

# Lyme Regis Harbour – Port Marine Safety Code

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Harbour Master: Grahame Forshaw

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## 1. Purpose of Report

To report the findings of an assessment made against the Safety Management System (SMS) at Lyme Regis harbour in support of the Harbour Operations Annual Report and in compliance with the Port Marine Safety Code.

## 2. Executive Summary

Reporting as the Designated Person (DP) under the Port Marine Safety Code (PMSC), I am able to provide a reasonable assurance of safe harbour operations at Lyme Regis and framework compliance with the PMSC through the Operations Plan. Confirmation of PMSC compliance was issued to the Maritime and Coastguard Agency (MCA) in April 2015 as required by the code.

Evidence provided has confirmed that known risks of marine operations have been identified, assessed and precautions have put in place in an effort to manage risk to a level that is considered to be as low as reasonably practicable. A number of compliance visits have been made to Lyme Regis Harbour by the DP over the previous 12 months.

## 3. Safety Management System & Bylaws

The SMS is established by combining policies and procedures from both the Dorset Councils Partnership and the marine based requirements derived from the PMSC that are contained within the harbour operations plan.

Safety managements systems relevant to shore based activities are available through the intranet and hold many similarities to the requirements of the code.

In March 2015 a visit was made by the Health & Safety Executive (HSE) to sign-off and bring closure to the two Improvement Notices that had been issued as a result of the overturning JCB incident of the previous year. HSE notices had placed a statutory duty on the harbour to improve health and safety management competencies and to address issues relating to welfare provision at the harbour office.

There have been no changes to existing bylaws within the previous 12 months.

## 4. Harbour Use

This year has seen a reduction in day launches off the slipway although the demand for permanent moorings within the harbour remains strong.

The pontoon capacity has been extended by approximately 100 metres to accommodate an increased number overnight/short stay visitors. These pontoons have traditionally been anchored by sinkers on the seabed. Applications are being made within the harbour business plan to sink permanent posts at the head of each pontoon finger to facilitate increased stability during tidal change and to reduce pontoon servicing at the beginning and end of each season.

A meeting of the Lyme Regis Consultation Group was held on 26 October 2016 to discuss current harbour issues. The Harbour Master addressed the group and provided an update of harbour activities including issues relevant to the code. Matters of safety concern were not raised by the harbour group.

There are several high profile events held at the harbour throughout the main season. Property Services undertake responsibility for reviewing event applications and safety submissions from organisers. Any operational concerns relevant to events are raised with the harbour master as required.

## **5. Harbour Staff**

The Harbour team is 2.5 full time equivalent employees together with seasonal staff and volunteers.

## **6. Training**

The Harbour Master has completed an array of health and safety training and is himself a trainer for RYA/MCA powerboat handling. This knowledge is used to support the training needs of staff.

Within recent months harbour staff have completed a significant amount of health and safety training having focus with the risk assessment process. This training has included IOSH Managing Safely that is a nationally recognised qualification.

Service related training has been undertaken relevant to abrasive wheels and other training is planned in November with regard handling skills of the JCB tele-handler. Ladder safety training is also actively being planned.

## **7. Risk Assessments**

Lyme Regis harbour has been assessed as having a high health and safety risk profile that demands an effective and pro-active safety management system to mitigate risk.

It is confirmed that there are a good number of risk assessments that demonstrate foreseeable hazards at the harbour have been addressed. Records identify that risk assessments were reviewed in August 2016.

Lyme Regis harbour risk assessments were submitted for review in August 2016 in accordance with the new DCP audit review policy. The submitted assessments scored positively against the test criteria that had been established by the review. This result provides some additional assurance that risk assessment outcomes are suitable to meet the risk profile of the harbour.

The Harbour Master has sought to obtain risk assessments from the main users of the harbour i.e. gig, power and sailing boat groups. This demonstrates a more collective approach to managing safety risk at the harbour that is likely to increase operational effectiveness and lessen the frequency of incidents.

## **8. Work Instructions**

Outcomes of the risk assessment process have lead to a small number of work instructions in support of carrying out certain tasks.

The Harbour Master receives regular notification of industry best practice and governance from the United Kingdom Harbour Masters Association (UKHMA). This information is used to benchmark operations and is a source for receiving advisory alerts that can be used in the context of Lyme Regis harbour operations.

## **9. Harbour Assets - Inspections**

The deputy Harbour Master is tasked to undertake harbour asset inspection tasks and maintain associated records. It is probable that should asset defects occur they would be detected within a reasonable timescale and properly managed to seek remedy, this demonstrated by the current work ongoing to replace/adapt a number of harbour access ladders. Asset inspections are completed on either a daily or monthly basis depending on assessed priority or the likelihood of defects occurring.

Monitoring of asset records is undertaken by DCP insurers who receive copies of completed inspection records on a regular basis.

## 10. Emergency Planning

The Operations Plan provides insight of the process that should be followed if an emergency arises. The Harbour Master confirmed that a desktop emergency exercise was completed in February 2016 in conjunction with the Department of Transport.

## 11. Accidents & Incidents

- No accidents, incidents or RIDDOR events have been reported within the previous 12 months. It is reported that no harbour by-laws have been breached or warnings given to harbour users.
- A floating excavator used for dredging became grounded within the harbour mouth in March 2016 and constituted a hazard to shipping. Remedial action was taken by the Harbour Master to float a marker buoy, issue a local notice to mariners and notify all mooring holders. The excavator was recovered the following day and the notice was lifted.
- A 6 metre speedboat took on water and sank within the harbour confines. The vessel was floated and then recovered by the harbour team using the JCB. No apparent reason for the sinking has been verified.
- Whilst using the boat-lifter to uplift and remove a vessel from the harbour bed for winter storage part of the machine caught the mast of an adjacent vessel causing damage to the mast. No persons were injured and this remains the focus of an insurance claim.
- There have been no collisions between boats within the harbour or its approaches.

## 12. Pollution

No pollution events have occurred within the harbour or approaches.

## 13. Harbour Assurances

### Harbour Dredging and Beach Replenishment

The most recent hydrographic survey was completed in March 2016 by Shoreline Services Ltd prior and post dredging operations relevant to the harbour entrance and the north side of the entrance. The post dredging survey confirmed displacement of seabed material in the region of 5-7000 tonnes. Consideration is being given to using a side suction dredger in 2017 for the pool area that accommodates the pontoons.

### Navigational Aids

Trinity House made visits to the harbour in February 2016 and provided confirmed that arrangements were satisfactory. The Harbour Master confirmed that a number of amber beacons had been added to the pontoon heads.

## 14. Forward Assessments

Surveillance visits at the Lyme Regis harbour office are regularly scheduled by the DP and any significant findings from these visits will be reported as required to the Executive Committee.

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