



West India Docks

Oil Spill Contingency Plan

Issue 01.1 – June 2026

EXTERNAL VERSION – CONTACTS REDACTED

1 STRATEGY - CONTROL

1.1 MCA Approval of Oil Spill Plan

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APPROVAL OF OIL SPILL CONTINGENCY PLAN

Issued in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 under the authority of the Government of the United Kingdom of Great Britain and Northern Ireland
by the Maritime and Coastguard Agency, an Executive Agency of the Department for Transport

PARTICULARS OF COMPANY

Name of Port	CANAL AND RIVER TRUST (LONDON)		
Category of Port	A&B		
Address	West India and Millwall Docks 420 Manchester Road Docklands		
Postcode	E14 9ST	Country	United Kingdom

APPROVAL

I declare that the Oil Spill Contingency Plan submitted by the above is relevant and complete in every respect in accordance with the requirements of the Merchant Shipping (Oil Pollution Preparedness Response and Co-Operation Convention) Regulations 1998 and the Guidelines issued by the Maritime and Coastguard Agency and is hereby approved by the Secretary of State for the Department of Transport

Date of Plan 01 October 2025

Plan Version Issue 001

This Plan is valid until **17 November 2030**.

Place

MCA Headquarters

Signed

 Signed electronically in accordance with FALSCirc 39 Rev.2

Signature of authorised official issuing the certificate

Verify



Date

18 November 2025

Name

Andrew Healy

1.2 List of Plan Holders

	Name	Organisation	Location
1	WID Harbour Master	Canal & River Trust	West India Docks
2	CRT Regional Operations Manager	Canal & River Trust	London & SE
3	Emergency & Resilience Department	Canary Wharf Group	London
4	Emergency & Resilience Department	Port of London Authority (PLA)	London
5	Counter Pollution and Salvage Officer (East)	Maritime and Coastguard Agency	-
6	Nominated Person	Environment Agency	-
7	Nominated Person	Tower Hamlets Civil Protection Unit	London
8	Nominated Person	Natural England	-
9	Nominated Person	Marine Management Organisation	-
10	-	-	-
11	-	-	-

1.3 Revision Procedure

This plan will be reviewed annually, considering experience gained from exercises and/or incidents, changes in risk, port operations and legislation. A formal review of the Plan will be conducted at 5-year intervals and the plan re-submitted for approval.

1.4 Amendment Record

Issue Number	Date	Amendment(s)	Amended By
01	October 2025	Formal review of plan for 5-year revalidation: Internal review and external statutory consultee feedback.	Jamie Jackson (Harbour Master)
01.1	June 2026	Updated contact details in sections 7.1 and 10 as part of Q2 notification exercise.	Jamie Jackson (Harbour Master)

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1.5 Abbreviations

CRT	Canal and River Trust
DEFRA	Department for Environment, Food and Rural Affairs
DESNZ	Department for Energy Security and Net Zero
DSP	Docklands Scout Project
DSWC	Docklands Sailing and Water sports Centre
EA	Environment Agency
EG	Environment Group
FIUK	Fuels Industry United Kingdom
GTGP	Guide to Good Practice on Port and Marine Facilities
HFO	Heavy Fuel Oil
HMRC	His Majesty's Revenue and Customs
HWS	High Water Springs
IMO	International Maritime Organisation
IMT	Incident Management Team
JNCC	Joint Nature Conservation Committee
LA	Local Authority
LFO	Light Fuel Oil
LOA	Length Overall
LWS	Low Water Springs

MCA	Maritime and Coastguard Agency
MFO	Medium Fuel Oil
MGO	Marine Gas Oil
MMO	Marine Management Organisation
MRC	Marine Response Centre
MRCC	Marine Rescue Coordination Centre
MRSC	Marine Rescue Sub-Centre
MSMS	Marine Safety Management System
NCP	National Contingency Plan
NE	Natural England
OMT	Oil Spill Management Team
OPRC	Oil Pollution Preparedness Response and Co-operation Convention
OSCP	Oil Spill Contingency Plan
OSTPs	Oil Spill Treatment Products
PLA	Port of London Authority
PMSC	Ports and Marine Facilities Safety Code
POB	Persons On Board
PREMIAM	Pollution response in emergencies - marine impact assessment and monitoring
RCG	Recovery Coordination Group
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	Special Area of Conservation
SCG	Strategic Coordinating Group
SCU	Salvage Control Unit
SPA	Special Protection Area
SRC	Shoreline Response Centre
SSSI	Site of Special Scientific Interest
STAC	Science and Technical Advice Cell
TCG	Tactical Coordinating Group

2 STRATEGY - INTRODUCTION AND POLICY

Canal and River Trust are the Statutory Harbour Authority for West India Docks and is responsible for the safety of marine operations within the port. Canal and River Trust derive powers from legislation, including Harbours Act 1964, Transport Act 1981, Harbours, Docks and Piers Clauses Act 1847, and industry best practice such as the Ports and Marine Facilities Safety Code, and A Guide to Good Practice on Port and Marine Facilities. Canal and River Trust's responsibilities also include the protection, regulation, maintenance and improvement of its Ports and Approaches. Harbour Masters appointed by Canal and River Trust are responsible for the day-to-day management and safety of all marine operations undertaken in the harbour. It is the statutory duty of the authority to ensure safe transit and to this end the General Directions and Byelaws (enacted by the London Docklands Development Corporation Act 1994) will apply and be enforced.

2.1 Statutory Requirements

Following the introduction of the Merchant Shipping (Oil Pollution Preparedness, Response and Cooperation Convention) Regulations 1997 which became law in 1998, there is a requirement in the UK for:

- Any harbour or oil handling facility having a turnover of more than £1 million (or)
- Any harbour or oil handling facility offering berths alongside, on buoys or at anchor to ships of over 400 GRT or tankers (oil or chemical) of over 150 GRT to produce an oil spill contingency plan.
- Any other harbour or oil handling facility in respect of which the Secretary of State has reserved the harbour authority or operator (as the case may be) a notice stating that he is of the opinion that maritime activities undertaken at the harbour or facilities involve a significant risk of spillage of over 10 tonnes of oil must produce an oil contingency plan.
- Any harbour or oil handling facility, which in the opinion of the Secretary of State and the following consultation with relevant government bodies, is in an area of significant environmental sensitivity, or in an area where a discharge of oil or other substances could cause significant economic damage, (for example local shell fishing or marine culture industries) must produce an oil spill contingency plan.

The Oil Spill Contingency Plan has been developed to conform with the Merchant Shipping (Oil Pollution Preparedness, Response and Cooperation Convention) Regulations 1998, SI 1998 No. 1056, which came into effect on 15th May 1998.

2.2 Responsibility for Plan

The nominated person responsible for the upkeep and amendment of this Plan is the Canal & River Trust West India Docks Harbour Master.

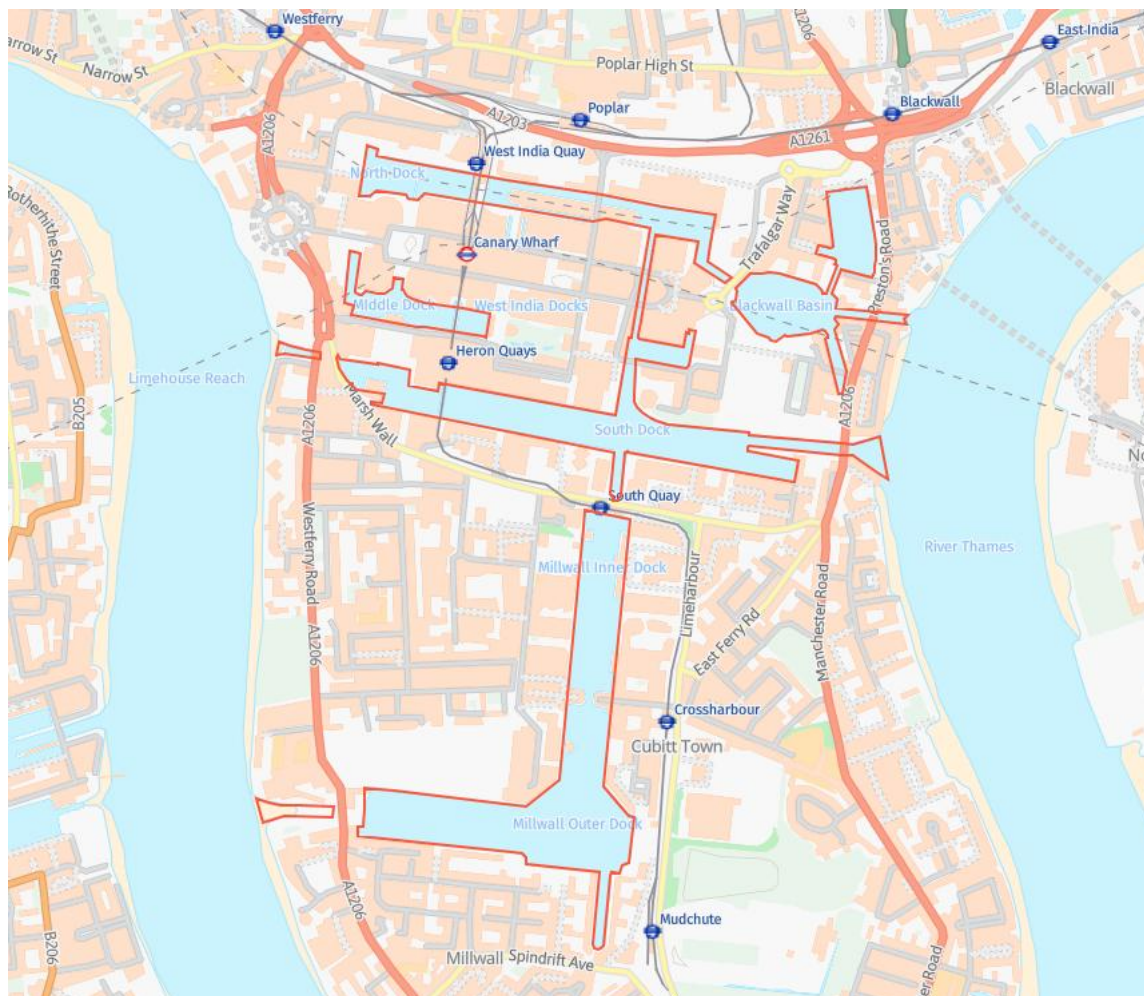
2.3 Geographical Boundaries and Jurisdiction Limits

The seaward limit of the area is the outside of the outer lock gate, at the junction with the River Thames.

The West India Dock system is owned and managed by the Trust. Operational management is co-ordinated at the West India Dock pier head office or marine control building. Most dock walls within the system are owned by the Trust. Smaller areas are owned by third

parties including Canary Wharf Group and other private developers. The dock system comprises the following areas:

- West India Dock - North Dock
- West India Dock - Middle Dock
- West India Dock - South Dock
- Poplar Dock, location of Poplar Dock Marina
- Blackwall Basin, location of Blackwall Basin Marina
- Millwall Inner Dock
- Millwall Outer Dock
- Millwall Slipway



Access to all areas is through the main entrance lock at the eastern end of South Dock, with all dock areas interconnected by various cuttings and passages.

A variety of craft use the dock system, including private leisure craft, naval vessels (up to 9000 GT), Tall Ships, Super Yachts and occasional construction traffic carrying aggregate and project materials. All vessels are required to pre-book arrivals/departures.

There are long-term small craft moorings, which typically cater for vessels up to 38m, available in various dock areas. The bigger marinas are in Poplar Dock and Blackwall Basin.

Blackwall Basin marina is owned and managed by the Trust and Poplar Dock marina is owned and managed by third-party Aqua Vista.

Located in other dock sites are a floating restaurant, a floating restaurant/private function Dutch barge, various other businesses located on Dutch barges and other vessels and the Docklands Scout Project headquarters ship. Various smaller marine facilities exist providing private hire leisure vessels for use in the dock system.

