



ILFRACOMBE HARBOUR MARINE SAFETY PLAN

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1.0 DOCUMENT CONTROL

This plan is subject to an annual review and periodic amendment as required

Major changes will be issued as a new version with all minor amendments to that version annotated by a decimal point e.g. V2 will become V2.1, V2.2 etc.

Amendment proposals should be sent to the Harbour Master using the following means:

Email: harbourmaster@northdevon.gov.uk

Phone: 01271 862108

Post: Harbour Masters Office, The Quay, The Pier, Ilfracombe EX34 9EQ

1.1 RECORD OF REVIEWS & AMENDMENTS

Review (R) Amendment (A)	Ver #	Date	Description of changes
R & A	1.1	18.04.2025	7.1 #4 AMENDED TO IHAC, 7.2 UPDATE OF PERIOD TARGETS
R	1.1	02/04/2026	NO CHANGES
R&A	1.2	02/05/2026	INCLUSION OF NEAR MISS REPORTING 5.1
A	1.3	04/07/2026	INCLUSION OF ADOPTION DATE

2.0 LEGAL REQUIREMENT

Under the Health and Safety at Work etc. Act 1974 (HSW Act), employers, people in control of premises, the self-employed and employees must ensure the health and safety of others and themselves so far as is reasonably practicable.

3.0 INTRODUCTION

In compliance with the requirements of the Port & Marine Facility Safety Code 2025 (PMSC), The Harbour Board as a committee of North Devon District Council (NDDC) who are the Statutory Harbour Authority and Duty Holders for Ilfracombe harbour, publishes the following Marine Safety Plan for Marine Operations.

This plan is for the period 2024 -2027

In order to conduct marine operations in a safe and effective manner the Harbour Board has in place a more comprehensive overview of the structure and management of Ilfracombe Harbour contained within the Marine Safety Management System (MSMS) through the application of a range of Marine Policies and Procedures.

4.0 MARINE POLICIES & PROCEDURES

The Harbour Board have adopted several Policies and Procedures in support of the MSMS and to ensure compliance with the PMSC. These documents are then submitted to NDDC for approval as Duty Holders. All such documents are reviewed regularly, following any changes to operations or following post incident investigation.

A full list of these Policies and Procedures can be obtained on request for the Harbour Office.

5.0 MANAGEMENT OF MARINE OPERATIONS

This Marine Safety Plan in conjunction with the Safety Policy commits NDDC and therefore the Harbour Board to undertaking the management and regulation of marine operations within the scope of its powers and authority in a way that safeguards the harbours infrastructure, users of the Harbour, the public and the environment.

Safety is paramount and in managing marine navigation and operations the Harbour Board will undertake its role and responsibilities to ensure that, whenever possible, they provide efficient and effective services to both commercial and leisure vessel movements in the Harbour.

5.1 NEAR MISS REPORTING:

The harbour team, contractors and harbour users are encouraged to report near misses (unplanned events that did not result in injury, ill health, damage or pollution, but had the potential to do so) as soon as practicable. Near misses will be recorded, reviewed and, where appropriate, investigated to identify root causes and implement corrective and preventive actions. Reports will be treated in a fair and no-blame manner to promote learning and continuous improvement and, where necessary, findings will be used to update risk assessments, procedures and guidance.

5.1.1 METHODS OF REPORTING A NEAR MISS

- In person
- 24hr mobile phone number and or landline
- By Email – direct to Harbourmaster@northdevon.gov.uk
- Via the Councils 'Contact Harbour Master' form on the website.
- Via the Councils customer services department.

6.0 MARINE SAFETY PLAN OBJECTIVES

The following objectives have been set for the three year period ending February 2027.

- To keep under review the powers and duties in order to ensure the harbour can best regulate and conserve safe navigation within its area of jurisdiction.
- The MSMS will be maintained on the basis of a comprehensive risk analysis process following the ALARP (As Low As Reasonably Practicable) principle and a framework for continuous improvement of safety performance.
- Detailed risk assessments both proactive and reactive of new and existing marine operations and services as required and kept under the review schedule.

- The audit schedule as contained within the MSMS by the Designated Person is maintained.
- All audit findings will, in a timely manner, correct any deficiencies and implement any safety enhancements identified.
- All Aids to Navigation are maintained to meet the standards required as set by International Association Lighthouse Authority (IALA) and administered by Trinity House.
- Maintain training and continuing professional development for marine staff.
- Maintain and exercise the Marine Emergency plan and procedures including the Oil Spill Contingency Plan and Business Continuity Plan
- The investigation of all reported marine incidents
- Maintain liaison and consultation with the Harbour Forum and other Harbour users.

7.0 MANAGEMENT TARGETS

7.1 STANDING TARGETS

No.	Service Provision/Activity	Target
1	Navigational and Marine Incidents	Through reporting, investigation and analysis ensure all risk assessments, procedures and guidelines are appropriate to prevent any major navigation or pollution incident. All Marine Incident Report investigations to be completed within one month.
2	Conservancy & Hydrographic Surveys	<u>Aids to Navigation</u> Meet the availability targets of IALA <u>Hydrographic Surveys</u> Complete monthly NAABSA (Not Always Afloat but Safely Aground) Berth surveys within 10% of due date.
3	Audit MSMS	Ensure Audit schedule is maintained and any deficiencies are rectified in a timely manner or reasons for delay to be reported to the Board on a quarterly basis.
4	Liaison & Consultation with stakeholders	Ensure good communications on Marine safety matters with Ilfracombe Harbour Advisory Committee (IHAC) Minimum 75% attendance at IHAC meetings to be achieved.

7.2 PERIOD TARGETS

No.	Project /Activity	Target	Completion Date
1	Prepare and implement Incident Management Exercise for Oil Spill Response	No later than 9 th March 2025	5 th March 2025
2	Set up of new Harbour Advisory Committee	March 2024	1 st Meeting 25 th March 2025
3	Replace for new Harbour owned moorings	March 2026	March 2025