

## HARBOUR BOARD MEETING: 11<sup>th</sup> February 2025

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

#### Ilfracombe – 10th January 2025

Captain Georgina Carlo-Paat (Harbour Master)  
Jon Triggs (Director of Resources & Deputy Chief Executive)  
Daryl Littlejohns (Environmental Health Manager)  
Alex Miles (Emergency Planning Officer)  
Pamela Charles (Contract/Temporary H&S Adviser)

#### Lynmouth - 10th January 2025 (Virtual Attendance)

Captain Georgina Carlo-Paat (Harbour Master)  
Jon Triggs (Director of Resources & Deputy Chief Executive)  
Kevin Harris – Lynton & Lynmouth Town Council Clerk  
Daryl Littlejohns (Environmental Health Manager)  
Alex Miles (Emergency Planning Officer)  
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 Three quotes have been received for the instillation of the two new cranes on the Cove side.
- 2.2 The Senior Engineer initiated the tendering process for the bulged wall at Stone Bench at the end of 2024, awaiting results.
- 2.3 Duty Holder Refresher Training for Councillors has been booked for Wednesday 7<sup>th</sup> May. The training will be delivered by ABPmer.

### **3.0 RISK MANAGEMENT- ILFRACOMBE**

- 3.1 An internal audit of the following topics was carried out this quarter;
- i. Environmental Duty
  - ii. Risk Assessment
  - iii. Incident Reporting and Investigation
  - iv. Plans & Reporting/Consensus & Monitoring
  - v. Harbour owned/operated craft – *Not currently applicable*
- 3.2 Two non-compliances and two non-conformities were identified during the internal audit. The non-compliances and non-conformities were under the topics of Environmental Duty and Risk Assessments. An action plan has been agreed with the Harbour Master to address these.
- 3.3 The bulged wall at Stone Bench is continuing to be monitored. There has been further movement and some rocks have been dislodged from the wall but are still contained within the catchment netting. The senior engineer initiated the tendering process at the end of 2024. The work is expected to be completed by February or March 2025.
- 3.4 A tendering waiver is pending approval for the installation of two new cranes on the Cove side, as the MMO procurement procedure was utilised instead of the DCC portal due to timeframe. The scope of the work includes the installing the two cranes, painting of a white line and wording along the edge protection line on the Cove side of the Harbour. Completion is anticipated by March 2025. Following the installation of the new cranes there is an option for the old davit crane to be leased to the trawlers.
- 3.5 The loose fender identified during the November 2024 audit has been temporarily secured with strapping as a precautionary measure. Teignmouth Maritime Services has completed an assessment of the fenders at Pier Head, and the Harbour Master is awaiting quotes for the necessary repair work.
- 3.6 The Harbour Master is currently in discussion with suppliers regarding new non corrosive railings for the steps down to First Landing. The proposed railings will be constructed of black GRP with an inner steel core. It is hopeful work will commence by April.
- 3.7 The edge of some steps leading to first landing have been identified as worn. This is being proactively managed by the Harbour Master and an action plan has been identified, this will involve the replacement of the black tread like for like.
- 3.8 The Royal Life Saving Society report regarding the use of the Sea Pool is still outstanding. This has been followed up by the Harbour Master. Once received this will be provided to Senior Management Team for consideration.

- 3.9 Ilfracombe Harbour sustained some damage during Storm Darragh, including two lampposts, tiles on the chapel roof and the carpark sign. The Harbour Master has developed a work plan to carry out the necessary repairs.
- 3.10 The Harbour Revision Order for Ilfracombe Harbour is progressing and advice received from the external solicitor suggests we will receive a result this year.
- 3.11 Boats will go back in early April.

#### **4.0 ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH**

- 4.1 Bollards have been painted white on the slipway
- 4.2 Algal growth on the Rising Sun steps and the edge of the slipway has been treated and are being managed as part of the work programme.
- 4.3 The Town Clerk has received quotes from Ambipar response in relation to risk assessment training required to address the non-conformity identified in the November Audit.

#### **5. RISK MANAGEMENT – LYNMOUTH**

- 5.1 An internal audit of the following topics was carried out this quarter.
- 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 One non-compliance and an observation was identified during the internal audit under Plans & Reporting.
- 5.3 Observations – Plans & Reports
- a) The Duty Holder has not confirmed compliance or planned timescales for compliance with the Port Marine Safety Code and to the Marine & Coastguard Agency. It was recommended in the APBmer External Audit 2023 that “once partial compliance can be confirmed it is suggested that the MCA is updated”.

*Every three years, the duty holder should sign a statement describing their organisation’s compliance with the Code. If the organisation is not compliant, or not fully compliant, the statement should also describe the organisation’s intentions for achieving compliance, including planned timescales [PMSC paragraph 2.30].*

- b) The Lynmouth Harbour Safety Management System needs to contain measurable marine safety objectives or key performance indicator expectations for annual performance publication [MSMS 16.1].

*“A statement about the standard of the organisation’s performance should be included in the duty holder’s annual report” [PMSC 2.15].*

- 5.4 The Senior Engineer has received the stage 2 report of the Lynmouth Study carried out by Royal HaskoningDHV. The Senior Engineer will review the study with the consultant and a short update will be provided to the Lynton & Lynmouth Town Clerk to share with the Harbour User Group.
- 5.5 The stretch of sea wall where sea water is pouring through the joints needs repointing. It is believed to be an EA responsibility and the senior engineer is awaiting a clarification response from the Environment Agency.
- 5.6 The application for CCTV on Rhenish Tower has been approved by Exmoor national park. The Harbour Master has consulted with building control. The Harbour Master will organise a start date for the work, likely to be after March when the weather improves.
- 5.7 Harbour Master to start the tendering process on the DCC portal for the remedial work required for the Rising Sun further deterioration. Obtained quotes for this work. It is hoped these works will be carried out before year end.
- 5.8 Lynton & Lynmouth Town Clerk is awaiting a response from the EA with regards to the damaged stonework on the overflow holes at the top end of the Harbour.
- 5.9 The Harbour Empowerment Order for Lynmouth Harbour is progressing. Advice received from the external solicitor indicates a result in 2025.

## **6. CONCLUSIONS**

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master. Some new risks were identified during this audit but all have action plans to resolve.
- 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.
- 6.3 Health and Safety at Lynmouth Harbour is currently managed by the Town Clerk. There are some matters which are ongoing and these are being actively followed up.

Alex Miles  
Emergency Planning Officer  
January 2025

Daryl Littlejohns  
Environmental Health Manager  
January 2025