

# OIL SPILL CONTINGENCY PLAN POOLESPILL



Please note contact details redacted on this version for Stakeholder publication

## Version 6.2 December 2023

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## Document Control

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The Harbour Master is responsible for this document

### Revision Procedure

This plan will be revised annually as necessary; 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 5 yearly intervals and the plan re-submitted to the Maritime & Coastguard Agency for approval.

### Record of Revision / Amendments

Rev.	Description	Date	Amended by
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## Part 1 - Section 1 INTRODUCTION

### 1.1 Purpose of the Plan

This is a contingency plan to provide the management, control and communications structure for dealing with oil or other hazardous substance release within the Harbour Authorities Area of Responsibility.

It follows the guidance and instructions in the National Contingency Plan and is supplemented by other local plans (see 1.7).

This document has been agreed through consultation with Dorset Council, BCP Council, Natural England, Marine Management Organisation and the Environment Agency and is subject to approval by the Maritime and Coastguard Agency, as the competent National Authority, verifying that it is in compliance with the requirements of the Oil Pollution Preparedness, Response and Co-operation Convention (OPRC) Regulations.

### 1.2 Scope of the Plan

The Plan details the contingency arrangements for responding to actual or threatened oil pollution incidents within Poole Harbour Commissioners area of jurisdiction (see 1.6).

The response strategy has been developed taking into account the spill risks and possible spillage sources associated with port marine operations and harbour leisure/commercial use.

This Plan is divided into four parts:

Part 1. Introduction	Section 1 ~ 3	Background Information
Part 2. Action	Section 4 ~ 8	Prepared Guidance
Part 3. Strategy	Section 9 ~ 12	Situation Analysis
Part 4. Data	Section 13 ~ 14	Useful Information
Appendices		Useful Information

The Action section forms the hub of the document. Action advice is provided in the shape of tables, figures and checklists, with cross-references as required to the Strategy and Data sections. Where an oil spill is associated with a wider emergency, then additional

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factors involving the safety of personnel will take precedence over the pollution response.

### 1.3 General Description of Poole Harbour

Poole Harbour is the largest natural harbour in the UK, comprising of some 86 km of coastline and 4000 hectares of water. A busy commercial cargo and ferry port is located within the harbour area. The navigable channel into Poole Harbour runs from North and South Haven Points towards the town of Poole. As it passes the Sandbanks Isthmus, close to Brownsea Island it is only 250 metres wide and less than 20 metres deep. Brownsea Island is the largest of the islands on the south side of the harbour and is owned by the National Trust. The other four main islands are privately owned. The Backwater Channel leads to Holes Bay which is a large, almost landlocked area of mud flat and salt marsh.

The harbour catchment is an area of high amenity importance supporting tourism and a high level of recreational use within the harbour which also supports a comprehensive service industry, with mooring facilities for several thousand yachts, sailing clubs, marinas and sailing schools. The harbour also supports a healthy fishing and maricultural industry with large areas given over to this activity.

The harbour is shallow apart from the dredged channels and contains some 1000 hectares of mud flats, more than 400 hectares of salt marsh, much of which dries out at low water. The main fresh water inputs to the harbour are from the River Frome and River Piddle.

The entire area is environmentally sensitive. At certain times of the year the Harbour and the Poole Bay area account for large proportions of the world-wide populations of over wintering waterfowl, such as Avocet, Shelduck, Dunlin and passage waterfowl such as Black Tail Godwit.

Most of the inter-tidal mud areas are designated Sites of Special Scientific Interest, Special Protection Areas and Sites of Wetland Importance - RAMSAR. There is also a Special Area of Conservation on much of the land surrounding the southern side of the harbour.

A double tide effect and variations in barometric pressure in the area give complex variations to the tidal pattern.

The countryside surrounding Poole Harbour and the 5 main islands within the harbour includes land owned by the National Trust, reserves and special habitats for migrant and native birds. It is an Area of Outstanding Natural Beauty surrounded by agricultural land, woodland and heathland, with gently sloping beaches, sand and mud flat. The clearance of any spilt oil in these areas has been agreed as Leave Alone, due to the sensitive nature and high public awareness.

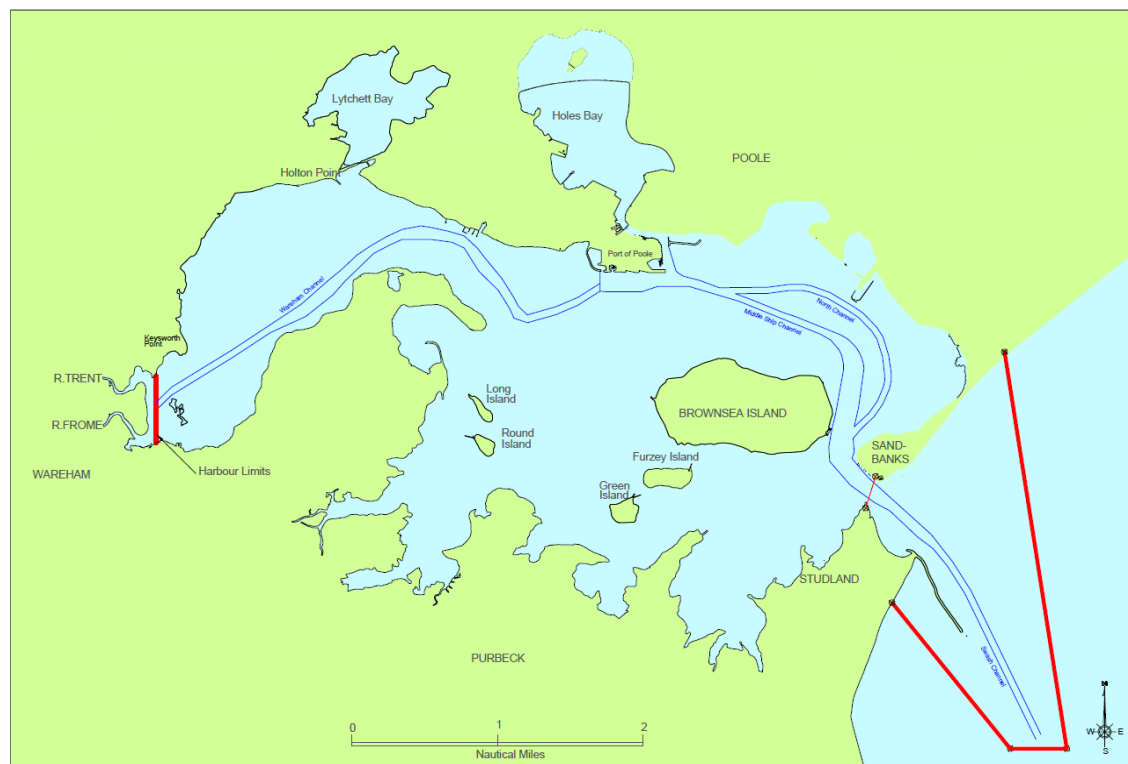
### 1.4 Authorities

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The lead authority for Poole Spill is Poole Harbour Commissioners and the sponsor of the plan is the Harbour Master, who exercises the statutory responsibility on behalf of the Harbour Authority. Responsibilities of the relevant authorities are shown in Paragraph 14.

### 1.5 Area of Jurisdiction

The Harbour Authority areas of jurisdiction are shown below.



1. So much of the natural harbour at Poole as is situated below the level of high water and enclosed by imaginary straight lines:
  - (a) Across the harbour entrance, commencing at a point on the Sandbanks peninsula (latitude 50° 40.989' north, longitude 1° 56.909' west), and terminating at a point on the Studland peninsula (latitude 50° 40.766' north, longitude 1° 57.015' west);

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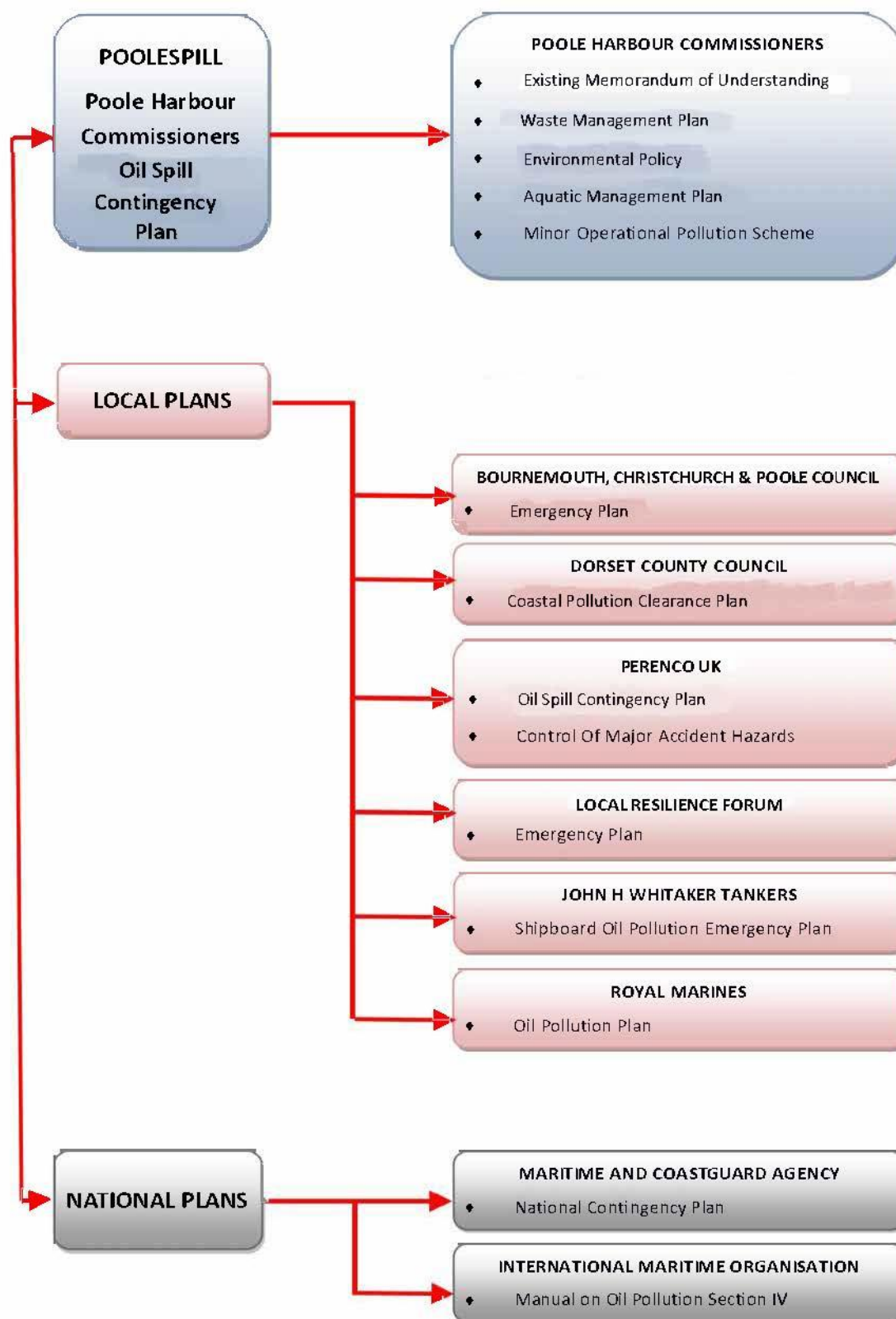
- (b) In the vicinity of the confluence of the rivers Trent and Frome, commencing at a point on the north side of the Wareham channel (latitude 50° 42.560' north, longitude 2° 04.745' west) and terminating at a point on the south side of that channel (latitude 50° 40.607' north longitude 2° 04.435' west); including all adjoining creeks, bays and inlets to the extent that they are situated below the level of high water.

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2. The seaward area that is, so much of the sea as is situated below the level of low water and bounded on its seaward sides by imaginary straight lines:
- (a) Commencing at point near Flaghead Chine (latitude 50° 41.867' north, longitude 1° 55.522' west), extending in a south south-easterly direction and terminating at a point (latitude 50° 39.069' north, longitude 1° 54.860' west);
  - (b) Commencing at point (latitude 50° 39.069' north, longitude 1° 54.860') west, extending in a westerly direction and terminating at point (latitude 50° 39.069' north, longitude 1° 55.465' west);
  - (c) Commencing at point (latitude 50° 39.069' north, longitude 1° 55.465') west, extending in a north-westerly direction and terminating at point on Studland Peninsular (latitude 50° 40.242' north, longitude 1° 56.907' west); and on its landward side by the level of low water within the area so enclosed and by the imaginary line referred to in paragraph 1(a).

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## 1.6 Interface with Other Plans and Documents



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## Section 2 RISK ASSESSMENT

### 2.1 Introduction

Poole Harbour is a multi-user port which handles general and specialised cargo ships, ferries and bunker oil tanker traffic. It is also one of the busiest recreational harbours in the UK and accommodates a military marine training base.

The bunkering operations include the supply of intermediate fuel oil (persistent oil) and Marine Gas oil ex barge to Ro-Ro ferries. High Speed Craft are bunkered Marine Gas Oil ex shore tanks located at the Ferry Terminal. Other vessels receive bunkers via road tanker.

Perenco UK operates one of the largest onshore oilfields in Europe adjacent to the Harbour and on Furzey Island within the harbour area.

Supplies of marine diesel oil and unleaded motor spirit to leisure craft operates throughout the year at Saltern's Marina, Parkstone Bay Marina and Cobbs Quay Marina; all have automatic cut out devices, and the fuelling staff have a first aid kit of absorbent material to handle minor spillages. There is also a diesel only fuelling facility for recreational and other small craft at Corrals, adjacent to the lifting bridge.

### 2.2 Harbour Operations

#### 2.2.1 Pilotage

Certain vessels because of their length, beam, number of passengers or types of cargo, are subject to compulsory pilotage. Pilotage exemption may be given to regular users of the port after they have gained the appropriate experience and have passed a pilotage examination.

#### 2.2.2 Shipping Channels

The main shipping channel from sea to the commercial port is some 5 miles long and lies mainly within the sheltered waters of Poole Harbour. The channel is well marked by navigational buoys, most of which are lit, and is dredged to maintain an advised depth of 7.5 metres. The port employs its own surveyor and surveys of all navigational channels and berths are undertaken regularly.

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### 2.2.3 Harbour Control

A watch is kept by the Harbour Control Officer (HCO) who operates a Traffic Organisation Service on behalf of the Harbour Master. The HCO will maintain a watch between the hours of 08:00 and midnight and at all other times for shipping movements, emergencies and reduced visibility. Between the hours of midnight and 08:00 the HCO may be on standby at home responding to telephone as required.

As of 1<sup>st</sup> January 2024 Harbour Control cover will revert to 24 Hours per day (All year round)

Essential information is provided to ensure the smooth and safe flow of traffic, and acts as the first point of contact in any emergency. A duty Harbour Master is available 24/7 and can be on site within a maximum of 1 hour.

## 2.3 Vessels in Transit

The risk of oil spillage as a direct result of a vessel grounding in the port approaches or being involved in a collision or berthing incident is considered to be small but is, nevertheless, acknowledged. The assessed maximum spill potential from such causes, based on the size of vessels using the port and statistical data is summarised in Table 1. Because of the nature of the bottom, which is predominantly sand and mud, it is considered that significant hull damage will not occur should a vessel ground. The loss of cargo oil from a tanker grounding incident thus assumes weld failure rather than serious damage to hull plating in way of a cargo tank. Double hull construction is a significant advance in reducing this type of pollution incident.

**Table 1**

<b>Possible Maximum Spill - Vessel in Transit</b>		
<b>Cause</b>	<b>Oil Tanker</b>	<b>Non-Tanker</b>
Grounding (cargo tank)	<50 tonnes	N/A
Grounding (bunker fuel tank)	<10 tonnes	<10 tonnes
Berthing/collision incident (cargo tank)	<50 tonnes	N/A
Berthing/collision incident (bunker fuel tank)	<10 tonnes	<10 tonnes

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## 2.4 Bunkering (Refuelling) Operations

### 2.4.1 Ex Barge

The cross-channel ferries are supplied with bunkers on a weekly basis by a bunkering barge; delivery rates for fuel oil average some 200 tonnes per hour and 150 tonnes per hour for marine gas oil.

Although flexible hoses are tested at the recommended intervals and the bunkering vessels are equipped with cargo pump emergence shutdowns, the possibility of spillage due to hose failure or bunker tank overflow on board the receiving vessel must be recognised. In estimating the maximum size of the potential spill quantities listed in Table 2, the fact that Check Lists are completed prior to each transfer operation and that a continuous deck watch is maintained on board the bunkering vessel have been taken into account. A barge operator reaction time of 60 seconds has been assumed.

**Table 2**

<b>Possible Maximum Spill - Bunkering Operations</b>		
<b>Cause</b>	<b>Fuel Oil</b>	<b>Gas Oil</b>
Hose failure	3 tonnes	2.5 tonnes
Tank overflow	< 1 tonne	< 1 tonne

### 2.4.2 Ex Wharf

Gas oil bunkers are also supplied to Condor Ferries from bunded storage tanks located at the Ferry Terminal. The estimated maximum spill size, based on a delivery rate of 56 tonnes per hour, which could result from a hose failure, is 1 tonne and < 1 tonne from a bunker tank overflow on board the receiving vessel.

Poole Harbour Commissioners, along with other vessel operator's, carry out re-fuelling operations ex-wharf e.g. Road Tanker or Small Storage Tank. The maximum spillage quantity which could result during this operation is estimated at 100 litres.

### 2.4.3 Leisure and Commercial Bunkering Facilities

Some marinas and commercial organisations operate bunkering facilities within the harbour limits – list of quantities and products see appendix G.

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## 2.5 Perenco UK - Wytch Farm Operations

The Wytch Farm oilfield in its current form commenced operation in 1990.

It comprises:

- 12 well sites for oil/gas production and/or produced water reinjection.
- Seawater lifting facility at Cleavel Point on Poole Harbour.
- A Gas Gathering (GG) Station to process the production fluids.
- Infield flowlines, connecting 11 of the wellsites with GG.
- A GRE seawater pipeline from Cleavel Point to GG.
- A stabilised crude oil export pipeline from GG to Hamble Terminal (Southampton)

### 2.5.1 Well Sites

The following well sites are installed at Wytch Farm:

Wellsite	Description
1A-site	Oil production and water injection
1X-site	Oil production
1D-site	Oil production and water injection
2B-site	Produced water and surface water injection (from GG only)
1F-site	Oil production and water injection, with local separation
1M-site	Oil production and water injection, with local separation. Connected to GG via 1F-site (surface run pipe rack between 1M and 1F).
1K-site	Oil production and water injection (Furzey Island)
1L-site	Oil production and water injection (Furzey Island)
Arne G-site	Oil production and water injection
Kimmeridge	Oil production and storage (single well, uplift by road tanker to GG only)
Wareham C-site	Oil production
Wareham D-site	Oil production

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### 2.5.2 Route Descriptions

The well sites 1X/1A/1D/1F/1K/1L are arranged in a ‘linear’ fashion and are connected by the infield pipeline corridor to and from GG.

Well sites 1K and 1L are on Furzey Island, in the middle of Poole Harbour. The pipelines are installed in a bundle within a horizontally drilled 26” carrier pipe from 1F-site to 1L-site. There is also a parallel 8” injection pipeline, which was also horizontally drilled.

Wellsite Arne has a dedicated pipeline route to GG. Wareham C-site is connected via pipeline to Wareham D-site, where the pipeline corridor is then common (but reverse flow direction) with the 16”PSP, which passes by Wareham D-site, from GG. Injection wellsite 2B is adjacent to GG, connected by two short pipelines.



All operational pipelines are included in Perenco’s integrity management system. This includes a commitment to reduce the risk of failure to a level as low as reasonably practicable. This is in accordance with the Pipeline Safety Regulations 1996. Typical measures to achieve this include internal pipeline inspection regimes, external cathodic protection, and chemical dosing of process fluids to reduce corrosivity. Perenco reviews the pipeline risk levels on a regular planned basis and changes are made accordingly.

### 2.5.3 Wytch Farm Oil Production Well Sites

All well sites are designed to meet the high standards required for oil spill contingency planning and each sealed site is designed to contain a number of day’s uncontrolled flow of light crude oil to the surface. There is also a secondary containment site adjacent each wellsite. The risk of an oil spill polluting the water of the harbour from these wellsite’s is considered extremely remote.

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### 2.5.4 Wytch Farm Pipelines

PUK (Perenco UK) Wytch Farm operated MAHP (Major accident hazard pipeline).

Table below lists all pipelines included within this MAPD (Major Accident Prevention Document).

All pipelines are carbon steel, with an epoxy coating. Exceptions to this are the Cleavel seawater line (glass fibre epoxy) and the under harbour composite pipes (Coflexip and Fiberspar).

