

## HARBOUR BOARD MEETING: 12<sup>th</sup> NOVEMBER 2019

### Quarterly Designated Person Audit Report - Ilfracombe & Lynmouth Harbours

**Ilfracombe- 10th October 2019- Captain Georgina Carlo-Paat (Harbour Master), Ric Simpson (Deputy Harbour Master) Jon Triggs, (Designated Person) Pamela Charles (H&S Adviser) and Mark Roberts (Engineer)**

**Lynmouth- 16th Oct 2019- Kevin Harris, (Town Clerk), Captain Georgina Carlo-Paat (Harbour Master), Jon Triggs, (Designated Person) Pamela Charles (H&S Adviser) and Phil Cosgrove (Harbour Maintenance)**

#### **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 Improvements to CCTV have been approved in principle.
- 2.2 Outer steps on Old Quay Head have been repaired and repainted.
- 2.3 Replacement of dock ladders- Visit was carried out to Bristol Port to research types/materials that could be used. Agreement has been reached with the Conservation Officer over what is acceptable. Eight week lead in to gain approval for the works to be carried out.
- 2.4 The oil tank in the compound has now been isolated from the main compound to allow access to the oil tank to be restricted.
- 2.5 Sliding doors to fishermen's huts on Old Quay Head – New Lease Agreements being finalised. North Devon Council will undertake the repairs
- 2.6 All Laser scan reports, except for the East Face have been received by Engineers.
- 2.7 Further improvements to safety on the working side of the key have been made, with the pedestrian walkway now painted yellow and speed ramps placed at each end to define the area.

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

- 3.1 An internal audit of the Ilfracombe Harbour Aids to Navigation, Wrecks and Environment found no deficiencies,

- 3.2 Inner steps on Old Quay Head- work still to be carried out regarding the new hand rail and highlighting of middle step
- 3.3 Installation of new electrical conduits on Old Quay Head. Agreement given to go ahead with the work, but will be carried out as part of the overall works to the Harbour.
- 3.4 Boats will be lifted from the harbour for winter storage during the weekend, 2<sup>nd</sup>/3<sup>rd</sup> November.
- 3.5 The two Yokohama fenders will be lifted during “boats out” weekend and taken to Brynsworthy Environment Centre for storage until sold/otherwise disposed of.
- 3.6 Recent storm caused one of the ground chains to come out, causing two boats to be damaged. The ground chains in the harbour will be lifted during the winter period and re-laid to create the optimum positions for moorings, with no excess chains. Each mooring will be GPS marked.
- 3.7 A full survey of the main slipway (RNLI) has shown that the cross beams require lifting, re-routing and re edging.
- 3.8 The existing low rail along the harbour side wall, in places along Quay Road acts as an additional safety measure to people using the benches that are integrated in to the wall. When deciding to remove these rails consideration must be given to the possible increase in risk of falling to those persons using the benches. The rails should be retained or replaced for those benches where the risk of falling becomes increased.
- 3.9 All mooring equipment, bollards etc. should be examined and tested to ensure they are safe to use for the purposes provided. Records of the testing and inspection must be retained.

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

- 4.1 The Harbour Safety Management System has been documented for the Harbour in accordance with the Port Marine Safety Code.
- 4.2 An internal audit of the Harbour Safety Management System, Marine Emergency Plan and Aids to Navigation and Wrecks was carried out.
- 4.3 The hand rail from the bridge steps to the flood wall has been extended in keeping with the existing railings to provide a barrier across the low wall on the right hand side of the flood wall.
- 4.4 Hand rail has been fitted to the wall on the left hand side of the slip way.
- 4.5 Ladder extension hand rails have been designed and manufactured, ready for fitting on the harbour wall
- 4.6 A new Notice board, with space for Harbour Information has been agreed for the Memorial Hall Shelter.

## **5. RISK MANAGEMENT – LYNMOUTH**

- 5.1 The worn white line at the top of the slipway, has been damaged/partly removed by the recent high tides and requires remarking with a durable paint finish.
  - 5.2 Discussions are ongoing with Environment Agency regarding the stone work to the flood area which is considered substandard and further destruction of part of the surface has occurred due to the recent high tides Remedial works required by the EA.
  - 5.3 Railings on bridge starting to rust and will require remedial works. Devon County Council have indicated they are their property.
  - 5.4 Some stones on the pier and slip way have come loose and been repaired, however further remedial works are required to the main face of the slipway wall
  - 5.5 Worn and broken steps down to the internal harbour repairs required-ongoing. These will be repaired over the winter period.
- 5.4 Work to the Causeway- ongoing.

## **6. CONCLUSIONS**

- 6.1 Health and Safety at Ilfracombe Harbour is being proactively managed by the Harbour Master. A number of identified as health and safety issues have been addressed since the previous audit visit. Some matters are taking longer to resolve and are ongoing.
- 6.2 Good progress has been made with regards to Health and Safety at Lynmouth Harbour which is now being proactively managed by the Town Clerk. Documentation has been updated and Health and Safety matters continue to be addressed.

Pamela Charles  
H&S Adviser  
Oct 2019