The Millwall Outer Dock water space is licensed to the Docklands Sailing and Water sports Centre for their water-based activities, managed from their headquarters building in that dock.

2.4 Identification of Lead Authority and Other Authorities Represented in the Plan

Within the UK there is an adopted structure and procedure for response to Marine Oil Spills, which clearly defines the roles and responsibilities of Industry, the UK Government (including environmental agencies) and Local Maritime Authorities. Each statutory body has a designated area of jurisdiction within zones extending from the High-Water mark to 200NM or the UK territorial limit.

The competent national authority designated to oversee all matters pertaining to the OPRC convention under the Merchant Shipping Act 1995 is the Maritime and Coastguard Agency (MCA).

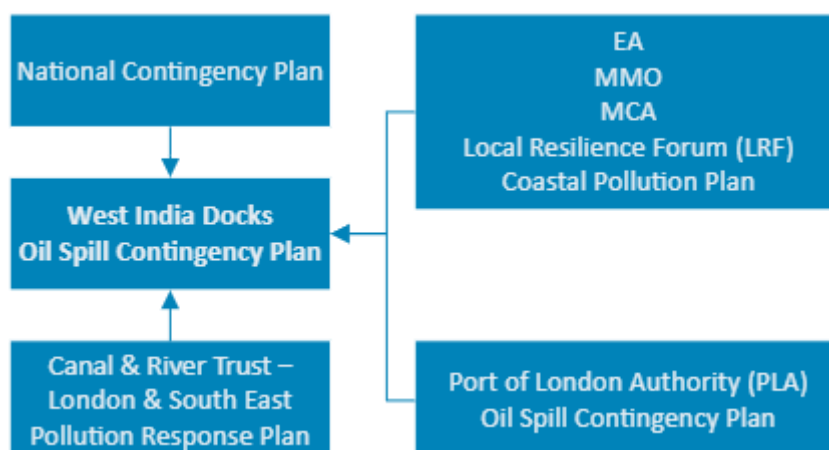
In the event of an oil spill incident, Canal & River Trust's West India Docks Harbour Authority will be responsible for the overall co-ordination of incidents within West India Docks.

The following authorities must be consulted with and involved in plan development:

- Marine Management Organisation (MMO)
- Environment Agency (EA)
- Natural England (NE)
- London Borough of Tower Hamlets
- Port of London Authority (PLA)

	Pollution to Clean	Responsibility
Outside Canal and River Trust (within UK pollution zone)	On water	MCA / PLA
	Shoreline (including land exposed by falling tide)	EA, Local Authority / PLA
Within Canal and River Trust	On water	West India Docks
	Jetties/wharves/structures	West India Docks
	Beach/shoreline owned by Canal and River Trust	West India Docks
	Shoreline (including land exposed by falling tide)	EA, Local Authority

2.5 Interfacing Contingency Plans



2.5.1 National Contingency Plan

In the event of an oil spill incident which calls for a Tier Three response, the Maritime and Coastguard Agency may decide to implement the National Contingency Plan (NCP): <https://www.gov.uk/government/publications/national-contingency-planncp>

In this event, MCA will take control of at-sea counter pollution measures from their own MRC. Should there be a formal hand-over of responsibility for the incident to MCA, the Port's oil spill response resources and facilities will be made available.

2.5.2 Environment Group

The Environment Group (EG) provides a single advisory line on public health and environmental issues at sea to all response cells.

STOp 2/16 The Environment Group:

<https://assets.publishing.service.gov.uk/media/5f339f85d3bf7f1b164fe10b/STOp2-16.pdf>

Where the incident poses a significant threat to health or the environment on land, the Strategic Coordinating Group (SCG) may establish a Science and Technical Advice Cell (STAC) and this may be integrated with the Environment Group. At the outset of an incident, at sea, the MCA triggers the formation of an Environment Group to provide advice requiring a local, regional, or national response. Standing Environment Groups cover the entire UK coastline and MCA co-ordinates the geographical coverage of individual Standing Environment Groups, their contact details and call out arrangements. The Environment Groups comprise the statutory environmental regulators, fisheries departments, nature conservation bodies and public health bodies plus a range of specialist public sector and non-government organisations.

The Environment Group framework enables a co-ordinated and timely environmental input to any other more localised or specialised incidents. The Group may be set up as a precautionary approach when the possibility of incident escalation has potential. In many minor incidents the operational Environment Group remains a “virtual” Group responding with advice when requested.

The Environmental Group's remit is advisory, and it has no powers of direction or enforcement. Regulatory functions of individual members of the Group are exercised outside the Group structure and function.

2.6 Risk Assessment

A Risk Assessment to meet with OPRC Contingency planning for Ports & Terminals has been completed based on content, previously agreed with MCA.

2.6.1 Scope of Assessment

This assessment covers marine and associated land-based operations carried out within the Trust's jurisdiction at the Docks as identified.

2.6.2 Factors of Assessment

This risk assessment is designed to identify potential oil sources (i.e. all oil-containing systems), the size of potential spills and to estimate the risk associated with the release of oil from potential spills into the marine environment.

All oil-containing systems, initiating events that could result in an accidental spillage and the potential maximum quantity (inventory) that could be released were identified and examined.

User	Oil
Tugs	Marine gas oil for propulsion and EXXMA 12 TP 30 (Esso) or similar for lubrication
Road Tankers	Deliver standard marine diesel oil and domestic heating oil
Bunker Barges	Deliver marine fuel and diesel oil
West Ferry Printers	Mineral and vegetable oil-based inks
Harbour Authority Vessels	Diesel oil and petrol
Leisure craft	Marine diesel and a small number use petrol
Docklands Scout Project (DSP)	Standard domestic heating oil and diesel oil for motor craft and petrol
Docklands Sailing and Water sports Centre (DSWC)	Diesel oil for motor craft and petrol
Harbour Authority Infrastructure	Mix of mineral oils and biodegradable oils

2.6.2.1 Pre-Arrival Checks

Vessels >40m LOA are mandated by the PLA to carry Pilots, who prior to commencing passage into the area carry out pre-arrival checks. These include checks to ensure that the vessel is not leaking oil, that no internal transfer of fuel or other oil and that no ballast or overboard discharge, other than normal cooling water, will take place during the passage, without adequate reason and then only with the permission of the Harbour Master.

2.6.2.2 Passage Restrictions to safe berth

Vessel size is restricted both by tidal constraints and the dimensions of the lock, with an allowance for safe under keel clearance.

The lock defines the maximum dimensions of vessels able to enter the dock system:

- Max Length: 176m
- Max Beam: 23m
- Max Draught: 8m

2.6.2.3 Types of berthing operation and size of tugs available

Vessels requiring ship-assist tugs or dead tows using tugs will employ the services of third-party towage operators. The common size of employed tugs is 32 x 12 x 6.0m.

2.6.2.4 Berthing Failure Conclusion

Berthing failure is considered a low-level risk at this port due to the size and type of vessel using the facility. Few vessels carrying heavy or medium fuel enter the port's jurisdiction and the result of collision damage to the largest fuel tank, based on the size of vessels that utilise the facility, would be 25 tonnes of Gas oil or Diesel.

2.6.2.5 Analysis of fuel bunkering and oil cargo operations

Fuel bunkering operations are carried out within the enclosed dock by either road tanker or bunker barge. The maximum road tanker loading is 25 tonnes. Bunker barge operations average 50 tonnes. All bunkering operations at the dock are logged by the harbour authority using the attached 'Bunker Transfer Safety Checklist' and this is completed prior to commencing bunkering operations. See appendices.

2.6.2.6 Bunkering failure conclusion

- Worst case loss of road tanker - 25 tonnes
- Worst case loss of bunker barge - 250 tonnes

2.6.2.7 Overflow from impounding station over lock gate to open water

Under certain circumstances, the dock level can rise to a point where water will overflow specific lock gate configurations. Should this occur during an incident within the dock system, escaping oil would be trapped using a fence boom and sorbent booms taken from the harbour Tier 1 stockpile. In addition, the level of water within the lock can be lowered to capture any floating oil within the lock for subsequent recovery.

2.6.2.8 Specific Recovery Issues

Buildings and quays elevated on piles (false quays) would allow oil to move underneath inaccessible areas, thus extending clean-up time. Accessibility between boats moored in marinas, such as Poplar Dock or Blackwall Basin, would extend clean-up time. To avoid fish at Billingsgate Market becoming contaminated with an oily odour, oil is to be kept away from the Market in the Northern Dock.

2.6.2.9 Response Strategy

Oil spilled within the dock system will be recovered using sorbent materials held in stock by the harbour authority, depending on the quantity and type of oil spilt. With vehicular access available to almost all locations, skimmers alongside suction road tankers should be considered.

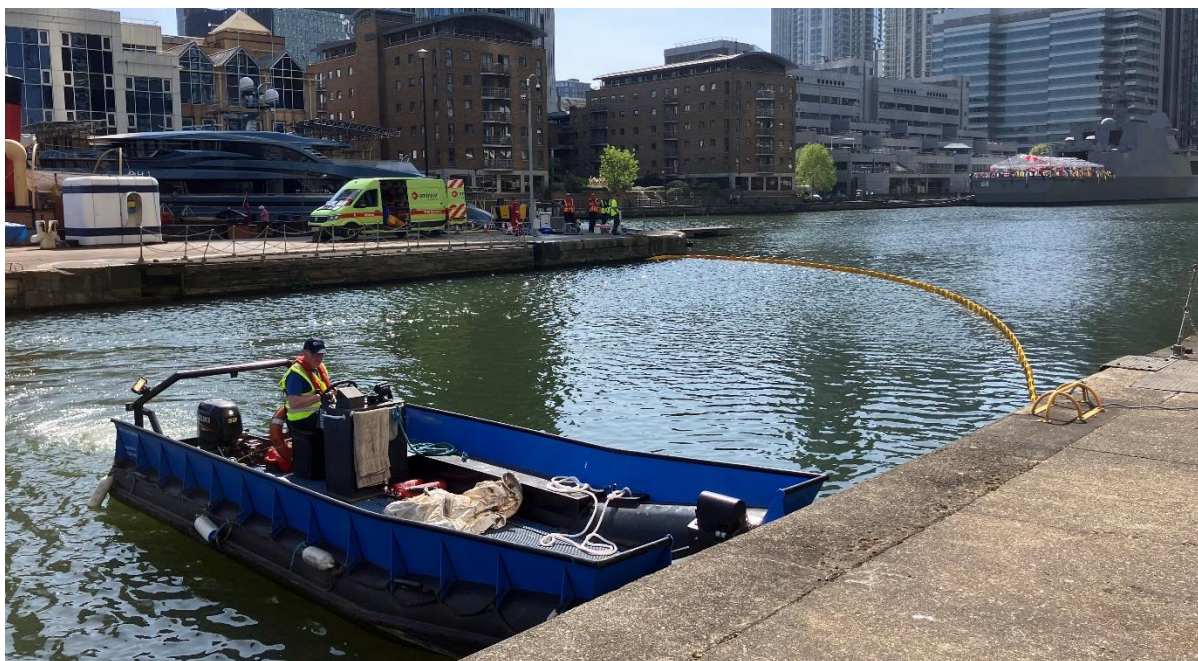
In the enclosed docks, the wind is most likely to blow the oil into a corner or to one end of a dock. Booms should be deployed to prevent oil from being blown underneath inaccessible piled structures, with further booms then being used to retain the oil in the area to which it has been blown. There are several narrow cuttings and passages where booms can be effectively deployed.

If a larger spill occurs, it will be recovered and disposed of by the accredited Canal & River Trust contractor nominated in this plan and arisings will be legally carried for disposal.

In most cases, any spillage of the size nominated within this study in the river outside the lock gates, would be allowed to evaporate and disperse naturally in accordance with the PLA contingency plan.