There are other pipelines at Wytch Farm but their contents are not considered to be of a hazardous nature either because of the fluids conveyed, or the fact that they are disconnected and out of use. Any pipelines considered for future operation will be subject to thorough assessment and necessary inclusion in this MAPD.

Pipeline	Site Line Number	WT (mm)	Start	End	Length	Fluids	MAHP?	Design P (barg)	Design T (barg)	MAOP (barg)	Comments
16" PSP	16"-OP-EE-10-02001-DOG6	9.5 / 12.7 / 15.1	GG	Hamble	91.3km	Stabilised crude oil	No	78	58	46.4	Purbeck to Southampton Pipeline- stabilised crude oil to Hamble Terminal (BP site). Unused offtake provision at Fawley Refinery.
12" OP	12"-OP-PP-10-01020-BOG4	8.4	1F-site	GG	4.8km	Production	Yes	35	70	30	Spurs at 1D-site and 1A-site
10" OP	10"-OP-PP-10-02030-BOG4	7.8	1K-site	GG	6.4km	Production	Yes	35	70	30	Spurs at 1L-site, 1F-site, 1D-site, 1A-site and 1X-site. 1.2km section from 1L to 1F (underharbour) was lined with a 7" flexible pipe (Coflexip) in 2000.
8" MDL	8"-WI-PP-10-11002-MOG9	12.7	1F-site	GG	4.2km	Production	Yes	145.5	70	145.5	Multi-Duty Pipeline. Rated for water injection but only used for production or test to date. Spurs at 1A-site and 1X-site
6" OP	6"-OP-PW-10-01003-DOG7	7.1	WD-site	GG	10.1km	Production	Yes	35	40	30	
4" OP	4"-OP-PW-10-02015-DOG7	6.4	WC-site	WD-site	1.1km	Production	Yes	35	40	30	
3" OP	3"-OP-PP-10-05040-BOG4	5.5	Arne G-site	GG	3.6km	Production	Yes	35	70	30	Constructed as site test line, but only used as production line
6" WI AG	6"-WI-PP-10-20082-BOG4 [M0G9 conversion]	7.1	GG	Arne G-site	3.6km	Produced Water	No	35	70	65	Originally installed as a production pipeline but never used. Repurposed as a water injection

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											pipeline following change of use / FFP study in 2015
10-8" WI	10"-WI-PP-10-10004-MOT2	14.3 / 12.7	GG	1K-site	6.0km	Produced Water	No	145.5	70	130	Spurs at 1A-site, 1D-site, 1F-site and 1L-site. 1.2km section from 1F to 1L (under harbour) comprises three parallel Fiberspar composite pipelines (pipe in pipe x 3)
6" WI 2B	6"-WI-PP-10-31015-MOG9	9.5	GG	2B-site	0.3km	Produced Water	No	145.5	70	145.5	Renewed in 2009
8" WI 2B	8"-WI-PP-10-31016-MOG9	12.7	GG	2B-site	0.3km	Produced Water	No	145.5	70	145.5	Renewed in 2009
12" SW	12"-WS-PP-10-07004-AOXW	7.8	Cleavel Point	GG	3.1km	Seawater	No	17.5	40	11.3	Glass fibre reinforced epoxy

### 2.5.5 Wytch Farm Pipelines Risk

The HSE & EA both oversee the operation of the pipeline network at Wytch Farm. The Pipeline Safety Regulations 1996 or PSR ensures that all Major Accident Hazard Pipelines (this includes their crude lines) are well managed, and that each operator maintains a Major Accident Prevention Document or MAPD. This ensures that the pipelines are operated and maintained in a safe condition. Perenco have an Integrated Integrity Management system that monitors the condition of each pipeline and programmes maintenance and repairs to ensure their long term integrity.

The HSE website <https://www.hse.gov.uk/pipelines/faqs.htm> describes the safety of pipelines in its FAQ section;

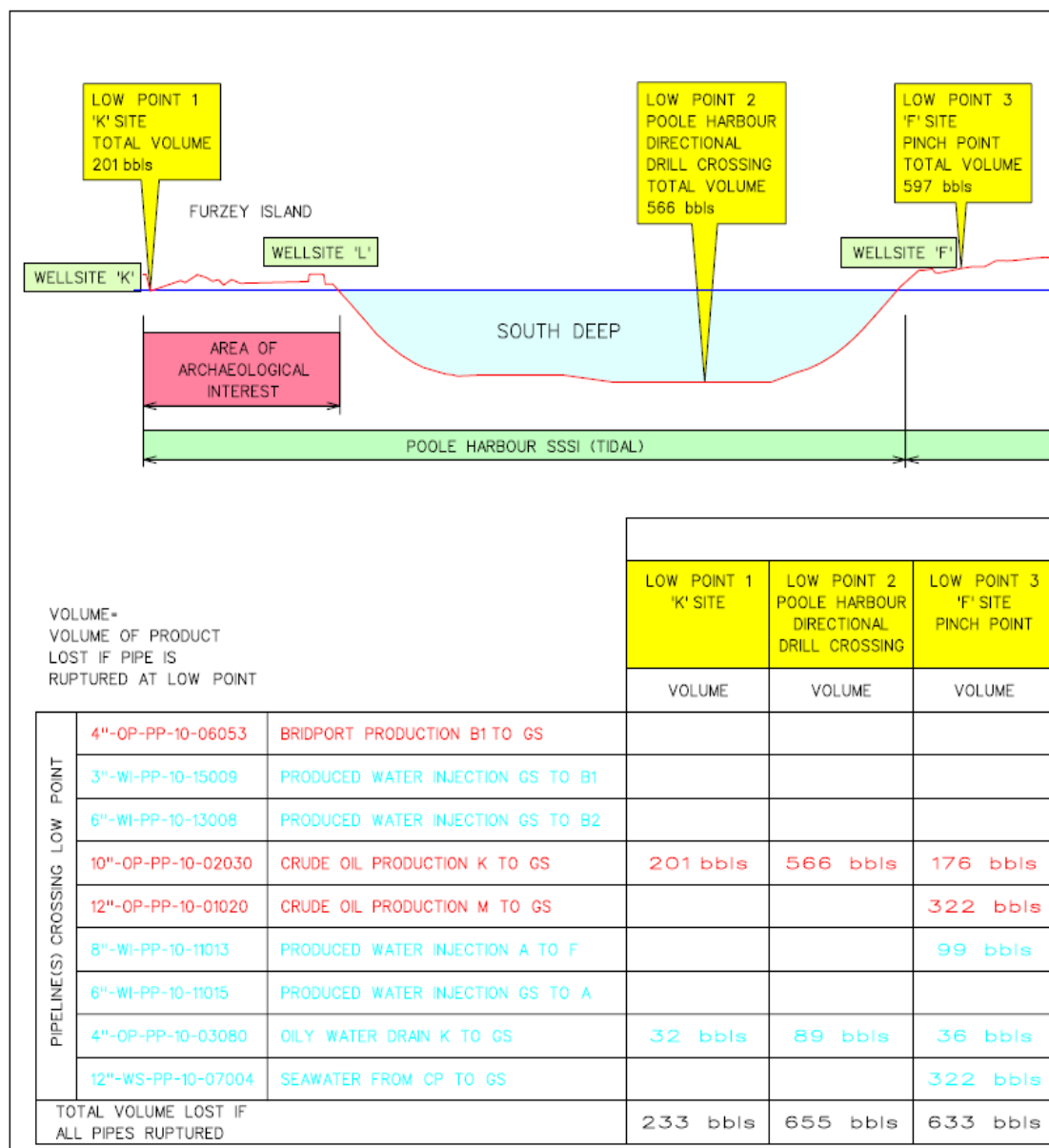
*"We know that if the pipeline is properly designed and constructed then the likelihood of failure when it is brought into service will be remote. With adequate standards of inspection, monitoring and maintenance during its life the risks from the pipeline will be kept to a very low level"...." The risks from the pipeline will be very low and comparable to many other risks which we experience in our everyday lives. There is no guarantee of absolute safety in anything that we do, even crossing the road and everyday activities around the home carry elements of risk. In comparison to other risks we experience in normal life the pipeline will be safe"*

Hyperlink - Safety Data Sheet for Perenco Crude: [Z:\SAFETY MANAGEMENT SYSTEM\SMS DOCUMENTS\Poolspill-DO NOT RENAME\2021\Crude Oil \(Perenco\).pdf](Z:\SAFETY MANAGEMENT SYSTEM\SMS DOCUMENTS\Poolspill-DO NOT RENAME\2021\Crude Oil (Perenco).pdf)

Hyperlink - Wytch Farm Oil Spill Contingency Plan: <Z:\SAFETY MANAGEMENT SYSTEM\SMS DOCUMENTS\Poolspill-DO NOT RENAME\2021\PUK-SMS-ER-001-WYF-02 Vol 1.docx>

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Z:\SAFETY MANAGEMENT SYSTEM\SMS DOCUMENTS\Poolspill-DO NOT RENAME\2021\PUK-SMS-ER-001-WYF-02\_Vol 2.docx



## 2.5.6 Drain Down Volumes for South Deep

## 2.5.7 Other Potential Land-Based Sources

Other potential land-based sources of pollution could include road traffic accidents, loads in transit, industrial/commercial sites and foul and surface water sewer discharges.

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## Section 3 TRAINING AND EXERCISES

### 3.1 Introduction

Poole Harbour Commissioners practices scenario-based training for all emergencies, which includes oil spills, and is based on identified risks within the harbour area of operation.

### 3.2 Aim

To ensure that members of the Emergency Response Team and identified essential personnel are properly trained to combat an incident in an efficient and effective manner, complying with the expectations defined in the National Contingency Plan. This Plan will be exercised at a tabletop exercise annually and as part of an Incident Management Exercise at least once every 3 years, with the appropriate Emergency Response Team, Support Teams with Local Government and regulatory bodies taking part. There are nine personnel trained to level 2P and five trained to level 4P with two of the five having a 5P endorsement.

### 3.3 Training

Training exercises are designed to cover each function within the Plan and are undertaken at frequent intervals during the three-year plan cycle as appropriate in preparation for the main exercise.

A training rota for team members is held as part of the training maintenance programme.

Notification exercises for team members are undertaken periodically. These involve unannounced checks on the communication systems and contacting key staff out of normal working hours.

### 3.4 Training Plan

#### 3.4.1 Oil Spill Training

Oil Spill Training Courses			
Operatives Course (2P)	Tug Skipper, Coxswains, Deck Hands	1 Day	3 Yearly
Management Course (4P endorsed/5P)	Chief Executive Officer, Harbour Master, Assistant Harbour Masters	4 Day	3 Yearly
Media Management (5P)	Chief Executive Officer, Harbour Master	2 Day	3 Yearly

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In the event of an incident, it is likely that PHC could call on a minimum of six 2P and two 4P trained personnel. Other off duty responders may be available.

### 3.4.2 Scope of training

<b>1. Presentations</b>
Defining systems and processes.
<b>2. Notification Exercise (Every 6 months)</b>
Test the procedures to alert and call out the response teams and are conducted through telephone and other means of communication as stipulated in the plan.
<b>3. Equipment Deployment (Every 6 months)</b>
Involves the deployment of emergency response equipment at particular locations in response to a planned scenario and in accordance with the strategy prepared in the Plan.
<b>4. Table Top Exercise (Every year)</b>
Test the emergency management knowledge and capability and provide individual and team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. Explore the interaction between the different parties involved, particularly by testing the principles of the response strategies.
Test the capability to respond to a Tier 2 type spill and initiate the primary actions in the event of a Tier 3 response. The exercise can include an equipment mobilisation / deployment.
<b>5. Major Exercise (Every 3 years)</b>
Simulate several different aspects of an oil spill incident and involve third parties. The delivery will combine exercise types for Tier 1, 2, 3 responses. The Incident Management Exercise will practice combined response, mobilising resources in real/ accelerated time, evaluate performance, identify areas for development, plan updates and establish further planning needs.

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## 4. Alert

### 4.1 Introduction

In Poole, oil spills can arise from vessels colliding or grounding, bunkering operations, or on a smaller scale refuelling of recreational or smaller commercial craft.

Poole Harbour Commissioners and local refuelling facilities hold sufficient equipment to deal with a Tier One response to oil pollution. It is likely that most Tier One actions will be completed by the responsible operator without the need for an Oil Spill Management Team or an Emergency Response Centre being activated.

In a Tier Two incident (or Tier One which has escalated or been under-estimated), the Harbour Master will decide whether an Oil Spill Management Team is required and will take the necessary steps to activate the Emergency Response Centre. The notification process is described in the following paragraphs.

Where possible the type, character and extent of the pollution should be notified, but an initial report should not be delayed while this information is being obtained. In all cases of pollution from a ship alongside a berth, the Master should also immediately inform Poole Harbour Control and their owner/local Agent.

The Merchant Shipping (OPRC) Regulations 1998 Statutory Instrument 1056: 'requires masters of ships in UK or controlled waters in any event involving discharge of oil at sea to report without delay to HMCG. If oil is spilled into the Harbour from a vessel it is the responsibility of the **Master** of that vessel to report as soon as is practicable the occurrence to the Harbour Master. If oil is spilled from a place on land it is the responsibility of the **occupier** of that place to report.

The responsible person must also activate their own organisation's Tier One response as soon as possible in order to prevent oil entering the water, or to minimise its effect on the water by containment.

The focal point for all reports of an actual or probable oil spill is **Poole Harbour Control:**

**Telephone (Poole) 01202 440230 or Marine VHF Channel 14.**

This is manned by the Harbour Control Officer, who will:

- Receive the primary information about an incident,
- Instigate the initial call-out of the required personnel,
- Activate the initial emergency actions and communication with the incident site.

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## 4.2 Notification – see Action Card 4.4 & appendix A2

Merchant Shipping (Oil Pollution, Response and Co-operation Convention) Regulations 1998.

The associated Statutory Instrument 1056 (Regulation 6) states:

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 HM Coastguard.

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

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### 4.3 Person Sighting the Spill – ACTIONS

Persons Sighting the Spill - ACTIONS	
<b>Cease own operations immediately</b>	
<b><u>Protect your own safety:</u></b> <input type="checkbox"/> Assess the hazards to your life and health <b><u>DO NOT UNDERESTIMATE THE SITUATION</u></b>	
<b>DO</b> Keep upwind of the spillage Keep people away from area Remove all sources of ignition from the area Wait for experienced personnel to arrive	<b>DON'T</b> Approach the area for fear of gas/ explosion Introduce any source of ignition
<b>Report the following:</b> <input type="checkbox"/> Location – In Lat/Long or in relation to a navigation aid/known land mark <input type="checkbox"/> Time of first observation <input type="checkbox"/> Nature – Description of sheen/pollutant <input type="checkbox"/> Extent – Approximate size of Area impacted (Length x Width in meters) <input type="checkbox"/> Water Courses affected – e.g. estuaries, creeks, marshland reed beds. <input type="checkbox"/> The Source – If Known	
<b>IF SAFE AND ABLE:</b> <input type="checkbox"/> Contain or reduce the leak/ spill <input type="checkbox"/> Stay in the vicinity and continue observation <input type="checkbox"/> Prepare to brief arriving personnel, providing the following information if known: <ul style="list-style-type: none"> <li><input type="checkbox"/> Potential hazards</li> <li><input type="checkbox"/> Injuries to personnel</li> <li><input type="checkbox"/> Status of source</li> <li><input type="checkbox"/> Type of oil spilled – if Known</li> <li><input type="checkbox"/> Extent of the spill</li> <li><input type="checkbox"/> Direction of movement of Spill</li> </ul>	

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#### 4.4 Harbour Control Officer - ACTIONS

	Harbour Control Officer - ACTIONS	☑ /Time
1.	Receive notification of an actual/ probable leak/spill	
2.	Note name of caller and telephone number	
3.	Give/obtain critical information using Paragraph 4.2. Emphasise the DOs and DON'Ts	
4.	Request the person sighting/reporting the spill remains available for contact	
5.	Notify Duty Harbour Master	
6.	Start Log	
7.	If confirmation is needed to validate the spill report, request the Harbour Master's Patrol Vessel to investigate: <input type="checkbox"/> IF CONFIRMED: Continue with actions below <input type="checkbox"/> IF FALSE ALARM: Complete Log of all personnel contacted	
8.	Warn other vessels in the harbour to keep clear of the area	
9.	Establish communications link with the incident site	
10.	On the instruction of the Duty Harbour Master, call-out or place on-standby <b>(See PHC Emergency Callout List )</b> Log date and Time when notifying contacts <input type="checkbox"/> MCA <input type="checkbox"/> Oil Spill Management Team <input type="checkbox"/> Tier 2 Contractor (See Appendices) <input type="checkbox"/> Oil Spill Response Teams <input type="checkbox"/> Emergency Services as necessary	
11.	Notify: Port Security/Safety Manager	
12.	Log all personnel contacted	
13.	Closely monitor	
14.	Maintain Log	
15.	Incident Stand down: Complete log with a summary report and forward to the Harbour Master	

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#### 4.5 Harbour Master/Duty Assistant Harbour Master - ACTIONS

	Harbour Master/Duty Assistant Harbour Master - ACTIONS	☑/Time
1.	Assume responsibility from Harbour Control Officer.	
2.	Acquire all relevant information from Harbour Control Officer.	
3.	Make a decision on level of PooleSpill and initial resources required.	
4.	Decide if Oil Spill Management Team required.	
5.	Instruct Harbour Control Officer to implement above.	
6.	Inform Chief Executive and Chairman.	
7.	Ensure all Poole Harbour Commissioners departments are notified.	
8.	Ensure Pollution Report (POLREP) is completed and sent to JRCC. <b>(See 4.5)</b>	
9.	Blank	
10.	Mobilise Poole Harbour Commissioners tug and work boat crews as required.	
11.	If appropriate, liaise with Environment Group.	
12.	Mobilise Harbour Master's oil response team and equipment.	
13.	Prepare Emergency Response Centre.	
14.	Arrange for samples of oil to be taken and clearly labelled with the date, time and location. <b>(See Appendices)</b>	
15.	Arrange for photographic evidence to be taken if appropriate.	
16.	Call in additional office personnel for administration duties as appropriate.	
17.	Call Harbour Engineer if procurement of extra equipment (other than oil pollution equipment) is necessary.	
18.	Call Chief Accountant who will inform insurances.	
19.	Ensure full records are being kept on expenditure.	
20.	Complete Response Centre Initial Incident Report.	
21.	Nominate Recorder for Response Centre to maintain log and incident board.	
22.	Allocate roles to Response Team members upon arrival.	
23.	Arrange long term roster for key personnel if required.	
24.	Review incident, assess incident tier level < >	

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## 4.6 Pollution Report Form

Every identified oil spill, no matter how small, must be reported to National Maritime Operations Centre using the following form.

