

HARBOUR BOARD MEETING: 17th November 2020

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

**Ilfracombe - 27th October 2020- Captain Georgina Carlo-Paat (Harbour Master),
Mark Roberts (Engineer),
Pamela Charles (H&S Adviser)
(Jon Triggs, Designated Person, on Leave)**

**Lynmouth - 27th October 2020 - Kevin Harris (Town Clerk),
Captain Georgina Carlo-Paat (Harbour Master),
Mark Roberts (Engineer),
Pamela Charles (H&S Adviser),
(Jon Triggs, Designated Person, on Leave),**

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 Aid to Navigation lights passed the Trinity House audit, so replacing the lights with approved solar powered lights is not an immediate necessity but will be considered for the future.
- 2.2 The Gig Club have now located their storage container on the Cove side of the Harbour, in area next to the quad bike storage, which is not below the cliff face. This location is not beneath the cliff face so no survey to or works were required prior to the placement of the container.
- 2.3 The top rail on the safety barrier for the Waste Shark hoist has been lowered.
- 2.4 The rusty gates half way down the steps to the Second Landing have been removed.
- 2.5 Self closing devices have been fitted to the end gates to the loading/unloading steps on the harbour side.

3. RISK MANAGEMENT- ILFRACOMBE

- 3.1 An internal audit of the following topics was carried out this quarter. Some minor non-conformities were found:
 - i. Incident Reporting and Investigation:
 1. No non-compliance or non-conformity.
 - ii. Competency and Training:
 1. No non-compliance or non-conformity

iii. Drink and Drugs:

1. Non-conformity- Currently no reference to drink or drugs procedures in the Marine Safety Management System. No reference to the procedures the Harbour Master would follow in the event of suspecting a mariner has committed a drink or drugs related offence when on duty. Procedures need to be included in or referenced to in the MSMS. (Audited against v.2.2, document is under review and v.3 will include reference to drink and drugs when it is published.)

3.2 Boats out is planned for 7th & 8th November 2020, weather permitting.

3.3 Inner steps on Old Quay Head- work is still outstanding regarding the new handrail.

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 was been planned for this winter but is now not going to be carried out.

3.6 Whilst the Harbour Master has obtained quotes for the examination and testing of all mooring equipment and bollards, the work is proving to be a more complex issue than first thought. This is due to there being four different types of bollards and no confirmation from the Maritime and Coastguard Agency regarding the testing criteria. The work will need to be carried out at some point but is not a critical safety matter at this point in time.

3.7 Fender works on the First Landing still require completion, materials are ready and available but the contractor has not been available to complete the work.

3.8 The work to remove the top chains along Quay wall will commence 16th November 2020.

3.9 The Environment Agency will be carrying out repointing work on the harbour wall by the Royal Britannia public house on 16th November 2020.

4. ACTIONS COMPLETED FROM PREVIOUS INSPECTIONS- LYNMOUTH

4.1 The Environment Agency (EA) has completed the remedial works to the stone work to the flood area.

4.2 The mooring ring on top of the slipway has been removed. The remaining hole needs to be filled or the ring replaced.

4.3 White lines were repainted along the edges of slipway and steps but are already starting to wear. A longer term solution needs to be found.

4.4 Work has been completed to eliminate the trip hazards caused by worn or missing stone work at the top of the main slipway.

4.5 The rusted barrier at bottom of steps at the bottom end of the cause way, below Rhenish Tower has been made good.

5. RISK MANAGEMENT – LYNMOUTH

5.1 An internal audit of the following topics was carried out this quarter.

- i. Incident Reporting and Investigation:
 - 1. No non-compliance or non-conformity.
 - ii. Competency and Training:
 - 1. Possible non-conformity: No harbour specific training has been given to anyone except the Lynmouth & Lynton Mayor, Chris Sleep (Duty Holder Training). Requirement may depend on outcome of the legal review of the status of Lynmouth Harbour.
 - iii. Drink and Drugs:
 - 1. Possible non-conformity: no policy. (may not be required dependant on results of legal review)
- 5.2 The hand rail on wall by the steps (opposite The Rising Sun), off the slipway down into harbour has been removed and requires a suitable replacement to be fitted.
- 5.3 Some of the lower steps (opposite The Rising Sun) off the slipway down into harbour are in a poor state of repair.
- 5.4 Remedial works required to the quoins along the top edge of the slip way wall still pending.
- 5.5 Any work to the Causeway will require Capital funding which is not likely to be forthcoming given the current pandemic/economic situation
- 5.6 The ownership of the railings on bridge has still not been established.

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.
- 6.2 Health & Safety at Lynmouth is being proactively managed by the Town Clerk. Matters have been dealt with since the last audit. The ongoing legal review to clarify the legal status of Lynmouth Harbour is not yet complete and therefore auditing of procedures and documentation remains difficult.

Pamela Charles
H&S Adviser
Oct 2020