The following should be given priority when considering where to deploy booms:

- Keep oil away from Billingsgate Fish Market
- Keep oil away from lock gates and deploy booms in such a manner as to enable continued movement of vessels in and out of the docks without loss of oil
- Deploy booms to protect tern rafts and floating reed beds (see appendices)
- Deploy booms to prevent oil entering underneath overhanging buildings and walkways
- Deploy booms to prevent oil from entering marinas or around clusters of visiting vessels
- Consider deployment to prevent pollution uptake in areas with water abstraction (see appendices)
- Consider impact of booming to prevent oil reaching fauna and swimming activities in middle dock



Protective booming point across inner lock gates area

2.6.3 Overall Conclusion

West India Docks is considered a well-controlled, low-risk port area. Proper controls exist through set pilotage procedures for larger vessels and proper management of bunkering operations.

Operational spillage within the dock would not exceed 5 tonnes of gas oil and there is tier 1 equipment on the quayside to combat this.

The maximum perceived loss of hydrocarbon through spillage from tank failure is 25 tonnes marine gas oil either outside the Inner Lock Gates or a worst-case scenario from loss of a ship's tank, road tanker, or bunker barge inside the enclosed dock.

2.7 Summary of Risk Assessment

Cause	Assessed Risk (Likelihood & Consequence)	Credible Spill Quantity (Tonnes)
Grounding in Bellmouth	Low	Nil
Grounding in Lock	Low	Nil
Grounding in Dock Area	Low	Nil
Collision Underway	Low	10
Berthing Incident	Low	25
Sinking of Craft*	Moderate	5
Tug Impact	Low	10
Bunkering Operations	Low	25
Third Party Storage Escape	Low	10

*Craft: Leisure craft, live-aboard vessels, barges, workboats, floating but fixed commercial vessels.

Risk Rating	Definition
Low	No legal implications. No noticeable environmental impact. No additional controls required.
Moderate	Breach of legislation with potential for fines. Minor to moderate environmental damage to the local area, minor risk to humans and wildlife or contribution to cumulative environmental pollution problems. Damage likely to have a moderate cost implication.
High	Breach of legislation with potential for large fines or prosecution. Environmental damage of high significance. Damage likely to have a high-cost implication. Risk to health of people and wildlife.

2.8 Categories of Incident

Contained Operational Spills:

These are spills contained on the ship or dockside, which do not enter the water.

Tier 1:

Small operational spills where events can be controlled by onsite resources. A Tier 1 spill is not likely to require recourse to intervention by resources within the port, an external incident response organisation or external authority, except for purposes of notification.

Tier 2:

Medium sized spillages into the water column which require the immediate deployment of the Tier 2 contractor and subsequently a substantial commitment of the Plan resources and including regional assistance. A Tier 2 incident is not likely to require the manning up of an TCG and/or RCG to co-ordinate an on-going response.

Tier 3:

Larger spills or a loss of containment incident outside the lock gate system that will require the full involvement of other authorities and possible mobilisation of Tier 3 and national stockpiles.

3 STRATEGY - INCIDENT RESPONSE ORGANISATION

3.1 Harbour Master

The Harbour Master (or nominated deputy) has overall responsibility for the conduct of spill response operations and for casualty/salvage management within the port. They will be supported in the role by the CRT Emergency Response personnel and by the Oil Spill Management Team.

3.2 Oil Spill Management Team

An Oil Spill Management Team (OMT) will be established at the West India Docks Harbour Authority Office under the Harbour Master for Tier 2 and Tier 3 incidents. Depending on the circumstances of the incident, an OMT may be established for Tier 1 Incidents. If a full co-ordination centre is required, the OMT will consist of representatives from the following organisations as required:

- WID Harbour Master (or nominated deputy)
- Canal & River Trust Director London & South East
- Canal & River Trust Regional Operations Manager
- Qualified Marine Operatives and Team Leaders

3.2 Tier 2 Responder

Adler and Allen provide the Tier 2 response service for West India Docks.

Adler and Allen will respond within 10 minutes of receiving an emergency call, and aim to be mobilised within an hour, and on site within 4 hours.

3.3 Incident Control Arrangements

Tier 1

Notwithstanding exceptional tidal conditions, at least one set of lock gates can be kept closed. If because of shipping movements they have been opened, the gates will be closed at the earliest opportunity to prevent oil escaping into the river. The Tier 1 call-out procedure will be initiated, and the incident will be controlled from the Harbour Authority office or initially remotely until a team is mobilised.

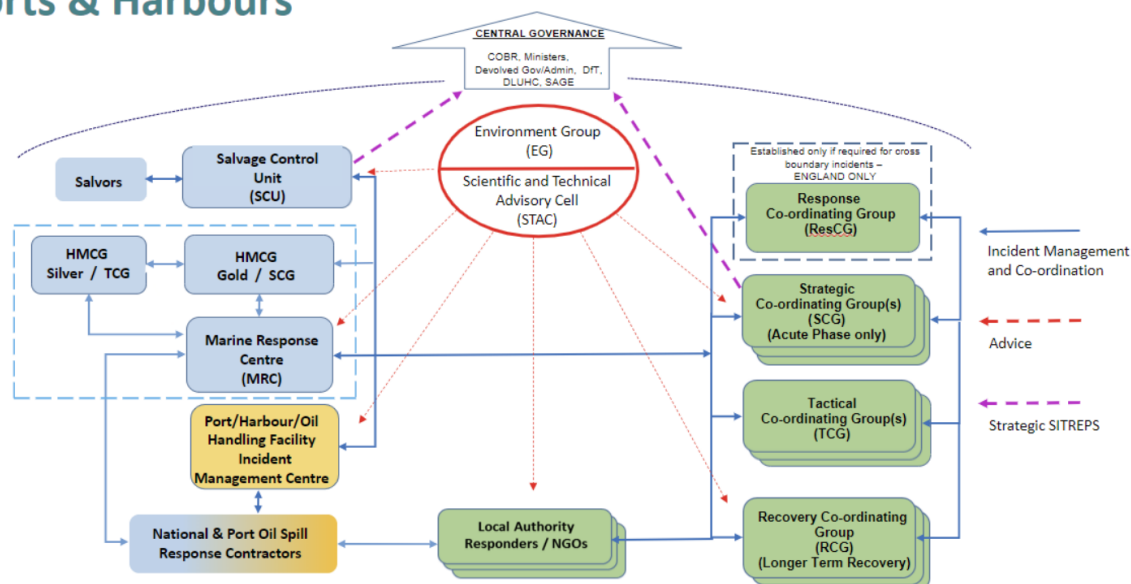
Tier 2 and 3 Incidents

In addition to the actions taken for a Tier 1 Incident, the Tier 2 contractors are to be advised by the Harbour Master (or nominated deputy). All harbour stakeholders are to be advised that traffic movements into or out of the docks may be halted until the situation has been stabilised. The incident will be controlled from the Harbour Authority office.

3.4 SOSREP (Secretary or State's Representative)

In the event of an incident requiring salvage operations the Secretary of State's representative (SOSREP) will decide whether it is necessary to set up a Salvage Control Unit (SCU) and if this requires a virtual/hybrid setup. If the size of the incident merits the establishment of a SCU, the SOSREP may travel to the scene at the appropriate time. Upon establishment of a SCU the Harbour Master will become an active member of the SCU team liaising with the SOSREP throughout the course of the incident.

Ports & Harbours



Excerpt from the National Contingency Plan (June 2024)

4 ACTION – REPORTING PROCEDURES

4.1 Introduction

This section sets out the reporting procedures which should be followed in the event of an oil spill in West India Docks.

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

4.2 General Reporting

Every vessel engaged in oil transfers, Shore to Vessel or Vessel to Vessel shall complete a Bunker Transfer Safety Checklist prior to starting bunkering operations and send a copy of this to the Harbour Authority via the Harbour Operations email mailbox.

4.3 Prevention of Oil Pollution Acts 1971 & 1986

The Prevention of Oil Pollution Acts (1971 and 1986) place an obligation on persons to immediately report an oil spill to the Harbour Master, port users, vessels' Masters, Agents or Charterers and any employee of companies using the harbour.

4.4 POLREP CG77

INITIAL INCIDENT REPORT

A. Classification: -

B. Date/Time/Observer: -

C. Position and Extent of Pollution: -

D. Tide: -

Wind: -

E. Weather: -

F. Characteristics of Pollution: -

G. Source and Cause of Pollution: -

H. Details of Vessels in area: -

I. Not Used

J. Any Photographs or Samples: -

K. Remedial Action: -

L. Forecast of oil movement: -

M. Names of others informed: -

N. Other relevant information: -

4.5 Operations Planning and Notification of Key Team Members and Authorities.

In addition to the Harbour Master (or nominated deputy), the following persons or organisations should be informed in the event of pollution:

Tier 1 Incident

- Duty teams (if out of hours)
- Environment Agency
- Vessel's Master and Agent (if vessel involved)
- Third party tenants and operators (for information only)

Tier 2 Incident

In addition to the above:

- Regional Operations Manager
- London & South East Director
- Natural England
- Local Authority Civil Protection Unit
- Marine Management Organisation
- Port of London Authority (PLA)

Tier 3 Incident

As above.

4.6 Reporting

Spill reports may be received by the Harbour Authority from the public, Canary Wharf, MCA, Police, Fire, or other Canal & River Trust colleagues, in or out of working hours.

All reports must be immediately passed to the Duty Harbour Master, who will triage the incident using the decision-making tree, determine the required response and notification level, and initiate containment and clean-up.

All communications and decisions must be recorded on the incident log. CG77 POLREP and Post-Incident Report forms must be completed and submitted/recorded.

4.6.1 Oil Spill Progress Report

Ongoing Incident Report	
Incident Name:	
Updated by:	
Date:	Time (local):
Summary of Incident Response Operations:	
Summary of Incident Response Resource Utilisation:	
Number of Recovery Devices:	Length of Booms in Use: m
Sorbent Used: kg	Number of Storage Devices:
Number of Personnel:	Number of Vessels:
	Number of Vehicles:
Specialist Equipment:	
Oil Spill Balance Sheet:	
Total amount of oil spilled:	litres/tonnes
Total amount of oil recovered:	litres/tonnes
Outstanding amount of spilled oil:	litres/tonnes
Mass Balance:	
Estimated Natural Weathering:	litres/tonnes
Mechanically agitated:	litres/tonnes
Chemically dispersed	litres/tonnes
Skimmer recovered	litres/tonnes
Sorbent recovered:	litres/tonnes
Manually recovered:	litres/tonnes
Other	litres/tonnes

4.6.2 Tier Two Contractor Call-Out Information Sheet

Tier Two Contractor Call-out Information Sheet <i>Required by the Duty Manager before Mobilisation</i> Tier Two Contractor: Adler and Allan	
PHONE:	
FROM (Sender's name):	
POSITION:	
COMPANY:	
CONTACT (e.g., phone/fax):	
1. Designated Call-out Authority	
2. Location of spill	
3. Time of spill (GMT and local time)	
4. Source of spillage	
5. Quantity (if known)	
6. Oil type and characteristics	
7. Weather conditions and forecast	
8. Resources at risk	
9. Clean-up resources available on site or others ordered with estimated time of arrival	
10. Vessel availability for equipment deployment, storage of recovered oil	
11. Location of Command Centre	
12. Name of On Scene Commander and designated contact(s) and/or deputies	
13. General information	
14. Tier Two Contractor Mobilisation Approved by: (Signed and dated)	

5 ACTION – RESPONSE ACTIONS

5.1 General

The following section contains Action Cards and Checklists for the Oil Spill Management Team.

The Action Cards use a checklist style in order that they effectively guide the person fulfilling the role through the actions that they are expected to take and their responsibilities.