<b>From:</b>	<b>Harbour Master, Poole</b>
<b>To:</b>	<b>Joint Rescue Co-ordination Centre (JRCC) (zone 18@hmcg.gov.uk)</b>

<b>Pollution Report</b>		
<b>Part 1 – Information which should be provided in an initial pollution report</b>		
A	Classification of report (delete as necessary)	(i) doubtful   (ii) probable   (iii) confirmed
B	Date/time of observation	
	Identity of observer/reporter	
C	Position of pollution (lat & long if possible)	
	Extent of pollution (delete as necessary)	litres/barrels/tonnes
	Estimated size of polluted area	
	Position of observer relative to pollution	
D	Wind speed (knots) and direction from	
	Tidal status when observed (after/before HW/LW)	
E	Weather conditions	
	Sea state and wave height (metres)	
F	Characteristics of pollution	
	Type:	
	Appearance:	
G	Source of pollution	
	Cause of pollution	
H	Details of other vessels in the area	
I	Photographs taken	Yes / no
	Samples taken for analysis	Yes / no
J	Remedial action taken to deal with spillage	
K	Forecast of likely effect of pollution	
L	Names of those informed	
M	Any other relevant information	

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Part 2 - Supplementary Information to be provided later (this may be disregarded when Pollution Reports are for UK internal distribution only)		
N	Results of sample analysis	
O	Results of photographic analysis	
P	Results of supplementary enquiries (eg inspection by surveyors, statements from ship's personnel etc)	
Q	Results of mathematical models	

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## 4.7 Guidance for Completing Pollution Report Form

Part 1: Information which should be provided in an Initial Pollution Report		
A	Classification of report	(i) Doubtful (ii) Probable (iii) Confirmed (delete as necessary)
B	Date and time	Pollution observed/reported, and identity of observer/reporter.
C	Position and extent of pollution and where sighted from	By latitude and longitude if possible. State range and bearing from some prominent landmark and estimated amount of pollution, eg 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 pollution
D	Wind and tide state	Wind speed and direction, tidal status when pollution observed and note how long after/before HW/LW
E	Weather conditions and sea state	Conditions and sea state including wave height
F	Characteristics of pollution	Give type of pollution, eg oil, crude or otherwise; packaged or bulk chemicals, or garbage. For chemicals give proper name or UN number, if known. For all, also give appearance, eg, liquid, floating, solid, liquid oil, semi-liquid sludge, tarry lumps, weathered oil, discolouration of sea, visible vapour, etc
G	Source of pollution	eg from vessel or other undertaking. If from vessel, say whether as a result of apparent 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 underway, give course, speed and destination (if known)
H	Details of other vessels in the area	To be given if the polluter cannot be identified and the spill is considered to be of recent origin
I	Photos and samples taken?	Whether photographs and/or samples have been taken for analysis
J	Remedial action	Taken or intended to deal with spillage
K	Forecast of likely effect	Likely effect of pollution (eg arrival on beach, with estimated timing)
L	Names of those informed other than addressees	See PHC Emergency Contact List held in Harbour Control – and Appendix A3
M	Any other Relevant Information	eg names of other witnesses, references to other instances of pollution pointing to a source
Part 2 - Supplementary Information to be provided later (this may be disregarded when Pollution Reports are for UK internal distribution only)		
N	Results of sample analysis	
O	Results of photographic analysis	
P	Results of supplementary enquiries (eg inspection by surveyors, statements from ship's personnel, etc.	
Q	Results of mathematical models	

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## 5. Assessment

### 5.1 Classification

- The Duty Assistant Harbour Master will be responsible for the initial classification
- Paragraph 6.3 will assist with the technical assessment of the oil spill impact
- The Duty Assistant Harbour Master will be responsible for the confirmation and review of the classification,
- The success of the Action section relies on the correct Tier category being called to trigger the necessary response

The severity of the spill is defined as follows:

TIER	DEFINITION
1	Covers small operational oil spills that can be controlled by the on-site operational personnel, with if necessary, the assistance of the duty on-call technical or maintenance personnel.
2	Medium sized oil spill which requires resources beyond those immediately available to the operators and the duty on-call technical personnel <b>or</b> Any oil spill that involves the mobilisation or communication with external agencies. Such incidents would include oil spills outside design catchment areas.
3	Large oil spill which is beyond the capacity of local and regional resources and require national assistance through implementation of the National Contingency Plan.

### 5.2 Tier 3

In a Tier 3 incident, in addition to the Tier 1 and Tier 2 actions, the Maritime and Coastguard Agency will establish a Marine Response Centre and assume the lead for at-sea pollution response.

Significant 'on shore' consequences will trigger the set-up of a multi-agency Strategic Co-ordinating Group to manage the overall strategic response.

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### 5.3 Assessment Checklist

Assessment Checklist		
This checklist is designed to assist the Duty Harbour Master with the technical assessment of the oil spill incident.		
<input checked="" type="checkbox"/> STEP	DATE .....	TIME.....
		NOTES
<b>SAFETY</b>		<p><b>First priority is the safety of all personnel</b></p> <ul style="list-style-type: none"> <li>Assume there is a vapour discharge</li> <li>If vapour proven prohibit personnel entry</li> <li>Eliminate all sources of ignition</li> <li>Communicate with incident site at safe range</li> <li>Identify 2 means of communication in case of failure</li> </ul>
<input type="checkbox"/>	Assess the safety hazards	Refer Paragraph 6.4
<input type="checkbox"/>	Establish the location of the incident	Consult with the Incident Site
<input type="checkbox"/>	Identify suitable approach routes	Relay back to Poole Harbour Control
<input type="checkbox"/>	Determine the approximate extent of contamination to include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Current size</li> <li><input type="checkbox"/> Final size</li> <li><input type="checkbox"/> Movement</li> </ul>	<p>Consider:</p> <ul style="list-style-type: none"> <li>If on land: soil retention capacity</li> <li>If underground: groundwater movement</li> <li>If on watercourse: current speed</li> <li>If in harbour: tidal conditions (see below)</li> </ul>
<input type="checkbox"/>	Arrange for photograph record to be taken	
<input type="checkbox"/>	Determine the final size of the spill	
<input type="checkbox"/>	Determine if any oil has entered any streams or ditches	
<input type="checkbox"/>	Make a careful check of all drainage pipes in the area	
<input type="checkbox"/>	Identify any threatened sensitive areas	
<input type="checkbox"/>	Are any water courses under threat	
<input type="checkbox"/>	Are any ground waters under threat	
<input type="checkbox"/>	Obtain tidal predictions	
<input type="checkbox"/>	Obtain wind direction/speed and barometric pressure vapour cloud movement	

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## 6. On-Scene Response

### 6.1 Summary

Poole Harbour Commissioners and the individual terminal operators all hold sufficient equipment and trained personnel to deal with a Tier One response to oil pollution. It is likely that most Tier One actions will be completed by the responsible operator without the need for an Oil Spill Management Team or Emergency Response Centre being activated.

In a Tier Two incident (or Tier One which has escalated or been under-estimated), the Harbour Master will decide whether an Oil Spill Management Team (see Paragraph 7) and Tier 2 Response Contractor (see Paragraph 6.6) is required, he will take the necessary steps to activate the Emergency Response Centre and Tier 2 Contractor (see Appendices).

Poole Harbour Commissioners also have response equipment and a specialist oil pollution advisor available from the Perenco Response Base, Hamworthy under the Memorandum of Understanding between Poole Harbour Commissioners and Perenco UK Ltd.

The four principle aims of managing the response to any incident are:

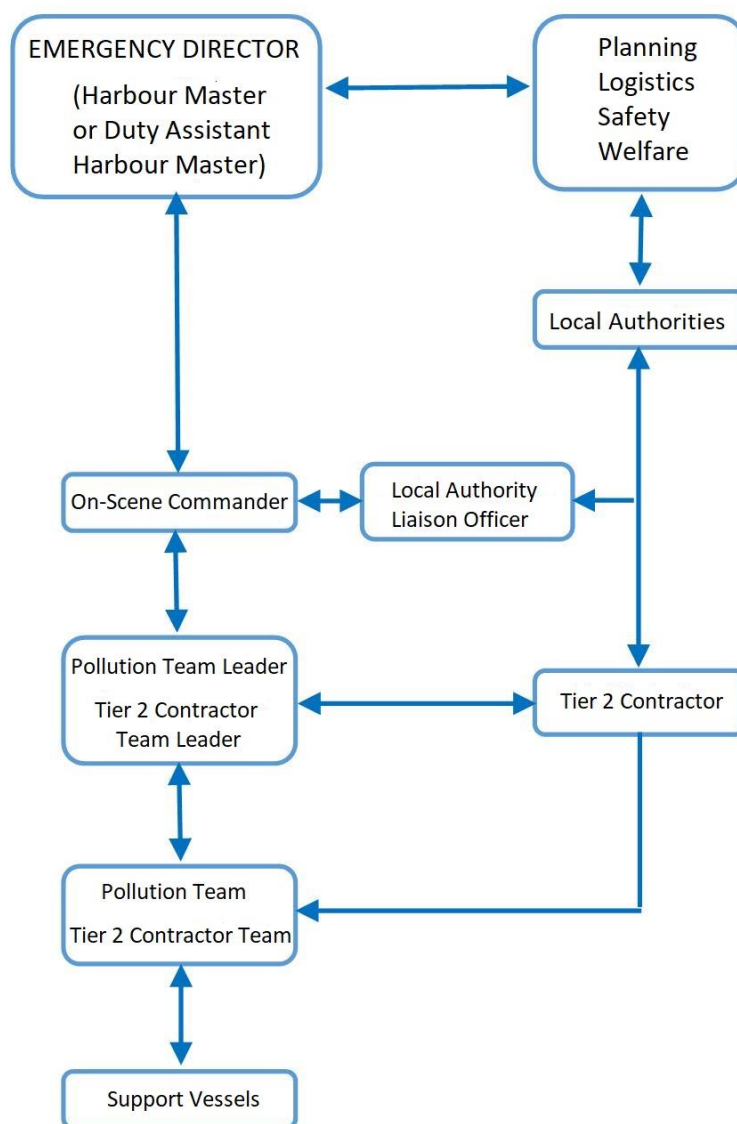
1. To protect public health
2. To prevent pollution occurring
3. To minimise the extent of any pollution that does occur
4. To mitigate the effects of any pollution

When an incident occurs, a tiered response considers:

1. The risk of pollution
2. The type of pollution
3. The actual/potential scale of pollution
4. Environment conditions
5. Resource requirement – personnel and equipment
6. The potential for a long-term response requirement
7. The need for maritime intervention
8. The geographical location and physical extent

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## 6.2 Oil Spill Response Team Organisation



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### 6.3 On-Scene Commander Actions

On-Scene-Commander - Actions		
<input checked="" type="checkbox"/> STEP	DATE ..... TIME.....	NOTES
<input type="checkbox"/> Arrive at incident site and assume overall responsibility for on-site operations		Remember that safety is the first priority
<input type="checkbox"/> Start and maintain a Log		Record all actions, decisions taken & communications made throughout the incident
<input type="checkbox"/> Meet with the person sighting the spill		Double check the details
<input type="checkbox"/> In the case that the Pollution Team Leaders arrived first – request an up to date briefing		
<input type="checkbox"/> Ensure site assessment has been carried out and relay any information to the Response Centre		Refer Paragraph 6.4 and consult with the Pollution Team Leader
<input type="checkbox"/> Verify status of pollution source and act accordingly		
<input type="checkbox"/> Ensure that communication is maintained with the Emergency Response Centre		
<input type="checkbox"/> Work alongside the Pollution Team Leaders to formulate a suitable strategy for the spill		
<input type="checkbox"/> If not already done request Emergency Director to mobilise <input type="checkbox"/> Pollution Response Personnel <input type="checkbox"/> Response Centre Personnel		
<input type="checkbox"/> Request despatch of equipment as required for the spill		
<input type="checkbox"/> Brief the Pollution Response Team as to the aims and objectives of the strategy		
<input type="checkbox"/> Act as liaison with the Emergency Services and other Public bodies at Incident Site.		Advise on operational circumstances of the incident.
<input type="checkbox"/> Co-ordinate activities of Pollution Response Teams		Remember to look after their welfare i.e., safety, warmth, food, water
<input type="checkbox"/> Maintain regular briefings		
<input type="checkbox"/> Provide the Response Centre Team with regular Progress Reports		
<input type="checkbox"/> Be prepared to alter the strategy according to new information/ circumstances		

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## 6.4 Site Safety & Health Checklist (1 of 2)

Site Safety & Health Checklist (1 of 2)					
This assessment should be carried out prior to the commencement of operations, used as a briefing instrument and updated as and when operational situations change.					
1. APPLIES TO SITE:					
2. DATE:		3. TIME:		4. INCIDENT:	
5. PRODUCT (S):					(Attach MSDS)
6. Site Characterisation					
6a. Area	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Harbour	<input type="checkbox"/> Sandy	<input type="checkbox"/> Salt marsh	<input type="checkbox"/> Mudflats
6b. Use	<input type="checkbox"/> Public	<input type="checkbox"/> Recreational	<input type="checkbox"/> Residential	<input type="checkbox"/> Other	
7. Site Hazards					
<input type="checkbox"/>	<input type="checkbox"/> Boat safety	<input type="checkbox"/> Machinery noise	<input type="checkbox"/> Motor vehicles		
<input type="checkbox"/>	<input type="checkbox"/> Work near water	<input type="checkbox"/> Manual handling/Lifting	<input type="checkbox"/> Trenches, excavations		
<input type="checkbox"/>	<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> UV radiation	<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/>	<input type="checkbox"/> Cold stress	<input type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Fire, explosion		
<input type="checkbox"/>	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Weather/ Tides		
<input type="checkbox"/>	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Machinery operations	<input type="checkbox"/> Areas of soft mud		
<input type="checkbox"/>	<input type="checkbox"/> Others	<input type="checkbox"/> Proximity to contaminants			
8. Air Monitoring Yes or No					
<input type="checkbox"/> Product Type, Age and prevailing weather conditions should be taken into account in this assessment					
9. Personal Protective Equipment: Enter in Box. 1. At All Times. 2. As Specified					
<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. Emergency Plan					
<input type="checkbox"/>	Alarm system				
<input type="checkbox"/>	Evacuation plan				
12. Contact details:					
<input type="checkbox"/>	Poole Harbour Commissioners Emergency Response Centre	Phone	01202 667172 / VHF Radio CH14		
<input type="checkbox"/>	Poole Harbour Control	Phone	01202 440230 / VHF Radio CH14		
<input type="checkbox"/>	Emergency Services	Phone	999		
<input type="checkbox"/>	Poole Harbour Commissioners Reception	Phone	01202 440200		
<input type="checkbox"/>	Other				
14. Date/Time Plan Completed					
15. Plan Completed by					

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6.4 Continued (2 of 2)

Site Name	
Site/Map Location	

Site sketch including work zones, muster point, command point etc.

## 6.5 Safety Guidance Notes

**Safety must always be the prime consideration during an operation. The following summary of safety precautions is to be implemented:**

1. Liaise with the authorities Where there is a risk to personnel or the general public from hazardous substances - particularly with the Fire and Rescue service and police
2. Arrange check-in times with the control centre using the portable cellular telephone or radio from outside of the hazard zone. Identify the nearest available telephone in case of failure of the cell phone.
3. If a flammable mixture is suspected, atmosphere monitoring should be carried-out. Personnel must not work in an atmosphere of over 25 % Lower Explosive Limit.
4. Display warning notices and limit public access.
5. Ask the landowner if he knows of any local hazards, particularly underground pipes and cables.
6. Check for pipes, drains and cables when hammering stakes into the ground.
7. Check for overhead cables.
8. Personnel should wear adequate protective clothing i.e. Safety boots, boiler suits, safety helmets, gloves, eye protection, etc.
9. Lifejackets must be worn when working in boats.
10. Personnel working on soft mud must wear safety lines.
11. Monitor weather conditions to ensure safe vessel operations.
12. Log all response personnel's NAME, SITE LOCATION AND TIME SHIFT COMMENCES with the Emergency Response Centre.
13. All accidents and injuries must be reported to the Emergency Response Centre and entered in site log.

**During any excavation work special precautions must be observed.**

1. Excavations more than 1.3m (4') deep must be shored or battered back to a safe angle to comply with the requirement of the construction (general provisions) regulations 1961.
2. Each day, before men begin work in any excavation below 4' deep, it must be inspected by a competent person and certified safe.

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3. Spoil must be kept clear of the edge of the excavation
4. Plant and equipment must be positioned in such a way that it will not cause the collapse of an excavation.
5. When an excavation encroaches on pedestrian or vehicular access, these barriers must be illuminated during the hours of darkness.
6. If at any time during excavation, a cable, cable tile or cable identification tape is exposed, work must cease and advice sought from the electrical or control engineer.
7. Where practicable, any excavation, which crosses a roadway, should be carried-out in two parts in order to maintain access for emergency vehicles.

## 6.6 Tier 2 Contractor

Guaranteed Tier 2 / 3 response is available from the Tier 2 responder contracted under the terms and conditions of the Poole Harbour Commissioners Participant Agreement.

The Tier 2 responder is on call 24 hours a day, ready to respond to incidents. Any incoming call will always be answered in person and diverted to the Duty Manager for immediate attention. Any request for Tier 2 services must come from the Harbour Master or his/her nominated authority.

(See Appendices)

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## 7. Incident Command

### 7.1 Overview

If the Duty Harbour Master considers that an Oil Spill Management Team is required, it will be established in Poole Harbour Commissioners Emergency Response Centre and will consist of representatives from some or all the organisations identified in Paragraph 7.2.

Under the overall direction of the Harbour Master, the Oil Spill Management Team will co-ordinate the efforts to deal with Tier One (if activated) and Tier Two incidents. In the event of a Tier Three spill, the Maritime and Coastguard Agency may assume overall control, whereupon the Oil Spill Management Team will play a supportive role.

The Incident Team expands and contracts whilst ensuring that the critical incident management functions are addressed and that an appropriate level of response can be provided to deal with the ever-changing requirements of an incident.

The Incident Team builds from the top down with responsibility and performance placed initially with the Emergency Director (Harbour Master).

The team develops under the standard format and, as needed, separate 'Sections' are expanded with specialist functional 'Units' established.

Not all the positions will be needed at any one time and for the majority of incidents, key representatives will be able to manage and assess some or all the functional issues and activities involved.

The Oil Spill Management Team Chart (see 7.2) should be used as a checklist to ensure that all activities are covered.

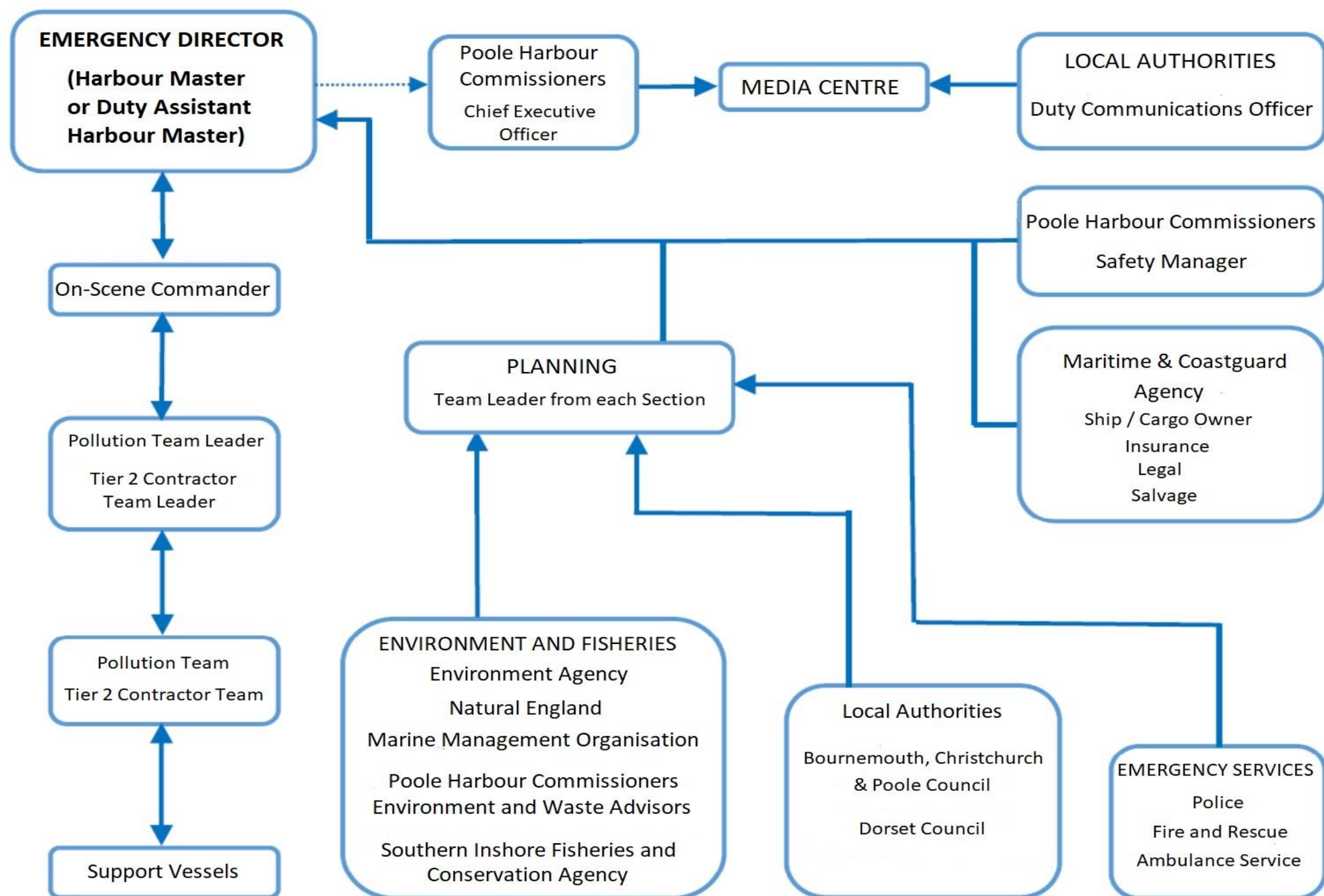
A team leader will be nominated for each unit. Objectives are to be defined, and progress towards achievement is to be closely monitored.

The specific team members involved in any given incident will be based upon the management needs of the incident and may vary in composition and size throughout the response.

A full-scale Tier 3 incident may have a management team as depicted (see 7.4). The Emergency Response Centre is an integral part of that framework.

