



ABP

ASSOCIATED BRITISH PORTS

The South Wales Ports of Newport,
Cardiff, Barry, Swansea and
Port Talbot

Oil Spill Contingency Plan

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21	Emergency Planning Officer	City & County of Swansea Neath Port Talbot County Borough Council	Swansea
22	Terminal Manager	Chevron Limited	Cardiff
23	Terminal Manager	HCB Limited	Cardiff
24		Chevron Emergency Response	London
25	Harbour Master	Neath Harbour Commissioners	Neath
26	Counter Pollution and Response	Maritime and Coastguard Agency	Southampton
27	Donald McDonald,	CPSO Western Region	Liverpool MRSC
28	HM Coastguard	Swansea MRCC	Swansea
29	Marine Emergencies Information Room, MCA	Counter Pollution & Response	Southampton

Revision Procedure

This plan will be revised annually; such revisions will take account of experience gained from exercises and/or actual spill incidents, changes in risk or port operations or legislation.

A formal review of the plan will be conducted at 3-year intervals and the plan re-submitted for approval.

Amendment Record

Amendment No.	Date	Amendment	Signature
1	02/02/09	Section 2.2,2.4 & 2.5. Amended Oil Spill Management Team.	Tom Dynes
2	02/02/09	Section 4.3. Harbour Master/Deputy Harbour Master action sheet amended.	Tom Dynes
3	04/02/09	Section 9.2. Addition of Corus key contact Numbers to Contact Directory	Tom Dynes
4	13/03/09	Page 56, Cardiff Council Emergency Management Unit method of contact updated.	Tom Dynes
5	19/11/09	Page 56, Civil Protection Unit	M Attley
6	12/10/10	All references to T Auld changed to M Chidlow and all references to Severn VTS changed to Cardiff LPS	T Bevan
7	9/11/10	Amending DEFRA/MAFF to read MMO	T Bevan



1	Introduction
1.1	Statutory Requirements
1.2	Purpose of the Plan
1.3	Scope of the Plan
1.4	Interfacing Oil Pollution Contingency Plans
1.5	Consultation
1.6	Risk Assessment Summary
1.7	Classification of Oil Spills
2	Incident Response Organisation
2.1	Harbour Master / Deputy Harbour Master
2.2	Oil Spill Management Team (OMT)
2.3	Tier 1 Incident
2.4	Tier 2 Incident
2.5	Tier 3 Incident
2.6	Shoreline Response Centre
3	Reporting Procedures
3.1	Use of Section
3.2	Prevention of Oil Pollution Acts 1971 & 1986
3.3	Notification Matrices
4	Action Sheets
4.1	Lockgatemens
4.2	Lock Controllers / Berthing Men
4.3	Harbour Master / Deputy Harbour Master
4.4	Marine Manager / Port Director
4.5	Oil Spill Incident Checklists
4.6	Cardiff LPS
5	Response Guidelines
5.1	Light Oils
5.2	Heavy Oils
6	Communications and Public Affairs Plans
7	Health and Safety Plan
8	Waste Management Plan
9	Contact Directory
10	Training and Exercise Policy
11	Risk Assessment
12	Environmental Sensitivity Information



13	Roles and Responsibilities of Government and other Agencies
Annex One	Resource Directory
Annex Two	Product Information Sheets
Appendices	



1 Introduction

1.1 Statutory Requirement

This Oil Spill Contingency Plan has been developed to conform with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, SI 1998 No. 1056, which entered into effect on 15 May 1998. The plan is designed to meet the statutory responsibilities placed on the Harbour Authority for responding to oil pollution within the harbour area.

1.2 Purpose of the Plan

The plan is provided to assist the Harbour Authority and other organisations in dealing with an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are taken in a structured, logical and timely manner.

This plan guides the Harbour Master and his Duty Officers through the decisions that will be required in an incident response. The tables, figures and checklists provide a visible form of information, thus reducing the chance of oversight or error during the early stages of dealing with an emergency situation.


For the plan to be effective, it must be:

- Familiar to those with key response functions in the Port;
- Regularly exercised; and,
- Reviewed and updated on a regular basis.

This plan uses a tiered response to oil pollution incidents. The plan is designed to deal with Tier One and Tier Two incidents, and to provide guidance for the initial response to a Tier Three incident. Where a spillage is associated with a wider emergency such as a shipboard fire, then additional factors involving the safety of personnel will take precedence over the pollution response. In this case, reference must be made to the Port Emergency Plan. The salvage and casualty management of any vessel, which poses a threat of pollution, are priority considerations.

During oil spill response activities account must be taken of the following:

- Site hazard information
- Adherence to permit procedures
- Spill site pre-entry briefing
- Boat safety
- COSHH Regulations and material safety data sheets
- Personal protective equipment needs
- Heat stress, cold stress and hypothermia
- Decontamination

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1.3 Scope of the Plan

The relevant Harbour Master has statutory responsibility for the ports of Cardiff, Newport and Barry, or Swansea and Port Talbot; this plan therefore details the contingency arrangements for responding to actual or threatened oil pollution incidents in any of the South Wales ports. The statutory harbour areas are shown on the maps in the various appendixes.

The response strategy has been developed taking into account the spill risks and possible sources of spillage associated with the port operations, including those at the oil tanker jetties and other facilities within the docks. The plan consists of three elements:

Element 1: Strategy Plan- (Sections: 1 & 2)

Describes statutory requirements and the purpose and scope of the plan, including the geographical coverage. It shows the relationship of the plan to the National Contingency Plan for Marine Pollution from Shipping (NCP) and plans of local organisations. Also included are perceived risks, and the Incident Response Organisation and responsibilities of individuals for defined categories of spill.

Element 2: Action Plan - (Sections 3,4,5,6, 7 & 8)

Sets out the emergency procedures that will allow rapid mobilisation of resources and an early response to the situation.

Element 3: Data Directory - (Section 9,10, 11, 12, 13, 14 & 15)

Contains all supplementary information relevant to the performance of the plan such as; Contact Directory, Training and Exercise Policy, Risk Assessment, Sensitivity maps, Roles and Responsibilities of Government and Other Agencies, Resources Directory and Product Information Sheets.

1.4 Interfacing Oil Spill Contingency Plans

1.4.1 Oil Company Plans (Cardiff)

Texaco operate berths in both the Roath and Queens Docks for the import and storage of ground fuels, Jet Fuel, and Fuel Oils.

The oil spill response obligations of this company is deemed to be covered within the scope of this plan and the Harbour Master, or his deputy, will direct any necessary spill response effort together with the assistance of terminal personnel.

HCB operate a Petro-Chemical storage terminal within the Queens Dock.

1.4.2 Oil Company Plans (Barry)

VOPAC and Ineos ChlorVinyls both operate Petro-Chemical installations at the Windmill site with loading/discharge berths in Number Two Dock.

The oil spill response obligations of these two companies have been jointly formulated with ABP and are deemed to be covered within the scope of this plan and the Harbour Master, or his deputy, will direct any necessary spill response effort together with the assistance of terminal personnel.

The subsidiary oil spill contingency plans are:

No.	Owner	Title
1.	Chevron and Inver at Roath and Queens Docks Cardiff	Company Oil Spill Contingency Plan
2.	HCB at Queens Dock Cardiff	
3.	Vopac at No 2 Dock Barry	Joint ABP/Company Oil Spill Contingency Plan
4.	Ineos ChlorVinyls at No 2 Dock Barry	Joint ABP/Company Oil Spill Contingency Plan

1.4.3 Local Authority Plans

In the event of actual or threatened shoreline impact, the oil pollution plan administered by the relevant local authority will be implemented. The level of activation will be dictated by the incident classification (refer Section 1.7).

The interfacing plans are:

No.	Owner	Title
1.	City and County of Cardiff	Cardiff Oil Spill Contingency Plan
2.	Newport City Council	Onshore Oil Pollution Plan.
3.	City and County of Swansea Neath Port Talbot County Borough Council	Hazardous Materials and Chemicals Washed Ashore Plan
4.	Cardiff Harbour Authority	Oil Spill Response Plan
5.	Newport Harbour Commissioners	Oil Spill Contingency Plan

1.4.4 Adjacent Harbour Authorities

Cardiff Harbour Authority

The entrance to Cardiff Bay is by locks leading off of the channel into Cardiff Docks. This channel falls within the port limits and is the responsibility of ABP. The entrance to the outer harbour, locks, and waters within the enclosed bay, are all the responsibility of Cardiff Harbour Authority. Any spill in one area could quickly migrate into the adjoining waters and therefore both parties, whilst each having their own plans, would work closely together in the event of a spill.

Newport Harbour Commissioners

The approach to the entrance lock for Newport Dock is via the River Usk, which falls within the jurisdiction area of the Newport Harbour Commissioners. Any spillage of oil which occurs at the lock entrance, or which escapes from the dock, will rapidly spread beyond the waters controlled by ABP Newport.



Close liaison is maintained with the Commissioners in all actual or threatened oil spill incidents.

Neath Harbour

The eastern port limit of Swansea and the western port limit of Port Talbot adjoin the limits of Neath Harbour. Where the possibility exists that spilled oil may migrate to, or from, the Neath harbour area, close liaison will be maintained with the Neath Harbour Master.

1.4.5 National Contingency Plan

In the event of an oil spill incident, which calls for a Tier Three response, the Maritime and Coastguard Agency may decide to implement the National Contingency Plan (NCP). In this event, MCA will take control of at-sea counter pollution measures from either the Port Marine Response Centre (MRC) or from their own MRC. Should there be a formal hand-over of responsibility to MCA for dealing with the incident, the Port's oil spill response resources and facilities will be made available to MCA.

In the event that the NCP is called into operation then the Secretary of State's representative, SOSREP, will assume full command of the operation. He has the decisive voice in the decision making process in a marine salvage operation that involves the threat of significant pollution. The Director / Deputy Director of Operations will act as a stand-in in the event of SOSREP being unavailable. The Director of Operations is responsible for search and rescue, counter pollution, survey and inspection, enforcement action, and clean up operations at sea. They are also responsible for maintaining the Government and MCA's stockpiles of equipment.

A Shoreline Response Centre (SRC) would be established and would exercise overall co-ordination of the shoreline clean up in accordance with the procedures and guidance given in the National Contingency Plan. The appropriate members of the Oil Spill Management Team will re-deploy to the SRC and/or the MCA MRC as required.

