

## HARBOUR BOARD MEETING: 6<sup>th</sup> February 2024

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

**Ilfracombe - 25<sup>th</sup> January 2024** Captain Georgina Carlo-Paat (Harbour Master)  
Jon Triggs (Director of Resources & Deputy Chief Executive)  
Pamela Charles (Contract/Temporary H&S Adviser)  
Tara Jenkins (Senior Engineer - unable to attend)

**Lynmouth - 25<sup>th</sup> January 2024** Captain Georgina Carlo-Paat (Harbour Master)  
Jon Triggs (Director of Resources & Deputy Chief Executive)  
Kevin Harris (Lynton & Lynmouth Town Council, Town Clerk)  
Pamela Charles (Contract/Temporary - H&S Adviser)  
Tara Jenkins (Senior Engineer- unable to attend)

#### **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 work to repair the cracked stone facing on Old Quay Head was completed on 22<sup>nd</sup> on November 2023.
- 2.2 The matter of the proposed sea pool was discussed at the Council Health, Safety and Welfare Committee on 21<sup>st</sup> November 2023. It was agreed that external legal advice should be sought as to the Council's liabilities as the asset owner. NDC legal department will seek the external advice and then a decision can be made depending on the advice received.
- 2.3 It was determined that the handrails along the RNLI steps were owned by North Devon Council. These hand rails along with those on the old Slipway and the Watersports Centre Slipway have now been replaced with composite handrails.

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

- 3.1 An internal audit of the following topics was carried out this quarter. There were non-compliances in audits (ii) and (iv) with regards to the lack of a Harbour Forum, The Harbour Master is aware of these non-compliances and is endeavouring to resolve the matter by trying to establish a new Harbour Advisory Committee.
  - (i) Environmental Duty
  - (ii) Risk Assessment - *best conducted by utilising user groups or representatives*

*who use the harbour or facility regularly. This helps to ensure that practical and relevant experience can be captured, promotes good consultation and demonstrates the organisation's commitment to engaging with users*

- (iii) Incident Reporting and Investigation
  - (iv) Plans & Reporting/Consensus & Monitoring- *notwithstanding the duties and powers the organisation may have, it should seek to maintain a consensus about safe navigation in its harbour facility with users and service providers as far as is possible -*
  - (iv) Harbour owned/operated craft – *Not currently applicable*
- 3.3 The Senior Engineer is still waiting for a response from the external Engineer, to her query as to whether the works suggested to the concrete beam between the First Landing and the Pier above which is showing signs of cracks in the section above the steps, will resolve the problem long term or just prevent further deterioration. The Harbour Master will contact the external Engineer to expedite a response.
- 3.4 Work to remedy the sinking joints between the concrete landings and the slabs on the steps on East Face Quay and Old Head is still programmed to be carried out in April 2024. There is an ongoing trip hazard until the works are completed.
- 3.5 Some chunks of concrete have come out from the First Landing due to sea action, but this is not affecting the structural integrity.
- 3.6 The bulged wall at Stone Bench is continuing to be monitored and whilst it has not deteriorated any further and the catchment netting is working to limit movement, one of the stones has moved out through the netting. This is not thought to be affecting the structure of the wall. Funds are in place should work be required, but re-tendering would be required if works are needed.
- 3.7 In another area of Stone Bench, it has been noted that a section of concrete has sheered from the pier. The Senior Engineer has inspected the area and noted a number of potentially significant defects in this area. Costs have been sought for a full inspection and report, and are likely to be significant. The Senior Engineer has discussed the matter with a consultant who is familiar with the area, and they have offered to undertake an initial inspection for free. This will be carried out within the next few weeks. The result of this initial inspection will determine what action is to be taken next.
- 3.8 The Cove netting works project has now been re-tendered, and the tenders are in the process of being evaluated but are likely to have been awarded by the time the Harbour Board meets. Work is likely to begin on site by mid-February 2024.
- 3.9 Edge Protection risks for Old Quay Head have been considered and it has been decided to paint a yellow line along the row of stones that already marks the start of the working area, and install a sign by this line which states that beyond the line is a working area, and the line must not be crossed by members of the public.
- 3.10 Edge Protection risks on the Cove side have been considered and the working area will be marked with wording to indicate there is no public access to the working area. The pedestrian crossing, directing pedestrians to the marked footpath will be reinstated.
- 3.11 With regards to the Incidents of teenagers climbing on the Verity plinth and using one of the books on the plinth as a slide, signs have been procured to attach to the railings advising that climbing on the statue is not permitted. The signs have not yet

been installed as no suitable clips have been provided. Once the signs are in place the situation will be kept under review to see if they have had the desired effect.

