

HARBOUR BOARD MEETING: 7th May 2024

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

Ilfracombe - 15th April 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, update provided by email.

(Cllr Christopher Norman (Chair of Governance Committee), attended for Harbour familiarisation)

Lynmouth - 15th April 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, update provided by email.

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 Moffatt & Nichol (Consultant Engineers) have undertaken an initial survey of the Harbour and the issues on Stone Bench, Lower Landing, and wider harbour structures following concerns regarding the structural condition of some of the elements. Their report of findings has been received by the Senior Engineer and will require further consideration, however he report indicates that the structures are not as bad as was first initially thought. The external engineers have also produced the bid document for some further funding from the Environment Agency in order to carry out more substantial investigations and surveys, and to produce a study and report for the medium/long term maintenance and future of the Harbour structures. The bid needs some amendment, which the Senior Engineer will action.
- 2.2 The first phase of tree and vegetation removal on the Cove cliff face has been completed. The next phase of installing the netting is due to commence on Monday 22nd April 2024 and will take seven weeks to complete.
- 2.3 A yellow line has been painted along the edge of the working area along Old Quay Head. Signage is yet to be installed to signify that the area beyond the line is not to be accessed by the public.

- 2.4 Wording has been painted at various points along the line marking the working area on the Cove, which states: Working Area\ No Public Access. A further set of wording is required between the last two sets, as it is considered the gap between the last two sets is too long.
- 2.5 Signage advising there is no access beyond the railings on to the Verity plinth have been installed. No further incidents have been noted.
- 2.6 Trinity House inspected the Aids to Navigation on 26th February 2024 and found them to be compliant.
- 2.7 A line of yellow marker buoys have been placed in the outer harbour, to mark an area which is designated for non-powered equipment and swimming.
- 2.8 The surface of the Pier Carpark was patch repaired on 8th April 2024, to remedy a number of pot holes and uneven areas of the surface.
- 2.9 The pedestrian crossing and Stop sign for traffic have been reinstated near the Watersports Centre.

3. RISK MANAGEMENT- ILFRACOMBE

3.1 An internal audit of the following topics was carried out this quarter:

- (i) Drink and Drugs
- (ii) Dangerous Vessels and Substances
- (iii) Licensing Work - Tugs(works/tugs/craft),Permitting (Diving/ Hot works)
- (iv) Auditing Internal / External, Plans and Reporting
- (v) Open Port Duty & Setting Dues
- (vi) Enforcement
- (vii) Consultation & Consensus
- (vii) Piloting, Towage, Bunkering

The only non-conformity found is that there is no formal Harbour Advisory Committee. The Harbour Master is endeavouring to set one up but there is a lack of interest from Harbour users. The HM is, however, able to consult with relevant persons when necessary albeit not via a Forum or Committee at present.

- 3.2 A further internal audit was carried out in December 2023, by Devon Audit Partnership. The final report has been received and is mostly favourable but highlights some issues as medium impact/priority, such as KPIs, review of the Development Strategy and an up to date Business Plan. The Harbour Master will discuss these matters with the Harbour Board.
- 3.3 The bulged wall at Stone Bench is continuing to be monitored. There has been a small loss of stone work but the catchment netting is working to limit movement. This is not thought to be affecting the actual structure of the wall. Funds are in place should work be required, but re-tendering would be required if works are needed.
- 3.4 Edge protection risks on Old Quay Head – as stated in paragraph 2.3 above - signage is still to be installed to indicate no public access beyond the yellow line.
- 3.5 Edge Protection risks on the Cove side – as stated in paragraph 2.4 above – an additional set of wording is to be painted along the line.

- 3.6 Senior Management Team need to consider the independent legal report and the Royal Life Saving Society report received, regarding the use of the Sea Pool. It has been agreed that the water quality in the pool will be monitored by sampling, carried out by an officer from the Planning, Housing and Health Team.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 The issue with some of the Solar Aid to Navigation (AtoN) lights not getting enough sun during the winter months to charge up the batteries has been found to be due to a set up issue and has now been resolved without the requirement for them to be repositioned.
- 4.2 Trinity House inspected the Aids to Navigation on 26th February 2024 and found them to be compliant.
- 4.3 With regard to the Harbour Empowerment Order, the Harbour Master, (HM), and Designated Person (DP) held a meeting day in Lynmouth. This was quite well attended by Harbour Users who were able to discuss their thoughts with the HM and DP. As a result almost all of the numerous objections were withdrawn and the process continues.
- 4.4 Repairs have been carried out to the damaged stone surface & copings along the Harbour Arm and the Slipway.
- 4.5 Rhenish Tower walkway has temporarily been closed off to prevent access to the public, due to trip hazards from loose stonework.
- 4.6 The slipway and harbour entrance channels have been dredged

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 Two issues 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. Following an audit recently carried out by Devon Audit Partnership, which also picked up on this issue, It has been agreed that the Harbour Master will formulate a Business Plan for Ilfracombe Harbour and then the Town Clerk will create a similar document for Lynmouth reflecting the aspirations of the harbour users.
 - (ii) Whilst there is now a Training Policy, the policy requires reviewing/updating to be relevant to the current non Statutory Harbour Authority situation with Lynmouth Harbour and some training itself is still required.
- 5.2 An internal audit of the following topics was carried out this quarter. There were no non-conformities or non-compliances, given that Lynmouth is not currently a Statutory Harbour Authority.
- (i) Drink and Drugs
 - (ii) Dangerous Vessels and Substances
 - (iii) Licensing Work - Tugs(works/tugs/craft),Permitting (Diving/ Hot works)
 - (iv) Auditing Internal / External, Plans and Reporting

- (v) Open Port Duty & Setting Dues
 - (vi) Enforcement
 - (vii) Consultation & Consensus
 - (vii) Piloting, Towage, Bunkering
- 5.3 The work to reset the switch in the new Solar (AtoN) lights which are currently set to flashing rather than steady as is required, is still outstanding, but will be carried out as soon as the electrician has time to attend and can safely access the lights. (see paragraph 5.4)
- 5.4 The HM has been in receipt of complaints regarding the algal growth along the edge of the slipway and the harbour arm causing a slip hazard to persons using these areas. The Town Clerk advised that he has the required materials to deal with the algae but the work needs to be made a Council Directive as it is required to be carried out every four to six weeks. The matter had to be agreed by the Estates Committee and by Full Council. Given the hazardous nature of the algal growth, the TC agreed to ensure the work was carried out as soon as possible, and this will now have taken place on 18th April 2024, slightly ahead the next Full Council meeting, due to the urgency of the situation.
- 5.5 The remedial work to the stone steps (Rising Sun) is still outstanding, HM to advise the TC on the purchase of the most suitable material (Gunite).
- 5.6 The Lynmouth Study is underway, and topographical survey completed. The Interim report of findings to date is due by end of April 2024. The Senior Engineer will discuss organising a stakeholder workshop once there is some meaningful information to share.
- 5.7 There is a potential issue with the wall alongside the harbour, of sea water pouring through the joints between the stones comprising the wall, during extreme weather conditions. This should be raised with Devon County Council Highways Department as the wall is there to protect pedestrians from falling into the harbour and keeps the road intact. TC will add this item to the next Harbour Users Group meeting agenda.

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. Some new risks have arisen which are being attended to.

Pamela Charles
Contract/Temporary H&S Adviser
April 2024