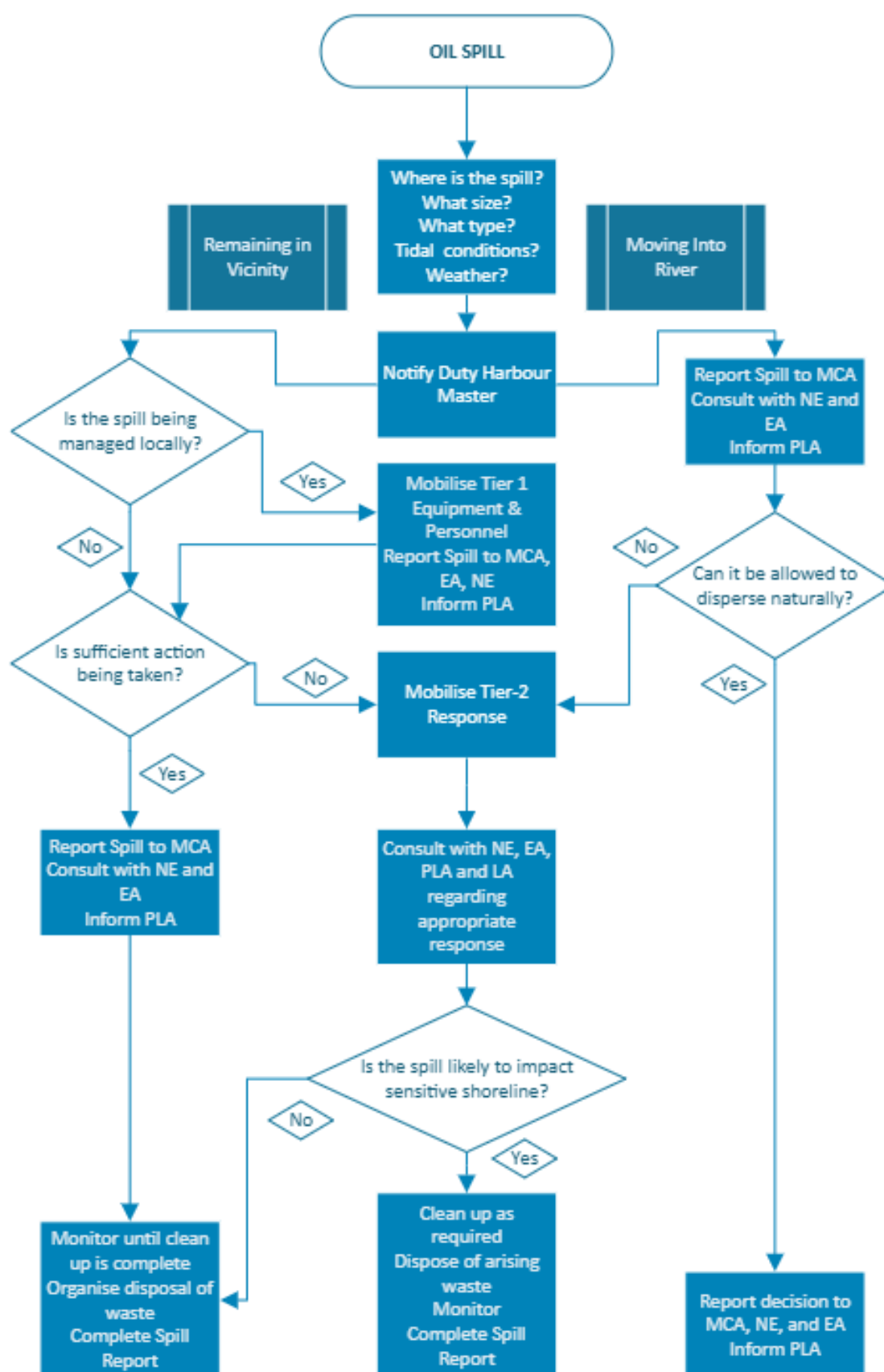
The Action Cards are split into four sections:

- **Alert** - This section lists the different notifications that will be required, both internally and externally.
- **Initial Actions** - Those that will be required to be carried out immediately to initiate the response operation.
- **Further Actions** - Those that will be required to be carried out when the response operation is underway.
- **Final Actions** - Those that will be required to be completed before the response operation can be officially stood down.

Action Cards can be found for the following positions:

- Observer of the incident.
- Harbour Master (or appointed deputy)

5.2 Decision Making Tree



5.3 Observer of the Incident

5.2	OBSERVER OF THE INCIDENT	
Step	Actions	Additional Information
Alert	☐ Notify: Duty Harbour Master	VHF Radio Channel 13, Mobile, Telephone.
Initial Actions	☐ IF SAFE to do so, attempt to either stop or reduce leakage. ☐ Provide as much information as possible, such as: - location of the spill - oil type - estimated quantity ☐ Source of spill	DO NOT: - allow naked flames - allow operation of non-intrinsically safe equipment - allow oil to directly contact skin - approach spill site downwind
Further Actions	☐ Standby to guide response personnel to scene and assist if possible. ☐ Act on instructions of the Duty Harbour Master or appointed deputy.	
Final Actions	☐ When finished/unable to lend further assistance, submit log to the Duty Harbour Master.	Include: - time of events - what you saw - what you did - who arrived and when - what they did Use Log Sheet C4

5.4 Harbour Master or appointed Deputy (On Scene Commander)

5.3	Duty Harbour Master or appointed Deputy (On Scene Commander)	
Responsibilities	• Confirm/amend initial classification • Complete CG77 and submit to coastguard • Manage the pollution response • Authorise expenditure • Mobilise Tier 2 contractor • Convene Oil Spill Management Team • Approve press statements • Amend contingency plan	
Step	Actions	Additional Information
Alert	• HM Coastguard • Tier 2 contractor • External organisations as required • Environment group	Via CG77
Initial Actions	• Verify/amend spill classification • Liaise with staff for updated SITREP • Convene Oil Spill Management Team • Authorise mobilisation of Tier 2 contractor	Refer to Section 1
Further Actions	• Chair the Oil Spill Management Team meetings • Constantly review the strategy being employed and advise of changes where necessary • Approve all expenditure commitments • Brief media team as required	Via Finance Team Via Media Relations
Final Actions	• Terminate the clean-up • Collate personal logs • Prepare the incident report • Hold full debrief involving all members • Amend contingency plan(s) as required	Log Sheet

5.5 Oil Spill Incident Checklists

The following pages contain checklists designed to ensure consistency for all response personnel throughout the incident response. The checklists are as follows:

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

Checklist to ensure that the initial assessment of the oil spill is accurate and all aspects likely to affect the classification, quantity and likely fate of the spilled oil are investigated thoroughly.

- **Incident Briefing Checklist (C2)**

Checklist to ensure that all personnel involved in the Incident Management are given a thorough briefing of the incident and are then able to give a consistent and effective briefing to personnel falling under their management during the incident.

- **Personal Log Checklist (C3)**

Checklist to ensure that all personnel involved in the incident response record correct and relevant information throughout the operation and consistent logs are then able to be submitted to the Port Services Manager upon completion for use in subsequent reports and actions.

- **Incident Log Sheet (C4)**

This log sheet should be copied and used by the log keeper in order that an accurate log can be kept of the incident for use as required during and after the incident.

- **Oil Spill Sampling Checklist (C5)**

This Checklist should be used as guidance for taking samples of the spilled oil, which may be used legally later. Following this checklist will ensure that sufficient samples are taken, and they are packaged and labelled correctly. For further information regarding sampling, refer to STOp Notices available at <https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes>

5.5.1 Oil Spill Assessment Checklist

C1	Oil Spill Assessment Checklist
This Checklist is designed to assist those personnel who have the responsibility of initially and subsequently assessing the oil spill incident. These personnel are likely to be: • Harbour Master or appointed deputy	
Step	Guidance
* Assess Safety Hazards	
* Determine Oil Spill Source	If source unknown, investigate with care. Instigate actions to stop spillage at source IF SAFE TO DO SO
* Estimate quantity of oil released if exact amount unknown	
* Assess prevailing and if possible, future weather conditions.	Determine: * wind speed and direction * state of tide and current speed * sea state
* Predict oil fate; determine direction and speed of oil movement in addition to weathering characteristics.	

5.5.2 Briefing Checklist

C2	Incident Briefing Checklist	
This checklist is designed to facilitate an effective response team briefing and should be used by supervisory personnel.		
Step	Notes	
Specify Safety Hazards		
Extent of Problem <i>Size of spillage, type of oil, source.</i>		
Slick trajectory <i>Tide and Wind conditions.</i>		
Response actions <i>Strategies to utilise.</i>		
Resource mobilisation <i>Equipment and personnel.</i>		
Planning Cycle <i>Meetings schedule.</i>		
Additional Information <i>Communications, waste disposal, weather Forecast.</i>		

5.5.3 Personal Log Checklist

C3	Personal Log Checklist
This checklist is designed to facilitate and provide consistency in the response team's log keeping.	
Item	Guidance
• Safety Hazards	Note potentially unsafe response activities and measures taken to mitigate the hazard. Record all accidents/near miss incidents regardless of how/potentially how serious result.
• Initial Notification	Record time of notification of oil spill incident and the name of the person informing you.
• Daily Activities	Keep a daily record of all response activities undertaken, including time and location. Also include: • meetings attended • instructions received/given • site visits and movements • contacts with outside agencies
• Personal Contacts	Generate a list of relevant contacts made, including contact details.
• Photographic/Video records	Note time and location of any photographs/video taken.
• Oil Distribution	Make sketches of oiled areas with notes.
• Site Supervision	Keep a record of all staff under supervision, including hours of work etc. List all equipment utilised.
• Expenditure Incurred	Record all expenditure and keep receipts.

5.5.4 Incident Log Sheet

[illegible]

5.5.5 Oil Spill Sampling Checklist

C5	Oil Spill Sampling Checklist
This checklist is designed to give guidance on taking samples of spilled oil. By following this checklist, it will be possible to ensure that sufficient oil has been collected, packaged and labelled correctly, and handled in such a way that it may be used as part of a legal claim/prosecution.	
Item	Guidance
• Number of samples required	By law, a single sample of the spilled oil should be collected. However, it would be desirable to take at least three samples.
• Sample frequency	Whenever an incident is ongoing, at least one sample of spilled oil should be taken per day, where the oil pollution is on the water. Where shoreline impact has occurred, then one sample per every 1km of impacted shoreline should be taken per day.
• Sample size	Generally, at least 500ml of liquid should be taken or in the case of polluted shoreline, at least 50 grams.
• Method of sampling	Where the oil is free floating, it is imperative that the oil is skimmed from the water's surface, and that no excessive amount of water is recovered. Where oil has impacted on the shoreline then oil should be scraped from rocks etc. and placed in the sample container.
• Sealing of sample containers	Samples should be placed in screw top bottles and the top sealed with a means of ensuring that it cannot be tampered with, such as an adhesive label placed over the top and bottle.
• Labelling of Samples	Sample bottle should be labelled in accordance with STOp Notices available at https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes
• Information	The samples should be sent to the address given in the STOp Notice. In addition to this, the MCA should be informed of the fact.

5.6 Prosecutions

The decision to open an investigation is determined by several factors. The investigation establishes the facts which, in turn, determine the actions listed below:

- No further action
- Notice of Concern
- Formal Caution
- Prosecution

These mirror the provisions of the National Contingency Plan 1999, (revised 2006).