- 3.12 Trinity House will be visiting Ilfracombe Harbour on 26<sup>th</sup> February 2024 to check the Aids to Navigation are compliant.

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

- 4.1 The Lynmouth Marine Safety Management System (V.7 Feb 2023) is now available on the Council website.
- 4.2 Harbour Environmental Management Plan (V.1 Jan 2024) has now been documented and made available on the Council website.
- 4.3 The Lynmouth Bay Coastal Study has been tendered and awarded to Royal Haskoning DHV. The Senior Engineer has met with the company to discuss the requirements, and is awaiting their programme upon signing of the Contract.
- 4.4 With regards to the movement of the Sea Defence Boulders, there is a legal impasse whereby NDC and Lynton Town Council have agreed to contribute to funding the work, but Devon County Council has not agreed to until ownership is established.

#### 4. RISK MANAGEMENT – LYNMOUTH

- 5.1 Some issues are still outstanding from the three yearly, external harbour audit which was carried out by ABPmer in June 2023.
- (i) The Lynmouth Harbour Safety Management System document does not contain any safety performance or Key Performance Indicators (KPI) expectations. This issue also came up in this quarter's internal audit (iv), see para 5.2 below. It has been agreed that the Town Clerk will document some Standing Targets and Period Targets in alignment with those documented for Ilfracombe Harbour.
  - (ii) The Lynmouth Harbour Safety Management System document does not contain a policy on training, revalidation or maintenance of qualifications. It has been agreed that the Town Clerk will document a training policy.
- 5.2 An internal audit of the following topics was carried out this quarter. There were some non-compliances with regards to audit (ii) with regards to lack of training of the Town Clerk in Marine Risk Assessment and audit (iv) with regards to the lack of assessment of the organisation's performance against the safety plan, see para 5.1 (i) above.
- (i) Environmental Duty
  - (ii) Risk Assessment
  - (iii) Incident Reporting and Investigation
  - (iv) Plans & Reporting/Consensus & Monitoring
  - (v) Harbour owned/operated craft- *Not currently applicable*
- 5.2 The new Solar Aids to Navigation (AtoN) lights are set to flashing rather than steady as is required, due to the internal switch being set incorrectly when installed. This can be rectified by resetting the switch but this will require the lights to be lowered. The Harbour Master has this task in hand.

- 5.3 An issue has arisen with some of the Solar AtoN lights not getting enough sun during the winter months to enable them to operate fully through the hours of darkness. These AtoN will require to be slightly repositioned to ensure they get maximum sunlight. The AtoN will still be compliant.
- 5.5 Trinity House will be visiting Lynmouth Harbour on 26<sup>th</sup> February 2024 to check the Aids to Navigation are compliant.
- 5.6 The public consultation for a Harbour Empowerment Order, which will confirm North Devon Council as the Statutory Harbour Authority for Lynmouth has now closed but there were a number of objectors. The Harbour Master, Town Clerk and Designated Person will meet with Ashfords lawyer on 9<sup>th</sup> February to discuss the representations that have been made and determine the next steps in the process.
- 5.7 Issues with damage to the stone surface & copings along the harbour arm and the slipway have been identified by the Senior Engineer, which will need to be repaired in Spring 2024.
- 5.8 The stone steps (Rising Sun) require some remedial work.
- 5.9 Some stones on the edge of the slip way have been identified as requiring remedial work.
- 5.10 Arrangements are being made for the dredging of the slipway and entrance channels and for debris on the harbour floor to be removed

## **6. CONCLUSIONS**

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master, with many works now completed although some are ongoing, due to their nature.
- 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. Some new risks have arisen which are being attended to.

Pamela Charles  
Contract/Temporary H&S Adviser  
January 2024