

## HARBOUR BOARD MEETING: 3<sup>rd</sup> May 2022

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

**Ilfracombe - 12<sup>th</sup> April 2022**     **Captain Georgina Carlo-Paat (Harbour Master)**  
**Eric Simpson (Deputy Harbour Master)**  
**Jon Triggs Director of Resources & Deputy Chief Executive**  
**Pamela Charles (H&S Adviser)**

**Lynmouth - 13<sup>th</sup> Jan 2022**     **Captain Georgina Carlo-Paat (Harbour Master)**  
**Jon Triggs Director of Resources & Deputy Chief Executive**  
**Phil Holsgrove (Lynton & Lynmouth Town Council, Maintenance)**  
**Pamela Charles (H&S Adviser)**

**John Andrews, Kevin Harris, (Lynton & Lynmouth Town Council) and Alistair Thomas, (Senior Building Surveyor) 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 in the process of being fitted to the fenders between the Fuel Berth to the end of the Trawler berths and the fenders were being re installed.
- 2.2 An Oil Spill Incident Management Exercise was carried out at the harbour on 9<sup>th</sup> March, to test the functionality of the Harbour Oil Spill Contingency Plan (OSCP), and to meet the three yearly requirement for the exercise. Overall, the exercise was found to be of great value and demonstrated that:
  - (i) NDC have resilience to incidents arising from an oil spill within Ilfracombe Harbour, with a strongly embedded framework for emergency management enabling for cross-departmental working and the bolstering of resources immediately available within the harbour.
  - (ii) The Harbour Management team showed capability to effectively and efficiently co-ordinate the response to a Tier 2 oil spill incident through the application of the Ilfracombe Harbour OSCP, mobilising assistance from other NDC departments and Ambipar Response, at the strategic, tactical and operational levels, in order to support their Tier 1 capability.
  - (iii) The exercise particularly highlighted the expanded Tier 1 capability that the recent acquisition of Harbo T6 Multi-Use Boom cartridges has bought to Ilfracombe Harbour. The exercise did equally highlight that some further adaptations/additions to the Ilfracombe Harbour OSCP and interfacing

procedures could strengthen Ilfracombe Harbour's resilience to an oil spill incident of all tier classifications.

The main actions for improvement identified during the exercise were:

- (i) To delegate the responsibility to notify stakeholders from the Harbour Master to the Emergency Planning Officer (EPO);
- (ii) To test the capability of the waste shark to safely and effectively deploy the Harbo T6 Multi-Use Boom and absorbent boom in the place of a vessel;
- (iii) To revise the OSCP to include additional action charts and increase the number of notifications to be made, such as the inclusion of a notice to mariners;
- (iv) To include the mobilisation of the NDC Comms team to site in a Tier 2 incident within the OSCP;
- (v) To replace the existing Pollution Report (POLREP), within the OSCP and ensure there is an electronic fillable version readily available; and,
- (vi) To ensure template risk assessments and safety briefing documents are incorporated into the OSCP.

2.3 The old concrete booths have been removed from the entrance to the Pier area.

2.4 Toilet facilities have been provided in the Fisherman's Stores compound for use by the fishermen.

2.5 An initial assessment, by a Structural Engineer of the condition of the wall and pointing on Stone Bench and the crack along East Bench was carried out on 28<sup>th</sup> January 2022. Stone Bench requires catchment netting to be fitted, whilst the crack in East Bench was deemed to be a pouring fault, but the wall is structurally capable of being used as a retaining wall.

2.6 Electrical Conduit on the Pier was replaced due to the old one failing.

2.7 Boats were returned safely to the water on 26<sup>th</sup> & 27<sup>th</sup> March.

### **3. RISK MANAGEMENT- ILFRACOMBE**

3.1 An internal audit of the following topics was carried out this quarter: No non-conformities of applicable aspects were found during the audit.