5.7 Resource Directory - Tier 1 Spill Kit

Item	Stock Req'd	Audit	Location	Notes/Action
Large white absorbent booms (6m x 20cm dia.)	100		Pollution Response Container	
Medium White absorbent booms (3m x 12.5cm dia.)	10		Pollution Response Container	

Large absorbent boom (2m)	10		Pollution Response Container	
Small blue absorbent Booms	-		Pollution Response Container	
Constant containment fence booms (20m sections)	5		Pollution Response Container	
Electric Aerator (Pumps on top of aerator)	1		Pollution Response Container	

2x2" submersible pumps (110v)	1		Pollution Response Container	
200l sealable drums	10		North Quayside	
PPE	20 sets		Pollution Response Container	
EA approved oil waste disposable bags	-		Pollution Response Container	
Heavy duty black plastic bags	10 rolls 25l bags		Pollution Response Container	
Light nylon rope	200m		Pollution Response Container	

6 ACTION – RESPONSE GUIDELINES

6.1 Response Strategies

West India Docks Harbour Authority has no standing agreements in place for the use of oil spill treatment products (OSTPs) such as dispersants. In consideration of the current local environmental conditions the use of such OSTPs is not regarded as an appropriate response method. West India Docks therefore prefer to undertake any clean-up activities using non-OSTP methods.

6.1.1 Oil Spill Treatment Products (OSTPs) Use

The Marine Licensing (exempted Activities) Order 2011 was amended in 2013, and now any use of oil spill treatment products (OSTPs) such as dispersants in waters of any depth, In English waters, requires permission to be obtained by the MMO.

6.1.2 Recovery using Weir Skimmers

Weir Skimmers function by creating a weir just below the oil/water interface. Oil flow is induced into the weir by gravity and pumped away. The main disadvantage of this system is the fact that usually a great deal of water is also recovered posing problems for temporary storage.

6.1.3 Recovery using Oleophilic or Disk Skimmers

These use rotating, oil-attracting surfaces to recover oil from the water's surface while repelling water. As the disks rotate, oil adheres and is scraped into a collection trough. They are particularly effective for light oils, offering efficient recovery with minimal water entrainment. Compared to weir skimmers, they produce far less wastewater, reducing disposal and treatment requirements.

6.1.4 Recovery using Vacuum Skimmers

As the name suggests, vacuum skimmers recover oil from the water surface by vacuum. Like the weir skimmer, this type of recovery is prone to recovering large quantities of water. Another disadvantage of this skimmer is that it cannot be used on oil types with a low flashpoint. This is owing to the heat generated through friction, which can on occasion ignite the oil.

6.1.5 Recovery using Absorbents

For relatively small oil spills, the oil can be recovered using absorbent material, either natural or synthetic. Absorbents come in a variety of designs, from pads to small lengths of boom. Absorbents pose a problem in that they can prove difficult to dispose of if used in large numbers, particularly those of a synthetic variety.

6.1.6 Monitor and Evaluate

This response strategy is used where the spilled oil is inaccessible, or where a recovery operation may cause more damage to the environment than merely leaving the oil alone and allowing nature to take its course. If this strategy is employed, it is essential that the oil spill is regularly monitored and that alternative strategies can be employed if the oil begins to move to another area where this strategy may be unacceptable.

6.1.7 Defence and Deflection Booms

If particularly sensitive areas are under threat, it is sometimes possible to strategically position booms to deflect oil away from the area.

If this strategy is employed, care should be taken on deciding where to place the booms and their configuration. Trained personnel should only undertake this task, otherwise there is a severe risk that the boom will fail.

6.2 PREMIAM Post-Pollution Monitoring Guidelines

These post-spill environmental monitoring and impact assessment guidelines are a major deliverable of the PREMIAM programme. The guidelines are to help the design and management of post-spill monitoring; determine impact to marine food chains, ecosystems and resources; gather data to help establish the effectiveness of response and promote scientific best-practice.

The PREMIAM guidelines cover key principles of an environmental monitoring programme. They also describe why, where, when, what and how monitoring is conducted, and key scientific techniques and approaches to be considered. This new edition also includes a section on the importance of data management and reporting to promote effective dissemination.

They will provide essential guidance in the event of a spill and can be used as reference for pre-planning and preparedness, so authorities can implement effective monitoring and can be found at <https://www.cefas.co.uk/premium/guidelines/>

7 ACTION – COMMUNICATIONS

7.1 Notification Matrix

REDACTED

7.2 Public Relations/Media Guidelines

Oil spill incidents generally arouse significant public and media attention. In order that the incident response can be undertaken efficiently without hindrance from the media and that the correct information is passed to the public at the correct time, the following guidelines should be followed:

- Wherever possible private VHF/UHF radio channels and telephones should be used as the primary means of incident communication. This can greatly reduce the potential of information being misinterpreted by the media. Digital mobile phones can be regarded as secure unlike earlier analogue models.
- **Marine VHF is not a secure channel.**
- All media enquiries should be directed to the Duty Harbour Master or appointed deputy who will liaise with the Media Relations team rather than to the Oil Spill Management Team. This allows the OMT to undertake their roles without interruption. The Media Relations team will then be able to pass on either approved information through the Preliminary Media Statement shown on the following page or details of press conference timings.
- A room should be set aside as a Press Reception Area/Press Conference Room. This room should be away from the Incident Room. The Media Relations team will make a room available for this purpose.
- The Duty Harbour Master or appointed deputy should pass on regular SITREPs to the Media Relations team, who will then be able to formulate these into a Press Statement. Press conferences should be held if required, to ensure that the correct information is being passed on.
- Under no circumstances should any person connected with the incident response speculate to the press as to the cause of the incident, nor comment on any aspect of the response operation.
- All enquiries regarding an oil spill incident from the media/public shall be directed to the Duty Harbour Master or appointed deputy's office.

7.2.1 Preliminary Media Statement

Timed at: hrs day Date

At hrs on day, an oil spill occurred at

(location).....

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

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

Canal & River Trust West India Docks Harbour Authority has initiated spill response measures and is investigating the cause.

NEXT PRESS STATEMENT AT HRS

ALL PRESS ENQUIRIES TO "INCIDENT PRESS OFFICE" Canal & River Trust West India Docks Harbour Authority

TEL: (Main Office)
 (Media Relations)

7.2.2 Press Statement

Incident Name:		_____	
Date Prepared:	_____	Time Prepared:	_____
Operational Period:		_____	
Start:	_____	Finish:	_____
Message			
Contact for further information: _____			
Approved by: _____		Date: _____	

8 ACTION – HEALTH AND SAFETY

8.1 Introduction

Full account must be taken of the health and safety requirements for all personnel involved in oil spill response activities. The Site-Specific Health and Safety Plan Assessment Form lists site characteristics, site hazards and personal protective equipment and site facility needs.

This plan is intended to act as an aide-memoire to ensure that all applicable health and safety requirements are considered, and appropriate actions are taken.

8.2 Legislation

8.2.1 Employers Duties

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

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

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

8.2.2 Employees' Duties

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

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

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

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

- use any of the equipment etc., provided in the interests of safety
- follow health and safety instructions
- report any problem they consider to be a danger
- report any shortcomings in the protection arrangements for health and safety

8.2.3 Local Population

West India Docks Harbour Authority sits within a busy commercial and residential area/community.

An incident could see increased vehicle movements into the area to deal with both the clean-up and any waste disposal activities. Therefore, consideration should be given to how this could impact upon the health and welfare of the local community and transport infrastructure. Close liaison with the Local Authority Civil Protection Team will be required to ensure seamless operations.

8.3 Site Safety Plan

To achieve a Safe Operation, those in charge of the Response must follow those generalised parts of the Contingency Plan, which apply in all circumstances. Additionally, they must have available the means to prepare those elements of the plan which are site and response specific.

The Site Safety Plan is intended to prevent uncontrolled incidents occurring which may cause further damage to the environment or loss due to damage, injury or illness. The Site Safety Plan should comprise the following Sections:

- Site Survey
- Operations Analysis
- Site Control
- Logistics and Supplies
- Personnel.

Each Section should be addressed jointly and separately before work commences and the appropriate steps taken to ensure that requirements are adequately met.

8.4 Site Survey

A Site Survey Form should be available, which when followed correctly will add all those site unique details which assist in the decision-making process and remind staff of essentials which might otherwise be omitted.

The Site Survey should address the safety of those personnel taking part in the clean up as well as those members of the public who may also be involved.

8.4.1 Bird Handling

It is recommended that the RSPCA are consulted and lead in the event of any wildlife casualties.

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

Bird handling is usually best left to experts or volunteers who have undergone some training. It is easy to put the birds under more stress by chasing and man handling them. If you see an oiled bird, notify the Beach Master who will provide advice on what action to take. If a decision is taken to catch an oiled bird take the following actions:

Equipment:

- Thick gloves (able to withstand sharp beaks).
- Overalls.
- Safety footwear.
- Cardboard box with lid of a suitable size to give the bird some room for movement.
- Goggles to protect eyes.
- Optional long-handled net to help catch bird.

Procedures:

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

8.4.2 Boat Safety

Boat operators must familiarise themselves and passengers with safety features and equipment on their boats.

- Qualified individuals must operate boats.
- Personnel on boats must wear lifejackets.
- Use of cold-water immersion suits is particularly critical under conditions of cold stress.
- Boats should generally not be used after sunset for oil recovery. If this is required or boat use poses minimal risk, areas of operation should be carefully prescribed. Individual boat operators should maintain a communication schedule with a shore base. Each boat should be fully equipped with appropriate navigation lights.
- Boat operators must keep their supervisors informed on their area of operation, especially when they change their work area (i.e., if plans call for a boat to move to another location during a shift the operator should advise the supervisor of his actual time of departure).

- Portable fuel tanks should be filled outside of the boat. All sources of ignition around refuelling should be isolated.
- Personnel working in or operating boats should wear appropriate non-slip footwear.
- Fixed ladders or other substantial access/egress should be provided at boat transfer locations from low water line to platform.
- Workers should be cautioned about using their arms or legs to fend off during berthing, or getting their hands, arms, or legs between vessels and docks or fixed structures.
- Canal & River Trust West India Docks Harbour Authority recognises the importance of employing MCA coded workboats. However, it is appreciated that in the event of a major incident the exceptional circumstances may require the employment of any available vessels.

8.4.3 Chemical Hazards

The GB Classification, Labelling and Packaging Regulations make it a legal requirement for chemicals and products to be supplied with Safety Data Sheets (SDS) and be classified, packaged, and labelled correctly to inform of the associated hazards. This also means that containers and drums must clearly display of the pictograms associated with the identified hazards.

An itinerary of products and substances, including location, quantity, hazards, emergency response shall be maintained as a ready reference to rapidly inform the emergency services, authorities (e.g., Environment Agency, HSE, etc.), and remediation contractors.

If in doubt as to the contents of a drum – seek advice from specialised contractor regarding product and Port Facility Security Officer regarding ISPS compliance.

The COSHH Regulations 2002 also require that an assessment is required to confirm how these substances/products will be used, including storage, application, disposal, and emergency response. Therefore, COSHH assessments will be required for the substances involved and for any remediation products used in the emergency response.

8.4.4 Hazardous and Noxious Substances

The United Kingdom is a signatory to the Hazardous and Noxious Substances Protocol, which was brought into law in the UK during 2005 by means of secondary legislation under the Merchant Shipping Act. Ports will be required to have in place contingency arrangements to respond to incidents of pollution by chemicals as well as oil.

In such circumstances the appropriate response is to factor an additional response from a specialised contractor with expertise in such substances and to whom the SDS should be given. Only trained personnel should respond, and this is not an area for port personnel trained solely under the OPRC Regulations.

8.4.5 Cold Stress

Cold stress can occur among responders because of prolonged exposure to low environmental air temperatures or from immersion in low temperature water. It can lead to several adverse effects including:

- frostbite
- chilblains
- hypothermia

The single most important aspect of life-threatening hypothermia is a fall in the deep core temperature of the body.

Workers shall be provided with warm clothing, rest opportunities, exposure protection and warm and/or sweet fluids. Boat crew personnel need to wear immersion suits in the water where temperatures are below 15 °C.

8.4.6 Manual Handling

Manual handling will be required during a spill response, including the deployment and recovery of absorbents and booms, manual tasks such as scrubbing, and secondary containment/waste receptacles including bags, drums, and IBCs.

