still focused on health – priorities are dust, silica and asbestos.

Following a recent incident relating to a container of rice with high levels of phosphine fumigant, even after four weeks of venting. There was no label on the container and it had clearly not been fumigated correctly.

NJ asked if the group knew what the scale of this issue was and if this is a more regular occurrence or just a one off, and what she can do to help?

**Action:** Members can contact NJ directly with feedback, or via PSS if they wish to be anonymous.

NJ is working to understand the operation of unloading wind turbine blades relating to the removal of fastenings, particularly where fastenings are ground off with abrasive wheels and the associated hand arm vibration risks. Is this something that happens every time, or is it just a specific process? Can alternative control measures be put in place?

**Action:** Members can contact NJ directly with feedback, or via PSS if they wish to be anonymous.

**Member presentation – Emergency Flash Cards**

Phil Smith and Phil Houghton from RMS Ports presented a case study on how RMS Ports use the PSS emergency flashcards.

RMS have rolled these cards out to all sites and issued cards to all key personnel. RMS have adapted their processes and reporting to align with the colours of the cards to work them back in to the day-to-day processes in the port.

Feedback from site showed that, after initial apprehension, the flashcards allow the staff running the exercises to own the process and interactive for participants. The cards were found to be versatile and allow a significant number of scenarios to be reviewed with no prior planning.

The presentation described a practical example of the benefits of using the cards: there was a fire on one of the sites however, the site team had run a fire scenario using the cards just a week before which helped them deal with the situation quickly, minimising damage and avoiding serious harm.

**Ask members**

JM ran through the Ask Members enquires that are currently without comment on the website. [Ask Members forum](https://www.portskillsandsafety.co.uk/ask-members-forum/).

The group discussed the outstanding query relating to crane fires, noting that to identify trends it is necessary to obtain more information than PSS has already received including: time of year, weather, crane manufacturer and age, cargo being handled / training of the crane driver / was the crane in use at the time.

**Action:** Members to provide additional info on crane fires to PSS. PSS to analyse data and provide report.

**Group discussions: safety culture**

Vicki Beatty from Dover Harbour Board started the discussion by explaining that Dover had undertaken a safety culture survey and would like to compare their performance against other ports.

The group discussed the types of surveys used. It was noted that not one size does not fit all, and that often the questions can be difficult to understand.

JM advised that PSS intends to create a port specific culture survey, based on the HSE culture climate survey and members confirmed that this was of interest. It was agreed that the questions should be port specific and suitable for all port sizes.

**Action:** PSS will convene a working group to progress this project.

The group shared some resources / tools which they’ve found useful in their organisations: [Hearts and minds tool](https://heartsandminds.energyinst.org/toolkit/UYC-online), [Home - Learning From Normal Work](https://learningfromnormalwork.com/)

**Loss prevention**

Neil Dalus, Risk Assessment Manager, TT Club provided a presentation on loss prevention, including showing the types of incident claims received from different port operations. When carrying out risk. The presentation can be viewed on the PSG webpage: [Port Safety Group - 24 September 2024 - Port Skills & Safety](https://www.portskillsandsafety.co.uk/knowledge-hub/port-safety-group-24-september-2024/).

**AOB**

There was no other business

**Dates of next meetings**

Data Meeting – Wednesday 25 September 2024 – in person, hosted by Liverpool Cruise Terminal.

PSG – Tuesday 03 December 2024 – online, via Teams.

PSG – Wednesday 05 March 2025 – in person, Belfast, hosted by the Belfast Harbour Commissioners

Innovation in Ports – Thursday 06 March 2025 - in person, Belfast, hosted by the Belfast Harbour Commissioners

**Actions**

**From 24 September 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Action by:** | **Due Date** | **Status** |
| Members are requested to provide photos and videos of operations which can be included in SiP documents.  | Members  | Relevant to ongoing SiP reviews | Open |
| NJ is reviewing the use of fumigants in containers to assess the issues this presents to ports. Members can contact NJ directly with feedback, or via PSS if they wish to be anonymous. | Members | 30/11/24 | Open |
| NJ is seeking to understand the process for unloading wind turbine blades and associated HAVS risks.Members can contact NJ directly with feedback, or via PSS if they wish to be anonymous. | Members | 30/11/24 | Open |
| Members to provide additional info on crane fires to PSS.  | Members | 15/11/24 | Open |
| PSS to analyse crane fire data and provide report. | PSS | 30/11/24 | Open |

**From 15 May 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Action by:** | **Due Date** | **Status** |
| Hadrian rails: members are requested to provide safe systems of work to allow the identification of areas of best practice (documentation will be treated as confidential and all extracts will be anonymised prior to use) – deadline added for responses by 31 October 2024.  | Members  | 31/10/24 | Open |
| Review request for What3Words locator to be added to dashboard.*Request reviewed and under consideration for dashboard future developments* | PSS |  | Closed |
| Review incident data for incidents involving mobile phones. *No clear pattern in data provided* | PSS |  | Closed |
| Circulate HSE work plan when available.*Change of government has delayed. No clear date for publication* | PSS / HSE |  | Closed |

# **Appendix 1 - Attendees**

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| **Name** | **Company**  |
| Abbi Copeland | Port of London Authority |
| Alan Bate | Portia Management Services |
| Ben Gregson | DP World Southampton |
| Carl Holman | Rail, Maritime and Transport Union |
| Colin Jones | Portia Management Services |
| Colin Smith | The Bristol Port Company |
| Danielle Spencer | Port of London Authority |
| Dean Trigg | Harwich Haven Authority |
| Eoghan Rainey | Belfast Harbour Commissioners |
| Ian Spratt | Belfast Harbour Commissioners |
| Jon Challis | Inland and Coastal Marina Systems |
| Karen Fuller | Port of London Authority |
| Kenny Gammie | Montrose Port Authority |
| Kevin Douglas | Forth Ports Ltd |
| Kevin McGrady | CLdN Ports |
| Mark Robinson | Chrome Angel Solutions |
| Mark Wilson | RMS Ports |
| Matthew Parsonage | Nautilus International |
| Michael Hann | PD Group Management |
| Michael Murtagh | Warrenpoint Harbour Authority |
| Michelle Russell | Forth Ports Ltd |
| Mike Roebuck | Shirley Parsons |
| Paul Khawaja | Portia Management Services |
| Phil Dunn | DP World Southampton |
| Rhys Jeffrey | Forth Ports Ltd |
| Richard Steele | ICHCA |
| Rob Horton | Kalmar Limited |
| Ryan Brown | The Bristol Port Company |
| Stuart Balmer-Howieson | Port of Blyth |
| Terry Lendrum | Port of Tyne Group |
| Tom Rodgers | Warrenpoint Harbour Authority |
| Vicki Beatty | Dover Harbour Board |