



Nicholsons

Risk Management

Fairfield House, Bosham Lane
Bosham, Chichester
West Sussex, P018 8HG
Telephone & Fax 01243-572115
Mobile 07802 441760
peter@peternicholson.com

The Harbour Master,
Salcombe Harbour Office,
Whitestrاند,
Salcombe,
Devon, TQ8 8BU

27 November 2012

Dear Ian,

It was very useful to have a review with both you and the Chairman, John Carter, and I found the dummy investigation of our Safety Management System based on the revised MCA Aide-Memoire quite reassuring. I hope you both did too.

We did find that the exercise showed that there were one or two improvements that could be made to our documentation. Enclosed is the updated Safety Management System, Issue 10.

Also enclosed is a certificate of compliance.

The review did not reveal any changes in the activities in the harbour. There are no changes in safety law or regulation to affect the harbour. There have been no changes in your staff, other than the seasonals.

The Harbour maintains clear accident and incident records. Consideration will be given to publish a summary of them in the annual report. Below are two examples taken from actual annual reports. One shows a detailed analysis with percentage comparisons with the preceding year. The other example is better at showing any trend as it groups accidents and shows data over a four or five year period.

There were no fatalities this year, no fires and no significant environmental accidents or incidents. The crew member of one yacht dislocated his shoulder. The back swing of an anchor by the father hit his son. A member of the public fell into the mud at Kingsbridge Basin and had to be rescued. There was an occasion when racing was run when the wind was so strong it was unsafe to do so, but fortunately there were no serious accidents that day. There were no accidents or injuries to staff that needed to be reported to the HSE under the RIDDOR regulations.

All of the risk assessments have been reviewed this month. There were just a few changes and updates required. Each of the three Assistant Harbour Masters was involved in the risk assessments that related to their area of responsibility with their counter signature added to the risk assessments which fall within their area of responsibility and therefore ownership. For each assessment there was a formal check that the risks are now as low as reasonably practical. Where actions were identified they are recorded below in the list of planned continuous improvements.

The control of risk heavily depends on staff doing what they should; not just to work safely but to implement the controls. There are now 17 Method Statements for Operations in Salcombe Harbour.

It was seen that these are on file and readily available in the workshop mess room. Staff have recorded their awareness and a recent review by signing each Method Statement relevant to their work.

The SHB training programme is a further important measure to affect safe and efficient working. It was seen that the records are up to date. Manual handling training will be provided by the Council's trainer. Attendance at a fire practice will be recorded.

Salcombe Harbour Board attaches great importance in seeing that the "customers" requirements are being satisfied. Consideration is being given to have Salcombe Yacht Club recognised as a member of the Harbour Community Forum. Stakeholder groups have been asked for input from the Board on the problem of unreported collisions, so consideration can be given to their response prior to the 2013 season.

Where actions were identified last year, the following have now been completed,

1. Review Method Statements and amplify the one setting out the definition of lone working and what is required to keep lone working risks as low as reasonably practical.
2. Assess the response that is given by the sailing clubs and other organisations that have been asked to show the Harbour Master their risk assessments and controls.
3. Consider adding training for Sublift to Mastertrain commitment. Revalidate initial training at 5 year intervals.
4. Acquire a suitable vessel for encouragement of good seamanship and enforcement of Harbour Bye-laws.

Initiated and ongoing

- Customers with a mooring licence are being asked to confirm that the mooring tackle has been inspected and maintained where necessary.
- Continuing to enforce the mooring policy allocating moorings to those who are permanently resident within the South Hams.
- Continue to seek ways of informing and educating harbour users on safety issues, such as wearing lifejackets (automatic ones being the lifejacket of choice), life jacket maintenance, don't drink and drown and the dangers of venturing outside the harbour. Continue to press the Yacht Club to require adequate personal buoyancy to be worn by all competitors in boats that might capsize, including those sailing yawls. Advice to call Coast Guard in an emergency, rather Police, Fire Brigade or Ambulance. Publish articles in relevant Magazines and Harbour Guide.
- Continue to monitor safe performance of skippers of trip boats and ferry boats. Enforce the requirement for survey and stability tests.
- Continue to press for the need for "Edge protection where 2m drop". The risk at Whitestrand has been repeatedly raised with H&S committee of SHDC, who own quays.
- Continue to monitor safe performance of ferry boat skippers. Enforce the requirement for survey and stability tests.
- Continue to ask the RNLI to mark their fuel bund displaying notices warning of its flammable contents.