When planning works and manual handling operations are required, the hierarchy of control must be applied: avoid hazardous manual handling operations, assess the operations that cannot be avoided, and reduce the risk of injury to as low as reasonably practicable.

It is recommended that a telehandler or other suitable plant is utilised to recover used absorbent booms, place these into containers, and move the containers. Where manual handling is required, then those involved shall be suitably trained and competent.

8.4.7 Equipment Operations

- All plant operators must be suitably trained and competent on the equipment they are asked to operate.
- Heavy plant operations must be supervised and directed by a suitably trained and competent banksman/men.
- Operators must carry out pre-start checks on the plant before operations involving that plant commence.
- An area shall be designated for the storage, maintenance, and refuelling of plant. This area should be located at least 10m from the water's edge and
- Buckets must not be used for personnel transport.
- Lifting plans shall be completed before all/any lifting operations, for which will a towpath assessment from an engineer will be required.

8.4.8 Electrical Hazards

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

8.4.9 Fatigue

Working long hours without rest may be required, especially during the early phase of response. This, coupled with the stress of the situation and wearing required PPE (Personal Protection Equipment) can contribute to fatigue.

Symptoms include:

- loss of concentration
- errors in judgement
- irritability
- sleepiness
- soreness and stiffness in joints and muscles

Rest and sleep are the primary treatments for fatigue. Stress can be addressed by relaxation techniques, such as deep breathing, stretching, and taking breaks.

8.4.10 Fire and Explosion

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

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

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

8.4.11 Air Monitoring

Monitoring Plan:

- Air monitoring at the spill site and surrounding areas will be carried out to ensure site worker and community safety, particularly in the event of a Tier 2/3 incident.
- Air monitoring will be done during site assessment and on each work shift during clean-up activities until results indicate no further monitoring is required.
- All monitoring done at the clean-up site will be documented and the data maintained by qualified personnel on site.

Initial Site Monitoring:

Monitoring will be done during initial site entry.

This monitoring is to include checking for:

- Oxygen (O₂) deficiency using a direct reading oxygen meter.
- Flammable atmospheres (% Lower Explosive Limit [LEL]) using a combustible gas indicator; Benzene, hydrogen sulphide and other gases as needed using direct reading instruments, indicator tubes or other accepted methods.

Competent personnel will carry out tests using instruments that have documented calibrations carried out prior to use. All monitoring will be documented.

Ongoing Monitoring:

- Monitoring for oxygen deficiency and flammable atmospheres will be made if confined spaces are encountered, or as required.
- Monitoring for benzene, hydrogen sulphide or other identified gases will be done at work shift start, as needed.
- Results of site monitoring will be made available to interested parties.

8.4.12 Heat Stress

Heat stress can result whilst responders perform heavy labour work in protective and/or impermeable clothing. This clothing does not breathe or allow for the normal dissipation of body heat.

Heat build-up can lead to several adverse health effects including, heat rash, heat cramps, dehydration, heat exhaustion or heat stroke.

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

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

8.4.13 Motor Vehicles

Drivers shall always maintain a safe speed and shall not be allowed to operate vehicles in a reckless manner.

8.4.14 Overhead and Buried Utilities

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

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

8.4.15 Pumps and Hoses

Pumps and hoses may be used at the spill site to apply water, steam, or chemicals for clean-up and/or decontamination. They may also be used for transfer of liquid waste. Caution should be used when working in these areas where hoses are being used as they represent a tripping hazard.

Additionally, when using pumps and hoses, determine their last contents to avoid unnecessary contamination.

8.4.16 Slips, Trips and Falls

Slips, trips, and falls on oily surfaces are the major cause of injuries at an oil spill site. Many of these injuries occur in the first few minutes of work before workers are totally familiar with the conditions and before precautionary measures have been taken.

When entering a spill site, walk slowly and carefully in oil coated areas. Be especially careful when walking on oil covered rocks. Oil resistant safety footwear with non-slip soles should be worn.

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

8.4.17 Lifting

- Cranes must be operated in accordance with the manufacturer's instructions and established construction practices. Only trained and authorised operators shall be allowed to operate cranes.
- Outriggers must be fully extended to assure maximum stability of the equipment.
- Cranes must only be operated where the ground provides adequate support.
- Rigging components must be inspected daily. Only certified wire rope slings or web strops shall be used.

- Each sling or strop must be clearly marked or tagged with its rated capacity and must not be used more than this rating.
- Personnel should not be allowed under the jib or load except for the minimum time necessary to hook or unhook the load.

8.5 Site Control

It is essential that those in charge of the spill clean-up have control of the site as soon as possible and before any significant part of the clean-up operation begins. Access to the site must be restricted to those personnel who are essential to the clean-up operation.

Arrangements must be made for the area to be barriered, closed and policed such that no one can enter the work area without reporting to the site supervisor. No workers should be allowed on site until they have received the full vetting and briefing with respect to the Safety Plan.

8.6 Logistic and Supplies

Specifically in respect to safety it should be ensured that the appropriate equipment, materials, and substances are available at the required times. Particular attention should be paid to the availability of the various sizes of protective clothing required. This sometimes cannot be established until the members of the workforce have been detailed and their individual roles and tasks decided.

Consideration must be given for a prolonged clean-up operation possibly stretching to 24-hour operations. In which case shelter, accommodation, feeding, refreshment, rest areas, sanitation and first aid must be available.

Where training must be delivered prior to work commencing, the necessary instructors and equipment must be available before work commences. It is an error to allow experienced workers to commence work whilst others are waiting for training.

Protective Clothing

If the weather is at all inclement, then protective clothing issued to workers must be warm, water and chemical proof. It should include coveralls, gloves/gauntlets, boots, eye protection and headgear. If the weather is warm, the use of the same protective clothing may be necessary, but the requirements for ventilation and cooling will be greater.

Personal Protective Equipment (PPE)

PPE includes:

- Breathing apparatus including respirators
- Flotation suits and vests
- Gloves/gauntlets
- Protective clothing
- Goggles, visors, and safety glasses
- Hard hats
- Insulated clothing
- Reinforced boots, shoes, and gloves
- Lifejacket
- First Aid

The Health and Safety (First Aid) Regulations 1981, together with the New Code of Practice on First Aid, lay down the requirements for trained first aiders and the equipment that must be provided. A foreshore clean-up is considered as a special circumstance, and the appropriate extra provisions should be considered.

8.7 Personnel

Selection of personnel to carry out the clean-up must be dominated by safety considerations.

8.8 Safe Operations

Hazard Identification and Risk Assessment. The identification of all hazards at a worksite or spill location is a singular task that should be done by involvement of the people who are expected to carry out the work. The supervisor responsible for co-ordinating the risk assessment should ensure that all hazards are identified before the next step in the process is attempted. A hazard is an object, place, process, or circumstance with the potential to do harm in the form of injury, damage, delay or pollution.

8.9 Decontamination

Decontamination of personnel, plant, and ancillary equipment will be necessary for any spill response. Decontamination is likely to comprise cleaning with brushes, detergent and clean water, and/or a hot jet wash for plant and equipment.

Designated areas for personnel and plant decontamination should be established, which are bunded and lined with heavy-duty polythene to prevent the escape of contaminated wash water. Bunds should be at least 0.20m higher than the base of the area, and could be formed from traffic management barriers, soil, or stone. Track mats or a layer of single-size gravel would be placed to protect the polythene and prevent slip hazards. A sump should be formed in one corner of the area to collect contaminated wash water, from which it can be pumped into drums/IBCs for disposal/treatment as waste.

Personal hygiene

Personnel will be briefed on the COSHH assessments and will know of the hazards posed by the pollutants and substances present. They should also be briefed on “good” hygiene measures including washing hands with hot water and soap until clean before eating, drinking, smoking, using mobile phones, or contacting the mouth/nose.

Disposal of Contaminated Clothing

Clothing, which is not fully washable or capable of having all traces of contaminant removed may need to be disposed of safely. Such clothing may comprise ‘Hazardous Waste’. If incineration facilities do not exist at the site, the clothing may need to be delivered to the Local Authority or to a special waste contractor.

9 ACTION – WASTE MANAGEMENT

9.1 Waste Management

All and any materials/substances used, recovered, or contaminated by the oil spill will be considered to be waste and therefore must be managed under relevant UK legislation and guidance.

The waste hierarchy must be applied to all potential waste streams with the following actions listed in order of priority: prevention, minimisation, re-use, recycling, other recovery, then disposal. The Waste Management Matric below suggests the waste management option for each waste type that will be produced.

Consider advice in STOp 3/16 Waste Management:

<https://assets.publishing.service.gov.uk/media/5f339ff3d3bf7f1b1593c24c/STOp3-16.pdf>

9.2 Waste Transfer

All waste must be transported between sites by a Waste Carrier registered with the Environment Agency and accompanied by a Duty of Care note either in the form of a Waste Transfer Note for Non-Hazardous Waste, or a Hazardous Waste Consignment Note for Hazardous Waste. Copies of waste transfer notes must be securely stored for 3no years, and copies of Hazardous Waste Consignment Notes must be stored for 5no years.

All waste, including hazardous waste, will be transferred and stored at West India Docks and await pick up from our Framework waste contractor, who are licensed waste carriers, who will complete appropriate waste note(s) and transfer waste to an appropriate, licensed waste facility. All waste notes are recorded on our framework waste contractor portal.

A waste audit must be produced during the response, to record the volumes and types of waste, waste transfer documentation, and destination. A waste audit template is included as an appendix. As well as demonstrating full Duty of Care has been fulfilled, the audit will also likely be required for financial purposes for insurance companies and potentially HMRC.

9.3 Waste Storage

All waste must be stored in a way that prevents its escape, either by precipitation causing run-off and cross-contamination, wind, or theft. The following controls must be implemented:

- An area should be designated for the storage of waste, located at least 10m from the water's edge, and demarked with temporary fencing and have all surface water drainage features protected from potential pollutants.
- Spent absorbents and soiled clothing should be placed into containers with lockable lids e.g., 205L drums, lockable skips, etc.
- Containers, drums, bowsters, and temporary tanks for containing liquid waste, including saturated waste, must be stored in/on secondary containment, providing a minimum volume of 110% of the combined volume of containers stored in/on it.
- Contaminated soil, depending on volume, should either be placed into lined skips (for smaller quantities) or bulk stockpiled in a lined and bunded area to prevent escape of contaminated leachate.

Waste from the spill response or remediation works can temporarily be stored on site (i.e., within the secure Trust boundaries at West India Docks) for a maximum period of 12-months under a Non-Waste Framework Directive Exemption NWFD2.

9.4 Waste Classification

It is the responsibility of the waste producer to classify their waste, which could be the Canal & River Trust or their designated consultant/contractor.

All waste must be classified as Non-Hazardous or Hazardous Waste. The waste classification can be assessed using the Environment Agency's 'Guidance on the classification and assessment of waste' (Technical Guidance WM3), which could be determined by the European Waste Catalogue (EWC) included, or the further technical guidance used to assess properties and/or concentrations of hazardous compounds contained in the waste.

For some waste types, chemical analysis is required to determine the concentration of Hazardous Substance(s) in the waste which will affect the waste classification and potentially confirm suitability for disposal at landfill. If chemical analysis is required (please see the Waste Management Matrix below), please contact the Environmental Scientist for advice.

9.5 Waste Receiving Facilities

All waste receiving facilities should be suitably licenced or permitted to accept the waste being sent. Please contact the Environmental Scientist who will be able to check the licence.

If contaminated soil has been classified as Hazardous waste and is destined for a Hazardous licenced landfill, the landfill operator will require additional chemical analysis for the Waste Acceptance Criteria (WAC). If this is the case, please contact the Environmental Scientist.

Landfills will operate weighbridges to quantify the mass of waste received, which will be confirmed on a weighbridge ticket.