1.4.6 Places of Refuge

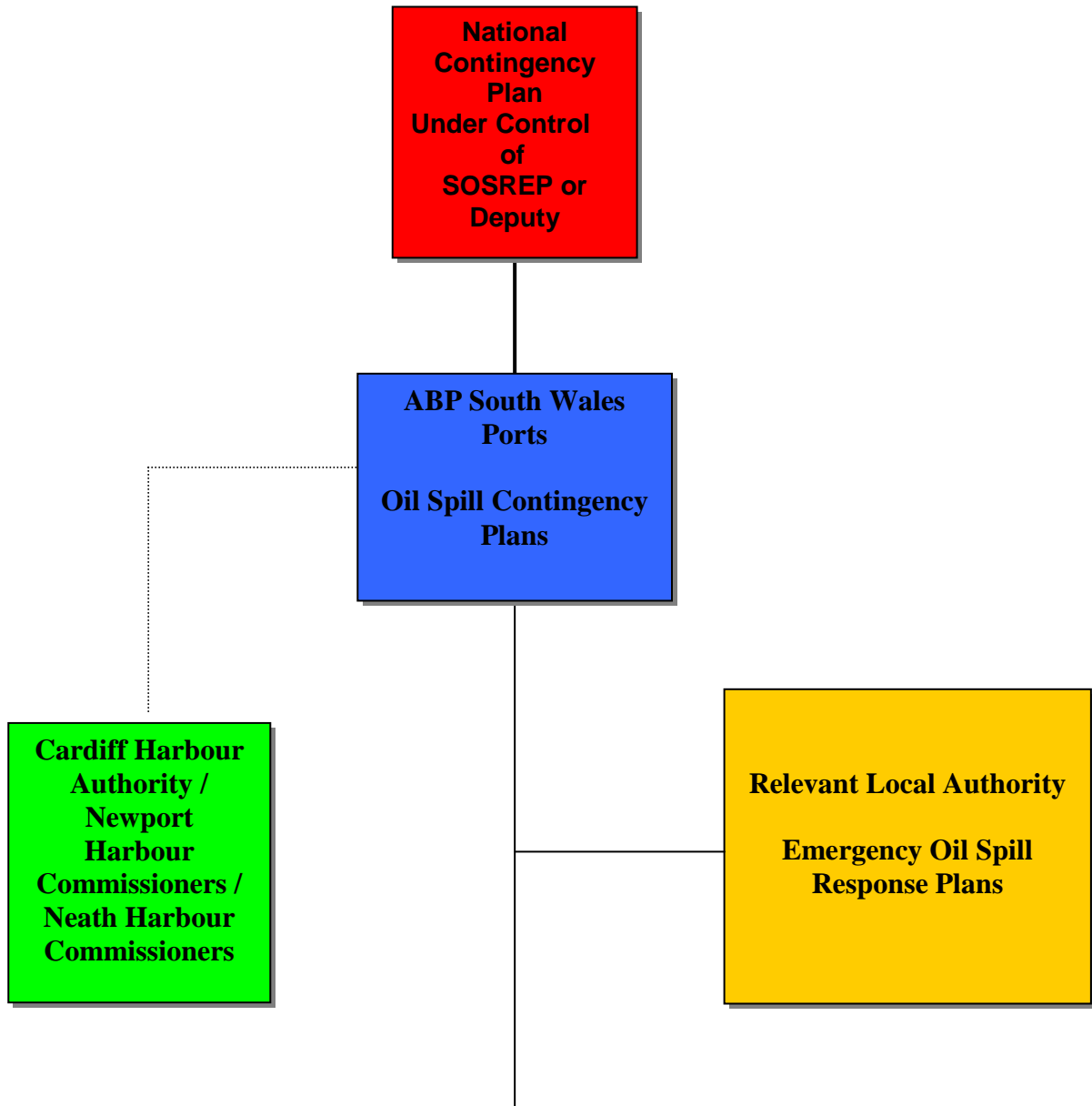
Places of refuge are places of safety to which a ship in need of assistance can be brought to stabilise it's condition e.g. to effect repairs or to transfer cargo, so that further damage to the ship, and consequential pollution damage to the seas and coasts, can be averted. SOSREP will determine whether a vessel requiring such assistance should be directed to proceed to a safe haven and where that place might be. He will take into account all the factors that relate to each specific incident such as the weather, the geographical location of the incident, and the type of threat posed by the vessel and it's cargo. He will, at all times, seek to minimise the adverse consequences of the incident. There is no definitive list of places of refuge around the coast of the UK, any suitable location can be used, and SOSREP, or his deputy, will decide at the time where the best location shall be.

1.5 Consultation

The following authorities and organisations have been consulted during the preparation of this plan:

- Countryside Council for Wales (CCW)
- Environment Agency
- Marine Management Organisation (MMO)
- City and County of Cardiff
- Cardiff Harbour Authority
- Vale of Glamorgan Council
- Newport City Council / Gwent Authorities Emergency Planning Services.
- Newport Harbour Commissioners
- City and County of Swansea
- Neath Port Talbot County Borough Council

Figure 1.3 Interfacing Plans



1.6 Risk Assessment Summary (for full risk assessment details refer to section 11)

Cause	Assessed Risk	Credible Spill Quantity (Tonnes)
Grounding in channel	Low	<50 fuel
Locking / berthing Incident	Low	<500 cargo, >200 fuel
Tug Impact	Remote	>250 cargo, <250 fuel
Oil Transfer Operations	Low/Moderate	<5 clean oil, <5 fuel oil
Bunkering Operations	Low/Moderate	<5 fuel / marine gas oil

Note: the credible spill quantities for tankers have been estimated for conventional, single hull vessels. The risk of spillage, and the quantities involved, as a result of grounding, collision, berthing incident or tug impact will diminish as more double hulled vessels and tankers with protectively located ballast tanks enter service.



1.7 Classification of Oil Spills

Oil spills will be categorised in accordance with the internationally recognised three-tier classification system.

It is not the intention of ABP to specify the amount of oil spilled which would automatically lead to the response being at the next higher tier. Rather each incident will be assessed at the time and the officer on scene will instigate appropriate action. If in any doubt he will always call for assistance. Continuous reassessment may mean that a further response at a higher level is subsequently deemed necessary.

Tier 1	
	Small operational spills. A spill that can be dealt with immediately utilising local resources without assistance from other areas.
Tier 2	
	Medium sized spills. A spill that requires regional assistance from other areas. May involve assistance by local government.
Tier 3	
	Large spills. Beyond the capability of local and regional resources. A spill that requires national assistance through the implementation of the National Contingency Plan (NCP).

Irrespective of the spill classification, Form CG77 POLREP will be completed and submitted to MCA-HM Coastguard by the Harbour Master for doubtful, probable, and confirmed oil spills.



2. Incident Response Organisation

The South Wales Ports can call upon two marine managers who are trained to MCA level 4/5p.

2.1 Harbour Master

The Harbour Master (or his nominated deputy) has overall responsibility for the conduct of spill response operations and for casualty / salvage management within the Ports. He will be supported in his role by ABP harbour personnel and by the Oil Spill Management Team.

2.2 Oil Spill Management Team (OMT)

An Oil Spill Management Team (OMT) will be established, under the chairmanship of the Harbour Master, for Tier Two and Tier Three incidents. Depending on the circumstances of the incident, an OMT may be set up for a Tier One response. The OMT will convene at the designated (see individual port appendixes) building and will provide the command and control structure to co-ordinate and direct the incident response. The OMT will consist of representatives from the following organisations and authorities:

Management Team	Support Team
Harbour Master Oil Company (if appropriate) Vessel Owners / Agents P & I Club Salvor (if appointed) MCA (if appropriate) Tier Two Contractor Accounts Port Facilities & Security Manager Corus (if appropriate) Other Terminal Contractors (if appropriate)	Associated British Ports: Engineering Administration Public Relations Relevant Local Authority Response teams Environment Agency Countryside Council for Wales Marine Management Organisation (MMO)

MCA / SOSREP

In the event of a Tier Three incident and the implementation of the National Contingency Plan (NCP), overall control would pass to the Secretary of State's Representative, SOSREP, or his appointed deputy. The OMT will assist SOSREP and appropriate members of the OMT will re-deploy to the Shoreline Response Centre.

Activation of the NCP will result in the formation of an Environment Group (EG) to provide environmental advice to response units. Countryside Council for Wales would be a core member of this group along with other environmental agencies including EA, the MMO, and the Sea Fisheries Inspectorate. Conventionally this would be located with the SRC but maybe located close to MRC or Ports Marine Response Centre if that is more appropriate. This would need to liaise closely with the Port OMT and Support.

The Port Marine Response Centre will remain active unless superseded by the MCA MRC. The Harbour Master will require the transfer of responsibility for managing the incident response to be formally documented prior to relinquishing overall control of at-sea counter pollution measures to MCA.

2.3 Tier 1 Incident

Cardiff LPS will initiate the appropriate response actions and will immediately advise the Harbour Master. In the event that the spill involves oil terminal operations, the oil company concerned will initiate the first response actions. Once the Harbour Master assumes control management of the response will be in line with the established day-to-day management structure of the Harbour Master's Department (see figure 2.1).

The Harbour Master will decide whether or not to set up an Oil Spill Management Team and, in the event of an oil company involvement, whether the OMT will operate from the Port Marine Response Centre or from the oil company's response centre. Depending on the circumstances of the incident, the OMT will include representatives from the following organisations and authorities:

1.	Harbour Authority	<input type="checkbox"/>
2.	Relevant Local Authority Emergency Team	<input type="checkbox"/>
3.	Environment Agency	<input type="checkbox"/>
4.	Oil Company (terminal spill or as required)	<input type="checkbox"/>
5.	Countryside Council for Wales (if spill likely to affect designated sites: SPA, SAC, Ramsar, SSSI)	<input type="checkbox"/>

2.4 Tier Two Incident

An Oil Spill Management Team, under the chairmanship of the Harbour Master, will be established at the Port Marine Response Centre and will include representatives from the following organisations and authorities:

1.	Harbour Authority	<input type="checkbox"/>
2.	Relevant Local Authority Emergency Teams	<input type="checkbox"/>
3.	Environment Agency	<input type="checkbox"/>
4.	Oil Company (terminal spill or as required)	<input type="checkbox"/>
5.	Countryside Council for Wales	<input type="checkbox"/>
6.	Marine Management Organisation (MMO)	<input type="checkbox"/>
7.	Tier Two Contractor (Braemar Howells)	<input type="checkbox"/>
8.	Salvor (if appointed)	<input type="checkbox"/>
9.	P & I Club / ITOPF	<input type="checkbox"/>
10.	MCA (if appropriate)	<input type="checkbox"/>
11.	Vessel Owners / Agents	<input type="checkbox"/>
12.	Corus (if appropriate)	<input type="checkbox"/>
13.	Other Terminal Contractors (if appropriate)	<input type="checkbox"/>

2.5 Tier Three Incident

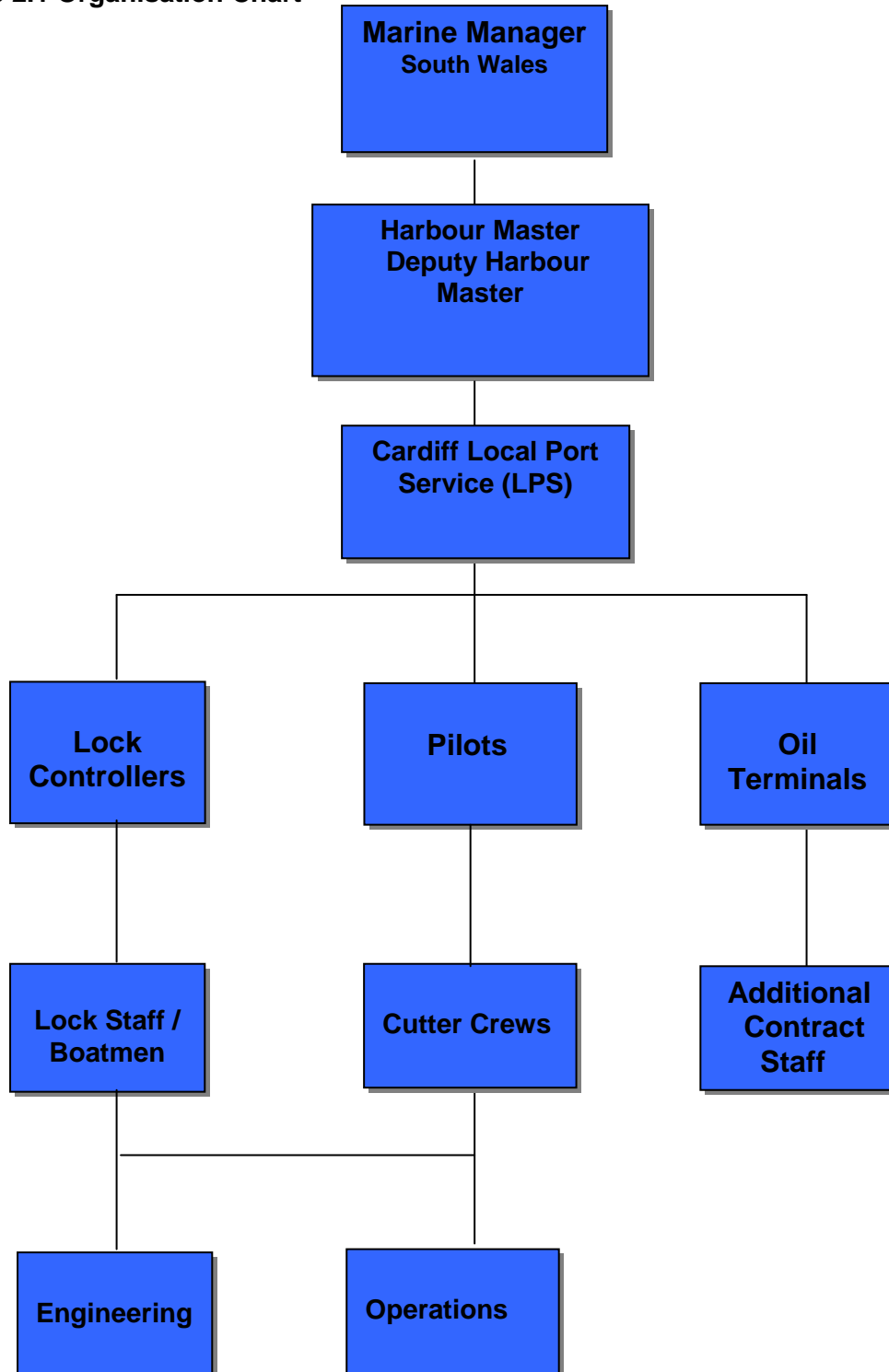
An Oil Spill Management Team, under the chairmanship of the Harbour Master, will be established at the Port Marine Response Centre and will include representatives from the following organisations and authorities:

1.	Harbour Authority	<input type="checkbox"/>
2.	Relevant Local Authority Emergency Team	<input type="checkbox"/>
3.	Environment Agency	<input type="checkbox"/>
4.	Oil Company (terminal spill or as required)	<input type="checkbox"/>
5.	Countryside Council for Wales (CCW)	<input type="checkbox"/>
6.	Marine Management Organisation (MMO)	<input type="checkbox"/>
7.	Tier Two Contractor (Braemar Howells)	<input type="checkbox"/>
8.	ITOPF (International Tanker Owners Pollution Federation)	<input type="checkbox"/>
9.	P & I Club	<input type="checkbox"/>
10.	Salvor (if appointed)	<input type="checkbox"/>
11.	Police	<input type="checkbox"/>
12.	Fire and Rescue Services	<input type="checkbox"/>
13.	British Telecom (Emergency Linking)	<input type="checkbox"/>
14.	MCA-HM Coastguard	<input type="checkbox"/>
15.	MCA – Principal Counter-Pollution and Salvage Officer	<input type="checkbox"/>
16.	Vessel Owners	<input type="checkbox"/>
17.	Corus (if appropriate)	<input type="checkbox"/>
18.	Other Terminal Contractors (if appropriate)	<input type="checkbox"/>


2.6 Shoreline Response Centre

The implementation of the National Contingency Plan may involve MCA agreement to the establishment of a Shoreline Response Centre (SRC), under the chairmanship of a senior local authority officer, to co-ordinate shoreline clean-up activities. ABP will offer the Port Marine Response Centre or adjacent facilities for use as an SRC but, should it be located elsewhere, appropriate members of the OMT will re-deploy to the SRC as requested by MCA and the local authorities.