The Safety Management System of the Salcombe Harbour Board includes a policy of continuous improvement to bring the risks to As Low as Reasonably Practicable [ALARP]. Currently this includes the following,

1. Implement the 5 Year Business Plan, with the aim of supplying 21st Century facilities without changing the character of the estuary. Amongst other things the plan includes,
 - Kingsbridge Pontoon and berthing arrangements due for upgrade in 2014, this will remove vertical ladders access requirement with all access being down a bridge.
 - Fish Quay access changes will reduce conflict between fish lorries and public car park. This work was commenced in November 10 by Hyder Consultants on behalf of SHDC, with construction work planned to complete in summer 2013.
2. Salcombe Town Council is developing a Master Plan for the operation of all the Town and District Council's land assets in Salcombe. This will cover inter alia,
 - Fish quay repairs and improvements, to include stabilising, improved access and traffic circularisation, with a reduction in conflict between boat park and fish quay users.
 - Shadycombe Car/Boat parking.
 - Island Street Industrial units
 - Whitestrand car park
 - Jubilee Pier
 - Cliff House Gardens
3. Consider promoting training and refresher courses for those on sailing boats as well as power. It is now a 6th point added to the original 5 safety recommendations made by the RYA and RNLI
4. Incident Comparison: Consider publishing incident data in the annual report so that stakeholders may discern any trends.
5. The Designated Person to be invited to attend the 15 July meeting of the Harbour Commissioners.
6. Publish Notices to Mariners via e distribution, on harbour notice boards and on Twitter.
7. Advise the Yacht Club on the need to have their race officers properly briefed on their safety responsibilities. See an example on Appendix 2.
8. Issue the SHB safety policy (in the Safety Management System) to any contractor that is taken on.
9. When the byelaws are next modified, prohibit
 - Windsurfing in main fairway during July and August.
 - Cruising yachts of 7m and larger from sailing between the Salcombe Harbour Hotel and the Saltstone in July and August.
 - Scrubbing foulings within the estuary that could subsequently pollute the water.
10. Hold fire practices in SHB premises and a desk top exercise to examine action to be taken in various scenarios of fire afloat. Record staff involvement in the training records

Many thanks for your help in completing this annual task.

Yours sincerely,

Peter Nicholson

Examples of Incident Statistics in Annual Reports

Example A.

Incident Type	2009/10		2010/11	
	No.	%	No.	%
Stranding	7	6	2	3
Stranded Vehicles	0	0	0	0
Submerged Vehicles	0	0	0	0
Grounding	4	3	6	8
Tender	9	7	2	4
Mooring	3	2	2	3
Moored Vessel Sinking	11	9	10	13
Sunken Vessel	3	3	7	9
Vessel Adrift	20	16	16	21
Collision	2	2	1	1
Other Impact	4	3	1	1
Near Miss	1	1	0	0
Obstruction to Navigation, Floating	2	2	0	
Obstruction to Navigation, fixed	0	0	0	0
Capsize with personnel	1	1	0	0
Mechanical Failure	31	25	18	24
Fire	1	1	3	4
Vandalism & Interference & Falls	23	19	3	4
Trips & falls on pontoon	0	0	1	1
Swimmers in difficulty	0	0	0	0
Pollution	0	0	3	4
	TOTAL	122	75	

Example B.

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Vessels Aground	32	30	23	30
Collisions with moored vessels	7	8	22	27
Collision / Near Miss moving vessels	12	10	15	6
Broken adrift from mooring	18	20	22	27
Requiring Tow	55	63	51	111
Complaints by one user about another	15	13	19	14

Extract of A Yacht Club Briefing For Race Officers

1. SAFETY AND THE DECISION TO RACE

The PRO shall consider:

- the present and forecast weather,
- the adequacy of the support boat cover and support boat crews,
- Tidal conditions and Timings

1.1 Weather

The PRO shall not start racing - or shall abandon races in progress - if the racing environment is, becomes or is forecast to become unsafe.

The wishes of the Class Captains should be canvassed where practical.

This is not a one off decision by the PRO before he/she goes on the committee boat.

Weather conditions and support throughout the day need to be under constant review. As well as direct observation you should obtain weather information broadcast on the web.

1.2 Adequate Safety Cover

It is the responsibility of the PRO to ensure that he has “adequate safety cover”. No rigid rule is practical for defining what is “adequate”. Zonal coverage of the harbour may be used.

You should consider: -

- Do you have the number of support boat teams programmed ?
- The guide is you need one support boat for every 10 dinghies, or one for 8 if beginners and/or under 12 years old are involved. Keelboats are usually allocated a minimum of one RIB and a displacement boat to help tow off the mud if required. The area of greatest danger is when there is a strong ebb tide running.

Short of support

If you are short of adequate or suitable crew for the prevailing conditions, announce to members intending to race that a volunteer is required so that the remainder may race.

It is also a convention that the PRO may call on the Captain of the class to which an absentee support boat crew belongs, and demand a substitute from that class. If it is not possible to obtain this cover, some or all of the racing must be cancelled.

Support for the BRO racing

As the PRO is the Principal race officer, you are responsible for seeing that the BRO is given adequate support boat cover. Where these races involve junior sailors they must take priority for the resources available. It can be helpful for a RIB to monitor specific areas.