

HARBOUR BOARD MEETING: 2nd February 2021

Quarterly Designated Person Port Marine Safety Code Audit Report – Ilfracombe & Lynmouth Harbours

**Ilfracombe - 5th January 2021- Captain Georgina Carlo-Paat (Harbour Master)
Ric Simpson (Deputy Harbour Master)
Jon Triggs, (Designated Person)
Mark Roberts (Engineer),
Pamela Charles (H&S Adviser)**

**Lynmouth - 5th January 2021 - Kevin Harris (Town Clerk),
Captain Georgina Carlo-Paat (Harbour Master),
Jon Triggs, (Designated Person)
Mark Roberts (Engineer),
Pamela Charles (H&S Adviser),**

1. PURPOSE OF REPORT

- 1.1 To advise Members of the Harbour Board of the outcome of the quarterly audits.
- 1.2 The quarterly audits are carried out to fulfil the responsibility placed upon the Designated Person (DP) to ensure the Marine Safety Management System is working correctly in compliance of the Port Marine Safety Code.
- 1.3 The audits were carried out virtually due to Covid-19 Lockdown restrictions.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 Document Audit: Drink and Drugs. Non-conformity- Procedures now referenced in version 3 of the Marine Safety Management System.
- 2.2 Boats out safely as planned.
- 2.3 The Environment Agency has completed the required repointing work on the Harbour wall by the Royal Britannia public house.
- 2.4 New Tie Rails have been fitted to the East end of First Landing and Second Landing
- 2.5 New top gates have been fitted.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was carried out this quarter.
 - (i) Piloting, Towage and Bunkering - Minor Non Conformity: Bunkering Standard Operating Procedure (SOP) requires formal acceptance by the Harbour Board and then to be made available on North Devon Council's /Harbour website
 - (ii) Licensing (Works, Tugs, Craft), Permitting (Diving and Hot Works) – Minor Non Conformity: Standard Operating procedure for Diving not available on the NDC/Harbour Website.

(iii) Auditing: Internal and External, Plans and Reporting- Non Conformity – No performance assessment of the MSMS or Benchmarking is carried out.

(iv) Dangerous Vessels and Dangerous Substances.

3.2 Inner steps on Old Quay Head- work is still outstanding regarding the new handrail. This is due to difficulties in finding the correct type of composite and a company that can do the work.

3.3 Installation of remaining three new electrical conduits on Old Quay Head, work is on hold until Maritime and Fisheries Funding becomes available.

3.4 Examination and testing of all mooring equipment and bollards. The legislation is still not clear, so this is not currently deemed a critical health and safety issue but a quote has been obtained and it is planned to carry out the work in 2022.

3.5 Work will begin on the Fender works on the First Landing on 11th January 2021 and should be completed by the end of January.

3.6 The work to remove the top and bottom chains along Quay Wall will commence 11th Jan 2021 and should be completed by the following day.

3.7 New self-closing gates to close off Stone Bench and Second Landing to be fitted in February, to prevent unauthorised access to the public.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

4.1 The Marine Safety Management System has been amended to address the non-compliances and non-conformities of highlighted by the external audit by APBmer.

5. RISK MANAGEMENT – LYNMOUTH

5.1 An internal audit of the following topics was carried out this quarter:

(i) Piloting, Towage and Bunkering

(ii) Licensing (Works, Tugs, Craft), Permitting (Diving and Hot Works)

(iii) Auditing: Internal and External, Plans and Reporting

(iv) Dangerous Vessels and Dangerous Substances- Non conformity- No information available to visiting boats with regards to vessel traffic movement.

It should be noted that due to the current status of Lynmouth with no statutory responsibilities, powers or limits of jurisdiction the most of the audit matters do not apply

5.2 A galvanised hand rail will be fitted to the wall by the steps (opposite The Rising Sun), off the slipway down into harbour week beginning 4th January 2021.

5.3 Remedial works to the lower steps (opposite The Rising Sun) off the slipway down into harbour are still pending. There has been no opportunity (weather/tides) to carry out any work this winter.

5.4 Remedial works required to the quoins along the top edge of the slip way wall are still pending. (No opportunity as for item 5.3), although it is noted that their condition had not worsened.

- 5.5 Costings need to be obtained for repairs to the end of the Causeway and future maintenance work to be planned.
- 5.6 With regards to establishing the ownership of the railings on bridge, Devon County Council (DCC) have been carrying out testing and structural safety work on three bridges, so it is assumed that the bridges are DCC responsibility. Kevin will keep a record of any visits to or work carried out on the bridges by DCC.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master. A number of matters have been resolved since the last audit.
- 6.2 Health & Safety at Lynmouth is being proactively managed by the Town Clerk. Matters have been dealt with since the last audit. It remains difficult to audit the harbour whilst its legal status is still under review.
- 6.3 Due to the complexities encountered whilst undertaking the legal review of Lynmouth Harbour's powers a proposal has been put forward as to how to overcome these issues and a decision will be made by NDC on the way to proceed.

Pamela Charles
H&S Adviser
Jan 2020