

HARBOUR BOARD MEETING: 8th August 2023

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

Ilfracombe - 4th July 2023

**Captain Georgina Carlo-Paat (Harbour Master)
Jon Triggs (Director of Resources & Deputy Chief
Executive)
Tara Jenkins (Senior Engineer)
Pamela Charles (Contract/Temporary H&S Adviser)**

Lynmouth - 4th July 2023

**Captain Georgina Carlo-Paat (Harbour Master)
Jon Triggs (Director of Resources & Deputy Chief
Executive)
Kevin Harris (Lynton & Lynmouth Town Council,
Town Clerk)
Tara Jenkins (Senior Engineer)
Pamela Charles (Contract/Temporary - 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.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 Work to replace all the electrical conduits on the Cove has been completed.
- 2.2 A Contractor has now been appointed to carry out the work on the vertical crack on Old Quay Head. The work is likely to commence in September 2023.
- 2.3 The Merchant Shipping (Watercraft) Order 2023 came in to force on 31st March 2023 and Harbour Revision Order now gives the Harbour Authority powers of General Directions to include Jet Skis under the definition of “vessels”
- 2.4 Whilst it is agreed that maintenance of the Warp Shed on Stone Bench will be carried out by the Council, there is no work currently required for health and safety purposes.
- 2.5 Duty Holder Training for Members has been held with twenty two Members attending. Those who were unable to attend the session are expected to watch the available recording of the session to ensure they undertake the training.
- 2.6 The three yearly external harbour audit was carried out by ABPmer in June 2023. The final report has not yet been received but the auditor indicated that there were no non-compliances or non-conformities recorded.
- 2.7 Speed ramps have been installed to slow down vehicles as they enter the Pier Cark.

- 2.8 The Cove area has been resurfaced and the pedestrian walkway re-laid in a different coloured, recycled material which will not fade or wear out. The white line demarking the unprotected working quayside has been repainted.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was carried out this quarter. There were no non compliances and the only non conformities were that some of the policy and procedure documents were not available on the website as they have been removed for Accessibility Checking.
- (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
 - (vii) Vessel Traffic Management
 - (viii) Open Port Duty and Setting Dues
 - (ix) Consultation & Consensus
 - (x) Enforcement
 - (xi) Marine Safety Management System
 - (xii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency
 - (xiii) AtoN and Wrecks
- 3.2 New composite handrails still to be fitted along RNLI steps. Quotes are being obtained, and the work will be extended to include hand rails to the old Slipway and the Watersports Centre Slipway.
- 3.3 Work to the top rails along the wall and new mooring rings and ladders on Quay Road has begun with one new ladder installed so far.
- 3.4 A drone will be used on 6th July 2023 to provide a baseline assessment of the state of the surface of the Pier Car Park as there are many uneven areas and potholes which give rise to trip hazards.
- 3.5 Members have approved the use of the area at the end of the Pier as a Sea Pool. Due to safety concerns being raised by Council Officers, the opening of the pool has been delayed until such time as a full risk assessment can be carried out and mitigation measures identified and implemented to ensure the safety of users.
- 3.6 The joints between the concrete landings and the slabs on the steps on East Face Quay and Old Head Quay are sinking below the level of the steps and will give rise to trip hazards if remedial work is not carried out.
- 3.8 The wall at Stone Bench has bulged out slightly further but the catchment netting is working to limit movement.
- 3.9 The concrete beam between the First Landing and the Pier above is showing signs of cracks, in the section above the steps. The Senior Engineer advises that intrusive testing or preferably scanning of the area should be carried out to establish the integrity of the beam, before any remedial work is carried out. Works required would be high pressure jetting, then spraying and sealing.

3.10 Edge Protection risks have been under consideration following a recent fatality at another Harbour. The Ilfracombe Harbour Edge Protection Policy V.4 is due for review in July 2023. Ilfracombe Harbour has edge protection along most of the open edges, except for along the Cove as this is a working quayside and it would be impractical to fence along this edge. There is signage and a painted white line along the quayside to highlight that this is a working area with an unprotected edge. The other area of concern is at the end of Old Quay Head, which is strictly speaking also a work area, and there is signage to advise the public that this is the case, however it needs to be established if this is also a Public Right of Way. It would be prudent to increase the size of the signage to make it more noticeable to the public and if this is not a Public Right of Way, provide a chain across the entrance to the area that has unguarded edges, so that it is only accessed by those who need to for work purposes.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 Two mooring balls on the Harbour Arm had been painted yellow to highlight their positions and prevent trip hazards.
- 4.2 The three yearly external harbour audit was carried out by ABPmer in June 2023. The final report has not yet been received but the auditor indicated that given the current status of the harbour i.e. not a Statutory Harbour Authority, there were no non-compliances or non-conformities recorded

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 An internal audit of the following topics was carried out this quarter, although many do not apply, given the current non-statutory status of the harbour
- 5.2
 - (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
 - (vii) Vessel Traffic Management
 - (viii) Open Port Duty and Setting Dues
 - (ix) Consultation & Consensus
 - (x) Enforcement
 - (xi) Marine Safety Management System
 - (xii) Marine Emergency Plan Emergency Planning (OPRC/Site Emergency
 - (xiii) AtoN and Wrecks
- 5.3 The Ilfracombe Harbour Master has reviewed the Lynmouth Marine Safety Management System and this version needs to be made available on the website. (V.7 Feb 2023) With regard to the legal status of Lynmouth as a harbour, the council is go out to public consultation in July for a Harbour Empowerment Order, which will confirm North Devon Council as the Statutory Harbour Authority for Lynmouth
- 5.4 The new Solar Aid to Navigation lights are now ready to install. It is hoped that they will be installed on the new pole within the next few weeks, This can be done independently of when the National Grid come out to disconnect the electrical supply. A Notice will be issued to Mariners to advise of the works and the Harbour

Master will inform the UK Hydrographic Office (UKHO) and Trinity House once the works are completed.

Once the new AToNs are installed, these will be signed up to the Local Aids to Navigation Reporting System (LARS), under Ilfracombe, to enable Lynmouth to fulfil the responsibility to maintain records of aids to navigation availability. The

- 5.5 The issue regarding the movement of the Sea Defence Boulders is currently under dispute with Devon County Council, but this will need to be resolved, due to the flooding risk.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master, with some works now completed, some on going and some new ones arising since the last audit in January.
- 6.2 As the status of Lynmouth Harbour as a Statutory Harbour Authority is still under consultation there are still aspects of the Port Marine Safety Code which do not apply. Much work has been carried out in Lynmouth and no new risks were identified on this audit.

Pamela Charles
Contract/Temporary H&S Adviser
July 2023