Figure 2.1 Organisation Chart



Note: in Tier Two and Tier Three incidents, additional manpower can be made available from ABP Engineering and Operations personnel and from ABP contract labour workforce.

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3. Reporting Procedures

3.1 Use of Section

This section sets out the reporting procedures that should be followed in the event that an oil spill occurs within the harbour area.

The extent of notification of external organisations and authorities will be determined by the initial classification of the incident. Responsibility for external notification and the completion of POLREP CG77 rests with the Harbour Master.

The statutory requirement, placed on the Harbour Master under Statutory Instrument 1998 No. 1056, to report all actual or probable discharges of oil to the sea to MCA-HM Coastguard is noted in the appendices to this section; the appendices also include POLREP CG77, Oil Spill Progress Report and Tier 2 Contractor Briefing Report.

3.2 Prevention of Oil Pollution Acts 1971 & 1986

These Acts place an obligation on persons to immediately report to the Harbour Master an oil spill that enters, or threatens to enter, the docks or harbour waters. Persons include port users, vessel masters, oil companies and industrial firms with water frontage.

3.3 Notification Matrices

Note: the matrices give the primary telephone contact numbers; alternative telephone and facsimile numbers are included in Section 9.

4. Action Sheets

The following section contains action sheets and checklists for various members of the Oil Spill Response and Management Teams.

The action sheets follow a methodical checklist style, in order to effectively guide the post holders through the actions that they will be expected to take and the sheets also list the post holders' responsibilities.

Action sheets are included for the following positions:

1. Lockgate Man / Berthing Man
2. Harbour Master / Deputy Harbour Master
3. Marine Manager
4. Port Director



4.1		Lockgate Man	
Responsibilities	<ul style="list-style-type: none">Assisting Harbour Master / Deputy Harbour Master		
Step	Actions	Additional Information	
Alert	Harbour Master / Deputy Harbour Master		
Initial Actions	Proceed to Incident Location Assume role of On Scene Co-ordinator until relieved by Harbour Master Communicate relevant information to ADM Initiate Personal Log		
Further Actions	Assist D&HM in conducting response Liaise with response craft / response team as directed		
Final Actions	Submit personal log to the Harbour Master Attend debrief		



4.2 Lock Controller		
Responsibilities	<ul style="list-style-type: none"> • Initially assess situation • Assign incident classification • Collect evidence and / or statements • Liaise with incident vessel / oil company regarding status of oil spill • 	
Step	Actions	Additional Information
Alert	<input type="checkbox"/> Harbour Master / Deputy Harbour Master <input type="checkbox"/> Other Harbour Departments if appropriate	
Initial Actions	Proceed to incident location Assume role of On Scene Co-ordinator Investigate cause / source of spill Communicate all information to the Harbour Master Ensure samples of spilled oil are taken Initiate personal log	
Further Actions	Ensure resources being deployed as required Take photographic evidence as appropriate Collect evidence and take statements Liaise with oil company representative (if applicable) Liaise with emergency services, environmental and other organisations at the spill site	
Final Actions	Submit personal log to the Harbour Master Attend debrief	

4.3	Harbour Master / Deputy Harbour Master	
Responsibilities	<ul style="list-style-type: none"> • Confirm / amend initial classification of incident • Manage the Port response to the incident • Authorise expenditure • Mobilise Tier Two Contractor • Review Press Statements prior to release • Liaise with external authorities and organisations • Deputise for Port Director as required 	
Step	Actions	Additional Information
Alert	MCA-HM Coastguard Port Director Port Facilities & Security Manager External Organisations	<i>Via CG77 – POLREP</i> <i>Refer to section 3</i>
Initial Actions	Verify / amend spill classification Convene Oil Spill Management Team Liaise with vessel agents / owners as appropriate Initiate personal log	<i>Refer to Section 1</i>
Further Actions	Authorise mobilisation of Tier 2 contractor Authorise contract labour for shoreline clean up if appropriate Chair the Oil Spill Management Team meetings Constantly review the strategy being employed and advise of changes where necessary Agree all expenditure commitments Brief Port Director Review Press Statements with Port Director Attend Press Conferences as required Confirm formal samples have been taken Decide if Master or Polluter should be formally charged	



Final Actions	<p>Terminate the clean-up</p> <p>Collate personal logs.</p> <p>Prepare the incident report.</p> <p>Hold full debrief involving all members.</p> <p>Amend contingency plan as required.</p>	



4.4 Port Director or Deputy		
Responsibilities	<ul style="list-style-type: none"> • Overall responsibility for incident response • Approval and release of press statements • Brief ABP Management Board • Overall responsibility for expenditure and record keeping • Liaison with government / local government representatives as appropriate 	
Step	Actions	Additional Information
Alert	ABP Chief Executive (Tier 2/3 incidents only)	
Initial Actions	Confirm spill classification with Harbour Master Confirm all appropriate external organisations have been alerted Review with Harbour Master initial response strategy being employed Liaise with vessel Agents / Owners as appropriate	<i>Refer to Section 1</i>
Further Actions	Release press statements after agreement with Harbour Master Attend Oil Spill Management Team meetings Attend press conferences Brief ABP Management Board	<i>Maintain liaison with Corporate Public Relations Advisor</i>
Final Actions	Submit personal log to the Harbour Master for inclusion in his report Attend debrief Review / implement recommendations from the Harbour Master's incident report	

4.5 Oil Spill Incident Checklists.

The following checklists are intended to promote consistency of approach by all personnel involved in the incident response.

- **Oil Spill Assessment Checklist (C1).**

This checklist ensures that the initial assessment of the oil spill is accurate and all aspects likely to affect the classification such as quantity, oil type and likely fate of the spilled oil, are investigated thoroughly.

- **Incident Briefing Checklist (C2).**

This checklist ensures that all personnel involved in the management of the incident are given a thorough briefing, and are then able to give a consistent and effective briefing to personnel under their control during the incident.

- **Personal Log Checklist (C3).**

This checklist ensures that all personnel involved in the incident response record correct and relevant information throughout the operation; consistent logs and records can then be submitted to the Harbour Master for his use in subsequent reports and actions.

- **Oil Spill Sampling Checklist (C4)**

This checklist summarises the guidance given in MCA STOp Notice 4/2001, "Collection and Handling of Oil Samples". Following the guidance ensures that samples of sufficient quantity will be taken, sealed, labelled and handled correctly.

4.5.1 Oil Spill Assessment Checklist.

C1 Oil Spill Assessment Checklist	
<p>This checklist is designed to assist those personnel who are responsible for the initial and subsequent assessments of the oil spill incident. These personnel are likely to be:</p> <ul style="list-style-type: none"> • Lockgate Man / Berthing Man • Deputy Harbour Master 	
STEP	GUIDANCE
Assess safety hazards	<p>Until otherwise established, assume oil spill is giving off potentially dangerous hydrocarbon vapours.</p> <p>ELIMINATE IGNITION SOURCES</p> <p>Approach Oil Spill from upwind to reduce effects of vapours.</p> <p>APPROACH ONLY IF CONSIDERED SAFE TO DO SO</p>
Determine oil spill source	If source unknown, investigate with care. Instigate actions to stop spillage at source IF SAFE TO DO SO
Estimate quantity of oil released if exact amount unknown	
Assess prevailing weather conditions.	<p>Determine:</p> <ul style="list-style-type: none"> • Wind speed and direction • State of tide and current speed • Sea state
Can spill be contained	
Predict oil fate; determine direction and speed of oil movement in addition to weathering characteristics	Take forecast weather into account

4.5.2 Briefing Checklist.

C2	Briefing Checklist	
<p>This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel and, if appropriate, the Oil Spill Management Team</p>		
STEP	NOTES	
Specify Safety Hazards		
Extent of Problem <i>Size of spillage, type of oil, source</i>		
Slick trajectory <i>Tide and Wind conditions</i>		
Response actions <i>Strategies to utilise</i>		
Resource mobilisation <i>Equipment and personnel</i>		
Planning Cycle <i>Meetings schedule</i>		
Additional Information <i>Communications, Waste Disposal, Weather Forecast</i>		
Shipping List		
Oil spill Trailer Equipment List		

4.5.3 Personal Log Checklist.

C3	Personal Log Checklist
This checklist is designed to facilitate and aid consistency in the response teams' log keeping.	
ITEM	GUIDANCE
Safety Hazards	Note potentially unsafe response activities and measures taken to mitigate the hazard. Record all accidents / near miss incidents regardless of how minor they may be.
Initial Notification	Record time of notification of oil spill incident and the name of the person informing you.
Daily Activities	Keep a daily record of all response activities undertaken, including time and location on the specified Form. Also include: <ul style="list-style-type: none"> • Meetings attended • Instructions received / given • Site visits and movements • Contacts with outside agencies
Personal Contacts	Generate a list of relevant contacts made, including contact details.
Photographic / Video records	Note time and location of any photographs / video taken.
Oil Distribution	Make sketches of oiled areas with notes.
Site Supervision	Keep a record of all staff under supervision, including hours of work etc. List all equipment utilised.
Expenditure Incurred	Record all expenditure and keep receipts.

4.5.4 Oil Spill Sampling Checklist

C4 Oil Spill Sampling Checklist	
<p>This checklist gives guidance on taking samples of spilled oil. Following the guidance will ensure that sufficient oil has been collected, packaged and labelled correctly and has been handled in such a way that the samples may be used to support claims or prosecution proceedings. MCA STOp Notice 4/2001, a copy of which is held by the Harbour Master, gives more specific guidance on sampling from the sea and shoreline.</p>	
ITEM	GUIDANCE
Number of samples required	By law, a single sample must be collected. However, it would be normal practice to take at least three samples at each sampling point.
Sampling Frequency	Where an incident is ongoing, at least one sample of oil pollution on water should be taken per day. Where shoreline impact has occurred, one sample per every 1km of polluted shoreline should be taken per day.
Sample Size	A minimum of 500ml of liquid is required or, in the case of polluted shorelines, at least 50 grammes of pollutant.
Method of Sampling	Where the oil is free floating, it is essential that the oil is skimmed from the water surface and that any free water drawn with the sample is minimised. Where the oil has impacted the shoreline, oil should be scraped from rocks, boulders etc and placed in the sample container.
Sealing of Sample Containers	Samples should be placed in screw top bottles with the bottle top being sealed to ensure that the sample cannot be tampered with. Lead or wire seals or adhesive labels can be used.
Labelling of Samples	Sample bottles should be labelled in accordance with the MCA STOp Notice instructions.
Information	Samples should be forwarded, as appropriate, to the address given in the STOp Notice and, additionally, MCA should be informed of the fact.

