

## **Ilfracombe Harbour Board Meeting: 5<sup>th</sup> February 2019**

**Quarterly Designated Person Audit Report - Ilfracombe Harbour  
By Mike Mansell, (Chief Executive), Captain Georgina Carlo-Paat (Harbour Master),  
and Pamela Charles (H&S Adviser) on Tuesday 22nd January 2019**

### **1. PURPOSE OF REPORT**

- 1.1 To advise Members of the Ilfracombe Harbour Board of the outcome of the quarterly audit.
- 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**

- 2.1 On 15th Nov 2019, the Harbour Master, Chief Executive (DP) and the Health & Safety Adviser met with Lynton and Lynmouth Town Clerk. The Lynmouth Harbour Maintenance person and a member of the User Group of leisure and commercial operators also attended, to discuss the way forward for the DP quarterly audits. It was agreed that the Harbour Master would act as Maritime Adviser to Lynton and Lynmouth Town Council and that health and safety audits would be carried out for Lynmouth Harbour in the same way that they are for Ilfracombe Harbour, by Mike Mansell as DP and Pam Charles as Health and Safety Adviser.  
Reports would be submitted to the Harbour Board meetings if members are in agreement with amalgamating the two harbours in to the one Board.  
Lynmouth audits will began as from May 2019.
- 2.2 Following on from the Port Marine Safety Code Compliance training day that was attended by the Harbour Master, Health and Safety Adviser and Harbour Board Member, Martin Cleary, in November 2018, it has been agreed that from May 2019, the health and safety quarterly audit will be extended to include an audit of the harbour health and safety practices, procedures and risk assessments.
- 2.3 The Harbour Master has recently undergone training for and qualified as a Port Facility Security Officer (PFSO) which means she is qualified to take responsibility for the development, implementation, revision, and maintenance of the Port Facility Security Plan (PFSP). The PFSP outlines the required measures to prevent the unauthorised access of people, weapons and contraband into port, and provide for a safe and sterile working environment for international shipping operators. An independent Port Facilities Security Assessment was carried out on Wed 23<sup>rd</sup> Jan 2019 by SecureWest International Ltd.
- 2.4 The Harbour Oil Spill Contingency Plan was recently audited by the Maritime and Coastguard Agency, (MCA) and passed with no non compliances found.
- 2.5 All existing risk assessments are up to date, no reviews are due or outstanding.
- 2.6 All lights on the harbour have been replaced with LED bulbs.

### **3. RISK MANAGEMENT**

- 3.1 On-going -The metal gratings, gates and hand rails replacement programme is progressing. An order has been placed for new gratings, gates and hand rails to the loading/unloading steps on the harbour side, to be provided in a lightweight and rot proof composite material.
- 3.3 On-going-The working area of the harbour side where fishermen wash their equipment down has been re tarmacked, but water is still pooling, although not as badly as before. Until the new Water Sports Centre has been completed there will be no further work carried out to this surface. Fishermen are managing the risk by clearing water away as and when necessary.
- 3.4 The commissioned laser scan of the whole harbour, will be carried out by the end of February 2019.
- 3.5 Costings for improved CCTV on the harbour have been gained as part of an overall programme for the Harbour, Cheyne Beach, Rapparee Cove and the Water Sports Centre.
- 3.6 Plan to install new electrical conduits on Old Quay Head. Will require English Heritage Approval.
- 3.7 One of the sliding doors to the fishermen's huts on Old Quay Head is in need of repair as possible health and safety risk, responsibility of the lessee.
- 3.8 A recent incident regarding a cow washed up into the harbour highlighted that there was no risk assessment for this type of incident. HM to address.

### **4. CONCLUSIONS**

- 4.1 Health and Safety on the Harbour is being proactively managed by the Harbour Master and there are no new health and safety issues arising during this audit.
- 4.2. There are some on-going works but these are progressing well.

Pamela Charles  
H&S Adviser  
Jan 2019