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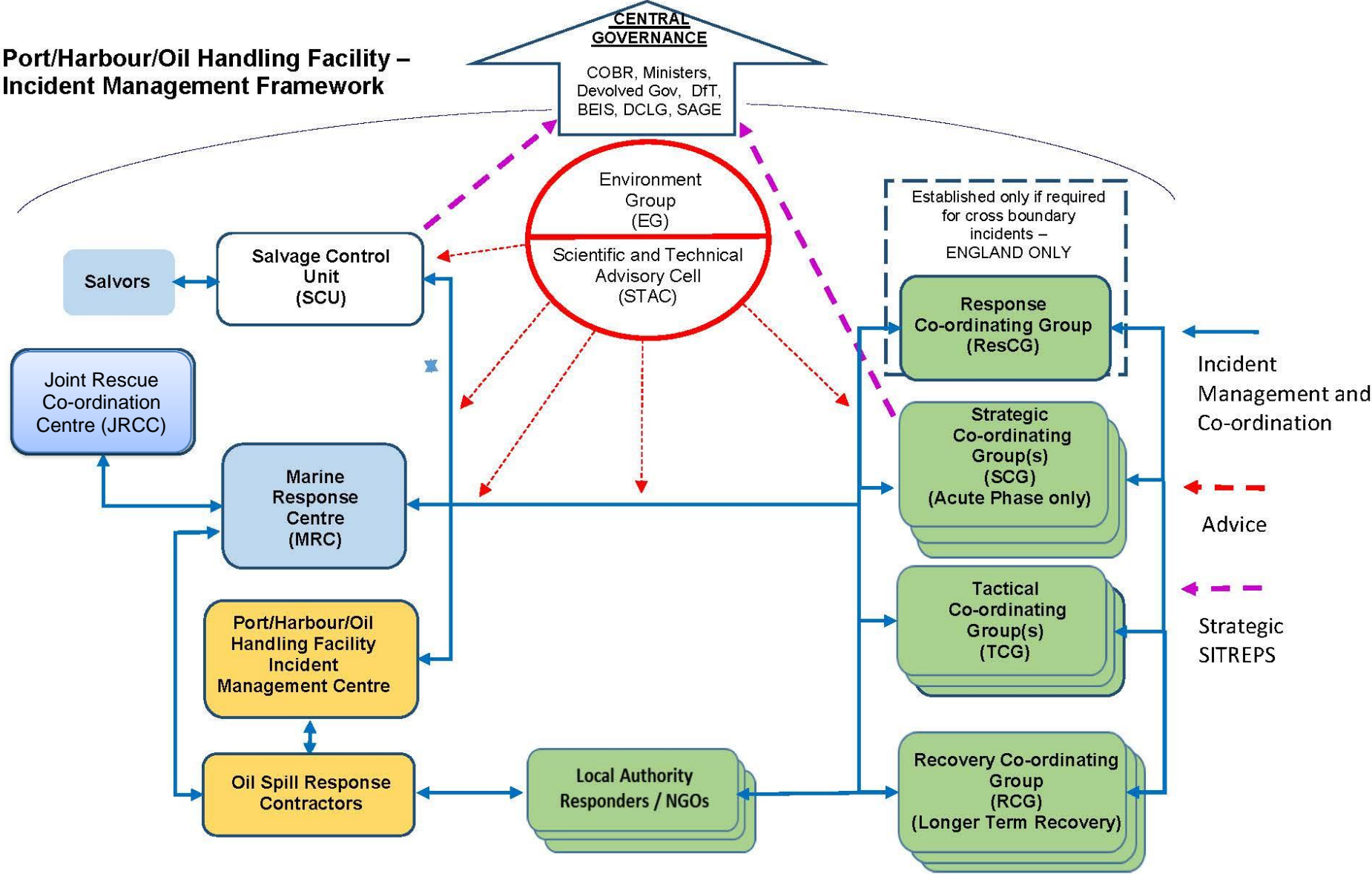
## 7.2 Oil Spill Management Team



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7.3 Oil Spill Management Team Tier 3



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## 7.4 Emergency Response Centre

The Emergency Response Centre is located in the Training Suite (Unit 4).



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### 7.5 Oil Spill Management Team – Action Checklist

Oil Spill Management Team – Action Checklist			
	Action	By	☑/Time
1.	Take charge of the incident from the Harbour Control Officer	Harbour Master	
2.	Obtain the latest incident report from the On-Scene Team	Harbour Master	
3.	Start and maintain personal event logs (see 7.7)	All	
4.	Complete incident summary and distribute (see 7.6)		
5.	Ensure SITREP boards are displayed & maintained		
6.	Obtain the relevant maps/ charts for impact assessment		
7.	Identify environmental resources at risk from pollution in consultation with Environment Group if activated.	Environment Group	
8.	Ensure all necessary notifications are made		
9.	Consult / Mobilise Oil Spill Response Organisation (OSRO) for response strategy advice		
10.	Formulate strategy in support of the On-Scene Team		
11.	Hold EMERGENCY RESPONSE CENTRE Team briefings as required		
12.	Ensure all expenditure is recorded		
13.	Notify appropriate public / statutory bodies of the incident		
14.	Ensure a safe system of work at the incident scene		
15.	Confirm source and extent of the spill		
16.	Confirm notifications have been carried out		
17.	Check the appropriate reports have been/are sent		
18.	Check site monitoring and evaluation underway		
19.	Organise air surveillance platform for trained observer		
20.	Place off-duty response personnel on stand-by		
21.	Identify and request additional support as required		
22.	Check the progress of the response		
23.	Double check all the incident facts		
24.	Place higher Tier resources on standby if appropriate		

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## 7.5 Continued

	Action	By	☑/Time
25.	Asses the migration of the oil and possible repercussions		
26.	Arrange for photographs to be taken and the collection and analysis of oil samples		
27.	Obtain regular weather forecasts from the Met. Office		
28.	Prepare a press statement		
29.	Assess the impact / potential impact		
30.	Recommend strategy(s) to minimise environmental impact in consultation with OSRO.		
31.	Post Incident Hourly Sit. Rep and time out briefings		
32.	Organise a rotation system to relieve the Response Team		
33.	Organise a shift system for the On-Scene Team		
34.	Set the priorities for mitigating the damage		
35.	Monitor the media and public relations	Media / Public Relations	
36.	Provide public health information	Local Authority	
37.	Track resources in use/ on stand-by/ defective/ in transit		
38.	Maintain liaison/ consultation with external organisations		
39.	Review the need for a Business Recovery Planning Team		
40.	Call out higher Tier service provider (if required)		
41.	Organise boundary security at all storage/ work sites		
42.	Establish a claims procedure		
43.	Give notice to waste disposal contractor(s)		
44.	Implement a post spill monitoring program		
45.	Order consumables e.g. sorbents, PPE etc. in advance		
46.	Establish a health & safety program		
47.	Ensure all workers receive minimum required level PPE		

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## 7.5 Continued

<b>TRANSITION FROM EMERGENCY TO PROJECT</b>			
#	Action	By	☑/Time
48.	Appoint and brief Project Team Leader		
49.	Liaise with Environment Agency to organise temporary storage		
50.	Organise transportation of oil/waste to temporary storage		
51.	Organise transportation from temporary to final storage		
52.	Organise treatment of waste products		
53.	Organise decontamination station(s)		
54.	Organise environmental monitoring program		
55.	Liaise for the setup of a wildlife rehabilitation centre		
56.	Monitor progress		
57.	Agree completion criteria with regulators		
58.	Terminate clean-up once completion criteria met		
59.	Co-ordinate demobilisation of the equipment		
60.	Co-ordinate rehabilitation the equipment		
61.	Co-ordinate replacement of damaged equipment		
62.	Co-ordinate return of equipment to stand-by		
63.	Investigate the root cause of the spill		
64.	Complete Incident Report Form		
65.	Prepare an incident debrief involving all key personnel		
66.	Write report		
67.	Implement recommendations		
68.	Revise the Oil Spill Contingency Plan		

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## 7.7 Incident Log Sheet

Incident	
Completed by	

[illegible]

## 8. Environment

### 8.1 Environmental Sensitivities of Poole Harbour

Poole Harbour is a designated Area of Outstanding Natural Beauty. The area also contains a number of nature conservation designations, international: (Special Protection Area, RAMSAR, Special Area of Conservation), national: (Site of Special Scientific Interest, National Nature Reserve), and local: (Site of Nature Conservation Interest) which all aim to protect the variety of habitats present and the species they contain. The majority of the harbour comprises of mudflats, salt marshes and reed beds in the intertidal zone. The northern part of the harbour has a high amenity value and Poole itself is a busy port.

In the event of an oil spill in Poole Harbour or entering Poole Harbour a prioritisation to the environmental sensitivities of the harbour must be taken. This will include, where possible, the protection of sensitive areas from becoming contaminated and also in the clean-up strategy in the event oil is deposited. For example; oil deposited on mudflats and salt marshes would be left alone since damage to the physical structure of these areas would be the result through trampling and disturbance of the vegetation and sediments. Maps (8.2 & 8.4) show the habitat types and key ecologically sensitivities within Poole Harbour and give them a ranking against each other in terms of increasing sensitivity.

The shoreline of Dorset has also been considered on a District by District basis for clean up after a major spill. The evaluation of priorities took into account these environmental sensitivities as well as geographical, access and socio-economic aspects. Each stretch of coastline including Poole Harbour has been assessed for clean-up purposes in summer and winter according to the following grading system.

- Green: Clean immediately
- Red: No immediate action – consider again
- Blue: Leave alone

However, these priorities for action may change because of circumstances prevailing at the time, depending on for example, prevailing weather, type of oil, etc. but otherwise they are **agreed policies** for the Poole Harbour shoreline.

Maps 8.2 & 8.4 should be read in conjunction with table 8.3 showing agreed clean up methods for different habitat, shoreline types and structures that could be contaminated with oil in the event of an incident, before the final clean up method is agreed.

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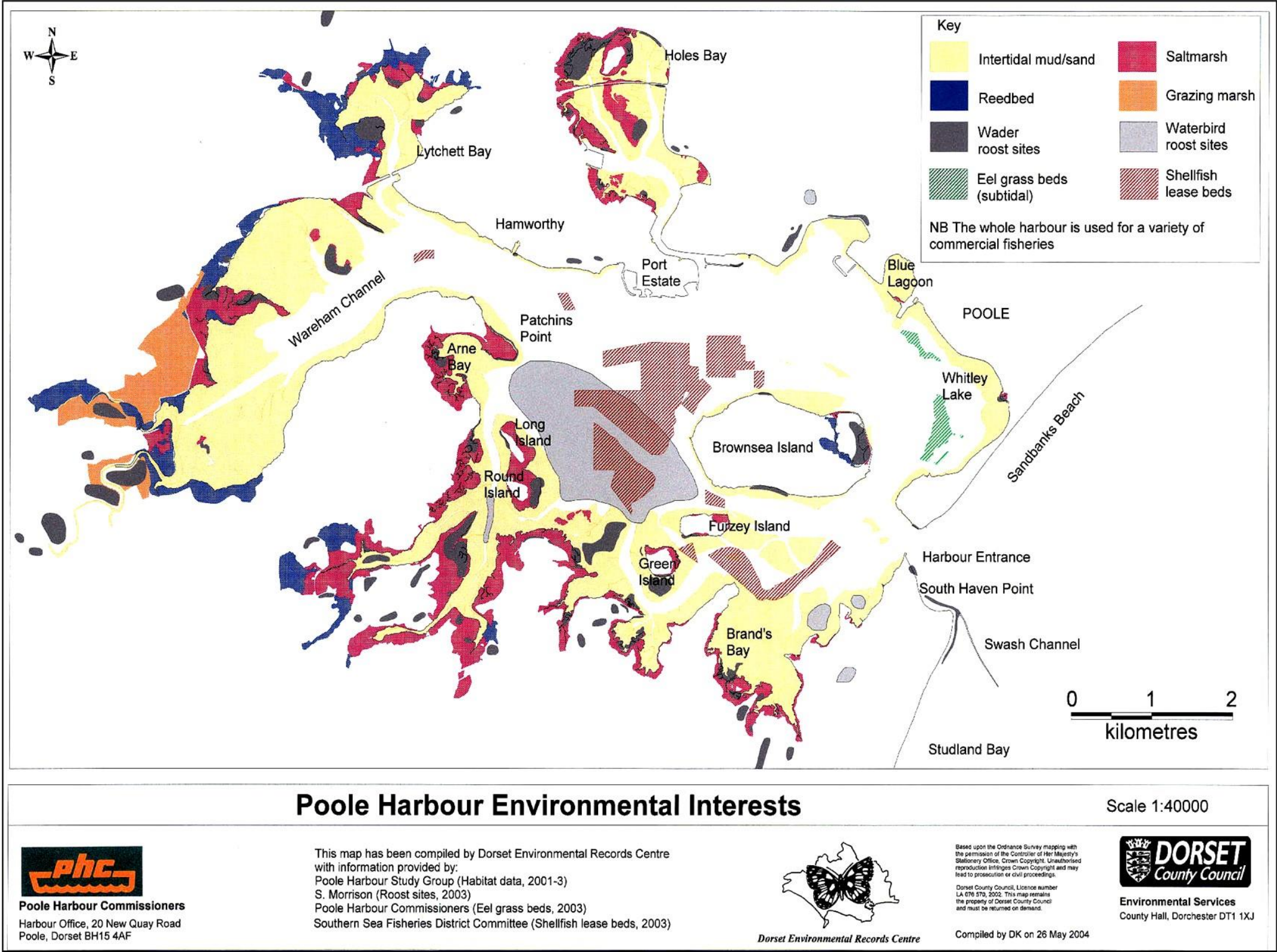
Further information to assist in this decision making process can be found in the:

- Dorset Council – Coastal Pollution Clearance Plan, Dorset Standing Environment Group.
- Perenco UK mobilise the Oil Spill Response Ltd on call advisors using their “Shoreline Clean up Assessment Technique I” (SCAT) to prioritise shoreline clean-up

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8.2 Poole Harbour Environmental Interests



8.3 Poole Harbour Clean-up Options Matrix – to be read in conjunction with maps 8.2 & 8.4

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Clean up Options		Shore / Coast Type					
		Salt Marsh & Eelgrass	Tidal Mudflat	Mixed Sand / Gravel Beach	Course / Fine Sand Beach	Concrete Walls & Slipways	Boats
Natural Clean-up	Leave Alone and monitor	Preferred	Preferred	Alternative	Alternative	To be Avoided	Do not use
Manual Methods	Deployment of containment booms	Alternative	Alternative	Alternative	Alternative	To be Avoided	Do not use
	Use of sorbent materials	Alternative	Alternative	Alternative	Alternative	To be Avoided	Do not use
	High water mark debris collection	To be Avoided	To be Avoided	Preferred	Preferred	Alternative	
	Collection of oiled debris	Alternative	Alternative	Alternative	Alternative	Alternative	
	Cutting and removal of oiled vegetation <b>Natural England Approval required</b>	Alternative		Alternative Back shore	Alternative Back shore		
Mechanical Methods	Recovery of oil by skimming and pumping to temporary storage area	Alternative	Alternative	Alternative	Alternative	Preferred	Preferred
	Recovery of oiled surface sediments using earth moving equipment surface <b>Natural England Approval required</b>	Alternative	Do not use	Alternative	Alternative		
	High volume / Low pressure Flushing with salt water	Alternative	To be Avoided	Alternative	Alternative	Preferred	Alternative
	Hot water / Steam treatment	Do not use	Do not use	To be Avoided	Do not use	Alternative	Alternative
Bioremediation	Oil biodegradation <b>MARINE MANAGEMENT ORGANISATION Approval required</b>	Preferred	Preferred	Alternative	Alternative		
Chemical Methods	Approved dispersants <b>MARINE MANAGEMENT ORGANISATION Approval required</b>	Do not use	Do not use	Do not use	Do not use	To be Avoided	To be Avoided
	Dispersing gels <b>MARINE MANAGEMENT ORGANISATION Approval required</b>	Do not use	Do not use	Do not use	Do not use	To be Avoided	To be Avoided

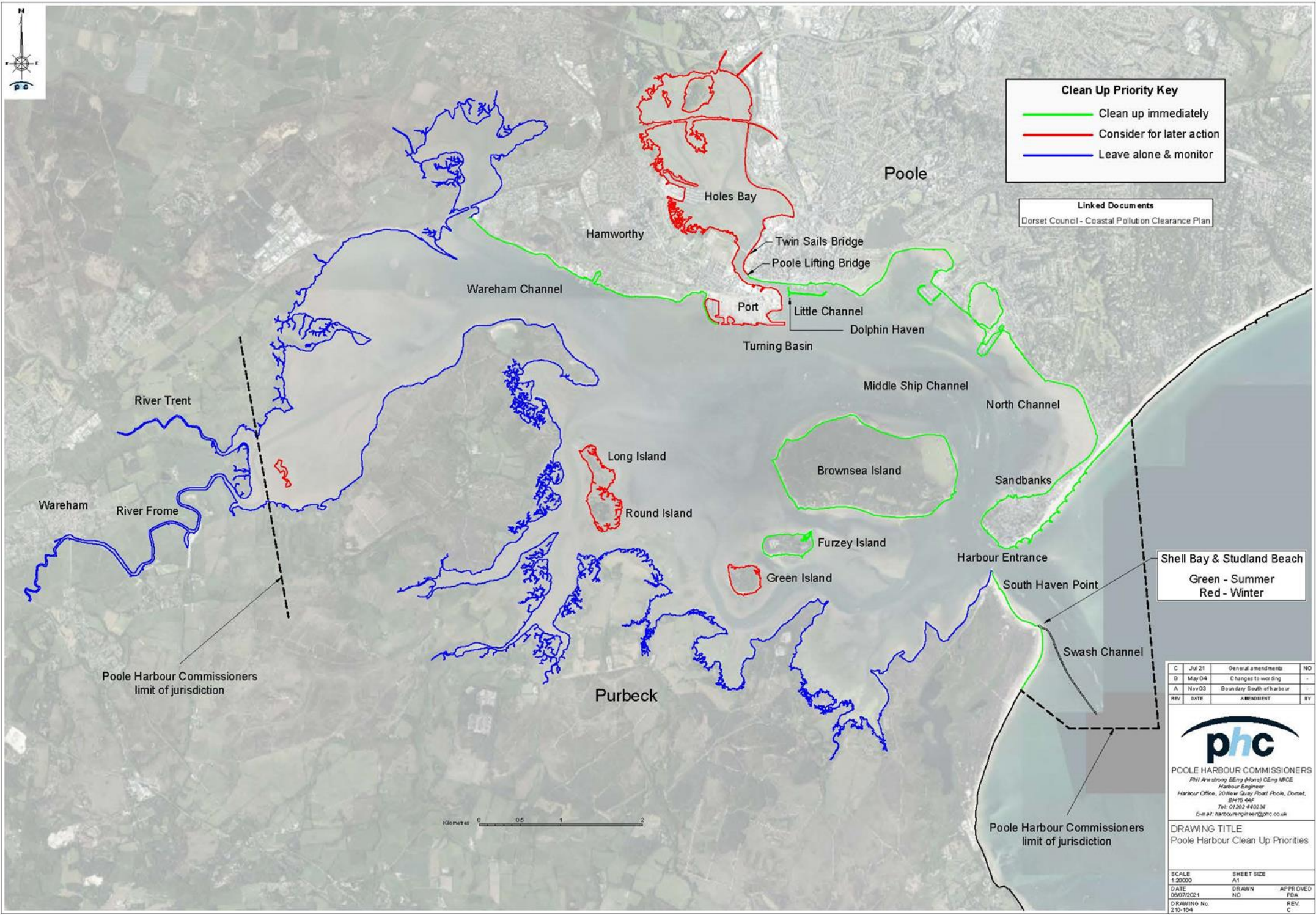
## Key:

Preferred Option / Method: Where more than one preferred option is given, conduct both activities simultaneously	Do not use
Alternative option / method: One or more of the alternative options may be used	Not applicable
To be avoided	

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8.4 Poole Harbour Clean Up Priorities.



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## 9. General Strategy

### 9.1 Summary

Guidelines have been developed for the two types of oil which could be spilled within the harbour area. Figs. 9.2 and 9.3 give an indicative path to mitigate the effects of an oil spill, consistent with safe practice and net environmental benefit. In the event of a Tier Two incident, or a Tier One Incident which escalates, immediate consultation must be made with Natural England, Marine Management Organisation, Environment Agency, Southern Inshore Fisheries & Conservation Authority and Local Authorities in order that the most appropriate response strategy can be determined.