5. Response Guidelines

This section provides strategy guidelines for two oil types:

No.	Oil Type	Strategy Figure	Specific Gravity	Genre	Characteristics	Examples
1	Light oils	5.1	< 0.8	White oils	Non-persistent, Volatile	Aviation fuel, Kerosene, Diesel, Motor spirit
2	Heavy oil	5.2	> 0.95	Black oils	Persistent, Viscous, Emulsion	Fuel oils

By selecting the appropriate strategy figure, the user can derive an indicative strategy path to mitigate the effects of an oil spill, consistent with safe practice and net environmental benefit.

The movement of any oil spilled within the docks complex will be dictated by the wind speed and direction at the time of the incident; the predominant factor influencing the movement of spilled oil within the Port Limits and at Port Talbot Harbour is the tidal regime.

The primary response to Tier One incidents in either port will be the use of absorbent booms and materials. There are no pre-identified protective booming sites within the port limits.

In the event of any oil spill within the docks complex, the option of suspending shipping movements and of keeping the lock gates closed must be given serious consideration when the circumstances so warrant.

The Environment Agency should be alerted to any oil spill threat to controlled waters and the Countryside Council for Wales should be advised of any actual or threatened shoreline impact or any threat to protected sites and species including those that are offshore such as SACs.

The guidelines refer to the Environmental Sensitivity Maps, Priority Protection Areas including Fisheries and the environmental information given in Section 12.

Mussel beds are operated under a “Several Order” in the vicinity of Mumbles, and crustacean shellfish store pots are also stored in the same area. Any threatened impact to fisheries interests must be advised to the South Wales Sea Fisheries Committee.

Although the guidelines offer the option of a dispersant response, the application of any chemical dispersant to an oil spill within the dock complexes / harbour areas would be under



exceptional circumstances only and subject to full regulatory approval of the MMO following consultation with CCW. The MMO guidelines to the information required by the MMO in considering any request for dispersant spraying approval are given in the Appendix to this section.

5.1 Light Oil Response Guidelines: See above

5.2 Heavy Oil Response Guidelines: See above



6. Communications / Public Affairs Plan

6.1 Communications Plan

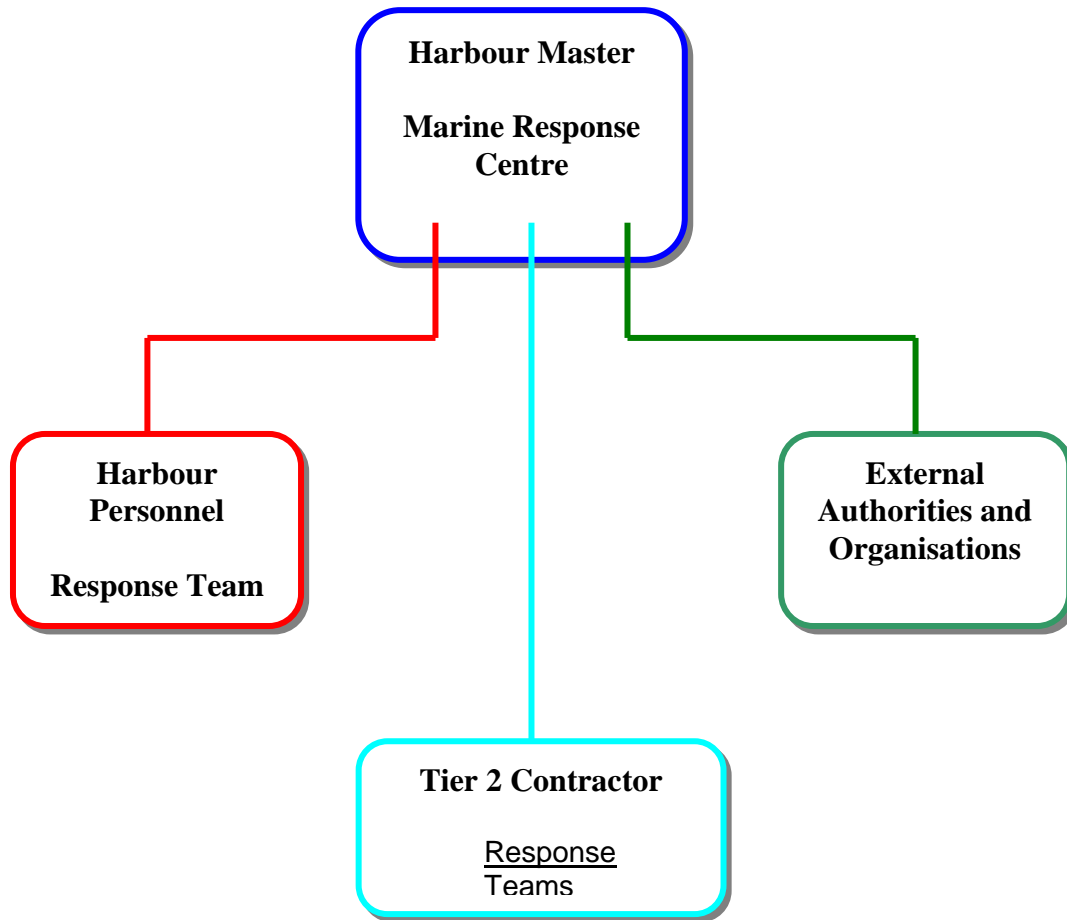
Communications between the Harbour Master, the Marine Response Centre (if activated) and harbour personnel engaged in the response to a Tier 1 incident will be primarily by private channel VHF radio. Cellular telephones may also be used.

The following Marine band VHF channels will continue to be used for normal port radio traffic:

Port	Primary Channel	Secondary Channel
Barry	11	13
Cardiff	68	13, 9
Newport	71	74, 9
Swansea	14	71, 9
Port Talbot	12	

In Tier 2 incidents, the Tier 2 Contractor will provide additional private channel UHF and VHF communications facilities.

Communications between the Harbour Master, the Marine Response Centre and external authorities and organisations will be undertaken by telephone and facsimile.

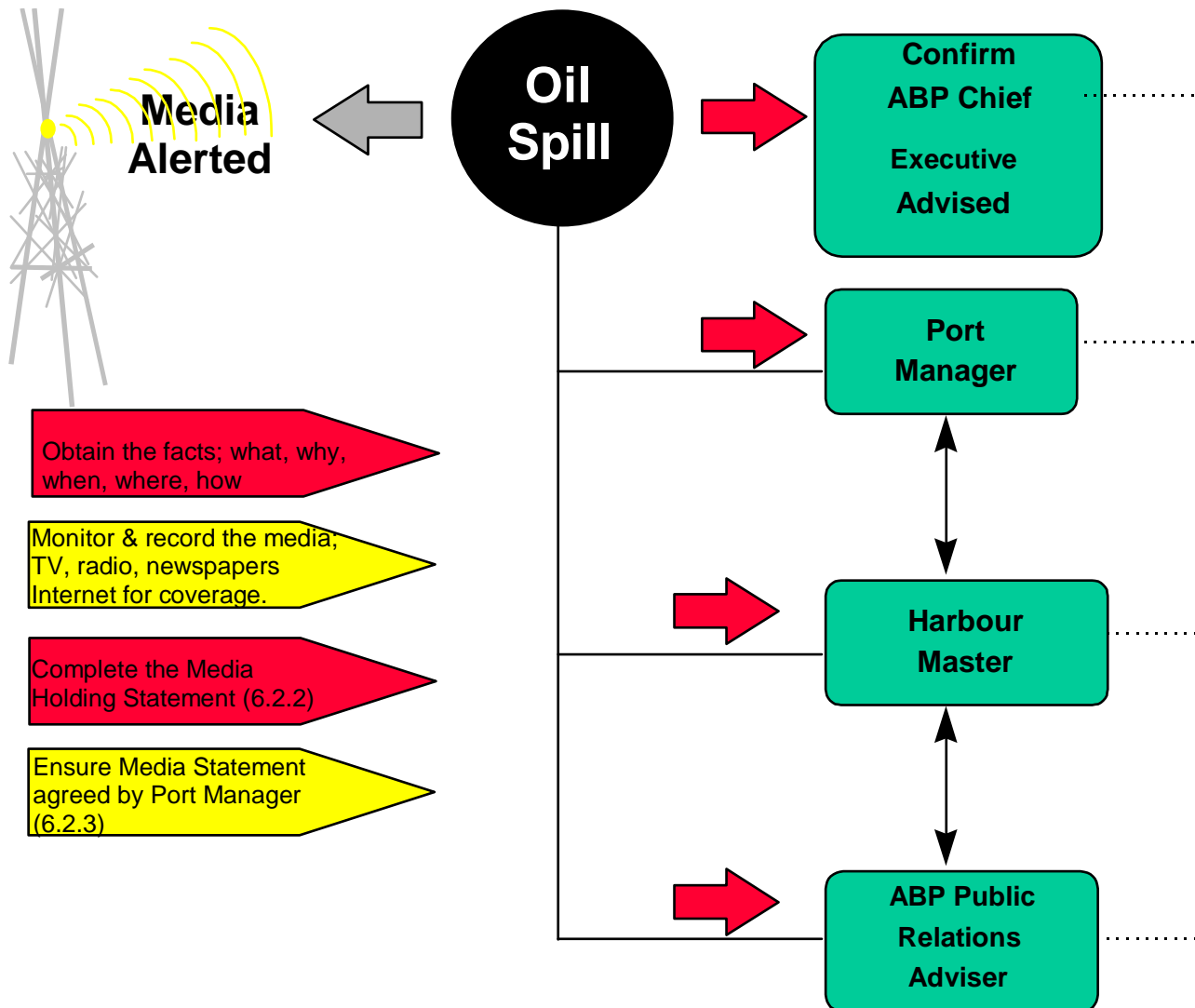


Key: **Private Channel VHF Radio / Cellular Telephone** **Telephone/Facsimile**
Private Channel UHF/VHF Radio

6.2

Public Affairs Plan

6.2.1 Media Release Procedure





6.2.2 Media Holding Statement

Timed at:hrsday Date

At Hrs on day 199 ,

An oil spill occurred at (location).....

The estimated quantity of oil (state type) spilled islitres / tonnes, or

The quantity of oil (state type) spilled is not yet known.

The harbour authority has initiated spill response measures and is investigating the cause.

NEXT PRESS STATEMENT AT HRS



Health and Safety Plan


7.1 Introduction

Full account must be taken of the health and safety requirements for all personnel involved in oil spill response activities. The Site Specific Health and Safety Plan Assessment Form (Section 7.2) lists site characteristics, site hazards and personal protective equipment and site facility needs. This plan is intended to act as an aide-mémoire to ensure that all applicable health and safety requirements are considered and appropriate actions are taken.

Sections 7.3 and 7.4 summarise legislative requirements and give guidance on specific oil spill clean-up tasks and hazards. In Tier 2 and Tier 3 incidents, an ABP Safety Officer will support the Harbour Master in the control and management of the health and safety function.

7.2

Site Specific Health and Safety Plan Assessment Form					
1. APPLIES TO SITE:					
2. DATE:		3. TIME:		4. INCIDENT:	
5. PRODUCT (S):				(Attach MSDS)	
6. Site Characterisation					
6a. Area	<input type="checkbox"/> Open water	<input type="checkbox"/> Inshore water	<input type="checkbox"/> River	<input type="checkbox"/> Salt marsh	<input type="checkbox"/> Mudflats
	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Sand	<input type="checkbox"/> Shingle	<input type="checkbox"/> Docks	
6b. Use	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Public	<input type="checkbox"/> Government	<input type="checkbox"/> Recreational
	<input type="checkbox"/> Residential	<input type="checkbox"/> Other			
7. Site Hazards					
	<input type="checkbox"/> Boat safety	<input type="checkbox"/> Fire, explosion	<input type="checkbox"/> Slips, trips and falls		
	<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Steam and hot water		
	<input type="checkbox"/> Cold stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Tides		
	<input type="checkbox"/> Drum handling	<input type="checkbox"/> Lifting	<input type="checkbox"/> Trenches, excavations		
	<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> Visibility		
	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Noise	<input type="checkbox"/> Weather		
	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Work near water		
	<input type="checkbox"/> Others	<input type="checkbox"/> Pumps and hoses			
8. Air Monitoring (Oil company incident)					
	<input type="checkbox"/> O ₂	<input type="checkbox"/> LEL	<input type="checkbox"/> Benzene	<input type="checkbox"/> H ₂ S	<input type="checkbox"/> Other
9. Personal Protective Equipment					
<input type="checkbox"/> Foot Protection		<input type="checkbox"/> Coveralls			
<input type="checkbox"/> Head Protection		<input type="checkbox"/> Impervious suits			
<input type="checkbox"/> Eye Protection		<input type="checkbox"/> Personal Floatation			
<input type="checkbox"/> Ear Protection		<input type="checkbox"/> Respirators			
<input type="checkbox"/> Hand Protection		<input type="checkbox"/> Other			
10. Site Facilities					
<input type="checkbox"/> Sanitation	<input type="checkbox"/> First Aid	<input type="checkbox"/> Decontamination			
11. Contact details:					
<input type="checkbox"/> Doctor		Phone			
<input type="checkbox"/> Hospital		Phone			
<input type="checkbox"/> Fire		Phone			
<input type="checkbox"/> Police		Phone			
<input type="checkbox"/> Other		Phone			
12. Date Plan Completed					
13. Plan Completed by					

	<p align="center">South Wales Ports Oil Spill Contingency Plan</p> <p align="center"><i>PUBLIC COPY</i></p>	<p align="center">Date of issue:</p> <p align="center">JUN 2009</p>
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7.3 Legislative Requirements

7.3.1 Employers' Duties

The principal duty of an employer is that imposed by the Health and Safety at Work Act 1974. The Act states the employer is to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone else who may be affected by their business activities whilst at work.