- (i) Ilfracombe Harbour Port Facility Security Plan
- (ii) Drink/Drugs
- (iii) Piloting, Towage and Bunkering
- (iv) Licensing (Works, Tugs, Craft),
- (v) Permitting (Diving and Hot Works)
- (vi) Auditing Internal /External
- (vii) Dangerous Vessels and Dangerous Substances, Vessel Traffic Management
- (viii) Open Port Duty and Setting Dues.(website to be updated with 2022/23 fees)
- (ix) Consultation & Consensus
- (x) Enforcement

3.2 The new composite handrail is still to be fitted to steps on end of Old Quay Head, Harbour Master will obtain a quote for replacement of this handrail, handrail on RNLI steps and hand rails at Lynmouth Harbour.

3.4 Work is still outstanding on the installation of one remaining new electrical conduits on Cove.

- 3.5 Work to the top rails along the wall on Quay Road and installation of new mooring rings for visiting boats to use is still outstanding.
- 3.6 Fencing is to be installed along Marine Drive below the cliff face, to prevent public access close to the cliff face.
- 3.7 Ambipar have been commissioned to rewrite the Oil Spill Contingency Plan

#### **4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH**

- 4.1 Sonar Surveys were completed, using the Remotely Operated Vehicle Drone. The report on the findings has not yet been received.
- 4.2 The ground chains have been inspected and no defects were found.
- 4.3 Remedial works to the lower steps (opposite The Rising Sun) off the slipway down into harbour have been carried out.
- 4.4 Repainting of the worn white line at the top of the slipway and step edges had been completed.
- 4.5 Following concerns raised by the Town Council of risks to health and safety caused by the Harbour User group lighting up Rhenish Tower in a non-professional manner it was determined that any future lighting would need to be organised with the permission of and installed at the direction of the Town Council, to meet health and safety requirements

#### **RISK MANAGEMENT – LYNMOUTH**

- 5.1 An internal audit of the following topics was carried out this quarter, although many do not apply and no non conformities were therefore found, given the current non statutory status of the harbour.
  - (i) Drink/Drugs
  - (ii) Piloting, Towage and Bunkering
  - (iii) Licensing (Works, Tugs, Craft),
  - (iv) Permitting (Diving and Hot Works)
  - (v) Auditing Internal /External
  - (vi) Dangerous Vessels and Dangerous Substances, Vessel Traffic Management
  - (vii) Open Port Duty and Setting Dues.
  - (viii) Consultation & Consensus
  - (ix) Enforcement
- 5.2 NDC Senior Engineer to attend and inspect the quoins along the top edge of the slip way wall and the quoins on the inside wall of the Harbour Arm, with a view to determining what remedial works are required. It was noted that the condition of the quoins had not worsened since the last audit.
- 5.6 Installation of additional mooring rings on the Harbour Arm was discussed and it was agreed that these were no longer required now boats were not being seen to be moored to any railings on that side of the harbour.
- 5.7 Removal of some of the mooring rings on the road side of the harbour was agreed to be carried out as ropes from some boats were currently being tied to mooring rings in such a way that the ropes were passing over the access ladders, and in some cases ropes were being tied or wrapped around the ladders themselves creating a trip

hazard to ladder users. It was agreed that some mooring rings would be removed and some relocated to prevent ropes being tied across the access ladders.

- 5.8 The barrier preventing access up the damaged steps on the left hand side of the slipway had been damaged and could be easily climbed over. It was agreed that the steps would be blocked up more permanently to prevent access.
- 5.9 New composite hand rails would in time be fitted to replace existing hand rails pending quotes obtained by the Harbour Master, (para 3.2)
- 6.0 Concerns were raised regarding the condition and responsibility of the mooring chains off the ground chains and did the Mooring Licence specify that all but the ground chains were the responsibility of the boat owners? Kevin Harris to check the licence wording and clarify.

## **5. 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 now on a phased return to work with John Andrews covering as required and Phil Hosgrove undertaking work as and where he can to ensure the safety of the harbour area.
- 6.3 It remains difficult to audit Lynmouth harbour whilst its status as a Statutory Harbour Authority is still not formal.

Pamela Charles  
H&S Adviser  
April 2022