

HARBOUR BOARD MEETING: 1st February 2022

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

Ilfracombe - 13th Jan 2022 **Captain Georgina Carlo-Paat (Harbour Master)**
Alistair Thomas, (Senior Building Surveyor)
Pamela Charles (H&S Adviser)

Lynmouth - 13th Jan 2022 **Captain Georgina Carlo-Paat (Harbour Master)**
Alistair Thomas, (Senior Building Surveyor)
Pamela Charles (H&S Adviser)

Jon Triggs, (Designated Person) and John Andrews - for Kevin Harris, (Lynton & Lynmouth Town Council) were unable to attend the audit meeting.

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.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 The Polymarine Wearplates were delivered on 22nd December and work has begun on protection of the fenders between the Fuel Berth to the end of the Trawler berths.
- 2.2 Harbour master gave permission for a Christmas Day Charity swim in the Harbour, subject to a satisfactory risk assessment being provided by the organiser. The event took place without any health and safety incidents.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was carried out this quarter:
 - (i) Plans and Reporting, Consensus and Monitoring compliance – no non-conformities or non-compliances.
 - (ii) Risk Assessment – it was noted that the Harbour Master is moving away from using the web based Marico Marine software programme called HAZMAN, to recording risk assessments on to NDC templates in line with other Service areas. The wording of paragraph 6.3 of the Marine Safety Management System requires amending to reflect this change.
 - (iii) Environmental Duty- no non-conformities or non-compliances.
 - (iv) Incident Reporting and Investigation- no non-conformities or non-compliances.

- 3.2 Alistair Thomas is meeting with a Structural Engineer on 28th January 2022, to carry out an initial assessment of the condition of the wall and pointing on Stone Bench and also the crack along East Bench.
- 3.3 The new composite handrail to be fitted to steps on end of Old Quay Head, work delayed until year 2022/23, due to budget constraints.
- 3.4 Work is still outstanding on the installation of the remaining two new electrical conduits on Cove.
- 3.5 A permit from the Environment Agency will be applied for year 2022/23, due to budget constraints, for the work to the top rails along the wall on Quay Road and new mooring rings to be installed for visiting boats to use.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 No actions completed due to winter weather conditions.

5. RISK MANAGEMENT – LYNMOUTH

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

- (i) Plans and Reporting, Consensus and Monitoring compliance
- (ii) Risk Assessment
- (iii) Environmental Duty
- (iv) Incident Reporting and Investigation

I was unable to complete the audits due to The Town Clerk, Kevin Harris' absence and lack of access to evidential documents/records, however there did appear to be some non-conformities and non-compliances which will need to be confirmed and rectified once Kevin Harris returns to work.

- 5.2 Deployment of remotely operated vehicle drone (ROV) to complete causeway is still pending to complete the survey.
- 5.3 Remedial works to the lower steps (opposite The Rising Sun) off the slipway down into harbour are still pending.
- 5.4 Remedial works required to the quoins along the top edge of the slip way wall are still pending, although it is noted that their condition had not worsened.
- 5.5 Remedial works required to the pointing along the quoins on the inside wall of the Harbour Arm are still pending, although it is noted that the condition had not worsened.
- 5.6 Installation of additional mooring rings identified as being required is still pending, although at the time of the audit no boats were seen to be moored to any railings.
- 5.7 Repainting of the worn white line at the top of the slipway is still pending, due to the fact that the remarking of the car park has not yet been carried out as expected.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master.

6.2 Kevin Harris the Town Clerk is currently absent from work with his work being covered where necessary by John Andrews, Finance Manager.

Some of the remedial works required are weather and tide dependant making it difficult to have the opportunity to carry them out over the winter period.

6.3 It remains difficult to audit the harbour whilst it is not legally a Statutory Harbour Authority. North Devon Council have contracted Ashford's LLP to undertake further investigation into the status of Lynmouth Harbour.

Pamela Charles
H&S Adviser
Oct 2022