

Ilfracombe Harbour Board Meeting: 4th June 2019

Quarterly Designated Person Audit Report - Ilfracombe & Lynmouth Harbours

Ilfracombe- Captain Georgina Carlo-Paat (Harbour Master), and Pamela Charles (H&S Adviser) Wednesday 15th May 2019

Lynmouth- Kevin Harris, (Town Clerk), Chris Sleep (Mayor) and Pamela Charles Thursday 16th May 2019

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 metal gratings, gates and hand rails replacement programme is progressing. Gratings on Stone Bench have been replaced and the hand rail on the First Landing have been replaced. The next hand rail to be replaced will be the one on Old Quay Head inner steps.
- 2.2 The first laser scan of the Harbour has been completed for the South Quay, report sent to Engineers for assessment. Further scans of the Car Park area, Stone Bench, East Face and Harbour floor to follow.
- 2.3 NavMoor were commissioned to carry out an inspection of the Aids for Navigation and will be producing a report with a five year plan for the maintenance of the light.
- 2.4 The lintel over the end of the Lundy Office building has been replaced.
- 2.5 New security doors have been fitted to the waiting room. (Requirement of International Ship and Port Facility Security (ISPS) Code)
- 2.6 Inspection for ISPS took place on 16th May by a representative of the Secretary of State for Transport. ISPS status regained to enable cruise ships to call.
- 2.7 Three new kiosks have been installed on the quay side
- 2.8 The damaged landing platform on First Landing has been structurally repaired and made good.
- 2.9 A Waste Management Plan has been completed. Results of a survey carried out by the Harbour Master indicated that better facilities were required for Old

Quay Head, Fishing and Commercial areas of the Harbour. The Trade Waste bin currently by the Harbour Master's Office will be relocated to outside the Fisherman's Store Huts and the fishermen will be responsible for taking it to the end of the path for weekly collection by North Devon Council. Two wheelie bins will be placed outside the Harbour Master's Office which will be collected daily. The Harbour Master is seeking to provide some recycling facilities at three locations on the Harbour.

- 2.10 New secure fencing has been installed on the Cove car park, to the right of the toilet block.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An audit of the Ilfracombe Harbour Authority Marine Emergency Plan by the Health & Safety Advisor found no deficiencies.
- 3.2 Improvements to CCTV have been approved. A report will be presented to Full Council in July 2019
- 3.3 ABPmer have been commissioned to carry out a Safety of Navigation Risk Survey of the Harbour, primarily in relation to the new Water sports Centre. This will identify the risks, how these risks can be mitigated and the cost to North Devon Council of doing so.
- 3.4 The inner steps on Old Quay Head will be fitted with a new hand rail, black with yellow fixings and the middle step (which has a steeper riser than the other steps) will be highlighted with a non-slip composite material cover in yellow.
- 3.5 Replacement of the worst of the dock ladders will be carried out with a composite material ladder. The fixing at the 2m depth will be highlighted yellow, along with the top step, for health and safety reasons.
- 3.6 The Harbour Master is investigating the restructuring of the barriers around the First Landing steps. One of the new kiosks now provides a permanent barrier, so the existing barrier could be removed from behind the kiosk and a new barrier fitted to protect against the dropped edge of the path beyond the kiosk.
- 3.7 Although the walkway and road have been re tarmacked in part on the working side of the harbour, the pedestrian walkway has not been re marked with paint/coloured tarmac so the pedestrian path is not clear for users to see. Marking of this will be delayed until the work on the Water sports Centre has been completed.
- 3.8 The Oil waste tank in the compound will be fenced within the compound and a new access gate be provided which will be accessed using the same key as used for the fuel tank. This will mean harbour users do not need access to the main compound to gain access to the tank and they will only need to carry one key.
- 3.9 The roof to the fuel tank is awaiting painting.

- 3.10 There has been some recent fender damage to fenders on the Cove. Temporary measures will be taken until such time as a more permanent solution can be carried out.
- 3.11 One of the sliding doors to the fishermen's huts on Old Quay Head is still in need of repair as possible health and safety risk, responsibility of the lessee. Property and Technical to follow up.
- 3.12 Plan to install new electrical conduits on Old Quay Head. This will require English Heritage Approval. No further progress.
- 3.13 A risk assessment for animals washing up in the harbour needs to be written.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.1 Metal mooring points along the harbour side slip way had been painted white.
- 4.2 Footholds had been made in the roadside of the harbour wall in line with the ladders and holes had been drilled into the top of the wall in readiness for the new ladder extension rails that are being manufactured. Instructions on the use of these new ladder hand holds will be included in the Harbour Users Code of Conduct, placed on the Harbour website and on the Harbour User Groups Noticeboard.
- 4.3 The Rhenish Tower walkway surface had been repaired and made good.
- 4.4 NavMoor were commissioned to carry out an assessment of the Aids for Navigation (AIN) and will be producing a report. This report will not be recommending that a further AIN light, be installed inland of the harbour.

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 The Harbour Risk Assessment had been approved by the Lynton & Lynmouth Town Council on 15th May. Amendment required to wording in the Method Statement to reflect Ken Miles as new Designated Person and Ilfracombe Harbour Master as Marine Advisor.
- 5.2 To minimise the risks to persons using the harbour side slip way, signage will be placed at the top and bottom of the slip way advising that this is a working harbour and access is restricted to harbour users.
- 5.3 A hand rail will be fitted to the wall on the left hand side of the slip way.
- 5.4 The worn white line will be repainted at the top of the slipway.
- 5.5 The worn white paintwork at the edge of the steps up to the slipway will be repainted.
- 5.6 Signage will be placed at the flood wall end of the Harbour Arm advising that the Arm is for emergency use only.

- 5.7 Work had been started to insert a gate in the flood wall for use by boat users and Emergency Services, however this work had halted due to involvement of The Environment Agency. Site meeting to be arranged to discuss type of gate suitable.
- 5.8 The surface of the Causeway was worn and likely to be slippery. The Causeway has to be maintained in order to comply with the deeds. The causeway is used by boatmen and passengers boarding boats at half tide and therefore the surface needs to be maintained for health and safety reasons.
- 5.9 Worn steps will require repair. Composite material being used at Ilfracombe Harbour (para 3.4) will be used if found to be successful.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour is being proactively managed by the Harbour Master.
- 6.2 The Harbour Master has been offering assistance to the Town Clerk at Lynmouth Harbour and health and safety is being proactively managed at Lynmouth Harbour.
- 6.3 There are some on-going works at both harbours but these are progressing well.

Pamela Charles
H&S Adviser
May 2019