



# LYNMOUTH HARBOUR MARINE SAFETY PLAN

Version 1.0

Adopted by Harbour Board *DRAFT*

## CONTENTS

1.0 Document Control .....	3
1.1 Record of Reviews and Amendments .....	3
2.0 Legal Requirement.....	3
3.0 Introduction .....	4
4.0 Marine Policies & Procedures .....	4
5.0 Management of Marine Operations.....	4
6.0 Marine Safety Plan Objectives .....	5
7.0 Management Targets.....	6
7.1 STANDING TARGETS .....	6
7.2 PERIOD TARGETS .....	7

## 1.0 DOCUMENT CONTROL

This plan is subject to a triannual (3 yearly) review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V2 will become V2.1, V2.2 etc.

Amendment proposals should be sent to the Harbour Master using the following means:

Email: [kevin.harris@northdevon.gov.uk](mailto:kevin.harris@northdevon.gov.uk)

Phone: 01598 752677

Post: Town Clerk, Lynton & Lynmouth Town Hall, Lee Road, Lynton EX35 6HT

## 1.1 RECORD OF REVIEWS AND AMENDMENTS

<i>Review (R)</i> <i>Amendment (A)</i>	Date	Description of changes
	25/01/2023	Draft for Lynmouth Harbour complete

## 2.0 LEGAL REQUIREMENT

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

### 3.0 INTRODUCTION

In compliance with the requirements of the Port Marine Safety Code (PMSC), The Harbour Board as a committee of North Devon District Council (NDDC) who are the Statutory Harbour Authority and Duty Holders for Lynmouth harbour, publishes the following Marine Safety Plan for Marine Operations.

This plan is for the period 2023 - 2026.

In order to conduct marine operations in a safe and effective manner the Harbour Board has in place a more comprehensive overview of the structure and management of Lynmouth Harbour contained within the Marine Safety Management System (MSMS) through the application of a range of Marine Policies and Procedures.

### 4.0 MARINE POLICIES & PROCEDURES

The Harbour Board have adopted several Policies and Procedures in support of the MSMS and to ensure compliance with the PMSC. These documents are then submitted to NDDC for approval as Duty Holders. All such documents are reviewed regularly, following any changes to operations or following post incident investigation.

A full list of these Policies and Procedures can be obtained on request from The Town Clerk, Town Hall, Lee Road, Lynton EX31 2LE.

### 5.0 MANAGEMENT OF MARINE OPERATIONS

This Marine Safety Plan in conjunction with the Safety Policy commits NDDC and therefore the Harbour Board to undertaking the management and regulation of marine operations within the scope of its powers and authority in a way that safeguards the harbours' infrastructure, users of the Harbour, the public and the environment.

Safety is paramount and in managing marine navigation and operations the Harbour Board will undertake its role and responsibilities to ensure that, whenever possible, they provide efficient and effective services to both commercial and leisure vessel movements in the Harbour.

## 6.0 MARINE SAFETY PLAN OBJECTIVES

The following objectives have been set for the three year period ending January 2024.

- To keep under review the powers and duties in order to ensure the harbour can best regulate and conserve safe navigation within its area of jurisdiction.
- The MSMS will be maintained on the basis of a comprehensive risk analysis process following the ALARP (As Low As Reasonably Practicable) principle and a framework for continuous improvement of safety performance.
- Detailed risk assessments both proactive and reactive of new and existing marine operations and services as required and kept under the review schedule.
- The audit schedule as contained within the MSMS by the Designated Person is maintained.
- All audit findings will, in a timely manner, correct any deficiencies and implement any safety enhancements identified.
- All Aids to Navigation will be maintained to meet the standards required as set by International Association Lighthouse Authority (IALA) and administered by Trinity House.
- Maintain training and continuing professional development for relevant staff.
- The investigation of all reported marine incidents
- Maintain liaison and consultation with the Harbour Users Group.

## 7.0 MANAGEMENT TARGETS

### 7.1 STANDING TARGETS

No.	Service Provision/Activity	Target
1	Navigational and Marine Incidents	<p>Through reporting, investigation and analysis ensure all risk assessments, procedures and guidelines are appropriate to prevent any major navigation or pollution incident.</p> <p>All Marine Incident Report investigations to be completed within one month.</p>
2	Conservancy	<p><u>Aids to Navigation</u></p> <p>Meet the availability targets of IALA</p>
3	Safety Audit/MSMS	<p>Ensure Safety Audit schedule is maintained and any deficiencies are rectified in a timely manner or reasons for delay reported to the Board on a quarterly basis.</p>
4	Liaison & Consultation with stakeholders	<p>Ensure good communications on Marine safety matters with Harbour Users Group</p> <p>Minimum 75% attendance at Harbour Forum meetings to be achieved.</p>

## 7.2 PERIOD TARGETS

No.	Project /Activity	Target
1	Post implementation inspection Slipway works	April 2023
2	Safely decommission original Aids to Navigation and install solar powered replacements on composite poles: Max 'downtime' 48 hours as agreed with Trinity House	July 2023
3	Review and achieve an Oil Spill Contingency Plan with local branch of HM Coastguard	June 2023
4	Write relevant Policies for all users and publish on LLTC Website under harbour specific information	July 2023