



# Nicholsons

Risk Management

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

11 November 2014

Dear Adam,

Attached is my firm's formal report on the new safety management system, with a few updates following MCA advice, reviewed risk controls and the list of further improvements planned for next year, 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

Activity was at the normal level with a wet spring followed by a good summer.

At one end of the scale there were larger visiting yachts. At the other the number of paddle boards continued to increase, and they are now trained locally to best practice. Water skiing is still only permitted just outside the harbour limits. Over all though there was no change in Harbour usage to require a change in its safe and efficient management.

The completion of the Batson and the Fish Quay re-development works has made considerable improvements to the Harbour.

A survey was commissioned and it revealed that the bar had receded and the main channel is deeper than before.

## Legislative Powers

There is no new legislation to effect management of the Harbour and there are no obvious changes in accepted best practice.

Application has been made for powers of Harbour directions, which will 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.

## Staff Changes

Following retirements, Adam Parnell is the new Harbour Master and Cameron Sims-Sterling is Assistant Harbour Master – Moorings. Support staff remain unchanged.

## Accidents and Incidents

For another 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 a small diesel spill.

There were just four accidents of note.

1. A dory upturned in the surf just outside the harbour limits. Though the kill cord slipped off the helmsman's wrist fortunately no one was injured.
2. Another boat outside the 8 knot speed limit flipped on a wave and seriously injured the back of a lady sitting on the bows.
3. A boat from which a dog had fallen overboard was then capsized by the quay.
4. A lady who should have stayed sitting down on the South Sand ferry got up and fell, cutting her face and needed to go to hospital for stitches.

These accidents were reviewed but there could not be found any SHA responsibility nor any measures that should be taken to prevent a reoccurrence. The emergency services were confused over the incident of the lady with the injured back and took a long time to reach her. Only the upturned dory incident merited being reported to the MAIB.

A summary of incidents is to be published in the annual report.

## Risk control

All of the 35 risk assessments, now including a new one for public events, have been reviewed and will be signed and dated in November.

A revised list of all the risk controls has been drawn up.

The SHA training programme makes sure that staff have the necessary skills and awareness of the risk controls, which are implemented through the 17 Method Statements for Operations in Salcombe Harbour. These are now directly linked through an appendix to the Safety Management System.

## Consultation

Salcombe Harbour Board communicates with its neighbours, customers and stakeholders through the Annual Report, the Harbour Guide and quarterly newsletters. There is feedback from all of these. This year there was an attempt to use an internet survey to gather a greater response.

The Harbour Community Forums continue to be the 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
- Committee for the Area of Outstanding Natural Beauty

Among the topics raised were the requirement to place buckets over outboard propellers raised on moorings, the security at gates of the new pontoon, toilets, and the arguments for and against having a water skiing area within the harbour,

### Improvements Made

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

1. The harbour approach has been 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 are not similar in appearance to port hand marks.
2. Administration has been improved with the introduction of the E Harbours software.
3. The Designated Person was invited to attend the July meeting of the Harbour Board.

### Initiated and ongoing

1. 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 than the Police, Fire Brigade or Ambulance.  
Promote safe practices in the Annual Report, in newsletters, in magazines and in the Harbour Guide. Continue developing links on social media such as twitter and Facebook.  
Promote training and refresher courses for those on sailing boats as well as power. Training is a 6th point added to the original 5 safety recommendations made by the RYA and RNLI.
2. Application 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. Regularly review how IT developments can improve communications with customers, whether on the web site, by email or by using social media.

### 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. Development of a 20 Year Plan, to manage the timespan for renewal of the Harbour infrastructure.
2. Renewing pressure on the Council to provide edge protection to protect the public on Whitestrand.
3. Making a complete ban on any lone working with machinery in the workshop.
4. Amending the training record spreadsheet so it shows training needed but not yet booked.
5. The operating procedures need to
  - be reviewed and signed off by each employee to whose work they refer.
  - be cross referenced to the relevant risk assessments
  - have an expanded enforcement procedure.
6. Reviewing the Policy Statement in the Safety Management System.
7. Publishing accident and incident statistics in the annual report
8. Providing training for first aid refreshers, using the Council's defibrillator placed outside the Harbour Office, oil spill response and barge operations.  
Keep a record of each staff member's training on the operating procedures relevant to his work.
9. Drawing up a list of highly ranked hazards.
10. Implementing the powers of Harbour Directions, when application has been granted.

I take this opportunity to enclose my firm's fee note.

Many thanks for your help in completing this annual task.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter Nicholson', written in a cursive style.

Peter Nicholson