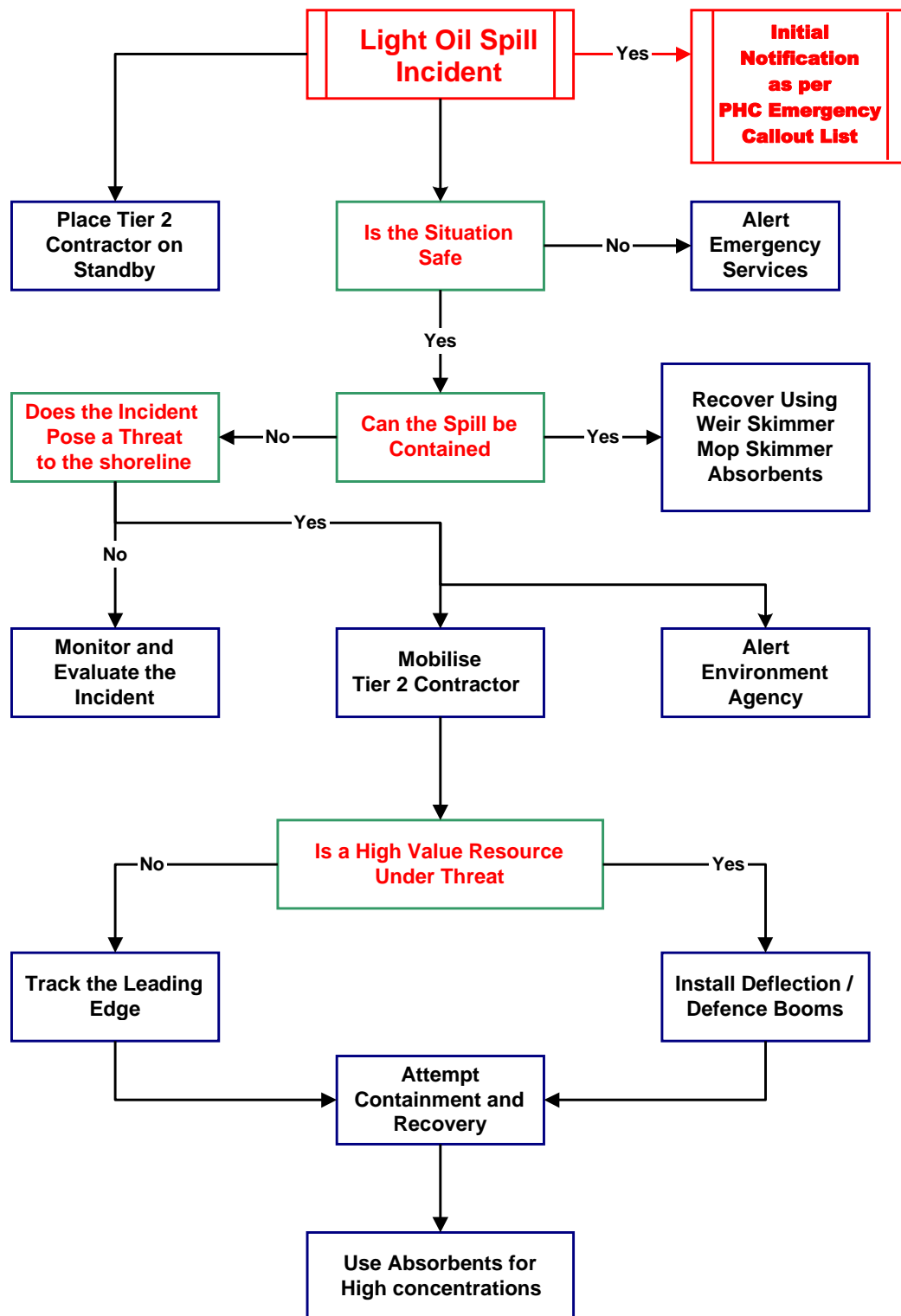
Oil Type	Specific Gravity	Characteristics	Examples
Light Oils	<0.8	Non-persistent Volatile	Motor Spirits Kerosene, Diesel
Heavy Oils	>0.9	Persistent Viscous Emulsion	Intermediate Fuel Oil

- Any clean-up operation should not cause further damage than leaving the oil in situ
- Collection of any loose material, where possible, should always be undertaken to minimise the potential spread of the oil
- For shorelines that are comprised of loose material, boulders, cobbles etc. the recommended technique is for low pressure, high volume washing to be used in combination with booms and sorbent material
- Caution should be used when using heavy plant machinery on mud or sand habitats even those that are thought to be hard packed to avoid entraining oil deeper into the mud / sand

Natural England cautions against blanket assumptions and advises that incident specific advice should always be sought from the local Environment Group / Natural England before deciding any incident specific clean up strategy.

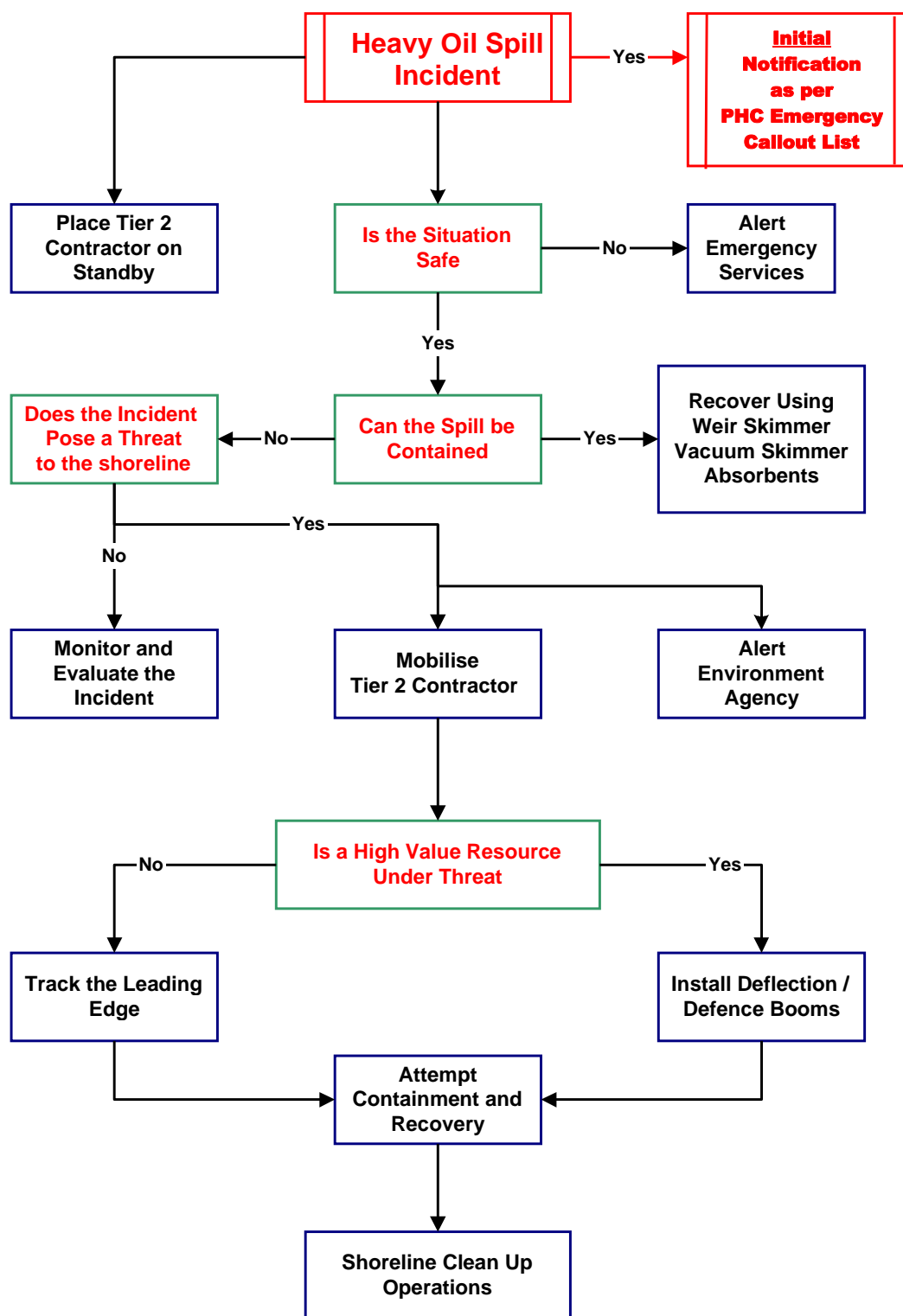
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## 9.2 Light Oil Response Guidelines



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### 9.3 Heavy Oil Response Guidelines



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## 9.4 Strategy for Immediate Responses to Pollution on the Water

### Non Persistent Oil

Motor Spirit, Diesel, Gas Oil / Kerosene

- Stop any operations as soon as possible.
- Report emergency. See Paragraph 4.2
- Remove all sources of ignition.
- Isolate the source.
- **Do not** attempt any operations that may result in a spark occurring (outboard engines, electrical equipment, Mobile Phones, non-intrinsically safe Radios, Vacuum Recovery Systems etc.).
- 'Monitor and Evaluate'.
- Contain the spillage using absorbent booms. Mop up large concentrations where possible.
- Attempt to recover thick concentrations of Diesel / Gas Oil / Kerosene using a skimmer.
- **Note.** The volatility of the products dictates that vacuum equipment should not be used.
- **Important Note.** Due to the high risk of explosion, a high degree of care is required when attempting to deal with gasoline. Containment may not always be appropriate.

### Persistent Oil

Lubricating Oil, Hydraulic Oil, Intermediate Fuel Oil

- Stop any operations as soon as possible.
- Isolate the source.
- **Initiate notification procedure.**
- 'Monitor and Evaluate'.
- Attempt to contain the spill on water by the use of Tier 1 booms.
- Attempt to recover thick concentrations by using a skimmer system / vacuum trucks (when available).

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## 10. Site Specific Strategies

### 10.1 Summary

Poole Harbour Commissioners have responsibilities as landowner for the foreshore at the locations listed in table 10.2 below. The list of site-specific information and generic risk assessments are for guidance on possible responses to oil spills. Considerations should be included in the initial planning for Seasonal Variances at the location, Current and Predicted Weather.

In tidal areas current and predicted tidal heights with weather and barometric adjustments made if necessary, Spring and Neap Tides may require different containment configurations.

### 10.2 Areas of Responsibilities

No.	Title
10.3	Blue Lagoon Site Specific Information
10.4	Blue Lagoon Site Specific Generic Risk Assessment
10.5	Whitley Lake Site Specific Information
10.6	Whitley Lake Generic Risk Assessment
10.7	Poole Quay and Commercial Port Site Specific Information
10.8	Poole Quay and Commercial Port Generic Risk Assessment
10.9	Holes Bay Site Specific Information
10.10	Holes Bay Generic Risk Assessment

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### 10.3 Blue Lagoon Site Specific Data

<p><b>Description</b></p> <p>The Blue Lagoon is a natural bay in the north eastern part of Poole Harbour with a manmade breakwater. Small yachts use it as an anchorage. The entrance is approximately 25m wide. The eastern side of the entrance consists of rubble encased in wire mesh to a height of approximately 2m. Access is limited to the foreshore due to residential development. It is possible to walk to the end of the breakwater from the car/boat park at the Salterns Marina. The western breakwater is a concrete structure, which has partially collapsed, particularly at the western end.</p>
<p><b>Foreshore Type</b></p> <p>Gravel and sand leading to muds within the inter-tidal zone.</p>
<p><b>Environmental Data</b></p> <p>Blue Lagoon is part of the Poole Harbour Habitats and Coastal Schedule, which consists of Site of Special Scientific Interest, Special Protection Area and RAMSAR.</p> <p>Blue Lagoon is a key site for overwintering roosting and feeding waders and waterfowl which feed on the extensive mudflats and raft on the open water. Breeding Common tern, Sandwich tern and Mediterranean Gull may also use the site for foraging. Reedbeds fringe some parts of Blue Lagoon.</p>
<p><b>Response</b></p> <p>The approach to the entrance of the lagoon is only about 0.75m deep for a distance of approximately 250m (water depths were measured 1 hour after low water neap tides). At the entrance of the Lagoon the water depth is approximately 2m in the middle and about 1m at the edges. Tidal currents are running through the entrance at a rate of 1.5 knots.</p> <p>The velocity of tidal current at the entrance to the Blue Lagoon means that a boom would have to be laid in a chevron shape. Using this type of boom layout in a moderately strong tidal current will mean that there is less chance of oil running under the boom than if a boom were laid in the usual position to the current direction. The boom would need to be laid in two 25m sections anchored taking into consideration prevailing and predicted weather and tidal conditions. This will give a distance of 21m from the entrance to the lagoon. The sea floor consists of a layer of soft mud of 10cm in depth. The consistency of the substrata is of firmer mud. Sufficient anchorage for the boom will therefore be provided by two 20kg Bruce anchors. During Spring Tides a larger configuration may be considered to protect the lower sections of the breakwater.</p>
<p><b>Safety</b></p> <p>Material Safety Data Sheets should be consulted to identify Health and Safety issues and the appropriate PPE as part of the response planning, site assessment and team briefing.</p>
<p><b>Other Reference Documents</b></p> <p>Dorset Council – Coastal Clearance Plan, Dorset Resilience Forum  Perenco UK Shore-line Clean up of Poole Harbour  Admiralty Charts  Tidal Prediction Tables  Met Office – Weather Forecasts  Scientific, Technical and Operational Advice Notices – Health &amp; Safety Guidance  Site Risk Assessments</p>

### 10.4 Blue Lagoon Generic Risk Assessment

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<b>This assessment should be carried out prior to the commencement of operations, used as a briefing instrument and updated as and when operational situations change.</b>					
<b>1. APPLIES TO SITE:</b>		<b>Blue Lagoon – Poole Harbour</b>			
<b>2. DATE:</b>		<b>3. TIME:</b>		<b>4. INCIDENT:</b>	
<b>5. PRODUCT (S):</b>		<input type="checkbox"/> (Attach MSDS)			
<b>6. Site Characterisation</b>					
<b>6a. Area</b>	<input checked="" type="checkbox"/> Shoreline	<input checked="" type="checkbox"/> Harbour	<input checked="" type="checkbox"/> Sandy	<input checked="" type="checkbox"/> Salt marsh	<input checked="" type="checkbox"/> Mudflats
<b>6b. Use</b>	<input checked="" type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Other	
<b>7. Site Hazards: 1. <input checked="" type="checkbox"/> Known Hazards 2. <input type="checkbox"/> To Be Assessed</b>					
<input checked="" type="checkbox"/> Boat safety	<input checked="" type="checkbox"/> Machinery noise		<input type="checkbox"/> Motor vehicles		
<input checked="" type="checkbox"/> Work near water	<input checked="" type="checkbox"/> Manual handling/Lifting		<input checked="" type="checkbox"/> Trenches, excavations		
<input checked="" type="checkbox"/> Chemical hazards	<input type="checkbox"/> UV radiation		<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/> Cold stress	<input checked="" type="checkbox"/> Slips, trips and falls		<input type="checkbox"/> Fire, explosion		
<input type="checkbox"/> Heat stress	<input checked="" type="checkbox"/> Equipment operations		<input checked="" type="checkbox"/> Weather/ Tides		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Machinery operations		<input checked="" type="checkbox"/> Areas of soft mud		
<input type="checkbox"/> Others					
<b>8. Air Monitoring</b> Yes or No					
<input type="checkbox"/> Product Type, Age and prevailing weather conditions should be taken into account in this assessment					
<b>9. Personal Protective Equipment: Enter in Box. 1. At All Times. 2. As Specified</b>					
<input checked="" type="checkbox"/> Foot Protection	<input checked="" type="checkbox"/> Coveralls				
<input checked="" type="checkbox"/> Head Protection	<input checked="" type="checkbox"/> Impervious Suits				
<input checked="" type="checkbox"/> Eye Protection	<input checked="" type="checkbox"/> Personal Floatation				
<input checked="" type="checkbox"/> Ear Protection	<input type="checkbox"/> Respirators				
<input checked="" type="checkbox"/> Hand Protection	<input type="checkbox"/> Other				
<b>10. Location of Site Facilities</b>					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
<b>11. Emergency Plan</b>					
<input type="checkbox"/> Alarm system					
<input type="checkbox"/> Evacuation plan					
<b>12. Contact details:</b>					
<input type="checkbox"/> Poole Harbour Commissioners Emergency Response Centre		Phone	01202 667172 / VHF Radio CH14		
<input type="checkbox"/> Poole Harbour Control		Phone	01202 440230 / VHF Radio CH14		
<input type="checkbox"/> Emergency Services		Phone	999		
<input type="checkbox"/> Poole Harbour Commissioners Reception		Phone	01202 440200		
<input type="checkbox"/> Other Issues					
<b>14. Date/Time Plan Completed</b>					
<b>15. Plan Completed by</b>					

## 10.5 Whitley Lake Site Specific Data

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<b>Description</b> Whitley Lake is a bay laying in the eastern part of Poole Harbour. Water depths to the east of North Channel are relatively shallow and may dry during the Spring Tidal cycle.
<b>Foreshore Type</b> Approximately 2km of gravel and sand foreshore leading to firm muds within the inter-tidal zone. There is good access along the length of the bay from the road.
<b>Environmental Data</b> Whitley Lake is part of the Poole Harbour Habitats and Coastal Schedule, which consists of Site of Special Scientific Interest, Special Protection Area and RAMSAR.  Whitley Lake is an important site for overwintering roosting and feeding birds. Waders and waterfowl feed over the extensive mudflat. Ducks and mergansers forage for fish and are known to congregate in particular over the eelgrass beds. In spring breeding common tern, Sandwich tern and Mediterranean Gull may feed over the open water for fish.
<b>Response</b> Due to the relatively shallow water depths deflection booming or at sea recovery operations would be very limited.  Beach clean-up of stranded oils maybe the preferred option, consideration must take into account the predicted tidal cycle (rising or falling tidal cycle) and weather during the response planning to prevention further migration of stranded oils.  Mechanical clean-up for large volumes of oil along the high water line are the preferred option. Areas of soft mud maybe encountered within the inter-tidal zone. Other considerations for the above are, manual clearing of stranded oils will be labour intensive and may require large volumes of recovered material to be held at temporary storage sites.
<b>Safety</b> Material Safety Data Sheets should be consulted to identify Health and Safety issues and the appropriate PPE as part of the response planning, site assessment and team briefing.
<b>Other Reference Documents</b> Dorset Council – Coastal Clearance Plan Perenco UK Shore-line Clean up of Poole Harbour Admiralty Charts Tidal Prediction Tables Met Office – Weather Forecasts Scientific, Technical and Operational Advice Notices – Health & Safety Guidance Site Risk Assessments

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### 10.6 Whitley Lake Generic Risk Assessment

<b>This assessment should be carried out prior to the commencement of operations, used as a briefing instrument and updated as and when operational situations change.</b>					
<b>1. APPLIES TO SITE:</b>		<b>Whitley Lake – Poole Harbour</b>			
<b>2. DATE:</b>		<b>3. TIME:</b>		<b>4. INCIDENT:</b>	
<b>5. PRODUCT (S):</b>			<input type="checkbox"/> (Attach MSDS)		
<b>6. Site Characterisation</b>					
<b>6a. Area</b>	<input checked="" type="checkbox"/> Shoreline	<input checked="" type="checkbox"/> Harbour	<input checked="" type="checkbox"/> Sandy	<input checked="" type="checkbox"/> Salt marsh	<input checked="" type="checkbox"/> Mudflats
<b>6b. Use</b>	<input checked="" type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Other	
<b>7. Site Hazards: 1. <input checked="" type="checkbox"/> Known Hazards 2. <input type="checkbox"/> To Be Assessed</b>					
<input checked="" type="checkbox"/> Boat safety	<input checked="" type="checkbox"/> Machinery noise		<input type="checkbox"/> Motor vehicles		
<input checked="" type="checkbox"/> Work near water	<input checked="" type="checkbox"/> Manual handling/Lifting		<input checked="" type="checkbox"/> Trenches, excavations		
<input checked="" type="checkbox"/> Chemical hazards	<input type="checkbox"/> UV radiation		<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/> Cold stress	<input checked="" type="checkbox"/> Slips, trips and falls		<input type="checkbox"/> Fire, explosion		
<input type="checkbox"/> Heat stress	<input checked="" type="checkbox"/> Equipment operations		<input checked="" type="checkbox"/> Weather/ Tides		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Machinery operations		<input checked="" type="checkbox"/> Areas of soft mud		
<input type="checkbox"/> Others					
<b>8. Air Monitoring</b> Yes or No					
<input type="checkbox"/> Product Type, Age and prevailing weather conditions should be taken into account in this assessment					
<b>9. Personal Protective Equipment: Enter in Box. 1. At All Times. 2. As Specified</b>					
<input checked="" type="checkbox"/> Foot Protection	<input checked="" type="checkbox"/> Coveralls				
<input checked="" type="checkbox"/> Head Protection	<input checked="" type="checkbox"/> Impervious Suits				
<input checked="" type="checkbox"/> Eye Protection	<input checked="" type="checkbox"/> Personal Floatation				
<input checked="" type="checkbox"/> Ear Protection	<input type="checkbox"/> Respirators				
<input checked="" type="checkbox"/> Hand Protection	<input type="checkbox"/> Other				
<b>10. Location of Site Facilities</b>					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
<b>11. Emergency Plan</b>					
<input type="checkbox"/> Alarm system					
<input type="checkbox"/> Evacuation plan					
<b>12. Contact details:</b>					
<input type="checkbox"/> Poole Harbour Commissioners Emergency Response Centre		Phone	01202 667172 / VHF Radio CH14		
<input type="checkbox"/> Poole Harbour Control		Phone	01202 440230 / VHF Radio CH14		
<input type="checkbox"/> Emergency Services		Phone	999		
<input type="checkbox"/> Poole Harbour Commissioners Reception		Phone	01202 440200		
<input type="checkbox"/> Other Issues					
<b>14. Date/Time Plan Completed</b>					
<b>15. Plan Completed by</b>					

