

## HARBOUR BOARD MEETING: 7<sup>th</sup> November 2023

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

**Ilfracombe - 19<sup>th</sup> October 2023** Captain Georgina Carlo-Paat (Harbour Master)  
Jon Triggs (Director of Resources & Deputy Chief Executive)  
Tara Jenkins (Senior Engineer)  
Trevor Hill (Larkstone Hub Support Officer)  
Pamela Charles (Contract/Temporary H&S Adviser)

**Lynmouth - 19<sup>th</sup> October 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 A contractor is currently working to replace the cracked stone facing on Old Quay Head. Fortunately, there has been no failure of the foundations or the reinforced concrete behind the stone facing. The work is on target to be completed by 4<sup>th</sup> November 2023.
- 2.2 Work on Quay Road wall has been completed with all top rails removed, all waste bins removed, new mooring rings and new ladders fitted.
- 2.3 An Engineer's report has been received on the state of the concrete beam between the First Landing and the Pier above which is showing signs of cracks, in the section above the steps. The Senior Engineer advises that she has responded to the report as it is not clear if the solutions suggested will resolve the problem long term or just prevent further deterioration
- 2.4 The Royal Life Saving Society has completed a draft risk assessment report on the proposed sea pool. The report does not indicate if the control measures detailed in the report mean that the pool does not require Lifeguarding. The report will be referred to the next meeting of the Council Health, Safety and Welfare Committee on 21<sup>st</sup> November 2023.
- 2.5 A drone survey of the surface of the Pier Car Park was carried out on 6<sup>th</sup> July 2023 to provide a baseline assessment of the state of the surface as there are many

uneven areas and potholes which give rise to trip hazards. A further survey will be carried out next March after boats return to the water.

2.6 The Ilfracombe Harbour Edge Protection Policy was reviewed in July 2023.

2.7 An incident regarding a member of the public falling in to the water from the Cove area of the Harbour has been considered. No action is required, given the circumstances of the incident.

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

3.1 The three yearly, external harbour audit was carried out by ABPmer in June 2023. The final report has been received with no non-compliances noted

3.2 An internal audit of the following topics was carried out this quarter. There were no non compliances or non-conformities

- (i) Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
- (ii) Conservancy (survey, dredging),
- (iii) Duty Holder and DP Function,
- (iv) Competency and Training

3.3 Fitting of new composite handrails along the RNLI steps, the old Slipway and the Watersports Centre Slipway has been held up due to the Environment Agency (EA), querying the ownership of the handrails on the RNLI steps. The Harbour Master is to meet with the EA on 20<sup>th</sup> October 2023 to discuss the matter.

3.4 A quote has been obtained to carry out remedial work on the joints between the concrete landings and the slabs on the steps on East Face Quay and Old Head Quay which are sinking below the level of the steps and will give rise to trip hazards if remedial work is not carried out. The work will be carried out in the next financial year, April 2024.

3.5 The bulged wall at Stone Bench has not deteriorated any further and the catchment netting is working to limit movement. The wall will be kept under observation.

3.6 Edge Protection risks for Old Quay Head are still under consideration. It has been established that there is no Public Right of Way along Old Quay Head and it is proposed to install a code accessed gate to enable access only to those who require it for work purposes. Planning Permission will be required to install the gate.

3.7 Incidents of teenagers climbing on the Verity plinth and using one of the books on the plinth as a slide have been observed. The risk of falling in to the sea from the plinth has been considered and in the first instance larger signs advising that the plinth is not to be accessed due to safety reasons, will be installed on the railings and the current smaller sign removed.

If this does not have the desired effect, consideration will be given to fixing anti-climb netting over the railings in this area.

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

4.1 The new Solar Aids to Navigation (AtoN) lights have been installed and the unmetered electrical supply has been disconnected. The Harbour Master has informed the UK Hydrographic Office (UKHO) and Trinity House that the works have been completed.

- 4.2 The new AToN have been signed up to the Local Aids to Navigation Reporting System (LARS), under the Harbour Master for Ilfracombe, to enable Lynmouth to fulfil the responsibility to maintain records of aids to navigation availability.
- 4.3 The responsibility regarding the movement of the Sea Defence Boulders rests with Devon County Council, so no further action is required by North Devon Council or Lynton and Lynmouth Town Council.

## **5. RISK MANAGEMENT – LYNMOUTH**

- 5.1 The three yearly, external harbour audit was carried out by ABPmer in June 2023. The final report has been received with some non-compliances noted:
- (i) The Lynmouth Harbour Safety Management System document does not contain any safety performance or Key Performance Indicators (KPI) expectations.
  - (ii) The Lynmouth Harbour Safety Management System document does not contain a policy on training, revalidation or maintenance of qualifications.
  - (iii) The Organisation cannot evaluate the objectives of the plan [set within the Section 2.2 of the Lynmouth Harbour Safety Management System] as none are set.
  - (iv) There is no Harbour Environmental Policy or guidance to port users on minimising damage to the marine environment for Lynmouth.

These non-compliances can be addressed with revisions to policies and plans making them fit for purpose for Lynmouth Harbour and minor changes to the Safety Management System document.

- 5.2 An internal audit of the following topics was carried out this quarter, although some matters do not apply, given the current non-statutory status of the harbour there were some non-compliances with regards to training requirements and documentation, as were reported in the external audit report.
- (i) Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions,
  - (ii) Conservancy (survey, dredging),
  - (iii) Duty Holder and DP Function,
  - (iv) Competency and Training
- 5.3 The Lynmouth Marine Safety Management System (V.7 Feb 2023) still requires to be made available on the Council website.
- 5.4 The public consultation for a Harbour Empowerment Order, which will confirm North Devon Council as the Statutory Harbour Authority for Lynmouth has now closed and the legal process is continuing.

## **6. CONCLUSIONS**

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master, with many works now completed. Some works are underway and other works will be completed in the new financial year. New risks arising have been due to the actions of members of the public rather than a lack of safety management of the Harbour.

6.2 The status of Lynmouth Harbour as a Statutory Harbour Authority is still progressing and therefore there are still some aspects of the Port Marine Safety Code which do not apply. Much work has been carried out in Lynmouth, although documentation and training remain issues to be completed. No new safety risks were identified on this audit.

Pamela Charles  
Contract/Temporary H&S Adviser  
October 2023