

HARBOUR BOARD MEETING: 11th August 2020

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

Ilfracombe- 22nd July 2020- Captain Georgina Carlo-Paat (Harbour Master), Jon Triggs (Designated Person), Pamela Charles (H&S Adviser), Mark Roberts (Engineer)

Lynmouth- 22nd July 2020 - Kevin Harris (Town Clerk), Captain Georgina Carlo-Paat (Harbour Master), Jon Triggs, (Designated Person), Pamela Charles (H&S Adviser), Mark Roberts (Engineer)

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.
- 1.3 Note: previous audit inspections were Jan 2020. April audit inspections did not take place due to Covid-19 restrictions.

2. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- ILFRACOMBE

- 2.1 Storm damage works to Old Quay Head completed.
- 2.2 Installation of one of the new electrical conduits on Old Quay Head.
- 2.3 The work to repair the cross beams of the RNLI main slipway has been completed.
- 2.4 The damaged large metal waste bin, (Stone Bench area), has been replaced with a plastic bin.
- 2.5 New fenders and Yokohamas have been installed on South Pier to open up a second landing to ease congestion.
- 2.6 New posts and signage stickers have be provided for the Lifebuoy Ring housings, positioned on The Cove.
- 2.7 Fender chains along The Cove have been repaired.
- 2.8 Some new chains have been fitted along Quay wall- it is planned to remove the top chains and replace the remaining wall chains during winter 2020.
- 2.9 The tops have been removed from the three lampposts on the pier as they were unsafe.
- 2.10 Risk Assessments for the Harbour, including “boats in”, the Harbour Master’s Office and the Yacht Club showers have been updated to take account of Covid secure measures required. All required measures have been put in place.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was being carried out this quarter. Some minor non-conformities were found:
- i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions:
 1. The MSMS needs amending to reflect the fact that the HA does not have powers to make Harbour Directions or General Directions, or the HA should apply to the Sec of State for the powers to issue Harbour Directions – HM to amend.
 - ii. Environmental Duty:
 1. No reference to The Natural Environment and Rural Communities Act 2006 and no specific mention of regard to biodiversity, in either the MSMS or the Environmental Management Plan – HM to review the documents.
 - iii. Risk Assessments:
 1. There was no evidence that the Risk Assessments are reviewed by a Harbour User Group or representatives.- There is now a standing agenda item for the forum meetings titled Harbour Risk Assessment Reviews and a selection of RAs will be reviewed at each meeting so in a 12 month period all RAs are reviewed.
- 3.2 An external audit by APBmer has taken place.
- 3.3 Inner steps on Old Quay Head- work still to be carried out regarding the new handrail. The rail will be replaced with one of a suitable composite material and will be carried out along with replacing other rails along the harbour side wall with the same material.
- 3.4 Installation of remaining three new electrical conduits on Old Quay Head – on going.
- 3.5 Work to the ground chains in the harbour with a view to re-laying them, has been planned but not yet carried out as there has been no opportunity to carry out the work, which is now planned for winter 2020.
- 3.6 The examination and testing of all mooring equipment and bollards has not taken place yet. The Harbour Master has obtained quotes but is still waiting for confirmation of the examination and testing criteria from the Maritime and Coastguard Agency.
- 3.7 The Footpath from the Harbour to St Nicolas Chapel has been cordoned off while repair works are carried out to a wall.
- 3.8 The Aid to Navigation lights, Pier North (Cat 3) are still tripping out, indicating a wiring fault. NavMoor's preliminary inspection indicates that the wiring may need replacing. The Harbour Master is exploring replacing the lights with Trinity House approved solar powered lights, which would be more cost effective in the long term.
- 3.9 The Harbour Master has agreed in principle that the Gig Club may site a storage container on the Cove side of the Harbour. A survey of the cliff face behind the proposed area will be required and consideration given to catch nets and fencing to prevent access to the rear of the container.
- 3.10 The Waste Shark hoist has now been tested and certified in accordance with the Lifting Operations and Lifting Equipment Regulations 1998, (LOLER). The top rail

on the safety barrier requires lowering to enable the Shark to be lowered in to the Harbour.

- 3.11 The Health and Safety Advisor and DP agree with the Harbour Master that the rusty gates half way down the steps to the Second Landing serve no health and safety purpose and can be removed.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

- 4.3 The Emergency Access gate has now been installed in the flood wall end of the Harbour Arm. Additional signage will be placed on the gate advising that access is for emergency use only.
- 4.4 The new ladders and hand rails are installed along the harbour wall. Instructions for users to be written and made available.

5. RISK MANAGEMENT – LYNMOUTH

- 5.1 An internal audit of the following topics was being carried out this quarter.
- i. Legislation, (Acts, Harbour Revision Orders, Byelaws) and Directions:
Until 2015 Lynmouth Harbour was considered a 'haven' and no rules or regulations were considered. A recent external audit by ABPmer has found that Harbour Management and all it entails is not within the Town Clerks job description, (see 4.2 below). Awaiting results of legal review.
 - ii. Environmental Duty:
 - 1. There is no separate Environmental Management Plan.
 - 2. No details of any environmental designated areas are included in the MSMS.
 - 3. No reference to The Natural Environment and Rural Communities Act 2006 and no specific mention of regard to biodiversity, in either the MSMS.
Lynmouth has no cargo activities and therefore no Environmental Policies in terms of the PMSC.
 - iii. Risk Assessments:
 - 1. Reviewed 2020 but the document requires addition of the review date.
 - 2. There is no evidence that the Risk Assessments are reviewed by a harbour user group or representatives.
- 5.2 An external audit by APBmer has taken place. The external auditor has questioned the status of Lynmouth Harbour and a legal review is being carried out.
- 5.3 The Environment Agency (EA) will carry out the stone work to the flood area in the third week of September 2020
- 5.4 The ownership of the railings on bridge has still not been established.
- 5.5 Remedial works required to the quoins along the top edge of the slip way wall still pending. Repairs require scaffolding to be put up but an objection has halted progress. The Harbour Master is working to resolve the issue.
- 5.6 Work to the Causeway- still pending- weather and tide dependant – will need to be carried out in stages. (Subject to a Project Appraisal Group (PAG) bid.)
- 5.7 White lines to be repainted along the edges of slipway and steps.

- 5.8 Trip hazards caused by worn or missing stone work were identified at the top of the main slipway.
- 5.9 The mooring ring on top of slip is rusted.
- 5.10 The hand rail brackets on wall by steps (opposite The Rising Sun) off slipway down into harbour are rusted.
- 5.11 The barrier at bottom of steps at the bottom end of the cause way, below Rhenish Tower, is rusted.

6. CONCLUSIONS

- 6.1 Health and Safety at Ilfracombe Harbour continues to be proactively managed by the Harbour Master. A number of matters have been resolved since the last audit and a number of arising issues were dealt with due to the Covid-19 Pandemic.
- 6.2 Health & Safety at Lynmouth is being proactively managed by the Town Clerk. Some matters have been dealt with since the last audit however clarification on the legal status of Lynmouth Harbour needs to be resolved in order to move forwards on legal obligations and responsibilities.

Pamela Charles
H&S Adviser
July 2020