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## 10.7 Poole Quay and Commercial Port Site Specific Data

<b>Description</b> Main activities are commercial port and yachting.
<b>Foreshore Type</b> The Quay and Commercial Port are constructed with dock walls fitted with wooden piles and a ladder down to the water.  The Yacht Haven has a stone breakwater with an entrance at the Eastern and Western ends.
<b>Environmental Data</b> Holes Bay is a key site for overwintering waders and wildfowl which feed over the extensive mudflats and roost within the saltmarsh bordering this site. There are large areas of reedbed and saltmarsh within this site. In spring breeding common tern, Sandwich tern and Mediterranean Gull may feed over the open water for fish
<b>Response</b> Due to the strong and complex tidal streams around the port boom deployment should be limited to protecting the Yacht Haven. Cleaning of the quay walls should be carried out using high-pressure water with a containment boom around the work area, with recovery equipment transferring the recovered oil to temporary storage in the quayside.
<b>Safety</b> Material Safety Data Sheets should be consulted to identify Health and Safety issues and the appropriate PPE as part of the response planning, site assessment and team briefing.
<b>Other Reference Documents</b> Dorset Council – Coastal Clearance Plan Poole Harbour Commissioners Port Estate MOPS Plan Perenco UK Shore-line Clean up of Poole Harbour Admiralty Charts Tidal Prediction Tables Met Office – Weather Forecasts Scientific, Technical and Operational Advice Notices – Health & Safety Guidance Site Risk Assessments

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## 10.8 Poole Quay and Commercial Port Generic Risk Assessment

<b>This assessment should be carried out prior to the commencement of operations, used as a briefing instrument and updated as and when operational situations change.</b>					
<b>1. APPLIES TO SITE:</b>		<b>Poole Quay and Commercial Port – Poole Harbour</b>			
<b>2. DATE:</b>		<b>3. TIME:</b>		<b>4. INCIDENT:</b>	
<b>5. PRODUCT (S):</b>		<input type="checkbox"/> (Attach MSDS)			
<b>6. Site Characterisation</b>					
<b>6a. Area</b>	<input checked="" type="checkbox"/> Shoreline	<input checked="" type="checkbox"/> Harbour	<input checked="" type="checkbox"/> Sandy	<input checked="" type="checkbox"/> Salt marsh	<input checked="" type="checkbox"/> Mudflats
<b>6b. Use</b>	<input checked="" type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Other	
<b>7. Site Hazards: 1. <input checked="" type="checkbox"/> Known Hazards 2. <input type="checkbox"/> To Be Assessed</b>					
<input checked="" type="checkbox"/> Boat safety	<input checked="" type="checkbox"/> Machinery noise		<input type="checkbox"/> Motor vehicles		
<input checked="" type="checkbox"/> Work near water	<input checked="" type="checkbox"/> Manual handling/Lifting		<input checked="" type="checkbox"/> Trenches, excavations		
<input checked="" type="checkbox"/> Chemical hazards	<input type="checkbox"/> UV radiation		<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/> Cold stress	<input checked="" type="checkbox"/> Slips, trips and falls		<input type="checkbox"/> Fire, explosion		
<input type="checkbox"/> Heat stress	<input checked="" type="checkbox"/> Equipment operations		<input checked="" type="checkbox"/> Weather/ Tides		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Machinery operations		<input checked="" type="checkbox"/> Areas of soft mud		
<input type="checkbox"/> Others					
<b>8. Air Monitoring</b> Yes or No					
<input type="checkbox"/> Product Type, Age and prevailing weather conditions should be taken into account in this assessment					
<b>9. Personal Protective Equipment: Enter in Box. 1. At All Times. 2. As Specified</b>					
<input checked="" type="checkbox"/> Foot Protection	<input checked="" type="checkbox"/> Coveralls				
<input checked="" type="checkbox"/> Head Protection	<input checked="" type="checkbox"/> Impervious Suits				
<input checked="" type="checkbox"/> Eye Protection	<input checked="" type="checkbox"/> Personal Floatation				
<input checked="" type="checkbox"/> Ear Protection	<input type="checkbox"/> Respirators				
<input checked="" type="checkbox"/> Hand Protection	<input type="checkbox"/> Other				
<b>10. Location of Site Facilities</b>					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
<b>11. Emergency Plan</b>					
<input type="checkbox"/> Alarm system					
<input type="checkbox"/> Evacuation plan					
<b>12. Contact details:</b>					
<input type="checkbox"/> Poole Harbour Commissioners Emergency Response Centre		Phone	01202 667172 / VHF Radio CH14		
<input type="checkbox"/> Poole Harbour Control		Phone	01202 440230 / VHF Radio CH14		
<input type="checkbox"/> Emergency Services		Phone	999		
<input type="checkbox"/> Poole Harbour Commissioners Reception		Phone	01202 440200		
<input type="checkbox"/> Other Issues					
<b>14. Date/Time Plan Completed</b>					
<b>15. Plan Completed by</b>					

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## 10.9 Holes Bay Site Specific Data

### Description

Holes Bay is an almost enclosed muddy northern arm of the Harbour. There is poor access to most of the foreshore except for the eastern side, which is bordered by the Holes Bay Road. Booming would be the preferred response. The shelter of the Bay and safe moorings that it provides attract a large number of vessels. Cobbs Quay is a marina for larger private pleasure craft. Between the two bridges on the western side a dock wall is fitted with wooden piles and short-term mooring pontoons. Above the Twin Sails bridge there are marinas on the eastern side and mooring pontoons and swinging moorings west of centre.

Between the bridges, the tide can run in excess of 2 knots. The depth of water in the channel varies between 2.5m to 4.5m approximately.

### Foreshore Type

The bay consists of very soft muds with salt marshes intersected with tidal creeks.

### Environmental Data

Holes Bay is part of the Poole Harbour Habitats and Coastal Schedule, which consists of Site of Special Scientific Interest, Special Protection Area and RAMSAR.

Sensitivity mapping should be consulted as part of the response planning stage.

### Response

Booming should be considered as the preferred option due to the sensitivity and poor access to the Bay. Due to the strong tidal currents in the channel, a 450m boom laid from the Hamworthy side of the Twin Sails bridge to the downstream south eastern quay, this will result in a boom angle in the region of 20 ° to the current and will therefore reduce the risk of oil loss. Mechanical recovery operations could then be carried out from the northern corner of the above site.

Manual clearance along the eastern foreshore and inter-tidal may be possible, but a full site assessment should first be carried out due the areas of very soft muds. Other areas should be considered as leave alone.

### Safety

Material Safety Data Sheets should be consulted to identify Health and Safety issues and the appropriate PPE as part of the response planning, site assessment and team briefing.

### Other Reference Documents

Dorset Council – Coastal Clearance Plan  
Perenco UK Shoreline Clean up of Poole Harbour  
Admiralty Charts  
Tidal Prediction Tables  
Met Office – Weather Forecasts  
Scientific, Technical and Operational Advice Notices – Health & Safety Guidance  
Site Risk Assessments

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## 10.10 Holes Bay Site Generic Risk Assessment

<b>This assessment should be carried out prior to the commencement of operations, used as a briefing instrument and updated as and when operational situations change.</b>					
<b>1. APPLIES TO SITE:</b>		<b>Holes Bay – Poole Harbour</b>			
<b>2. DATE:</b>		<b>3. TIME:</b>		<b>4. INCIDENT:</b>	
<b>5. PRODUCT (S):</b>		<input type="checkbox"/> (Attach MSDS)			
<b>6. Site Characterisation</b>					
<b>6a. Area</b>	<input checked="" type="checkbox"/> Shoreline	<input checked="" type="checkbox"/> Harbour	<input type="checkbox"/> Sandy	<input checked="" type="checkbox"/> Salt marsh	<input checked="" type="checkbox"/> Mudflats
<b>6b. Use</b>	<input checked="" type="checkbox"/> Recreational	<input checked="" type="checkbox"/> Public	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Other	
<b>7. Site Hazards</b>					
<input checked="" type="checkbox"/> Boat safety	<input checked="" type="checkbox"/> Machinery noise		<input type="checkbox"/> Motor vehicles		
<input checked="" type="checkbox"/> Work near water	<input checked="" type="checkbox"/> Manual handling/Lifting		<input checked="" type="checkbox"/> Trenches, excavations		
<input checked="" type="checkbox"/> Chemical hazards	<input type="checkbox"/> UV radiation		<input type="checkbox"/> Steam and hot water		
<input type="checkbox"/> Cold stress	<input checked="" type="checkbox"/> Slips, trips and falls		<input type="checkbox"/> Fire, explosion		
<input type="checkbox"/> Heat stress	<input checked="" type="checkbox"/> Equipment operations		<input checked="" type="checkbox"/> Weather/ Tides		
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Machinery operations		<input checked="" type="checkbox"/> Areas of soft mud		
<input type="checkbox"/> Others					
<b>8. Air Monitoring</b> Yes or No					
<input type="checkbox"/> Product Type, Age and prevailing weather conditions should be taken into account in this assessment					
<b>9. Personal Protective Equipment: Enter in Box. 1. At All Times. 2. As Specified</b>					
<input checked="" type="checkbox"/> Foot Protection			<input checked="" type="checkbox"/> Coveralls		
<input checked="" type="checkbox"/> Head Protection			<input checked="" type="checkbox"/> Impervious Suits		
<input checked="" type="checkbox"/> Eye Protection			<input checked="" type="checkbox"/> Personal Floatation		
<input checked="" type="checkbox"/> Ear Protection			<input type="checkbox"/> Respirators		
<input checked="" type="checkbox"/> Hand Protection			<input type="checkbox"/> Other		
<b>10. Location of Site Facilities</b>					
<input type="checkbox"/> Sanitation		<input type="checkbox"/> First Aid		<input type="checkbox"/> Decontamination	
<b>11. Emergency Plan</b>					
<input type="checkbox"/> Alarm system					
<input type="checkbox"/> Evacuation plan					
<b>12. Contact details:</b>					
<input type="checkbox"/> Poole Harbour Commissioners Emergency Response Centre			Phone	01202 667172 / VHF Radio CH14	
<input type="checkbox"/> Poole Harbour Control			Phone	01202 440230 / VHF Radio CH14	
<input type="checkbox"/> Emergency Services			Phone	999	
<input type="checkbox"/> Poole Harbour Commissioners Reception			Phone	01202 440200	
<input type="checkbox"/> Other Issues					
<b>14. Date/Time Plan Completed</b>					
<b>15. Plan Completed by</b>					

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## 11. Waste Management

### 11.1 Introduction

The advice contained in this Paragraph relates to the storage and disposal of hydrocarbon oil waste, arising from an operational or accidental event.

Further guidance see MCA STOP note 1/2009 - GUIDANCE FOR CONTINGENCY PLANNING AND OPERATION OF THE TECHNICAL TEAM WASTE MANAGEMENT SUB GROUP WITHIN A NATIONAL CONTINGENCY PLAN SHORELINE RESPONSE CENTRE IN ENGLAND AND WALES

This Section supports and is consistent with the Poole Harbour Commissioners Waste Management Policy, the purpose of which is to assist in ensuring that waste management is undertaken in an environmentally safe manner and is compliant with current legislation.

#### Responsibility for shoreline pollution clean-up and waste disposal.

##### Location of Pollution

On the water

Jetties, wharves, structures

Beach / shoreline owned by the Harbour Authority

Jetties, wharves, structures, beach or foreshore that is privately owned

Shoreline (including land exposed by falling tide)

##### Responsibility

Harbour Authority

Harbour Authority

Harbour Authority

Land or property owner

Local Authority

### 11.2 General Principles

- The person appointed as Waste Co-ordinator will oversee the waste disposal with particular reference to Poole Harbour Commissioners Waste Management Policy.
- Only trained staff will take part.
- Contractors will comply with Poole Harbour Commissioners Safety policies.
- Hydrocarbon oil is classified as a special waste.
- The health and safety hazards of any wastes will be identified, and safe-handling procedures communicated to contract workers, using Hazard Data Sheets.
- Waste generation should be kept to a minimum by: (i) recovery, (ii) recycling, and (iii) re-use.
- Only appropriate containers bearing a proper label will be used for temporary storage.
- A secure leak proof area should be provided for the temporary storage of oily waste.
- Full records will be kept of all waste transfers and consignments.
- A review will be carried out on the waste management activities performed.

### 11.3 Consultation

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The Local Authorities and the Environment Agency must be consulted to agree the identification and licensing of temporary storage sites.

#### 11.4 Operational Considerations

It is unlikely that large quantities of oil will be recovered from the waters of Poole Harbour. However temporary storage tanks will be set up on the Port Estate for the storage of recovered oil. Storage skips will also be hired for the containment of contaminated equipment such as booms.

All oil contaminated material will be disposed of by a licensed waste management operator appointed after consultation with the Environment Agency and Local Government.

Containers used for temporary storage must be tough and resistant to puncturing. Freestanding containers must be adequately strong to contain the weight of oil. The compatibility of all hoses and couplings employed in the transfer of oil should be checked before use.

#### 11.5 Temporary Storage Onshore

The local council must always be consulted prior to temporary onshore storage. Excavated pits may be used for storage, lined with heavy gauge plastic (PVC) sheeting to minimise soil contamination. Areas with impermeable subsoils (being impervious to oil) may be used, subject to Environment Agency consent, if plastic liners are not immediately available. The excavated pit should have a flat bottom and a layer of water forming the base. Sites shaded from the sun are to be preferred.

For temporary storage onshore, flexible, sausage-type containers or rigid tanks may be employed. Rigid tanks can be either purpose built or assembled from metal or plastic panels bolted together on site. They must be leak proof.

#### 11.6 Long Term Disposal

There are several methods of disposing of recovered oil on a long term or permanent basis.

The three most usual methods are:

- Recycling: re-entry into the refining process.
- Land Fill: this method is subject to permission from local district councils and Environment Agency and is unlikely to be approved.
- Incineration: a final disposal method which destroys everything completely.

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## 12. Public Relations

### 12.1 Pro-active Approach

It is important that a pro-active approach is adopted in providing information freely at an early stage and that organisations do not just wait to react passively to enquiries. Provision of early relevant and detailed explanations and comment to the media (particularly TV and local radio) would be an important way of getting information to the public and reducing telephone enquiries.

### 12.2 Responsibilities

Detailed responsibilities and a plan of action for working with the media are laid down in the Dorset Council Media Action Plan and the BCP Council Local Resilience Forum.

In summary:

- In the majority of incidents the police will take the lead in working with the media, by nominating a media spokesperson, setting up a media liaison point at the site of the emergency, and later, providing a media relations manager to co-ordinate press support, and if necessary, a media centre at a convenient location.
- Spokespersons from the other agencies involved, able to speak with authority on their unit's activities, will liaise closely with the police media relations manager.
- In certain circumstances, it may be more appropriate for another agency to lead, e.g. the Fire and Rescue service in a major fire, HM Coastguard in a maritime rescue incident, or Harbour or Local/National Authority in the case of oil pollution. The media centre will initially be established at the Harbour Offices under the management of the CEO.
- As the emphasis in a developing situation shifts to the recovery phase, the overall lead could pass to the relevant local authority, which will then co-ordinate and manage the continuing media interest.
- For Direct targeting of fisherman, information can be fed through Southern inshore fisheries media and informing channels.

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### 12.3 Warning and Informing the Public

All organisations can expect to receive a large number of enquiries from the public in a major emergency and the following special arrangements should be considered by those concerned. A pro-active approach is vital to reduce the number of calls. The establishment of a public help line with published telephone numbers may be advisable.

### 12.4 Media Centre

If required, a Media Centre will be established by Poole Harbour Commissioners supported by the BCP Council, and Dorset Council. Further advice and information can be found in their respective plans.

### 12.5 Poole Harbour Commissioners Media Plan

The Poole Harbour Commissioners Chief Executive Officer will co-ordinate the Harbour Authority's information and liaise with the lead Authority to ensure that Poole Harbour Commissioners interests are properly reported. He will also be responsible for arranging press conferences and interviews when appropriate. Contact with the media will be carried out exclusively in the Poole Harbour Commissioners boardroom.

The media will not normally be allowed into the secure area of the port estate.

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## 13 Resources

### 13.1 Summary

The following table (see 13.2) lists resources held at the Harbour Master's Store. These resources can be supplemented by equipment (Appendix E) from the Perenco UK Exploration Response Base at Hamworthy under the Memorandum of Understanding between Poole Harbour Commissioners and Perenco UK (see Appendices). This equipment is kept in a secure trailer ready to be mobilised under tow to site.

Table 13.3 lists resources under the contracted Tier 2 Response Package.

Individual operators in Poole also maintain resources for tier 1 response to operational spills and are identified in their own response plans (see Paragraph 1.7).

### 13.2 Oil Pollution Equipment Held by the Harbour Master

Quantity	Description
12	Sample Bottles, labels and marking equipment
2	Hand Skimmers
6	Oil Scoops
8	OMI Oil Mops
4	Bales of Drizet
4	Bales of Absorbent Moss
5	2 x 3m Absorbent Boom

**Additional equipment, including PPE, can be supplied locally by Tower Supplies or Industrial Links.**

**For contact details see the PHC Emergency Call Out List**

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### 13.3 Oil Spill Responder Tier 2 Package

#### Response Vehicle & Equipment

Vehicle	LEYLAND DAF/FORD IVECO	7.5 tonnes
Recovery - Rope Mop	Rope Mop OM140D	Rope Mop OM140D
Recovery - Rope Mop	Rope Mop	Pulley
Recovery - Rope Mop	Rope Mop	Pulley
Skimmer Weir	Portable Skimmer Head	Minimax
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries Anchors	Bruce Anchors 15 Kg
Inshore Boom	Ancillaries	Tripping Buoys
Inshore Boom	Ancillaries	UKR Ancillary Equipment
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Inflatable	Silverbeach 10m 550
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inshore Boom	Rigid	Fence Boom (50P Boom)
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i

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Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 20m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Inflatable Sea Boom	Inflatable	Silverboom 10m 75i
Generator	Belle Minigen 2000	Honda EC4000B
Decontamination Equipment	Decontamination Tank	N/k
On Land Storage	Fastank	2000 Gallon
On Land Storage	Fastank	2000 Gallon
Inshore Boom	Air Fan	Echo PB6000
Inshore Boom	Air Fan	Echo PB2400
Pumps	Water Pump	Honda WP20X
Communication Equipment	VHF	Icom Marine IC- M59
Portable Lighting	Twin Floodlight	Enclosed 500w 110v
Life Jacket	Marine	N/k
Life Jacket	Marine	N/k
Life Jacket	Marine	N/k
Communication Equipment	GSM Phone	Nokia 3110
Ancillary Equipment	UKR	Toolkit
Gas Monitoring Equipment	Personal Gas Detector	BW Technologies
Fire Fighting Equipment	Extinguisher	Powder 2Kg ABC Chubb
Medical Equipment	Medium	First Aid Kit
Fire Fighting Equipment	Extinguisher	Halon 1.5 Kg 1211 BCF
Fire Fighting Equipment	Extinguisher	Halon 1.5 Kg
Fire Fighting Equipment	Extinguisher	Powder 4Kg ABC
Fire Fighting Equipment	Extinguisher	Powder 2Kg ABC Chubb
Fire Fighting Equipment	Extinguisher	Powder 2Kg ABC Chubb
Inshore Boom	Ancillaries Anchors	Anchor Chains
Pumps	Spate Pump	Spate Pump
Sorbents	Sorbent Boom and Pads	N/k
PPE Equipment	N/k	N/k
Gas Monitoring Equipment	Personal Gas Detector	4 Channel QRAE 11
Powerpack/Hydraulic System	N/k	N/k
Fire Fighting Equipment	Extinguisher	Chubb TG73
Inflatable Vessels	Inflatable Safety Boat	Yamaha 2.65S
Outboard Motors	Outboard Motor 4S	Mariner 4S

### 13.4 Use of unmanned aerial vehicles (UAVs)

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Use of UAVs are a useful and versatile asset. They can be deployed by land or sea and can be used to evaluate and assess the situation, facilitating a targeted response to any cleanup operation. After the initial response they can be used for monitoring the incident and measuring the progress of the response.