9.6 Waste Management Matrix

The following table summarises the waste classification and management options likely to be generated by an oil spill and remediation works.

Waste Type	EWC Code	Classification	Chemical Analysis Required?	Management Option
Free phase (pure) hydraulic/lubricating/transmission/bilge/oil	Depends on oil type, see WM3	Non-Hazardous	No	Recovery
Free phase (pure) fuel oil/diesel/petrol	Depends on fuel type, see SDS & WM3	Hazardous	No	Recovery
Oily water	13 05 07*	Hazardous	No	Recovery
Used absorbents booms, pads, socks, filter material	15 02 02*	Hazardous	No	Disposal / incineration
Contaminated clothing	15 02 02*	Hazardous	No	Disposal / incineration
Used drums/IBCs	15 01 10*	Hazardous	No	Recovery through cleaning
Contaminated soil	19 13 01* / 19 13 02 Depends on chemical analysis	Hazardous / Non-Hazardous	Yes	Suitably licensed treatment facility

10 DATA – CONTACT DIRECTORY

REDACTED

11 DATA – TRAINING AND EXERCISE POLICY

11.1 Training Policy

To familiarise personnel in the use of this Oil Spill Contingency Plan and comply with MCA guidelines. Oil Spill Response training courses will be held for selected employees of the West India Docks Harbour Authority, their contractors and port operators with an identified role within the plan. In addition, there will also be awareness briefings with other port users and the agencies who were involved in the consultation process.

After initial training instruction will be specific, with the use of the Tier 1 oil spill response equipment located at the West India Docks Harbour Authority. This will be tested and deployed using those personnel who will be responsible for operating this equipment in the event of a spill.

The Harbour Master and authorised deputies hold MCA-4P qualifications provided and certified by an accredited contractor. Marine operatives receive accredited MCA 2P training delivered by an accredited training provider with details provided on the annual return.

11.2 Exercise Programme

To ensure that the Oil Spill Contingency Plan is “user friendly” and understood by all those involved in its use, communications and practical exercises will be undertaken as detailed below. This will include using those personnel who will be responsible for operating equipment in the event of a spill, namely harbour personnel and Tier 2 contractors.

A record of Personnel Training and Contingency Plan Exercises will be held by the Harbour Master

The baseline is that every port must incorporate a Tier 2 equipment deployment into an Incident Management Exercise within three years of the approval of its Contingency Plan.

The ‘exercise year’ is counted from the validation of the port’s Contingency Plan. The controlling cycle is the five-year period before the plan needs to be formally submitted for revalidation. Although a port’s Contingency Plan must be continually developed and updated, the MCA is keen that a structure pre-revalidation review is commenced 12 months before the due date of submission.

If a port considers the three-year Tier 2 deployment cycle to be particularly onerous, they may approach their region’s Counter Pollution and Salvage Officer (CPSO) with what amounts to a request to extend the exercise cycle to four years. This ensures that in all cases the Response aspects of the Plan are fully tested before the preparation for revalidation commences.

11.3 OPRC Plans – MCA Guidance

The following provides guidance on planning and conducting exercises which have been designed to evaluate the contingency plan and include a degree of training for any personnel likely to be involved in an oil spill incident.

Each port/harbour/oil handling facility must participate in exercises in accordance with the provisions within their OPRC Compliant Oil Spill Contingency Plan.

The objectives of any exercise need to be pre-agreed, enabling the exercise planners to tailor the exercise to the needs of the players. For example, it may be desirable for different

aspects of the plan to be exercised separately, such as notifications or equipment mobilisation/deployment.

A larger exercise, encompassing all aspects of the response, may not explore the detail of each of these individual themes but will help promote a wider understanding of the purpose and scope of the whole plan. Whatever the scale or type of exercise, the invited participation by the appropriate environmental and regulatory authorities and others, will aid the collective understanding of the plan to the benefit of all involved.

The following gives examples of exercise types that can be undertaken:

Notification Exercise - announced or unannounced

Used to test alert and call-out procedures for response teams, test communication systems, availability of personnel, evaluate travel options and arrangements and test the transmission of information. Such an exercise can be used to check the validity of contact information within the plan and should be carried out at least twice a year.

Mobilisation Exercise

May be used to test the actual mobilisation times of individuals and contracted resources. Ideally mobilisation should be tested without prior warning, although the requirement for an unannounced callout will need to be balanced against the practical difficulties and financial penalties of doing so. Whilst this important aspect of the response may be exercised in isolation, it may be seen as beneficial to incorporate this as a specific objective within the scope of another framework exercise.

Table-Top Exercise

Whilst the degree of complexity can be decided upon by the exercise coordinator, a table-top exercise can be used to test the emergency management knowledge and capability. It provides individual as well as team training, enabling personnel to be familiarised with the various roles and responsibilities and identification of resources. A table-top exercise can also explore the interaction between the different parties involved, particularly by testing the principles of the response strategies.

These exercises can be used to test coordination with local authorities and the emergency services. Some organisations, which have peripheral responsibilities may be role-played. During this exercise the capability to respond to a Tier 2 type spill and initiate the primary actions in the event of a Tier 3 response can be put to the test. As discussed above, it can be effective to combine this exercise with an equipment mobilisation/deployment exercise, but in any case, a table-top exercise of the incident management structure should be incorporated within the exercise programme annually at least.

Incident Management Exercise - requires significant planning

These exercises can test the capability of local teams to respond to Tier 1, Tier 2, and Tier 3 type incidents, providing experience of local conditions and spill scenarios, enhancing individual skills and teamwork, integrating the roles of external bodies and organisations. **MCA considers that each port, harbour, and oil handling facility must hold an Incident Management Exercise, incorporating equipment deployment to a Tier 2 level at least every three years, following initial plan approval.**

This is likely to incorporate or be combined with a Tier 1 equipment deployment. Such exercises need so far as possible, to involve actual involved organisations to represent a real emergency. However, if this cannot be achieved, role-playing personnel can be used to simulate roles and responsibilities.

A Balanced Programme of Exercises

Different types of exercises will test different facets of the plan whilst even the most ambitious Incident Management Exercise cannot be expected to test every aspect of the plan. Notification exercises, which are useful to update contact details within a plan, should be undertaken with greater frequency than equipment mobilisation exercises for example. Before an exercise takes place, the appropriate authorities should be notified. This notification procedure should be formally documented, and a copy of this documentation held and logged within the port / harbour / oil handling facility.

A typical programme of exercise frequency is as follows:

EXERCISE TYPE	FREQUENCY
Notification & Mobilisation Exercises	Twice per year
Table-top Exercise (May incorporate mobilisation and deployment of local response equipment)	Once per year
Incident Management Exercise (IME) (Will incorporate mobilisation and deployment of resources up to Tier 2 Level)	Once every 3 years* Could be 4 if approved
In an instance where a port, harbour or oil handling facility considers this requirement to be unduly onerous based on the risk assessment, they may submit an alternative exercise programme to the Regional CPSO for consideration and approval, on an individual basis. In some circumstances it may be permissible to undertake an Incident Management Exercise in the fourth year of the plan's five-year life cycle providing for the 'lessons-learned' to be captured within the final plan review/update year.	

Sharing of exercises

In a situation where a group of ports and harbours within a distinct geographic region and sharing the same Tier 2 contractor, there may be scope to undertake a joint exercise at one of the ports. Key individuals from nearby ports could be invited to observe or participate, thus gaining from the experience of the hosting port. In any case, each plan holder must host their own exercise involving mobilisation and deployment of their Tier 2 response at least once every three years.

A post exercise/incident form should be completed and forwarded to the MCA Regional CPSO and all relevant plan holders each time an exercise is carried out. In addition, on an annual basis, the Port should submit an annual return to the MCA Regional CPSO, providing a summary of exercises undertaken and any new pollution training.

11.4 Post Exercise/Incident Report

Port / Harbour:			
Report for: Tier 1 / 2 / 3 Incident / Exercise on: Delete as appropriate			
Scenario:			
Actions taken:			
On-scene co-ordinator:			
Names of participants:		Equipment used:	
Other organisations participating:			
Details of amendments to be made to the OPRC plan as a result of this incident / exercise –			
I can confirm that the details on this form are a true account of the exercise/incident. Any action points arising have been actioned as necessary and associated bodies informed. An update to the pollution plan will be issued to holders as soon as possible.			
Name:		Role:	
Signature:		Date:	

11.5 Ports and Harbours Annual Return Form

Port / Harbour:

Annual Return for 20__

OPRC PLAN – Approval date:

Valid until:

SUMMARY OF EXERCISES UNDERTAKEN DURING THE YEAR

Mandatory exercises in RED

Notification Exercise #1: Date

Details

Notification Exercise #2: Date

Details

Tier 1 Mobilisation Exercise #1: Date

Details

Tier 1 Mobilisation Exercise #2: Date

Details

Table-top Exercise: Date

Details

Date of Last Tier 2 Incident Management Exercise (IME):

Any other exercises:

Details

SUMMARY OF INCIDENTS DURING THE YEAR

Continue on separate sheet if more space required.

Date

Details

COUNTER POLLUTION TRAINING THIS YEAR AND TRAINED PERSONS

Number of in-date staff qualified to Level 4/5P:

Number of in-date staff qualified to Level 1/2P:

TRAINING UNDERTAKEN DURING THE YEAR

Name

Position

Course

Date

Name

Position

Course

Date

Name

Position

Course

Date

Continue on separate sheets if necessary

12 DATA - ENVIRONMENTAL, COMMERCIAL AND RECREATIONAL SENSITIVITIES

12.1 General Strategy

If the spill is contained within the enclosed dock area it can be recovered and will have no significant environmental impact.

In the unlikely event that a quantity of oil escapes containment within the enclosed dock, the Port of London Authority (PLA) contingency plan would be activated. The PLA plan gives a full listing of the sensitive areas in the estuary and gives due regard to the requirement for consultation with Natural England, the Environment Agency, and other statutory advisors in respect of the response strategy.

12.2 Environmental Sensitivities

The Docks provide a home for tern rafts coming under the aegis of the Greater London Authority (GLA) Ecology Unit. The numbers of terns are in the low tens of pairs and, as these are migrant birds, they are only within the area between May – September. They are of interest, however, as they are normally coastal birds, and it is potentially unusual to find them inland. This makes them a priority for protection.

The GLA Ecology Unit has several tern rafts in Blackwall Basin. There is a raft in Millwall Inner Dock, but this is usually occupied by coots. There is also a raft in the Clippers Quay inlet, the old Millwall Graving Dock - this is not suitable for terns but has been used by coots and mute swans. There used to be two rafts near Billingsgate Fish Market, these have been relocated to other locations in the North Dock due to development work and construction traffic. These have been used by coots, but it is not believed that terns nest on them. There is one raft in the Middle Branch Dock, in a section of the water space which belongs to the Canary Wharf Group and adjacent to the Littlejohn Frazer offices. This is not considered a suitable place for terns.

There are several tern rafts in East India Dock Basin, which is not part of the Trust's jurisdiction. The GLA publishes "Nature Conservation in Tower Hamlets" as a guide to the total ecology in the Borough.

Maps showing the location of the tern rafts and floating reed beds are included in appendices.

The Standing Environment Group will be tasked to provide appropriate environmental advice in the event of a spill.

Fish marketed at Billingsgate Fish Market are all brought in by road and no fish are landed directly into the market by water. Commercial fisheries on the Thames tend to be seaward of the Queen Elizabeth Bridge, which carries the eastern side of the M25 over the river, although some eel fishing is carried out in the river close to the lock entrance.

There are not nationally or internationally designated areas near the area, the closest being Swanscome, downstream.

12.3 Economic and Tourism Sensitivities

A prolonged closure would impact:

Floating plant which enters the Docks on an ad hoc basis for specific construction projects.

Residential housing sales and lettings.