The Management of Health and Safety at Work Regulations 1992 impose specific duties on employers to:

- Carry out risk assessments of their work activities in order to identify protective and preventative measures - significant findings must be recorded if there are five or more employees;
- Make arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. When there are five or more employees these arrangements must be recorded;
- Provide employees with appropriate health surveillance, where this is shown to be necessary by risk assessment;
- Appoint a competent person(s) to help ensure compliance with health and safety law;
- Set up emergency procedures;
- Only allow persons with sufficient health and safety instructions to have access to restricted areas;
- Provide employees with comprehensive health and safety information relating to the details above;
- Full co-operation with other employers sharing the workplace;
- Provide the relevant health and safety information to any outside employer working within their premises, including relevant instruction and information;
- Provide the relevant health and safety training to employees; and
- Provide all temporary workers with relevant information on health and safety requirements appropriate to their position within the company.

7.3.2 Employees' Duties

All employees have a duty under the Health and Safety at Work Act 1974, to take reasonable care for the health and safety of themselves and their colleagues at work who may be affected by their acts or omissions.

Under the Health and Safety at Work Act 1974 employees have a duty to co-operate with their employer and colleagues enabling them to comply with statutory duties and requirements.

Additionally, the Health and Safety at Work Act 1974 states that employees must not intentionally or recklessly misuse any equipment and the like provided for them in the interests of health, safety or welfare.

The Management of Health and Safety at Work Regulations 1992, further oblige employees to:

- Use any of the equipment etc, provided in the interests of safety;
- Follow health and safety instructions;
- Report any problem they consider to be a danger; and
- Report any shortcomings in the protection arrangements for health and safety.

7.4 Site Hazards

7.4.1 Bird Handling

Handling of birds must be undertaken by properly trained personnel to ensure the protection of both bird and handler; wild birds have no way of understanding human intentions. Even a greatly weakened bird can inflict serious injury to handlers, especially to their eyes. Open wounds on hands and arms from such injuries can present opportunities for oily contaminants and disease to enter the handler's blood stream.

Handling of oiled birds is usually best left to experts, or to volunteers who have received some training. Chasing and man handling birds puts them under additional stress. If you see an oiled bird notify the Beach Master who will seek advice on what action to take. If a decision is made to catch an oiled bird take the following actions:

Equipment:

- Thick gloves (able to withstand very severe pecks)
- Overalls

- Safety footwear
- Cardboard box with lid of a suitable size to give the bird some room for movement
- Goggles to protect eyes
- Optional long- handled net to help catch bird.

Procedures:

- Do not let the bird get close to your head, as it may try to peck your eyes.
- Catch the bird by hand or with the aid of a long-handled net. Do not put the birds under any more stress than necessary. Only attempt capture if it can be done quickly and efficiently.
- Hold the bird with both hands to hold the wings in.
- Put the bird in a cardboard box lined with absorbent material (e.g. newspaper), with a lid.
- Do not wrap the bird up in anything - it may get too hot and too stressed.
- Take the bird to a cleaning station as soon as possible. Let them know where and when the bird was caught.
- Keep a note of all birds caught and sent to cleaning station. Make a note of species if possible.

7.4.2 Boat Safety

- Boat operators must familiarise themselves and passengers with safety features and equipment on their boats.
- Boats must be operated by qualified individuals.
- Lifejackets must be worn by personnel on boats.
- Use of cold-water immersion suits is particularly critical under conditions of cold stress.
- Boats should generally not be used after sunset for oil recovery. If this is required or poses minimal risk, areas of operation should be carefully prescribed, and individual boat operators should maintain a communication schedule with a shore base. Each boat should be fully equipped with appropriate navigation lights.
- Distress signals should be carried on all craft.
- Boat operators must keep their supervisors informed of their area of operation, especially when they change their work area (if plans call for a boat to move to another location during a shift, the operator should advise the supervisor of his actual time of departure).
- Portable fuel tanks should be filled outside of the boat. All sources of ignition in the area of refuelling should be isolated.

- Personnel working in or operating boats should wear appropriate non-slip footwear.
- Fixed ladders or other substantial access/egress should be provided at boat transfer locations from low water line to platform.
- Workers should be cautioned about using their arms or legs to fend off during berthing, or getting their hands, arms, or legs between vessels and docks or fixed structures.

7.4.3 Chemical Hazards

Attach appropriate Material Safety Data Sheets for all hazardous substances likely to be used at a spill site.

7.4.4 Cold Stress

Cold stress can occur among responders as a result of prolonged exposure to low environmental air temperatures or from immersion in low temperature water. It can lead to a number of adverse effects including frostbite, chilblain and hypothermia. The single most important aspect of life-threatening hypothermia is the fall in the deep core temperature of the body.

Workers shall be provided with warm clothing, rest opportunities, exposure protection, and warm and / or sweet fluids. Boat crew personnel will wear immersion suits the water temperature is below 15°, or the combined water and air temperature is less than 48° Celsius.

Figure 7.1

WIND CHILL CHART												
Strength	Speed	Temperature Celsius										
Calm	0km	10	4	-1	-7	-12	-18	-23	-29	¹ -	¹ -	¹⁻⁴⁵
										34	40	
Breeze	16km	4	-2	-9	-15	-23	-31	¹ -	¹ -	¹ -	¹ -	²⁻⁶⁴
								44	51	51	57	
Moderate	32km	0	-8	-15	-23	¹ -	¹ -	¹ -	¹ -	² -	² -	²⁻⁸⁰
						32	40	48	55	64	72	
Near Gale	48km	-2	-10	-19	-28	¹ -	¹ -	¹ -	² -	² -	² -	²⁻⁸⁸
						36	45	53	62	71	79	
Gale	64km	-4	-12	-21	-31	¹ -	¹ -	¹ -	² -	² -	² -	²⁻⁹²
						38	48	57	66	74	83	
<p align="center">Little danger to properly dressed personnel</p> <p align="center">¹Danger of freezing exposed flesh</p> <p align="center">²Greatest Danger</p>												

7.4.5 Drum Handling / Manual Handling

Drum handling at a spill site will primarily involve drums of waste and contaminated clothing. Several types of drums and containers may be used ranging from 25 to 200 litres in size. All drums and containers must be properly labelled. If in doubt as to the contents of a drum - seek advice.

Manual lifting and moving of drums should be kept to a minimum. A guide to manual handling is as follows:

- Wear gloves.
- Assess the weight of the load and get help if it is beyond your capability. Where appropriate, use mechanical aids provided.
- Size up the job - remove any obstructions; note any snags and make sure there is a clear space where the load has to be set down. Ensure that you can see over the load when carrying it.
- Look out for any splinters, projecting nails or sharp edges or wire.
- Stand close to the object and with your feet 20 to 30 cm apart, place one foot in advance of the other, pointing in the direction you intend to move.
- Put your chin in - avoid moving your head backwards or forwards.
- Bend your knees to a crouch position, keeping your back straight.
- Get a firm grip at opposite corners of the load with the palm of the hand and the roots of the fingers, arms as close to the body as possible.
- Lift with your thigh muscles by looking up and straightening your legs.
- Apply the above principles, to any movement such as pushing, pulling, digging, shovelling etc.
- Use the reverse procedure when setting down the load.

7.4.6 Equipment Operations

Heavy Equipment

Operators of heavy equipment, such as front-end loaders, graders, bulldozers, must be trained and qualified in their safe operation. The operator and banksman must be familiar with agreed signalling techniques. Where appropriate the banksman should use protective headgear.

Buckets must not be used for personnel transport.

Forklifts

Only trained and authorised operators shall be allowed to operate forklifts. Only stable or safely arranged loads that do not exceed the capacity of the truck shall be handled. Operators are expected to carry out daily checks of the forklift trucks in use. All inspection defects are to be corrected prior to its operation. If it cannot be rectified immediately, the truck should be taken out of service.

7.4.7 Electrical Hazards

Electrical hazards shall be identified and marked with suitable placards, barricades, or warning tape as necessary.

7.4.8 Fatigue

Working long hours without rest may be required, especially during the early phase of response. This, coupled with the stress of the situation and wearing required PPE, can contribute to fatigue. Symptoms include loss of concentration, errors in judgement, irritability, sleepiness, soreness and stiffness in joints and muscles. Rest and sleep are the primary treatments for fatigue. Stress can be addressed by relaxation techniques, such as deep breathing, stretching and taking breaks.

7.4.9 Fire / Explosion

Flammable and combustible materials may be encountered at the spill site. These may be fuels for vehicles and equipment or the spilled material itself. However other chemicals may be used during the response. Refer to the container label and MSDS for more information on these materials.

Precautions should be taken when working with either flammables or combustibles:

- No smoking
- Store in approved, labelled containers
- Provide fire extinguishers in areas where these materials are used.

7.4.10 Heat Stress

Heat stress can result as responders perform heavy labour work in protective and/or impermeable clothing that does not breathe or allow for the normal dissipation of body heat. Heat build up can lead to a number of adverse health effects including heat rash, heat cramps, dehydration, heat exhaustion or heat stroke.

The incidence of heat stress is dependent on a number of factors such as temperature, humidity, a person's fitness, age, weight and clothing worn. Therefore supervisors should continually monitor their employees when workloads are heavy and temperatures and/or humidity are high (see figure below for guidance).

Fluids shall be available at all times and personnel will be encouraged to drink these during rest periods. Shaded rest areas will be made available where feasible.

Figure 7.2

<u>HEAT INDEX</u>										
AIR TEMPERATURE CELSIUS										
Relative Humidity	21°	24°	26°	30°	32°	35°	38°	40°	44°	46°
20%	19°	22°	25°	28°	31°	34°	37°	*41°	*45°	*49°
40%	20°	24°	26°	30°	34°	39°	*44°	*51°	**58°	**66°
60%	21°	25°	28°	32°	38°	*46°	**56°	**65°		
80%	22°	26°	30°	36°	*45°	**58°				

* Heat cramps or exhaustion likely. Heat stroke possible.

** Heat stroke highly likely.

7.4.11 Helicopter Operations

Helicopters may be used at the spill site for over flight surveillance, site characterisation, personnel/equipment transport, and rescue/medical transport. Safe working practices for passengers and other personnel include:

- Passengers must receive a safety briefing from the pilot prior to takeoff. The briefing shall include: safety features and equipment location on the aircraft; helicopter underwater escape procedures when appropriate; and emergency information.
- Passengers and ground crew should approach/depart from the **FRONT** of the helicopter only when signalled by the pilot and shall never walk under or around the tail rotor or exhaust.
- Loose fitting clothing, hats or other gear that might be caught in the rotor down draught, must be secured or removed within 100 feet of operating helicopters.
- Passengers shall wear seat belts at all times and personal flotation devices when flying over water.
- Passengers and ground crew shall wear hearing protection (which may include communication headsets) at all times around operating helicopters.
- During emergency landing on water:
 - Do not exit until instructed to do so by the pilot after rotor blades stop turning or pilot signals all clear.
 - Do not inflate personal flotation devices until outside of the helicopter.

7.4.12 Lifting

Cranes must be operated in accordance with the manufacturers' instructions and established construction practices. Only trained and authorised operators shall be allowed to operate cranes. Outriggers must be fully extended to assure maximum stability of the equipment. Cranes must only be operated where the ground provides adequate support.

Rigging components must be inspected daily. Only certified wire rope slings or web strops shall be used. Each sling or strop must be clearly marked or tagged with its rated capacity and must not be used in excess of this rating. Personnel should not be allowed under the jib or load except for the minimum time necessary to hook or unhook the load.

