



Nicholsons

Risk Management

Fairfield House, Bosham Lane
Bosham, Chichester
West Sussex, PO18 8HG
Telephone & Fax 01243-572115
Mobile 07802 441760
peter@peternicholson.com

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

2 December 2013

Dear Ian,

Attached is my firm's formal report on the new safety management system, with just minor updates, and the annual certification that the Harbour Board are complying with the Port Marine Safety Code.

I would now add some detailed comments arising out of the review process.

Harbour Activities

After very poor weather at the start of the year the excellent summer compensated so there was a slight increase in activity over the previous year.

There has been an increase in the number of paddle boards using the Harbour, but generally there have not been any significant changes in the mix of boats using the harbour. There are two operators licenced to hire and instruct paddle boarding within the Harbour.

There was pressure on launching and landing capacity at the public slipway at Batson during the Fish Quay re-development works, which over ran into the summer leisure season, but this was more an inconvenience than a threat to navigation or health and safety because of the mitigating measures employed to manage the conflicting activity.

Legislative Powers

The Marine Navigation Act 2013 enables harbours to apply to the DFT for powers of Harbour Directions to amend the powers already held through the Harbour Act 1964. Salcombe is planning to make an application for these powers.

The powers should include those to prohibit windsurfing in the main fairway in July and August; prohibiting yachts of 7m or more from sailing between the Salcombe Harbour Hotel and the Saltstone in July and August; and prohibiting scrubbing foulings which might pollute the water.

The Enforcement Policy is reviewed annually by the Council's Legal team and Harbour Board.

Accidents and Incidents

Salcombe Harbour maintains clear accident and incident records. A simplified incident reporting form was introduced for the 2013 season to encourage the reporting of all incidents, no matter how minor. A summary of incidents is now published in the annual report.

This year there were no fatalities, no fires and no significant environmental accidents or incidents. Such pollution as there was came from storm overflow of sewage and an incident when the fuel tank of a RIB split in the hot weather.

There were a number of minor accidents and incidents and five of them resulted in injuries, ranging from cuts to shin and hand, a crushed chin, a broken nose and a badly damaged finger.

Risk control

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 is involved in the review of risk assessment that relate to their area of responsibility. Controls are implemented through the 17 Method Statements for Operations in Salcombe Harbour. The SHA training programme makes sure that staff have the necessary skills and awareness of the risk controls.

One new measure to improve safety with the use of lifejackets by those in tenders has been the provision of RNLI lifejacket lockers, adjacent to the Harbour Office.

Consultation

Salcombe Harbour Board communicates with its neighbours, customers and stakeholders through the Annual Report, the Harbour Guide and annual newsletters. There is feedback from all of these. There is an annual customer satisfaction survey.

The Harbour Community Forums are formal consultation mechanisms that ensure the Harbour Board has strong links with harbour users and the local community.

- The Salcombe and Kingsbridge Estuary Association
- The Salcombe Kingsbridge Estuary Conservation Forum;
- The Kingsbridge Estuary Boat Club
- South Devon and Channel Shell Fishermen
- Kingsbridge and Salcombe Marine Business Forum

Marine Infrastructure Reserve.

The District council is conducting an infrastructure condition survey. This survey will determine the reserve to be set up for both maintenance and replacement of the Council's marine infrastructure around the Salcombe and Kingsbridge Estuary.

This proactive measure should help safeguard the Council's assets which the boating public use regularly. This includes slipways, steps, quay walls and piers.

Adhering to the principle that the user pays, from next Financial Year, the Harbour Authority will make a regular contribution to this ring fenced reserve.

Improvements Made

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

1. It is now a standard procedure for customers with a mooring licence to be asked to confirm that the mooring tackle has been inspected and maintained where necessary.
2. The mooring policy allocating moorings to those who are resident within the South Hams has been simplified and clarified.
3. The safe performance of skippers of trip boats and ferry boats is monitored and the requirement for survey and stability tests enforced.
4. The RNLI now have on their fuel bund notices with warnings of its flammable contents.
5. The Fish Quay development has been completed. The new quay delivers an improved working environment and the road access through the public car park is now much safer.
6. Incident data is now published in the annual report so that stakeholders may discern any trends.
7. Fire practices in SHB were held in the premises and a desk top exercise held to examine action to be taken in various scenarios of fire afloat. Staff involvement has been recorded in the training records.

Initiated and ongoing

8. 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.
Publish Notices to Mariners via electronic distribution, on harbour notice boards and on social media.
Advice to call Coast Guard in an emergency, rather Police, Fire Brigade or Ambulance.
Promote safe practices in the Annual Report, in newsletters, in magazines and in the Harbour Guide.
Promote training and refresher courses for those on sailing boats as well as power. Training is now a 6th point added to the original 5 safety recommendations made by the RYA and RNLI.
9. Continue to press for the need for "Edge protection where 2m drop".
The risk at Whitestrand has been repeatedly raised with the H&S committee of SHDC, who own the quays.

Improvements Planned

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. Complete the 5 Year Business Plan, with the aim of supplying 21st Century facilities without changing the character of the estuary.
Work is ready to start on the Kingsbridge Pontoon and berthing arrangements upgrade.
This will remove vertical ladders access requirement with all access being down a bridge.

2. Apply for powers of Harbour Directions which will, inter alia, help control windsurfing and large yachts in the main fairway during July and August and scrubbing foulings throughout the year.
3. The harbour approach will be made clearer by the removal of the Yacht Club Zero Mark, a white buoy, and the replacement of the Yacht Club's orange race Marks 1, 2 and 3 with Special Marks, which will not be similar in appearance to port hand marks.
4. The Designated Person is to be invited to attend the July meeting of the Harbour Board.
5. Regularly review how IT developments can improve communications with customers, whether on the web site, by email or by using social media.
6. Administration is to be improved with the introduction of the E Harbours software.

Many thanks for your help in completing this annual task.

Yours sincerely,

Peter Nicholson