UAV operators will have their own Risk Assessments and operating procedures and it may be necessary to apply for a Notice to Airmen (NOTAM) in order to de-conflict airspace in the area of operation. See appendix G

## 14. Roles and Responsibilities

### 14.1 Maritime & Coastguard Agency

#### Counter Pollution and Response

His Majesty's Coastguard includes the Counter Pollution Branch of the Maritime & Coastguard Agency, which deals with oil pollution. It also maintains the National Contingency Plan (see gov.uk website for latest version).

In a major incident the Maritime & Coastguard Agency will establish a Marine Response Centre and, if required, it's Salvage Control Unit. If the coast is threatened, the Local Authority would establish a Tactical Co-ordinating Group, and if appropriate, Dorset Police a Strategic Co-ordinating group which brings together strategic leadership from relevant organisations.

For operational purposes, the Maritime & Coastguard Agency is divided into three regions. The Dorset coast is in the Eastern region. Each region has a Counter Pollution and Salvage Officer.

#### Operations At-Sea

A Marine Response Centre will be established at an appropriate location to co-ordinate and lead the at-sea operations. The Maritime & Coastguard Agency's Counter Pollution and Salvage Officer or the head of MCA will lead the Marine Response Centre.

A Salvage Control Unit may be set up if appropriate which is a separate cell to the Marine Response Centre and may work remotely. It will be led by the Secretary of State's Representative who will be advised on counter pollution aspects by the Principal Counter Pollution and Salvage Officer. The Environment Group will be set up by the Maritime & Coastguard Agency to advise on environmental aspects of the whole response operation. Its main function will be to provide guidance to the Secretary of State's Representative, the Salvage Control Unit, the Marine Response Centre and the Tactical and Strategic Co-ordinating Groups. Core members of the Group are Natural England, Marine Management Organisation, the Environment Agency and the Maritime & Coastguard Agency. The Group's chairman will appoint Environmental Liaison Officers to each response unit. Poole Harbour Commissioners will appoint a liaison officer for the EG.

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Both the Marine Response Centre and the Salvage Control Unit will maintain continuous contact with the Tactical and Strategic Co-ordinating Groups.

### Operations Ashore

Shoreline clean-up operations are the responsibility of and co-ordinated by Local Authorities which may be via a Tactical Co-ordinating Group. An incident may well affect more than one Local Authority.

### His Majesty's Coastguard

The primary responsibility of His Majesty's Coastguard is to co-ordinate maritime search and rescue in the United Kingdom in support of which it keeps a 24-hour radio watch at its Coastguard Operations Centres. His Majesty's Coast Guard will promulgate a Pollution Report (POLREP) to relevant authorities on receipt of an alert of a pollution incident, but this does not obviate the responsibility of harbour authorities to notify relevant stakeholders direct, including environmental regulators and local authorities.

## 14.2 Local Authorities

Local authorities, which include Poole Harbour Commissioners, have the responsibility for planning and co-ordinating the local authority action in the event of widespread pollution affecting their area. For Tier 2 incidents there is an option for all Dorset's maritime Local Authorities to employ the services of an approved Tier 2 contractor.

BCP Council and Dorset Council will also take appropriate action with the landowners to clean up the shoreline.

## 14.3 Environment Agency

The Environment Agency is a public body with statutory duties and powers in relation to water resources, pollution control, flood defence, fisheries, recreation, conservation, navigation and the management of waste in England and Wales.

Under the Water Resources Act 1991 and Environment Act 1995, the Environment Agency is responsible for the control of pollution and water quality in all controlled waters which includes estuaries, relevant territorial waters, (these extend 3 miles seaward from specific baselines, incorporating the whole of Poole Harbour and Poole Harbour Commissioners jurisdiction) surface waters and groundwater.

These responsibilities include the offence of discharging polluting water, waste or trade effluent from land.

The Environment Agency has powers to both control and remedy pollution. It has powers to prosecute for pollution offences under Water Resources Act 1991 and may take action to prevent polluting matter entering controlled waters.

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Under Section 161 of the Water Resources Act 1991, the Agency has powers to recover full costs of investigation and remediation.

#### 14.4 Natural England

Natural England is the body responsible for advising Government on nature conservation in England. At the time of an incident, Natural England will provide advice to Harbour Authorities, Local Authorities or the Counter Pollution Branch of the MCA relating to designated sites, habitats and species and the likely environmental impacts of any pollution.

Specifically, Natural England will provide advice regarding:

- Location and features of designated sites
- Sensitivity of those features to marine pollution
- Priorities for protection from any pollutants
- Suitability of various clean up techniques

#### 14.5 Marine Management Organisation (MMO)

This organisation 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. Marine Management Organisation is the statutory authority for approving deposits in the sea.

Under the terms of The Marine and Coastal Access Act 2009 and The Marine Licensing (Exempted Activities) Order 2011, 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 Marine Management Organisation. In addition, specific permission from Marine Management Organisation 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 one nautical mile of such an area. This includes any use in tidal docks and locks and on beaches, shorelines or structures such as piers and breakwaters.

#### 14.6 Perenco UK

Perenco UK manages one of the largest onshore oil fields in Europe on the adjacent shores of the harbour, and has pipelines running from Furzey Island to Purbeck Mainland. They have a comprehensive oil pollution clearance plan and have done much work in researching the environmental sensitivities of the harbour. Sufficient equipment to cope with Tier One and Two responses exist at the Perenco UK Oil Response Base, and an MOU exists between Perenco UK and Poole Harbour Commissioners on the use of Perenco's UK resources, including men and equipment.

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### 14.7 Tier 2 Contractor

Poole Harbour Commissioners contracts a specialist oil spill response team to provide the resources to deal with a Tier 2 incident. This is in addition to the Perenco UK resources available locally.

### 14.8 Southern Inshore Fisheries & Conservation Authority (SIFCA)

The Southern Inshore Fisheries & Conservation Authority has an interest in the husbandry and policing of inshore and estuarine waters but has no responsibilities with regards to oil pollution clean-up. However, it has a patrol boat and inflatable which may be available in the event of booming or other counter-pollutant operations.

### 14.9 International Tanker Owners Pollution Federation Ltd

Is an association whose members comprise the majority of the world's tanker owners. It has a small staff of technical experts who are at constant readiness to respond to marine oil spills anywhere in the world. Its principal role is to give practical advice on clean-up techniques and the mitigation of damage. This service is normally performed at the request of ship owners, Protection & Indemnity Clubs insurers and the International Oil Pollution Compensation Fund.

It gives guidance on what counter-pollution operations might or might not be considered reasonable, bearing in mind the provisions of the relevant compensation conventions and the International Oil Pollution Compensation Fund's claim admissibility guidelines.

A Federation representative has a place in the Emergency Response Centre and sits on the Operations Team as an observer.

### 14.10 Protection and Indemnity Clubs

Protection and Indemnity Clubs are mutual insurance associations for ship owners and cover almost all the world's tankers for a wide range of liabilities, including oil pollution. The Protection and Indemnity Club for any owner can be ascertained through the Maritime & Coastguard Agency or the International Tanker Owners Pollution Federation.

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## Appendix A

### A.1 Callout / Initial Notification

The Harbour Control Officer after consulting the Duty Assistant Harbour Master is to notify the following organisations (See A.3) with a standard message as follows (See A.2), and if required, request representative(s) to attend the Emergency Response Centre, Poole.

Date and time of contact must be logged

If required, email the Initial Incident Report. (See Paragraph 7.6) to [erc@phc.co.uk](mailto:erc@phc.co.uk)

### A.2 Message

- ACTIVATE Oil Spill Contingency Plan      TIER 1 ☐    TIER 2 ☐    TIER 3 ☐
- OIL POLLUTION / SPILL HAS OCCURRED IN
- POSITION
- TIME
- QUANTITY

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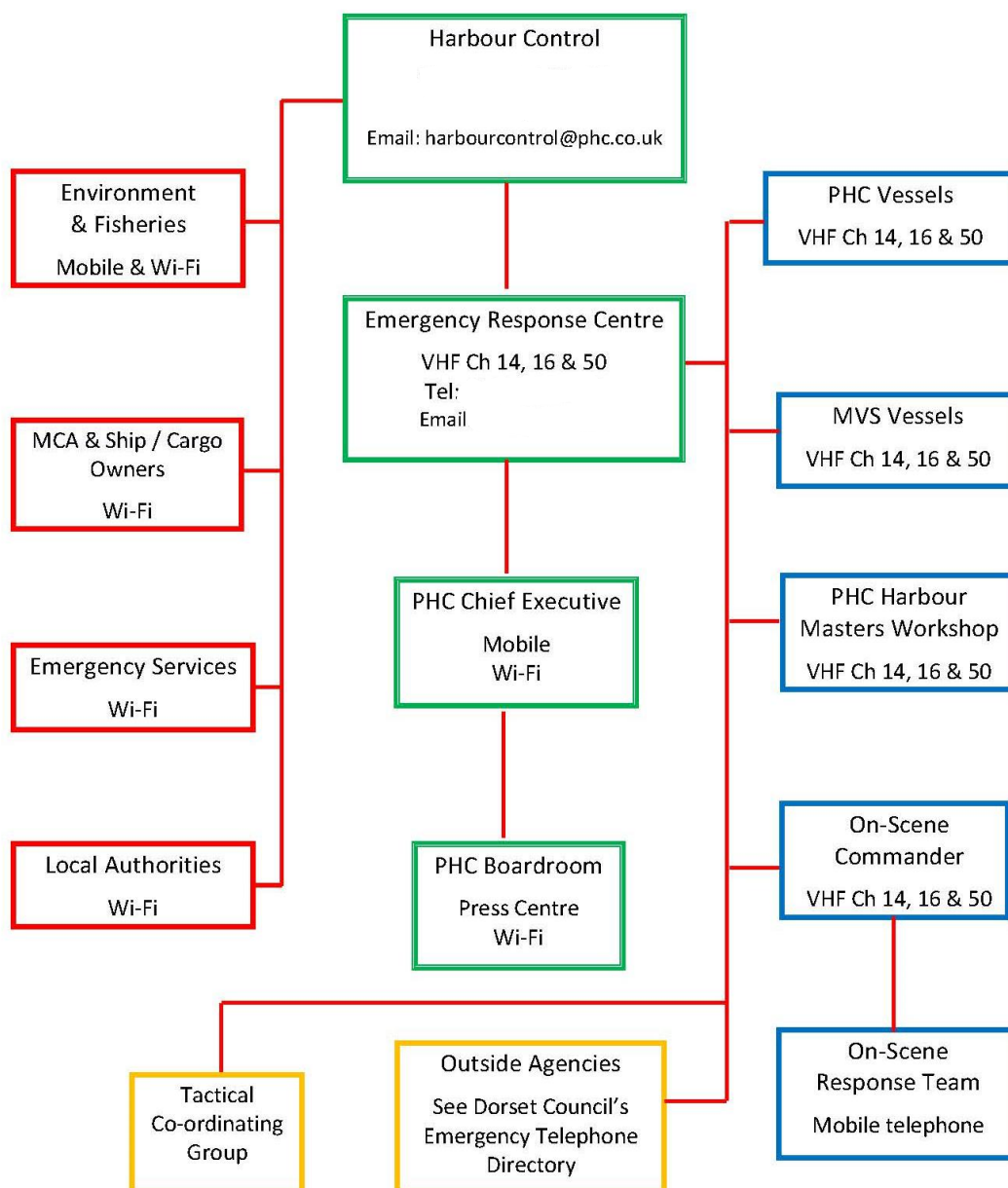
**A.3 Organisation Contact List**

Organisation	Telephone No.	Out of Hours No.	Email
Adler & Allan			_____
HM Coastguard (JRCC)			_____
Dorset Wiltshire Fire Service Control			_____
PHC Environmental Officer			_____
Perenco			_____
BCP Council			_____
BCP – Emergency Planning			_____
Environment Agency			_____
National Trust - Purbeck			_____
Natural England			_____
DEFRA			
MMO Poole			_____
MMO			_____
Dorset Council		Pager	_____
Southern IFCA Poole		No 24 hr number	_____
RSPCA			_____
RSPB Arne			_____
Dorset Police	101 / 999	101 / 999	_____
Brittany Ferries			_____
Condor Marine Services			_____
CPL Fuels (Certas)			_____
MVS			_____
Dorset Civil Contingency Unit		Pager	_____

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## Appendix B

### Emergency Response Centre Communications Plan



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## Appendix C

**Adler & Allan Limited****Standing Instructions**

# Adler & Allan Limited



## Standing Instructions for Regional (Tier 2) Spill Response Services

Adler and Allan Limited  
Barking Logistics Centre  
Box Lane  
Barking, Essex  
IG11 0SQ

### 1. Preface

This document comprises the Standing Instructions of Adler & Allan Limited as referenced in Marine Response Counter Pollution Service Subscriber Agreement as may be applicable. Policies and procedures relating to all other aspects of the operation of Adler & Allan are defined in documents held at the Adler & Allan Base.

### 2. Contents

- Response activation procedure
- Client's entitlement
- Adler & Allan mobilisation & organisation

### 3. Response activation procedure

To initiate a response, Adler & Allan should be contacted by telephone on the following number:

**National:** **(0)800 592827**

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## Adler & Allan Limited

## Standing Instructions

### 4. Client's entitlement

A Client's entitlement is set out in the relevant Agreement between the Client and Adler & Allan and includes:

1. One Response Package comprising of vehicle and equipment together with Support Personnel at any time during the currency of the relevant Agreement.
2. A dedicated Team Leader.
3. Access to available additional equipment and personnel resources from the Adler & Allan Base.
4. Adler & Allan will provide a replacement Response Package and Support Personnel capability for deployment from the Regional Centre during the time that the original Response Package and Support Personnel are deployed.

### 4.1 Client teams

In the event of a Tier 2 oil spill incident, Adler & Allan will support Client teams by providing Support Personnel to supplement their numbers; their inclusion will benefit the Client through improved resources and an additional depth of knowledge in the team.

The guidelines for the use of Adler & Allan staff in Client teams are as follows:-

- 1) The standard entitlement of two Support Personnel plus one Team Leader apply; if required Adler & Allan will provide additional staff to supplement numbers.
- 2) Additional Support Personnel will be charged at the rates identified in the Emergency Schedule of Rates which is issued annually.

### 5. Adler & Allan mobilisation & organisation

#### *Procedure on activation of Adler & Allan*

In the event of a spill Adler & Allan is activated by the method set out in Section 3. The Client requesting the callout will be contacted by the Adler & Allan Duty Manager within 10 minutes of receiving initial call. The Duty Manager will require as much of the following information as is available at the time:

1. Name of Client's nominated callout authority; this must be confirmed by email to the address given by the Duty Manager
2. Location of spill: Latitude and longitude, whether on land, riverine, estuarine, coastal or offshore.
3. Time of spill (GMT and Local time).
4. Source of spill.
5. Quantity (if known), or estimated quantity.
6. Oil type and characteristics, if known:  
API or SG, Distillation characteristics, Pour Point, Asphaltene content.
7. Weather conditions: Wind velocity, sea state, temperature, tidal conditions, precipitation, or ground conditions onshore. Weather forecast.
8. Resources at risk: As much information as is practical should be given.
9. Cleanup resources available on site or others ordered with estimated time of arrival.
10. Accessibility to spill site: distance to nearest metalled road, any local disruption to road transport.

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11. Facilities available, location of secure storage for equipment.
12. Vessel availability for equipment deployment,
13. Availability of storage for recovered oil.
14. Location of Command Centre.
15. Name of On Scene Commander and designated contact(s) and/or Deputies.

### *The Adler & Allan Duty Manager will:*

16. Agree with the Client if additional equipment and personnel is required and agree if an Environmental Advisor is required.
17. Provide additional equipment or personnel to the Client as required. Charges will be in accordance with the Emergency Schedule of Rates which is issued annually.
18. Arrange deployment of Regional Response Package and Support Personnel and advise Client of estimated time of arrival.
19. Inform Client of logistic requirements:
  - Boats for deployment
  - Aerial Surveillance
  - Road transport/hire cars

20. Advise Client of names of Adler & Allan Team Leader and all Adler & Allan personnel.

### *The Client will:*

21. Ensure the Adler & Allan Team is met and directed to the Command Centre or spill site.
22. Reimburse costs for accommodation for the Adler & Allan Team.
23. Ensure that insurance cover is provided for Adler & Allan equipment against any loss or damage.
24. Ensure that there is a Response Management Team in place.

Depending upon the size of the spill or the size of the local operating company, one person may carry out several duties, or, in the case of a very large spill, each job may be expanded, for example, several beach-cleaning supervisors may be needed.

How the Adler & Allan Team is organised and its precise duties can only be decided by reference to the requirement to interface with the Client's Emergency Preparedness Plan.

### ***Relations with the Adler & Allan Regional Support Personnel***

1. The Team Leader will provide the main point of contact for the On-Scene-Commander and should be integrated into the Client's Response Management Team.
2. The Support Personnel should be integrated into the Client's Response Team. The optimum benefit may be gained if the Support Personnel are used to direct the deployment of the equipment contained in the Response Package.

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Adler &amp; Allan Limited

Standing Instructions

## Appendix 1

### Adler & Allan ACTIVATION PROCEDURE

#### CONTACT NUMBERS

In order to access Adler & Allan services in the event of an oil spill incident please call:-

**Adler & Allan - Tel: + 44 (0)800 592827**

*If calling from outside of the United Kingdom ensure that your country code precedes the telephone number.*

These telephones will be manned on a 24-hour basis. The caller will be asked to provide:-

- 1) Name of Caller
- 2) Name of Company
- 3) Location of Caller
- 4) Telephone Number including prefixes
- 5) Brief details of the incident

The Duty Manager will then be contacted and make contact with the requesting party. Once contact has been made further details will be collected to enable a response strategy to be determined.

**AN AUTHORISING THE RESPONSE WILL BE REQUIRED FROM ONE OF THE NOMINATED REPRESENTATIVES OF THE COMPANY.**

**Adler & Allan Fax: + 44 (0) 208 5193090**

**Duty Manager Email: [dutymanagers@adlerandallan.co.uk](mailto:dutymanagers@adlerandallan.co.uk)**

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## Appendix 2 NOTIFICATION FORM (page 1 of 2)

<b>WARNING!</b> Ensure telephone contact has been established with the Duty Manager before using e-mail or fax communications. <b>Telephone: 0800 592827</b>			
To:	Duty Manager	Name of Duty Manager:	
Email of Duty Manager	dutymanagers@adlerandallan.co.uk	Date:	
Adler & Allan Emergency Fax:	0208 5193090		
From:		Position:	
Company:		Contact Number:	
Subject:		Incident Name:	
<b>OBLIGATORY INFORMATION REQUIRED – PLEASE COMPLETE ALL DETAILS IF POSSIBLE</b>			
<b>Name of person in charge</b>			
<b>Position</b>			
<b>Company</b>			
<b>Contact telephone number</b>			
<b>Contact fax number</b>			
<b>E-mail address</b>			
<b>Spill details</b>			
Location of spill			
Description of slick (size, direction, appearance)			
Latitude / longitude			
Situation (cross box)	<input type="checkbox"/> Land <input type="checkbox"/> River <input type="checkbox"/> Estuary <input type="checkbox"/> Coastal <input type="checkbox"/> Offshore <input type="checkbox"/> Port		
Date & time of spill			
Source of spill			
Quantity (if known)	<input type="checkbox"/> Cross box if estimate		
Spill status (cross box)	<input type="checkbox"/> On-going <input type="checkbox"/> Controlled <input type="checkbox"/> Unknown		
Action taken so far			
<b>Oil type characteristics</b>			
Product name			
Viscosity			
API / SG			
Pour point			
Asphaltene			
<b>Weather</b>			
Wind speed & direction			
Sea state			
Sea temperature			
Tides			
Forecast			

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## NOTIFICATION FORM (page 2 of 2)

ADDITIONAL INFORMATION REQUIRED – PLEASE COMPLETE DETAILS IF KNOWN	
Resources at risk	
Clean-up resources on-site / ordered	
<b>Vessel availability</b>	
Equipment deployed	
Recovered oil storage	
<b>Equipment logistics</b>	
Transport	
Secure storage	
Location of command centre	
Other designated contacts	
Security	
Visa	
Others (specify)	
<b>Climate Information</b>	
<b>Other Information</b>	

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## Appendix D

### ANNEX F

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
POOLE HARBOUR COMMISSIONERS (PHC)  
AND  
PERENCO UK Limited WYTCH FARM (PUK WYF)  
(The Parties)**

1. In the interests of mutual co-operation in the event of an oil pollution incident within the limits of Poole Harbour, the parties above agree to co-operate as follows:-
2. PHC will supply 2 experienced boatmen with local harbour knowledge and a workboat to PUK WYF to assist in oil pollution incidents caused by PUK WYF, other harbour priorities allowing.
3. PUK WYF will undertake to train at their expense up to 8 PHC personnel (with a refresher course of one day annually) in oil pollution counter measures. PHC will make these personnel available for training courses on mutually acceptable dates.
4. In the event of an oil spill from a source other than PUK WYF, PUK WYF will, other harbour priorities allowing, allow their Pollution Team Leader to act as the specialist oil pollution advisor to PHC, and the PUK WYF oil pollution counter-measure resources will be made available to deal with the incident up to a Tier 2 level as advised by their Pollution Team Leader. The daily fee for the Co-ordinator will be at an agreed rate, and the use of the equipment will be at the standard hire OSR Southampton charge and recovered from the polluter.