7.4.13 Motor Vehicles

Drivers shall maintain a safe speed at all times, and shall not be allowed to operate vehicles in a reckless manner.

7.4.14 Noise

Appropriate hearing protection shall be used in designated high noise areas where personnel noise exposure exceed 85 dBA time weighted average over an 8 hour work shift/ period. Additionally, no person shall be exposed to greater than 115 dBA at any time without the use of appropriate hearing protection.

7.4.15 Overhead and Buried Utilities

If work has to be carried out near overhead lines, consultation with the organisation that operates the supply system should be undertaken. A safe working distance from these overhead lines should be determined and the area cordoned off.

The estimated location of buried utilities such as sewer, telephone, fuel, electric or water should be predetermined before work begins. Utility companies or owners must be contacted, advised of the proposed work and informed of the urgency of the situation.

7.4.16 Pumps and Hoses

Pumps and hoses may be used at the spill site to apply water, steam or chemical for clean up and/or decontamination. They may also be used for transfer of liquid waste. Caution should be used when working in these areas where hoses are being used as they represent a tripping hazard. Additionally when using pumps and hoses determine their last contents to avoid unnecessary contamination.



7.4.17 Slips, Trips and Falls

Slips, trips and falls on oily surfaces are the major cause of injuries at an oil spill site. Many of these injuries occur in the first few minutes of work before workers realise the conditions and begin to take precautionary measures. When entering a spill site, walk slowly and carefully in oil coated areas. Be especially careful when walking on oil-covered rocks. Oil resistant safety footwear with non-slip soles should be worn.

It is better to clear an access/egress route than to walk through oiled areas.

8. Waste Management Plan

Note: oiled waste is classed as special waste and the transfer and disposal of such material is governed by the Special Waste Regulations.

8.1 General

Wherever possible, spilled oil should be recovered for recycling and re-use. However any shoreline clean-up operation is likely to result in amounts of oily waste far in excess of the original oil on the shoreline.

Responsibility for the arrangements to dispose of shoreline pollution wastes rests with the local Borough / County Council Waste Disposal Manager in consultation with Environment Agency Wales. Associated British Ports, in consultation with Environment Agency Wales and the Council Waste Disposal Manager, will arrange the disposal of all oiled waste materials arising from spillages within the dock complexes or port areas and from the clean-up of land / foreshore owned by ABP.

The following types of waste can arise:

- Recovered oil (not heavily contaminated)
- Water in oil emulsion - untreated
- Water in oil emulsion - treated with dispersant
- Thick weathered oil - lumps
- Semi-solid bunker oil
- Oil and sand mixtures
- Dry waste
- Oiled shingle
- Heavily oiled seaweed and other debris

In Tier One and Tier Two incidents which do not involve an oil company, any oil recovered from the dock or harbour waters will be transferred to one of the waste oil disposal / recycling contractors listed in section 8.4.

8.2 Temporary Storage

- Clean-up activities may produce quantities of oil and oily debris at a faster rate than they can be properly disposed of and temporary storage will frequently be necessary. ABP may be able to make limited hard standing available for temporary storage purposes; such areas would require to be on level ground and to be bunded as necessary to prevent any contaminants from the stored waste entering controlled waters via drainage systems.

The following table summarises the temporary storage methods that can be used:

Type of Oil/Waste	Storage Facility	Comments
Liquid	Barges	Suitable for initial storage
	Road Tankers	Ideal for routing to final disposal site
	Pits	Must be lined with sand to protect essential heavy duty plastic liner
	Bunds	Cheaper than pits. Liners required
Liquid/solid mixture	Pits	As above
	Bunds	As above
	Skips	Versatile, robust and cheap
	Oil Drums	Difficult to handle when full
	Plastic Containers	Quick deployment. Useful for inaccessible areas
	Heavy Duty Plastic Bags	Ideal for manual clean up. Cheap, easy to deploy. Can create disposal problems
Solids	Hard standing	Preferably level site, bunded, with contained drainage
	Lorries	Restricted to solid debris. Access problems

8.3 Disposal Methods

8.3.1 Recovery to Oil Processing Installations

Reprocessing is the preferred option. In general only pure oil and possibly oil/water mixtures will be acceptable. The contractors able to accept recovered oil for recycling or reprocessing are listed in section 8.4.

8.3.2 Landfill

This is the principle disposal method but can only be used where there is little or no ground water abstraction. Future regulations are likely to be more restrictive. Contact details for authorised contractors with access to landfill sites are also given in section 8.4.

8.3.3 Stabilisation

This is an expensive method but is likely to be used increasingly as landfill becomes further restricted.

8.3.4 Land Farming

This can only make a limited contribution to oil spill disposal and is becoming less acceptable. However it may be suitable for small quantities of oily waste such as contaminated seaweed.

8.3.5 Combustion


Uncontrolled combustion is unsatisfactory because of air pollution. Commercial waste incinerators can dispose of only limited quantities of oily waste.

8.4 Waste Disposal Contractors

The following contractors are registered carriers and are capable of handling recovered oil and oiled waste materials.

Contractor	Contact Details
Veolia Total Waste Management Limited	Tel: 02920 885897
Biffa Waste Services Limited	Tel: 01495 751213
Environmental Practical Solutions (EPS Ltd)	Tel: 01792 791426
Amber Waste Management	Tel: 01443 865965

Note: apart from small amounts of oily waste, contact with the above Contractors for the disposal of recovered oil and oiled waste materials should be made through, or with the knowledge of, the appropriate County Waste Disposal Manager.

	<p align="center">South Wales Ports Oil Spill Contingency Plan</p> <p align="center"><i>PUBLIC COPY</i></p>	<p align="center">Date of issue:</p> <p align="center">JUN 2009</p>
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8.5 Environment Agency Wales

“An Interim Policy for Environment Agency Wales on the Management of Contaminated Materials during an Emergency”.

Summary

Temporary waste storage and treatment facilities should be identified in all relevant emergency plans.

All identified sites would not be required to hold a Waste Management Licence (WML) prior to use as part of an emergency plan.

Environment Agency Wales would not object to the use of a pre-identified temporary storage or treatment facility during an emergency providing that the site and the management of the site fully complies with the requirements of the Agency.

Sites not fully complying with the requirements of Environment Agency Wales but which are considered to be strategically essential for an effective remediation programme to proceed would be accepted by Environment Agency Wales and included in the plan provided that the site is properly managed to minimise environmental impact.

Waste Management Licences for temporary storage and treatment facilities would only be required during an emergency situation when it was considered necessary or prudent to do so by the Agency.

The requirement to use Special Waste Consignment Notes would only be required in the following circumstances:

Where contaminated material is moved directly from the affected area to a licensed treatment, storage or disposal facility.

Where contaminated material is moved directly from the affected area to a temporary storage or treatment site not identified in the Emergency Plan.

In these cases site controllers would be expected to keep as accurate record as was reasonably practicable in order to facilitate any audit considered necessary by Environment Agency Wales.

All special waste transferred from sites identified in the Emergency Plan to properly licensed facilities or to other temporary sites not identified in the Plan.



Special Waste Consignment notes would not be required for the movement of polluted material from the site of remediation to the temporary storage or treatment facility identified in the Emergency Plan.

In these cases site controllers would be expected to keep as accurate record as was reasonably practicable in order to facilitate any audit considered necessary by Environment Agency Wales.

Environment Agency Wales would only require the use of registered waste carriers in instances where wastes are moved directly from the clean up area to licensed disposal or treatment facilities, movement to and from temporary stores not identified in the emergency plan and movements from pre-identified temporary stores to disposal or treatment facilities.

Environment Agency Wales would retain the right to invoke Section 59 of the Environment Protection Act 1990, which requires the mitigation or removal of the polluted material from any site, at any time.



9.0 CONTACT DIRECTORY

9.1	Cardiff LPS Queen Alexandra House Cargo Road Cardiff CF10 4LY	CONTACT INFORMATION DELETED ON PUBLIC COPIES	
	ABP Cardiff & Barry See Cardiff LPS		
	ABP Newport Alexandra Dock Newport NP20 2UW		
	Counter Pollution and Salvage Officer Wales and West of England		
	Maritime & Coastguard Agency MCA-HM Coastguard Swansea Maritime Rescue & Co-ordination Centre Tutt Head Mumbles Swansea SA3 4EX		



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JUN 2009

Maritime and Coastguard Agency (MCA)	Counter Pollution & Response Branch, Spring Place 105 Commercial Road Southampton SO15 1EG		
Tier 2 Contractor	Braemar Howells The MPSC, Milford Haven, Pembrokeshire SA73 3AQ		
Corus Team Leader Corus Security			
Cardiff Council Emergency Management Unit	Tim Davies Emergency Management Unit Cardiff Council, Room 151, City Hall, Cardiff CF10 3ND		
Vale of Glamorgan Civil Protection Unit	Debbie Spargo Principal Civil Protection Officer, Civil Protection Unit Vale of Glamorgan Council, Alps, Wenvoe, CS56 6AA		
Countryside Council for Wales (CCW)	Maritime Policy Office Plas Penrhos Ffordd Penrhos Bangor LL57 2LQ		
Countryside Council for Wales (CCW)	West Region Llys Tawe Kings Road SWANSEA SA1 8PG		



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JUN 2009

Department of Agriculture and Rural Development (DARD) Fisheries Division	Room 644, Dundonald House, Stormont Estate, Upper Newtownards Road, Belfast BT4 3SB		
Department of Trade and Industry (DTI)	Energy Group Atholl House 86-88 Guild Street Aberdeen AB11 6AR		
DEFRA	See Page 62		
English Nature (EN)	Maritime Team Northminster House Peterborough PE1 1UA		
Environment Agency (EA)	Head Office Emergency Management Group Block 1 Government Buildings Burghill Road Westbury-on-Trym Bristol BS10 6BF		
Environment Directorate - General	Ashdown House 123 Victoria Street London SW1E 6DE		
Food Standards Agency (FSA)	UK HQ Aviation House 125 Kingsway London WC2B 6NH		



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JUN 2009

Foreign and Commonwealth Office (FCO) Maritime Section	King Charles Street London SW1A 2AH		
Health Protection Agency (HPA)	Centre for Radiation, Chemical and Environmental Hazards UWIC Colchester Avenue Penylan Cardiff CF23 9XR		
Health and Safety Executive (HSE)	Local County Council – each Council has an HSE representative covering its district.		
International Maritime Organization (IMO)	4 Albert Embankment London SE1 7SR		
International Oil Pollution Compensation Fund (IOPC Fund)	Portland House Stag Place London SW1E 5PN		
International Tanker Owners Federation Ltd (ITOPF)	ITOPF Ltd 1 Oliver's Yard 55 City Road London EC1Y 1HQ		
Joint Nature Conservation Committee (JNCC)	Monkstone House City Road, Peterborough, PE1 1JY		



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Date of issue:
JUN 2009

Meteorological Office	Fitzroy Road Exeter, Devon, EX1 3PB		
Ministry of Defence Defence Crisis Management Cell	Chief of Defence Staff (Duty Officer) CMC 123 MOD Main Building Whitehall London SW1A 2HB		
Offshore Pollution Liability Association Limited (OPOL)	Bank Chambers, 29 High Street, Ewell, Surrey KT17 1SB		
National Chemical Emergency Centre	329 Harwell Didcot Oxon OX11 0QT		
Welsh Assembly Agriculture and Fisheries Policy Division	Cathays Park Cardiff CF10 3NQ		
Ports Division, DfT	Great Minster House 76 Marsham Street London SW1 6DE		
Press Office, DfT	Communication Directorate Zone 5/01 Great Minster House, 76 Marsham Street, London SW1 4DR		

Scottish Environment Protection Agency (SEPA)	Erskine Court The Castle Business Park Stirling Scotland FK9 4TR		
Rural Affairs Department (SEERAD)	Fisheries Research Services Marine Laboratory PO Box 101 375 Victoria Road Aberdeen AB11 9DB		
Oil and Gas UK	First Floor 30 Buckingham Gate London SW1E 6BN		

Waste Contractors

Veolia	Unit G1 Main Avenue Treforest Industrial Estate Pontypridd CF37 5YL	
Biffa Waste Services Limited	Polo Grounds Industrial Estate New Road New Inn Pontypool Gwent NP4 0TW	
Environmental Practical Solutions Ltd	Head Office, Freightliner Depot, Crymlyn Burrows, Swansea, South Wales, SA1 8SH.	