For water-based businesses, the main casualties could be the Docklands Sailing and Water sports Centre, the Docklands Scout Project, the Lotus Chinese Restaurant, and several boat-based businesses located at West India Quay.

Adverse media coverage of the spill and recovery would be detrimental to the Trust's corporate image, hence the early call-out strategy detailed earlier.

Similarly, any decline in numbers visiting nearby pubs, bars and restaurants would influence the local commerce. Visiting vessels could also be deterred from mooring, causing loss of revenue to the Trust.

The Canary Wharf Estate shopping malls and numerous similar businesses adjacent to the Docks have become tourist attractions, with substantial numbers of visitors to these locations.

The Docklands Light Railway crosses the Docks from north to south, on elevated viaducts. It is possible that a serious incident could affect the local operation of this service.

The London Docklands Angling Consortium comprises five angling societies and has a licence to fish most areas of the docks.

The activities of the Docklands Sailing and Water sports Centre include sailing, dragon boat racing, canoeing, together with the use of power boats for safety and other duties. These activities are mostly confined to the Millwall Outer Dock.

The Docklands Scout Project runs water-based activities from Easter until July, and again from September until the end of the October half term holidays. If an incident of oil pollution caused the dock to be closed off, the project would try to move its craft to another location.

At the time of the original plan, the London Borough of Tower Hamlets considered that there were approximately 30,000 people who worked on the lands adjacent to the Docks, with bars and restaurants with sitting-out areas. The working population has since increased substantially as further developments have been completed. The latest estimate is approximately 100,000 and this is expected to increase even further as other developments get underway and are completed. There has also been an increase in the number of hotels close to the Docks and a consequential increase in the numbers of hotel guests.

Although Billingsgate Fish Market has no river traffic, there are two aspects of its operations which impact on this plan. In terms of risk assessment (dealt with separately), in the event of an incident of oil pollution, there is a likelihood of contamination of the product (fish) by odour, which would give rise to a claim for damages from the various traders within the Billingsgate Fish Market complex. This raises the possibility of an economic impact on local commerce. Billingsgate Fish Market is an access point for the deployment of equipment and is represented as such in the response strategy and site-specific information sections of this plan, but in economic terms it is essential that no contaminated material is removed through Billingsgate Fish Market itself for the same reason.

Annex 1 – Bunker Transfer Safety Checklist and Delivery Record

BUNKERS TRANSFER – SAFETY CHECKLIST AND DELIVERY RECORD WEST INDIA AND MILLWALL DOCK

Reference: West India and Millwall Dock OPRC Plan, MSMS (Part 3) Harbour Regulations and Guidance.

Supplying Company		Address	
Supply Vessel/Vehicle		IMO No. OR Reg.	
Receiving Vessel		IMO Number	
Agent		Berth	
Date		Start/Stop time	
Quantity Delivered		Fuel Type/Grade	

Checklist to be completed by the persons responsible for the transfer before the transfer commences.

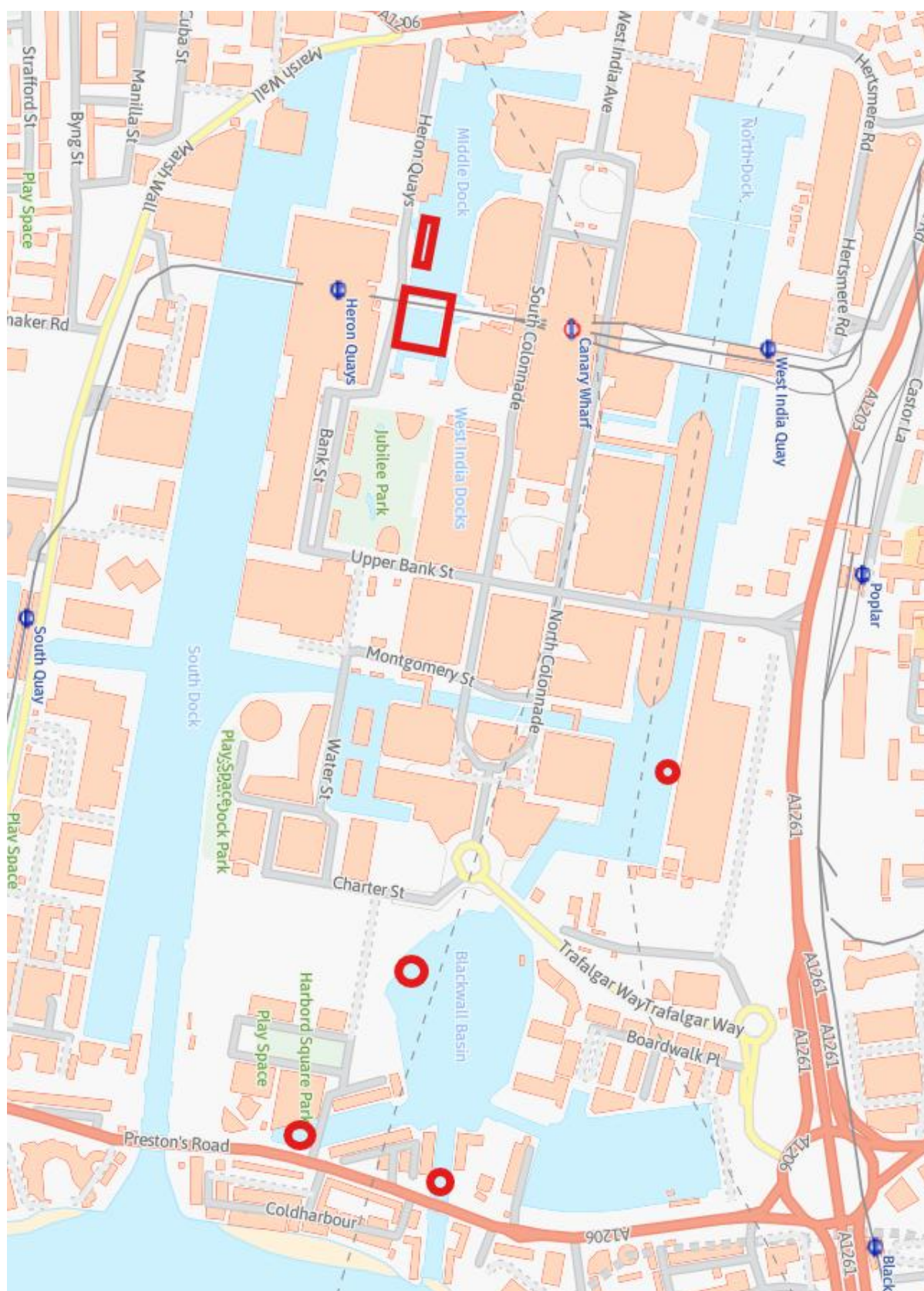
		Supply Vessel / Vehicle	Receiving Vessel
1	Is the vessel moored safely?		
2	Is there safe access between vessel/vessel and/or the shore?		
3	Are “NO SMOKING” requirements being observed?		
4	Can the vessel receive the total quantity to be delivered?		
5	Is the correct fire-fighting equipment readily available?		
6	Is there an agreed communication procedure?		
7	Have the procedures for pumping been agreed?		
8	Have the emergency shutdown procedures been agreed?		
9	Are the delivery hoses securely rigged and free from twists?		
10	Does the bunker connection have the correct gasket?		
11	Are the bunker hoses secured properly?		
12	Are the vessel(s) scuppers plugged?		
13	What is the agreed pump rate?		
14	Are both vessels compliant with the Port’s OPRC Plan and Harbour Regulations and Guidance?		

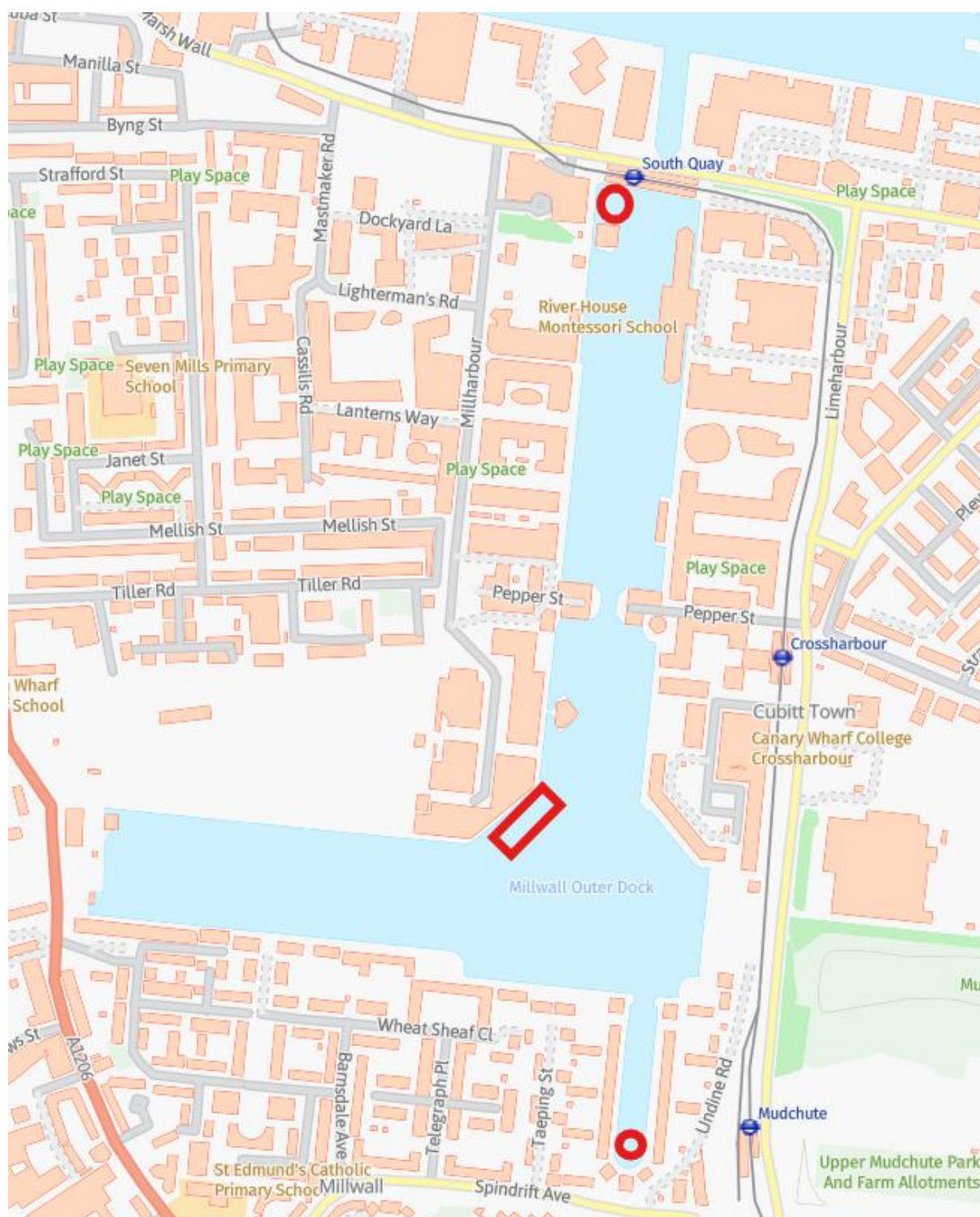
Declaration: The items on the above list for our respective vehicle/vessel have been checked, and we have satisfied ourselves that the entries made are correct to the best of our knowledge. Any non-conformances or issues during the transfer will be raised directly and as soon as practicable with the harbour authority.

For supply vessel / vehicle:	For receiving vessel:
Name	Name
Signature	Signature

The completed form is to be emailed to: WID.HarbourMaster@canalrivertrust.org.uk upon completion.

Annex 2 – Locations of tern rafts and floating reed beds





Annex 3 – Locations of dock water abstraction

REDACTED

Annex 4 – Waste Audit

[illegible]