Company	Perenco UK Limited	Poole Harbour Commissioners
Position	Pollution Team Leader	Harbour Master
Signature	G. MOLLER	B. Murphy
Date	09/07/2021	9 / 7 / 2021

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## Appendix E

### Perenco UK Base Oil Pollution Response Equipment

Description	Type	Quantity
Vikoma Boom	25m Shore Guardia	10
Towing Bridle	Various	4
Bruce anchor	20kg	5
Rope	Various	
Fastank	2000gl storage tank	2
205lt steel strengthened drums		4
Air blowers	Boom inflation	3
2in Honda pumps	Water ballast transfer	2
Hoses	Various	
Vikoma Power Pack	12k	1
Vikoma disk skimmer	12k	1
Vikoma Vikovac	Vacuum recovery unit	1
Bombard c3	4m inflatable boat	1
Handtools	Various	
Stakes wooden	Various	
Stakes metal	Various	
Plastic sheeting		
Fuel	Petrol/diesel	
Wheelbarrow		
Buckets		

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## Appendix F - Leisure and Commercial Bunkering Facilities

Parkstone Bay Marina	
Total capacity of Fuel Tank/s	23,500 L
Type/Capacity of Fuels	Petrol 10,000 L
	Red Diesel 10,000 L
	White HVO 3,500 L
Is the tank bunded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Parkstone Yacht Club	
Total capacity of Fuel Tank	3,000L
Type/Capacity of Fuels	1,500L red diesel, 1,500L white diesel
Is the tank bunded (Y/N)	yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Brownsea Island	
Total capacity of Fuel Tank	2,100L
Type/Capacity of Fuels	900L Red Diesel & 1200L White Diesel
Is the tank bunded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Rockley Boat Park	
Total capacity of Fuel Tank	1,000
Type/Capacity of Fuels	White diesel
Is the tank bunded (Y/N)	Y
Risk assessment in place (Y/N)	Y
Spill contingency in place (Y/N)	Y
pollution equipment available(Y/N)	Y

Jenkins Marine
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Total capacity of Fuel Tank(s)	3,000 Litres in shoreside tanks
Type/Capacity of Fuels	Diesel (White and Red)
Is the tank banded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	yes

Sunseekers SY1	
Total capacity of Fuel Tank(s)	26,000L
Type/Capacity of Fuels	20,000L Red Diesel / 5,000L White Diesel / 1,000L white Diesel
Is the tank banded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Sunseekers SY5 & Y Shed	
Total capacity of Fuel Tank(s)	4 x 5000L
Type/Capacity of Fuels	Kerosene
Is the tank banded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Cobbs Quay	
Total capacity of Fuel Tank(s)	65,000ltrs
Type/Capacity of Fuels	Petrol 35000ltrs - Marine diesel 25000ltrs - White diesel 5000ltrs (For Plant)
Is the tank banded (Y/N)	Y
Risk assessment in place (Y/N)	Y
Spill contingency in place (Y/N)	Y
pollution equipment available(Y/N)	Y

Certas	
Total capacity of Fuel Tank	55,000 L
Type/Capacity of Fuels	Diesel
Is the tank banded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Lifeboat station
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Total capacity of Fuel Tank(s)	280 Litres
Type/Capacity of Fuels	Petroleum (mixture of neat fuel and mixed two stroke)
Is the tank bunded (Y/N)	Yes – all held in individual 10 litre cans split between 2 fully contained storage containers.
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes – as indicated in the information from ALC

RNLI	
Total capacity of Fuel Tank(s)	<b>All Weather Lifeboat Centre (ALC)</b>
	Tank 1 (OST-1) a 30,273L diesel
	Tank 2 (OST-2) a 11,000L petrol
	<b>Sea Survival Centre. (SSC)</b>
	Tank 3 (OST-3) – 238L Diesel
	<b>Generators</b>
	Set 1 - Integral 375L Diesel - Not bunded
	Set 2 - Integral 245L Diesel - Not bunded
	Set 3 - Integral 1,460L Diesel - Not bunded
	Set 4 - Integral 350L Diesel - Not Bunded
	<b>Fire Systems</b>
	Grundfos – Integral 150L Diesel - Not bunded.
	Lifeboat Support Centre - Integral 150L Diesel - Not bunded.
	<b>Mobile Fuel storage</b>
	2 x RPM Mobile Fuels Cube 250L Diesel - integrally bunded
	Road towable 1,000L diesel fuel bowser - integrally bunded
	Cemo 100L Diesel trolley - Not Bunded
Type/Capacity of Fuels	As above
Is the tank bunded (Y/N)	As Above
Risk assessment in place (Y/N)	Yes for All
Spill contingency in place (Y/N)	Yes for All
pollution equipment available(Y/N)	Yes for All

Condor Ferries	
Total capacity of Fuel Tank(s)	3 x 100,000L (filled to max of 90,000 L in each tank)
Type/Capacity of Fuels	Marine Gas Oil
Is the tank bunded (Y/N)	Y
Risk assessment in place (Y/N)	Y
Spill contingency in place (Y/N)	Y
pollution equipment available(Y/N)	Y

Hamworthy Barracks (RM Poole)
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Total capacity of Fuel Tank(s)	29017L
Type/Capacity of Fuels	Petroleum 7,342 & Diesel 21,675
Is the tank bunded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Salterns Marina	
Total capacity of Fuel Tank	13,600 L Diesel / 22,600 L Petrol
Type/Capacity of Fuels	Diesel / Super U/L Petrol E5
Is the tank bunded (Y/N)	No
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

Perenco	
Total capacity of Fuel Tank(s)	5,450 L
Type/Capacity of Fuels	950L white Diesel / 4,500 Red Diesel
Is the tank bunded (Y/N)	Yes
Risk assessment in place (Y/N)	Yes
Spill contingency in place (Y/N)	Yes
pollution equipment available(Y/N)	Yes

## Appendix G

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## Application for the implementation of a Notice to Air Missions (NOTAM)

### What is a NOTAM?

A NOTAM is a notice containing information essential to personnel concerned with flight operations but not known far enough in advance to be publicized by other means.

### What is an example of a reason a NOTAM may be issued?

NOTAMs are issued (and reported) for several reasons, such as: hazards, including air shows, parachute jumps, kite flying, lasers, rocket launches, etc. flights by important people such as heads of state (which sometimes involve temporary flight restrictions, TFRs) closed runways.

### Are NOTAMs legally binding?

FDC NOTAM (Flight Data Centre NOTAM): **FDC NOTAMs are regulatory in nature**, they must be followed, much like the rules of the road when driving.

To apply for a NOTAM, you must use the application link below, it is essential that all parts of the form are completed.

You will be required to supply a 24/7 contact number that must be always manned this is required for contacting the authorised person in the event of an urgent requirement to fly through the area covered by the NOTAM (During the oil spill there was a requirement for the coastguard search and rescue helicopter to access the area covered by the NOTAM). I was contacted on 3 separate occasions during the period of the NOTAM.

The 24/7 contact must know what is operating within the area and have the means to communicate with them and advise them accordingly.

<https://applications.caa.co.uk/CAAPortal/servlet/SmartForm.html?formCode=BAL>

BCP emergency contact Number

Dorset Council

[emergencyplanning@dorsetcouncil.gov.uk](mailto:emergencyplanning@dorsetcouncil.gov.uk)

## Appendix H

### SCIENTIFIC, TECHNICAL AND OPERATIONAL ADVICE NOTE

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## **STOp 4/2001**

### **IMPORTANT**

**This STOp notice replaces STOp 2/98, please destroy your copy of STOp 2/98**

#### **ADVICE TO LOCAL AUTHORITIES ON THE COLLECTION AND HANDLING OF OIL SAMPLES**

- 1. Background**
- 2. Sampling From The Sea And Shoreline**
- 3. Size Of Samples**
- 4. Methods Of Collecting Samples**
- 5. Bottling, Sealing, Packaging And Boxing Of Samples**
- 6. Labelling And Addressing Of Samples**
- 7. Transportation Of Samples**
- 8. Handling Of Samples For Bonn Agreement States**

***Note: This document should be read in conjunction with:***

- STOp 1/2001 - The Environment Group and Maritime pollution response in the UK.
- STOp 2/2001 - The Establishment, Management Structure, Roles and Responsibilities of a Shoreline Response Centre during a Maritime Pollution Incident in the United Kingdom.
- The National Contingency Plan for Marine Pollution from Shipping and Offshore Installations (NCP).

**All extant MCA STOp notices may be found on the MCA web site: [www.mcga.gov.uk](http://www.mcga.gov.uk) and all enquiries regarding this and other MCA STOp notices should be directed to [meor\\_meor@mcga.gov.uk](mailto:meor_meor@mcga.gov.uk)**

### **1. BACKGROUND**

Where an oil pollution incident is thought to have arisen from an illegal operational discharge an effort should be made to collect a sample of the pollutant and, if possible, matching samples from the suspect ship or other source for analysis, comparison, and possible subsequent use in legal proceedings. Samples of the pollutant may need to be taken from the sea or coastline. When beach pollution has occurred,

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local authorities or HM Coastguard would usually take the necessary samples. For advice on sampling at sea, contact the Counter Pollution Branch of the Maritime and Coastguard Agency (MCA) on 02380 329483. This notice sets out the procedures to be followed when collecting and handling oil samples.

The MCA's Enforcement Unit will collect evidence concerning pollution incidents from shipping at sea, upon which a decision will be made as to prosecute or not. In England, Wales and Northern Ireland the MCA will conduct prosecutions. In Scotland the case will be presented to the Procurator Fiscal for action.

If samples are likely to be used in connection with legal proceedings, then the following procedures should be implemented:

### **In England and Wales**

Although a single sealed sample of each type of pollutant is required by law, MCA would prefer three samples to be collected.

### **In Scotland**

There is no longer a legal requirement for three sealed samples of each type of pollutant in Scotland but as in England MCA recommend three samples: one for analysis, a second to be handed to the owner or master of the suspect vessel for retention and any appropriate action, and the third for production in court, where the prosecution will be handled by the local Procurator Fiscal.

### **In Northern Ireland**

Although the law in Northern Ireland concerning this matter is the same as that in England and Wales, the Director of Public Prosecutions, who is responsible for handling prosecutions in Northern Ireland has asked that for the sake of safety, three sealed samples of each type of pollutant should be provided on the same basis as in Scotland.

Responsibility for the collection of oil samples in Northern Ireland rests with Environment and Heritage Service, Department of the Environment (Northern Ireland).

Samples will usually be requested by a scientist/mariner in the MCA's Counter Pollution Branch or one of the Principal Counter Pollution and Salvage Officers as part of the response to a reported incident. Once a sample has been taken, agreement must be obtained from the Counter Pollution Branch before it is analysed

**Please remember that analysis of samples will only be carried out and paid for by the MCA if authorised by the Counter Pollution Branch.**

Please note that organisations such as Ports and Harbours or the Environmental Regulator may be taking independent samples as part of their own individual responsibilities for oil spill response and pollution regulation. The analysis of the samples and the cost of analysis of such samples will be the responsibility of the organization taking the sample and not the MCA.

## **2. SAMPLING FROM THE SEA & SHORELINE**

When a large oil slick exists at sea or on a coastline, the number of samples that MCA may require is:

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- offshore spill - minimum of 1 sample / slick / day where possible,
- onshore spill - representative samples from the shoreline, following discussion with Counter Pollution Branch.

Following an incident, attempts may be made to infer that not all the oil pollution came from one vessel, and that some of it may have come from other sources. Where therefore an oiled beach is being sampled, a careful and detailed examination of the beach should be made to determine the uniformity of the oil deposit and the extent to which it is polluted by more than one type of oil. In particular, if there are any tarry, semi-solid lumps or wet tarry patches, their presence should be recorded and some idea of their quantity and extent obtained. In addition, samples of such pollution should be retained, and an attempt should be made to estimate costs expended on the clean-up of different oils.

In cases where samples have been taken at intervals along the beach, these should be clearly identified (see section 6 on labelling) as sequential samples of what might be an oil slick. Material is thus available for examination at a later stage, and the analytical laboratory does not get overburdened with an unnecessary number of analysis reports of the same material. It is desirable that samples of oil are taken in the area where the oil is first washed ashore. This is necessary as the fresher the oil the easier it is to identify by laboratory techniques.

### 3. SIZE OF SAMPLES

Modern analytical methods mean that very little original pollutant material is required to carry out most chemical analyses. However, a larger sample is likely to be more representative. Detailed analyses are often hampered by either contamination or the loss of the oil's lighter fractions. A larger undisturbed sample may consist of a weathered oil crust covering a less weathered (holding a greater percentage of lighter fractions) and therefore more valuable core. The recommended minimum quantities required for a detailed programme of analyses are:

- Un-weathered oils that are liquid and substantially free of water: 10ml
- Oil exposed to seas surface and forming water-in-oil emulsion "chocolate mousse": 10 ml
- Overseas water discharge where contravention of 100ppm or 15ppm is suspected: 1 litre of the discharge
- Tarry lumps as found on beaches: 10 grams

A sample should not be withheld because the recommended quantity cannot be obtained, since much smaller samples can give useful results. In cases of pollution within UK territorial waters, when it is only necessary to prove that some oil has been discharged, a relatively small sample may be acceptable. Larger samples may be useful to carry out a range of tests to determine the most appropriate response/clean-up strategy. MCA can advise when and why such an approach is desirable

### 4. METHODS OF COLLECTING SAMPLES

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When liquid samples are skimmed off the surface of the sea, care should be taken to ensure that the sample contains sufficient oil. Various techniques may be adopted to skim thin layers of oil from the waters' surface such as using a bucket with a hole.

Care should be taken to minimise contamination of liquid samples by solid matter. Oil deposited on rocks or other impervious materials should be scraped off and placed directly into the sample container. Lumps of tarry or waxy pollutant should be placed directly into sample containers; no attempt should be made to heat or melt these samples to enable them to flow into a container.

Oil adhering to seaweed, small pieces of wood, sand, plastic, material, cloth, vegetation or other debris should be dealt with by placing the complete specimen comprising oil and support material into the sample container.

## 5. BOTTLING, SEALING, PACKAGING AND BOXING OF SAMPLES

All samples should be securely packed and sealed, using screw topped containers and UN approved fibreboard boxes to ensure safe carriage of the sample. These have been supplied to HM Coastguard Stations and MCA Marine Offices for use by MCA Staff. In consultation with CPB, MCA sampling bottles may be made available to local authorities.

As proof against unauthorised opening, the sample container should be sealed with wire and a lead or sealing wax seal. Alternatively, adhesive labels with a signature on the paper stuck on the bottle top in such a way that they have to be broken to open the bottle are acceptable.

The bottle should then be placed inside a plastic bag, which should be sealed with a further adhesive label in the same way as for the sample bottle to ensure that it is not tampered with.

If it is necessary to take an oil sample where one of the standard containers above is not available, the receptacle should be of glass with a screw-cover and a seal which would not be affected by the oil. Small (100ml) and medium (500ml) glass bottles are readily obtainable from chemists or hardware shops.

The use of closed metal receptacles or plastic jars is strongly discouraged as contact with metal or plastic can, in some cases, interfere with the analysis. Avoid the use of any metal tool made of nickel or vanadium based alloys, as these metals occur naturally in crude oils and refined products and their levels may assist in the identification of the oil source.

When boxing the sealed samples for transport, the Peters and May (Dangerous Goods) Ltd. Packing instructions should be followed, to ensure the integrity of the package for transport under Dangerous Goods conditions. Vermiculite should be used to surround the sample(s) in the box for added protection and to absorb any possible seepage. Make sure that the dangerous goods documentation is completed.

Whenever possible, samples should be stored in refrigerators or cold rooms at less than 5 degrees C in the dark. These precautions are particularly important for samples containing water or sediment, but less so for bulk oil samples.

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When ordering sample bottles it is important to consider the following:

1. Wide necked bottles make sampling easier.
2. Sample security can be achieved with locking cap seal.
3. Ensure that no components of the bottle can interfere with analysis, e.g. waxed cap inserts.

## 6. LABELLING AND ADDRESSING OF SAMPLES

Care should be taken to ensure that every sample bottle is not only suitably sealed but also clearly labelled before being submitted to the MCA contractor's laboratory. It is important that a sample is positively identified, particularly where more than one is taken during an incident. It is of vital importance to maintain continuity in the chain of evidence, MCA recommend that each sample is labelled and is accompanied by more detailed information set out on a standard proforma. The form accompanying each container should therefore provide the following details: -

- a. An identifying number: year    2 digits  
                                                 month   2 digits  
                                                 day     2 digits  
and the initials of the official in charge of taking the samples.  
For example, 02/04/17/JS = Sample taken on 17th April 2002 by John Smith
  - b. Description of samples.
  - c. Position from which sample was taken, grid reference if possible.
  - d. Date and time of sampling.
  - e. Purpose for which sample was taken.
  - f. If known, suspected source, e.g. name of tanker or ship.
  - g. Whether or not dispersants have been used and, if known, their type and make.
  - h. Method of sampling (description of sampling device).
  - i. Name, address and telephone no. of person taking the samples and of anyone witnessing the taking of it.
- If possible, the following information would also be helpful:
- j. Wind direction and velocity.
  - k. Air and water temperature.
  - l. Sample descriptions, i.e. viscosity, colour and contaminants.
  - m. Description of the oil spill, i.e. distribution and consistency.

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An example of the recommended form and label are appended to this notice.

To assist with any subsequent investigations, it is important that a letter is sent to MCA quite independently of the sample (but a copy should be sent with the samples), setting out details a. to m.

## 7. TRANSPORTATION OF SAMPLES

If a sample needs to be analysed the Counter Pollution Branch will contact their analysis contractor to arrange for the sample to be collected by courier and analysed.

Please ensure that the samples in question are labelled correctly and securely packed in UN approved boxes to avoid breakage. It is important that the standard proforma described in section 6 should also be included with the sample along with all carriage documentation. To facilitate sample transportation, clear information on the number of samples to be collected, the location they need to be collected from and a contact name and phone number need to be given to the Counter Pollution Branch.

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## 8. HANDLING OF SAMPLES FOR BONN AGREEMENT STATES

In cases where samples are taken at the request of a contracting member of the Agreement for Co-operation in Dealing with Pollution of the North Sea by Oil, the BONN Agreement, the Counter Pollution Branch would be the focal point for processing the samples for either analysis or onward transmission to the requesting member state. The results of such tests would not be made public until the contracting party involved was informed.

### OIL POLLUTION SAMPLE – STANDARD LABEL

ID No.	Date/Time	Location (Grid Ref)	Name & Address of person taking sample

For continuity of evidence: Please complete clearly

Sample passed to:

Date	Name	Address	Signature

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Collection of oil samples - This form to be completed by person taking sample		
A	ID Number - YY/MM/DD - with initials of person taking sample	
B	Sample description	
C	Location of sample – OS Grid Ref or Lat/Long if possible	
D	Date and time of sample collection	
E	Purpose for which sample was taken	
F	If known, suspected source	
G	Were dispersants used?	
H	Method of sampling (device?)	
I	Name, address, e-mail address & Tel No of person taking sample and any witnesses	
J	Wind speed and direction	
K	Air and Sea Temperature	
L	Sample description, viscosity, colour, any contaminants?	
M	Description of the oil spill, distribution and consistency	
Original form to be kept with sample - please send copy of the form to the Counter Pollution Branch of the MCA - Bay 1/11, Spring Place, 105 Commercial Road, Southampton, SO15 1EG Tel:		

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