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JUN 2009

Amber Waste Management	The Recycling Centre Dyffryn Business Park Ystrad Mynach, Hengoed Mid Glamorgan CF82 7RJ	
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MARINE POLLUTION INCIDENTS

MARINE MANAGEMENT ORGANISATION (MMO) EMERGENCY CONTACTS

Office Hours (from 0900 to 1700):

Please telephone our dedicated Spill Response number:

[REDACTED]

A member of MMO's Marine Pollution Response Team will give immediate priority to any calls made to this dedicated number.

Outside Office Hours (from 1700 to 0900):

Outside office hours callers should call an MMO Duty Officer on:

Mobile Phone: [REDACTED].

If there is no reply on either of the above numbers call the 24-hour Defra Duty Room on:

[REDACTED]

The Defra Duty Room should be able to contact an officer in the Marine Management Organisation by home or mobile telephone or pager and will ask them to return your call.

Fax Numbers

Defra Duty Room (provides 24-hour cover for MMO) [REDACTED]
Marine Management Organisation (not 24-hour) [REDACTED]

If action is required by MMO a telephone call must be made in addition to any message sent by fax as the fax machines are not monitored continuously.

(Non emergency contact address: [REDACTED], Marine Management Organisation, PO Box 1275, Newcastle Upon Tyne, NE99 5BN)

* The Marine and Fisheries Agency (MFA) became part of the Marine Management Organisation (MMO) on 1 April 2010 when the MMO was created as a consequence of the Marine and Coastal Access Act 2009.



10. Training and Exercise Policy

10.1 Training

The importance of training for harbour personnel who may become involved in the response to oil spill incidents is recognised and acknowledged. All members of the Management Team, Supervisors and Operators will undergo periodic training in line with the following matrix.

The Nautical Institute accredits the training courses for the Maritime and Coastguard Agency; the syllabus of the courses matches the requirements of UK oil spill training standards. Harbour Masters and Deputies are trained to MCA Level 4/5p.

10.2 Exercises

An annual exercise already takes place within the Port and this practice will continue. Harbour personnel also participate in oil company exercises and an oil pollution element is regularly included in major exercises of the Port Emergency Plan. When practicable to so do, joint exercises will also be held with Environment Agency Wales.

In-house exercises will be conducted at the approximate frequency noted in the exercise matrix.

11.0 Risk Assessment

11.1 Introduction

11.1.1 Swansea

Swansea is a tidal, locked port that handles a range of dry, bulk, and containerised cargoes. A ferry terminal is located on the River Tawe, adjacent to the entrance lock. Annual traffic volume averages some 1,500 ships ranging from coastal vessels up to a maximum vessel size of 30,000dwt.

The mean tidal range is 8.4 metres and there can be occasions when the actual height of tide may level with or overtop the lock gates. The maximum acceptable vessel size is based on length overall, breadth and draft. Acceptance criteria are 190 metres LOA, 26.2 metres beam and 9.9 metres draft

11.1.2 Port Talbot

Port Talbot handles *ca* 150 bulk carriers per annum for the import of iron ore and coal; these ships range in size from 40,000 to 220,000 dwt. There are also occasional exports of granulated slag on coastal carriers of some 4,000dwt.

The swinging area within the harbour is maintained to a dredged depth of 11.2 metres and the maintained depths at the two berths are 17.2 and 15 metres. The mean spring tidal range is 8.6 metres.

11.1.3 Barry

Barry is a tidal, locked, port which handles Timber, Chemicals, Scrap, Cement, Grain, and other general cargo. Annual traffic volume amounts to approximately 250 ships. The mean tidal range is 11.0 metres and there are some 20 days each year when the actual height of the tide requires the gates to be left open. The maximum size of vessel acceptable for the Lady Windsor lock is LOA 200 metres, Beam 19.2 metres, and Draft 9.0 metres. The Basin entrance can accommodate vessels up to LOA 200 metres, Beam 24 metres, and Draft 9.0 metres.

11.1.4 Cardiff

Cardiff is a tidal, locked, port which handles Timber, Petroleum, Chemicals, Containers, Scrap, Steel, and other general and dry bulk cargo. It also handles visits from Cruise Ships. Annual traffic volume amounts to approximately 2500 ships. The mean tidal range is 10.4 metres and the QA lock can handle vessels up to LOA 259 metres, Beam 27 metres, and Draft 10.3 metres.



11.1.5 Newport

Alexandra Dock Newport is a tidal, locked, port which handles a range of Dry Bulk, Steel, Timber, Scrap, Coal, and other general cargo. Annual traffic volumes are in excess of 1000 ships. The mean tidal range is 11.8 metres and there are some 20 days each year when the actual height of the tide requires the gates to be left open. The maximum size of vessel acceptable for the lock is LOA 244 metres, Beam 30.1 metres, and Draft 10.4 metres.

11.2 Port Operations

11.2.1 Pilotage

All ports lie within a compulsory pilotage area, pilotage is compulsory for all vessels over 85 metres LOA or carrying more than 12 passengers and it is strongly recommended for other vessels especially in the eastern ports. Masters of coastal vessels that trade regularly to the ports may be issued with pilotage exemption certificates. Tug assistance is strongly recommended for larger vessels.

11.2.2 Local Port Service

Vessel arrivals are monitored by South Wales Radio. On entering the port limits communications are handed over to the Lock Controllers at each port who remain in VHF contact during the approach to the entrance locks or harbour entrances.

11.2.3 Main Approach Channel (Swansea)

The main approach channel is buoyed and is maintained to a dredged depth of 4.2 metres below chart datum. The bottom is predominantly mud or sand. The minimum under keel clearance is 1.3 metres for the locks and 1.0 metre in the channel.

While the risk of grounding in the channel is considered to be low, it cannot be wholly eliminated. The most probable cause of such an incident would be steering or propulsion system failure but it is unlikely that there would be significant resultant damage.

11.2.4 Main Approach Channel (Port Talbot)

The main approach channel is marked by buoys and leading lights and is maintained to a dredged depth of 11.2 metres below chart datum. The bottom is predominantly coarse sand or mud. The minimum under keel clearance is 1.0 metre or 10% draft. Again, while the risk of grounding in the channel is considered to be low, it cannot be wholly eliminated. Any grounding incident could result in large bulk carriers sustaining damage to bunker tanks in the fore part of the vessel leading to small releases of fuel oil.



11.2.5 Main Approach Channel (Cardiff)

The main approach channel is marked by buoys and leading lights and is maintained to a dredged depth of 1.2 metres. The bottom is predominantly sand, mud, or gravel but there are some rock outcrops to the west of the channel in the vicinity of Penarth Head. The minimum under keel clearance is 1.0 metre. Again, while the risk of grounding in the channel is considered to be low, it cannot be wholly eliminated. Any grounding incident would be unlikely to result in significant damage to the mid-body plating of tankers but could result in large bulk/oil carriers sustaining damage to bunker tanks in the fore part of the vessel leading to small releases of fuel oil.

Main Approach Channel (Newport)

The main approach channel is marked by buoys and leading lights and is maintained to a dredged depth of 0.7 metres. The bottom is predominantly soft mud. The minimum under keel clearance is 1.0 metre. While the risk of grounding in the channel is considered to be low, it cannot be wholly eliminated. The most probable cause of such an incident would be steering or propulsion system failure but it is unlikely that there would be significant resultant damage to hull plating given the soft nature of the bottom.

11.2.7 Locking or Berthing Incident

Oil spills can occur as a result of hull contact with the knuckle end of lock entrances, breakwaters, quay walls or breasting dolphins during port entry and berthing or un-berthing manoeuvres. Such incidents are generally attributable to failure of a vessel's main propulsion or steering systems, loss of control onboard an attendant tug or pilot / master error or misjudgement. The potential spill quantities involved depend on the vessel type and the location and extent of the impact damage.

There is a remote risk that failure of the outer entrance lock gates to close properly due to debris obstruction could result in the grounding of a large vessel on the cill for the intermediate lock gates. Bottom damage from this cause has never been recorded but, in the case of larger tankers, could result in a cargo spillage of more than 100 tonnes.

No oil pollution incidents have been recorded at Port Talbot as a direct result of berthing damage although it is recognised that failure of a vessel's main engines in the final approach to the berth could result in damage to the fore part of the vessel and a consequent loss of fuel oil.

11.2.8 Tug Impact

There are well documented national incidents where cargo or bunker oil has been released as a result of hull impact damage by tugs. This can occur when tugs are approaching a vessel underway prior to berthing, or when coming alongside a moored vessel prior to un-berthing. The potential spill quantities again depend on the location and extent of the impact damage but can be over 100 tonnes for bunker oil and 250 tonnes for cargo oil.



11.3 Bunkering (Refuelling) Operations

11.3.1 Ex-Barge

Bulk carriers are refuelled by bunkering barge at Port Talbot at rates of up to 250 tph and some larger vessels are occasionally bunkered ex- barge within any of the enclosed docks. The high-speed ferry at Swansea is also refuelled by barge. Although flexible hoses are tested at six monthly intervals and all bunkering craft are equipped with ESD (emergency shut down) facilities, the possibility of hose failure or a bunker tank overflow on board the receiving vessel must be recognised. In estimating the potential spill quantities, the facts that Check Lists are completed prior to each operation and that a continuous deck watch is maintained on board bunkering craft have been taken into account.

Cause	Assessed Risk	Estimated Maximum Spill Quantity (Tonnes)
Hose failure	Low	5
Tank overflow	Low / moderate	2

11.3.2 Ex-Road Tanker

There can be refuelling of vessels berthed within the enclosed docks by road tankers operated by various suppliers and distributors. ABP regulations insist on the completion of a pre-delivery checklist by both the vehicle driver and the receiver as a pollution prevention initiative.

Lubricating oils are also supplied in bulk ex road tanker at all ports.

Cause	Assessed Risk	Estimated Maximum Spill Quantity (Tonnes)
Hose failure	Low	0.5
Tank overflow	Moderate	0.5
Loading Arms	Low / moderate	5
Slop tank overflow	Low	3
Sea / overboard discharge valves	Low	1
Cargo tank overflow during ballasting	Low	1



12. Environmental Sensitivity Information

12.1 Summary

There are large areas in the vicinity of several of the ports that are highly sensitive for nature conservation; these are mapped in Figure 12.1 and are also listed below. The implications for managing any oil spill vary considerably from site to site and treatment options will be agreed by CCW at the time of any oil spill incident. Full details of the scientific importance of each site are included in the Appendices to this section.

12.2 SPECIAL PROTECTION AREAS / SPECIAL AREAS OF CONSERVATION

ABP acknowledges that the Severn Estuary and many parts of the south Wales coast are of national and international importance for nature conservation. This importance is reflected in the various site designations aimed at protecting coastal and marine species and habitats. Nationally important sites are designated as Sites of Special Scientific Interest (SSSI) under the Wildlife and Countryside Act (1981 as amended by CROW 2000). Sites of international importance are designated as Special Protection Areas (SPA) under the EC Wild Birds Directive for the protection of birds and/or as Special Areas of Conservation (SAC) under the Habitats Directive for the protection of other marine species and habitats. Many coastal wetlands of international importance may also be designated as Ramsar Sites under the Ramsar convention.

The Severn Estuary is designated as an SPA but is also being considered as a ‘possible’ marine Special Area of Conservation (pSAC) under the Habitats Directive but is treated by government and the Countryside Council for Wales as though it were fully designated

The following maps and citations describe the location of designated sites and the features for which site has been designated and that may be sensitive to oil pollution or the effects of clean-up. Inclusion of the maps is intended as a guide to those seeking to rapidly identify wildlife and habitat resources sensitive to oil pollution but should not replace early consultation of the Countryside Council for Wales in the event of an incident.

It is recognised that ports operating in or near sites designated as SPAs, SAC and SSSI should give the highest degree of protection to these areas of European nature-conservation importance and operations that have adverse effects on their nature-conservation status should be avoided or minimised as far as practicable.

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13. Roles and Responsibilities

13.1 Harbour Authority

The Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 came into force on 15 May 1998 (SI 1998 No. 1056).

3. - (1) of the Regulations states “ In their application to harbours and oil handling facilities - these Regulations apply to:

(a) Any harbour for which there is a statutory harbour authority having an annual turnover, as defined in the schedule in the regulations, of more than £1 million.

4. - (1) states “ Every -

(a) Harbour authority of a harbour to which these regulations apply:

Shall have an oil pollution emergency plan in accordance with the regulations. “

There may be joint plans between the harbour authority and the operators of oil handling facilities within an area.

