

Belfast Harbour

Operational Notice

NO 6 OF 2020 Rev A

Belfast Harbour Port Division operational update on COVID -19 impacts and contingency working

As Northern Ireland's leading gateway and key economic hub for trade, we are working in close partnership with the Government, Port Health and the Public Health Agency to co-ordinate our response to COVID-19 impacts.

The health and well-being of our employees, customers, suppliers and visitors is of primary importance to us and our clear focus is to maintain the smooth running of the port, in partnership with port service providers and shipping lines.

This note outlines our current capacity to maintain and deliver safe operations and essential services for our port customers.

As you would expect, continuity planning and risk assessments are fully active for all critical functions across the business and changes to our working practices have been introduced to reflect the current environment and enhance the resilience of our Port Operations.

At this time our Port Division has not experienced significant resourcing challenges related to COVID -19, however in line with latest Government advice we have implemented a number of logistical and operational changes to further extend social distancing amongst our employees and to prepare for any future resourcing challenges.

Practically, we have segmented our Port Operations team into separate units, adopting a dual-team approach to ensure continuity and consistency of skills, expertise and authority. This has required flexibility from our teams and I'd like to express my thanks for the agility with which they have responded to the new system.

A reduction in available resource due to COVID -19 may result in the port operating on reduced hours, including but not limited to, limitation on times for vessel movements requiring pilotage, reduced VTS and reduced operations engineering cover or reduced response times for engineering cover.

The impact of COVID-19 is being felt right across our business and we continue to liaise closely with our partners and customers to respond to evolving business needs. Like us they have developed plans of their own and I would ask that they share where necessary matters on which we may be able to assist.

Our collective role in ensuring ongoing delivery of services and the smooth running of the port, particularly for essential goods, is vital for Northern Ireland and the wider region. As this situation develops we will closely monitor and respond to Government and Public Health Agency guidance, as well as working in tandem with Port Health.

A detailed overview of our current provision across our service areas is as follows:

Port Operations

Port operations arrangements are as follows:

VTS:

Fully operational on a 24/7 basis as normal

Pilotage services:

Fully operational on a 24/7 basis

However due to operational changes to further extend social distancing there will be occasional periods where delays will be experienced.

Harbour Master Team:

At this time we have a Deputy Harbour Master based within Port operations 7 days a week, operating from 0700-1700 Monday to Friday and 0900-1600 Saturday and Sunday.

1 x Port Operations Superintendent working on site from 0700-1900 Monday to Sunday

Remote Working arrangement have been introduced for the following functions Ship Planning and other Deputy Harbour Masters.

Operations Engineering

Core operating hours of 0600 to 2200 M-F and 0700 to 1900 Saturday and Sunday remain the same. We will, however, now be operating a reduced level of service during these times with a reduction in the number of on-site technicians, who will be supplemented by on call arrangement. Normal outside hours on call arrangements apply. These changes may impact response times.

Facilities

Operating hours of 0800 to 1600 M-T and 0800 to 1300 on Friday remain the same, however now operating a reduced level of service with a reduction in on-site staffing levels who will be supplemented by on call arrangement. These changes may impact response times.

Commercial

All Commercial team functions are being carried out remotely. To minimise interactions Commercial representatives will attend the Port for essential business

only. The Commercial team remains available by telephone (office numbers have been diverted as appropriate) and email during business hours for all enquiries.

Compliance/Port Safety

The Compliance team **are working remotely. Compliance team members can be contacted on their normal office telephone numbers and by email during business hours.** The Duty Compliance Officer will remain contactable via Port Control or BHP during all times.

There is a contact and amended procedures list attached. This contains important information which I would be grateful that you familiarise yourself with.

A handwritten signature in black ink, appearing to read 'K Allen', written in a cursive style.

PORT CONTROL
BELFAST
24th March 2020

CAPTAIN K G Allen
HARBOUR MASTER

CONTACT AND AMENDED PROCEDURE LIST

Function	Department	Contact Number
Until further notice the Pilotage booking service is to be done through the VTS 24/7	Port Operations VTS	02890553504
Ship Planners Please use these numbers as the main contact	Port Operations	07387544688 07387544707