A Harbour Authority must submit an oil pollution emergency plan for its harbour(s), within 15 months of the regulation coming into force, to the Maritime & Coastguard agency for approval.

In preparing an oil pollution emergency plan, a harbour authority or shall take into account any guidance issued by the Maritime & Coastguard Agency.

The Statutory Harbour Authority has a responsibility under Section 133 of the Merchant Shipping Act 1995 for bringing prosecutions for the offences of discharge of oil, or a mixture containing oil, into the waters of the harbour.

Associated British Ports South Wales is a Competent Authority in respect of the Severn Estuary SPA and possible SAC under the Conservation (Natural Habitats, &c) Regulations 1994.

13.2 Local Authorities

The ABP South Wales Ports lie within areas administered by the various local authorities along that stretch of the south Wales coastline. All the relevant Authorities have accepted a non-statutory responsibility for dealing with oil on the shoreline and beaches down to the low water line, within the limit of their resources.



The Emergency Planning Officer for the relevant Authority manages joint oil spill contingency plans, Hazardous Materials and Chemicals Washed Ashore Plans, covering the coastal areas of all the Authorities.

13.3 Maritime and Coastguard Agency

The Maritime & Coastguard Agency, an executive agency of the Department of Environment, Transport and the Regions (DETR), discharges DETR's responsibility for both the co-ordination of civil maritime Search and Rescue and counter-pollution operations in UK waters.

In the event of an oil spill incident that calls for a Tier 3 response, the National Contingency Plan (NCP) may be implemented. In this event, and after the formal transfer of responsibility, the Maritime & Coastguard Agency will take control of at-sea counter pollution measures from their Marine Response Centre (MRC); the Port's oil spill response resources and facilities will be made available to MCA.

A Shoreline Response Centre (SRC) would be established and exercise overall co-ordination of the shoreline clean up in accordance with the procedures and guidance in the NCP.

13.4 Marine Management Organisation (MMO)

The Marine Management Organisation (MMO) plays a major role in the protection of the marine environment, particularly in respect of fisheries and in ensuring the safety of the aquatic food chain, including the safety of consumers of fish and shellfish. The MMO is the statutory authority for approving deposits in the sea.

Under the terms of the Food and Environment Protection Act 1985 and the Deposits in the Sea (Exemptions) Order 1985, it is a legal requirement that oil treatment products may only be used in English or Welsh waters if they have been formally approved for this purpose by The MMO. In addition, specific permission from The MMO must be obtained before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 metres deep, or within 1 nautical mile of such an area. This includes any use in tidal docks and locks and on beaches, shorelines or structures such as piers or breakwaters.

No standing approval has been agreed between The MMO and Associated British Ports South Wales to permit the use of dispersants. The MMO will therefore need to be consulted about any intended use of dispersants and agree to their use before any dispersants can be used within the statutory harbour areas.

13.5 Countryside Council for Wales

'The main statutory functions of the CCW are to advise the National Assembly for Wales on countryside and wildlife matters. It also has statutory responsibility for wildlife

conservation on land and at sea; for certain landscape conservation matters; for promoting enjoyment of the countryside; and for encouraging public understanding of the environment of Wales. CCW advises Government on the conservation and wildlife implications of maritime incidents in Welsh territorial waters. In addition the Council has statutory nature conservation responsibilities in respect of Great Britain and international obligations that it delivers with English Nature and Scottish Natural Heritage through the Joint Nature Conservation Committee.

13.6 Environment Agency

The Environment Agency is a non-departmental public body, set up under the Environment Act 1995, to take an integrated approach to environmental protection and enhancement in England and Wales. It has major responsibilities for management and regulation of the water environment and for controlling industrial pollution and wastes.

The Environment Agency has powers to both control and to remedy pollution. It has powers to prosecute for pollution offences, to prevent pollution and to remedy or to mitigate the effects of any polluting material.

13.7 Oil Spill Management Team

Oil Spill Management Team (OMT) is the nomenclature used to describe the command and control team established for a spill incident within the docks complex or harbour waters with representatives of organisations attending in accordance with the category of oil spill response established, as described in section 2.2.

The OMT will convene at the designated Marine Response Centre under the chairmanship of the Harbour Master, and will consist of a Management Team and a Support Team as noted in section 2.2.

13.8 Shoreline Response Centre

Shoreline Response Centre (SRC) is a nationally accepted term and will only be established by agreement between Local Authorities and Central Government (MCA). Control of the onshore clean-up would at all times remain with the Local Authority and the SRC's prime purpose would be to co-ordinate the clean-up and provide easier access to government beach- cleaning equipment stockpiles and shore counter-pollution experts.

Annex One

Resource Directory

Associated British Ports - Newport, Cardiff & Barry, Swansea and Port Talbot

Each port has the following equipment in stock: -

- Absorbent booms 100 metres
- Absorbent pads 10 packs
- D'Arcy Oil Spill kit 2

In addition Cardiff has a Bubble Barrier in the Roath Dock and 90 metres of Triolboom GP 750.

Newport Harbour Commissioners

- Absorbent booms 50 metres
- Absorbent pads 5 packs
- D'Arcy Oil Spill kit 2

Chevron Ltd Cardiff

- Absorbent Pillows 4
- Absorbent Granules (20 Litres) 4 Bags
- Emergency Road Tanker and Rail Car Equipment

QA Dock Site

- Mini Boom 20 metres
- Sorbi Fibrous Absorbent 30 Bags



HCB Energy

- Absorbent bales 1
- Absorbent pads 2 packs
- Absorbent Granules (20 Litres) 2 Bags
- Sand

Vopac Terminals Limited - Barry No 2 Dock and Windmill Site

- Spill Kit (132 Litres) 2
- Spill Kit (200 Litres) 3
- Absorbent Granules (20 Litres) 10 Bags

Braemar Howells (Tier 2 Contractor)

Comprehensive response equipment inventory, including shoreline clean-up equipment, capable of dealing with spillages of both heavy and light oils.

The full equipment inventory is published annually in the Braemar Howells Yearbook, a copy of which is held by the Harbour Master.

Note: the Tier 2 Contractor's anticipated response time from call-out is 2 hours.




Annex Two

Product Information Sheets

This Section contains Material Safety Data Sheets for the following products that are handled within the docks complexes:

- Unleaded Petrol
- Gas Oil
- Derv
- Fuel oil

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Appendix 1 Guidelines To Information Required By the MMO In Considering Request For Dispersant Spraying Approval

- Name of authority or organisation requiring approval
- Name of contact and telephone and fax number to be used
- Locality of spill preferably in degrees (but could be grid reference or description such as “Western end of King George Dock” or “Length of river between power station and oil refinery”)
- Oil type or description of appearance if not known. If crude – what type?
- Quantity of oil spilled – preferably in tonnes
- Source of spill
- Potential for further spill
- Description of slick – including dimensions and colour
- Volume and name of dispersant for which approval is requested
- Other methods of response being applied or considered and assistance being sought (e.g. Maritime and Coastguard Agency, Environment Agency)
- Local fisheries considerations (such as seasonal fisheries, advice given to fishermen)
- Local wildlife considerations (e.g. whether migrant birds are present)
- Tide – type and speed, and time of HW/LW particularly
- Wind and weather (such as “Moderate breeze NW” “Overcast drizzle”)
- Sea state

Note: Annex D of the MMO Oil Spill Contingency Plan Guidelines, a copy of which is held by the Harbour Master, gives a pro-forma report that should be submitted to the MMO after the use of any oil treatment product.



Appendix Two

Extract from Statutory Instrument 1998 No. 1056

Reporting of incidents: harbour authorities and oil handling facilities

6. - (1) A Harbour Master, or other individual having charge of a harbour, and any individual having charge of an oil handling facility (except those which are pipelines), who observes or is made aware of any event involving a discharge of or probable discharge of oil, or the presence of oil in the sea shall without delay report the event, or the presence of oil, as the case may be, to MCA-HM Coastguard.

(2) A report under this regulation shall so far as appropriate as to form and content comply with the standard reporting requirements.



Appendix 3:

POLREP CG77

INSTRUCTIONS FOR COMPLETING FORM CG77 (POLREP)

PART 1 – INFORMATION WHICH SHOULD BE PROVIDED IN AN INITIAL REPORT

CG77 POLREP

- A. CLASSIFICATION of report - (I) Doubtful, (ii) Probable, (iii) Confirmed.
- B. DATE and TIME pollution observed/reported, and identity of observer/reporter
- C. POSITION (**Always** by **LATITUDE & LONGITUDE**) and EXTENT of pollution. If possible, also state range and bearing from a prominent landmark or Decca position and estimated amount of pollution (e.g. size of polluted area, number of tonnes of oil spilled or number of containers, drums etc. lost). When appropriate, give position of observer relative to the pollution.
- D. TIDE, WIND speed and direction.
- E. Weather conditions and SEA state.
- F. CHARACTERISTICS of pollution. Give type of pollution e.g. oil (crude or otherwise), packaged or bulk chemicals, or garbage. For chemicals give proper name or United Nations Number if known. For all, give also appearance, e.g. liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discoloration of sea, visible vapours etc. should be given.
- G. SOURCE and CAUSE of pollution e.g. from vessel or other undertaking. If from vessel, say whether as a result of apparently deliberate discharge or a casualty. If the latter, give a brief description. Where possible give name, type, size, nationality and Port of Registry of polluting vessel. If vessel is proceeding on its way, give course, speed and destination.
- H. Details of VESSELS IN THE AREA. To be given if polluter cannot be identified and the spill is considered to be of recent origin.
- I. NOT USED
- J. Whether PHOTOGRAPHS have been taken and/or SAMPLES for analysis.
- K. REMEDIAL ACTION taken or intended to deal with the spillage
- L. FORECAST of likely pollution (e.g. arrival on beach), with estimated timing.



- M. NAMES of those informed other than the addressee
- N. Any OTHER relevant information (e.g. names of other witnesses, references to other instances of pollution pointing to source).



PART II - SUPPLEMENTARY INFORMATION TO BE PROVIDED LATER

(This section may be disregarded when POLREPs are for UK internal distribution only)

- O. RESULT of SAMPLE analysis
- P. RESULTS of PHOTOGRAPHIC analysis
- Q. RESULTS of SUPPLEMENTARY ENQUIRIES (e.g. inspections by Surveyors, statement of ship's personnel etc. if applicable)
- R. RESULT OF MATHEMATICAL MODELS

NOTES

1. POLREPs should be used for oil, chemical or dangerous substance spillages and for illegal discharges of garbage.
2. All messages should be pre-fixed by the codeword POLREP followed by a serial number issued by the originator. Subsequent updating or amplifying reports should repeat this information and add a SITREP number, e.g. "POLREP 21/SITREP 1" would be followed by "POLREP 21/SITREP 2". The first report is assumed to be Sitrep 1 with subsequent reports being numbered sequentially.
3. Groundings, collisions or breakdowns of oil tankers or other vessels carrying pollutants, including bunkers, should be treated as potentially serious incidents with a classification of "PROBABLE" until proved otherwise. The use of link calls or Inmarsat calls to Masters of ships is often the best method of obtaining information.
4. Local C/P alerting plans should establish the following responsibilities:
 - (a) Coastguard to inform the County Oil Pollution Officer (COPO) in England and Wales, the Local Oil Pollution Officer in Scotland, Department of Environment in Northern Ireland, or the appropriate authority in the Channel Islands or Isle of Man where there is an immediate or potential risk of oil coming ashore in their area.
 - (b) In England, Scotland and Wales, MCA-HM Coastguard to inform COPOs/LOPOs in the counties immediately adjacent to counties at risk, that they may be at risk.
5. Care should be taken to avoid undue escalation of UNCONFIRMED pollution incidents with consequent misleading publicity.



Appendix 5 Tier 2 Contractor Briefing Report

Braemar Howells Briefing Report

FAX TO: **FAX NO:**
FROM (Sender's name):
POSITION:
COMPANY:
CONTACT (e.g. phone / fax)

- 1. Designated callout authority**
2. Location of spill
3. Time of spill (GMT and local time)
4. Source of spillage
5. Quantity (if known)
6. Oil type and characteristics
7. Weather conditions and forecast
8. Resources at risk
9. Cleanup resources available on site or others ordered with estimated time of arrival
10. Nearest airport and facilities if known; availability of onward transportation
11. Port of embarkation for equipment; location of secure storage for equipment
12. Vessel availability for equipment deployment, storage of recovered oil
13. Location of Command Centre
14. Name of On Scene Commander and designated contact(s) and/or deputies
15. Security, medical advice, visa requirements, immunisations required
16. General climate information

