OPERATIONS PLAN AND SAFETY MANAGEMENT SYSTEM
THE HARBOUR OF LYME REGIS

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Update	Reviewed by	Date
Original Report	CF Spencer & Co Ltd	2002
Update	West Dorset District Council	2005
Update	West Dorset District Council	2006
Update, Audit and Assessment	Maritime Resolve ltd.	September 2012
Update	R Noakes – West Dorset District Council Grahame Forshaw (Harbour Master)	2015
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1. THE PORT OF LYME REGIS

1.1 General Description

Lyme Regis harbour lies in 50° 43'N, 002° 56'W, about halfway along the Lyme Bay coast. It is a very ancient harbour with recorded activity dating back to the twelfth century and was once one of the foremost ports in England. Those days are long gone, however, and now the harbour accommodates small fishing boats and yachts. It consists of a substantial Western breakwater, the Cobb, with Victoria Pier branching from this to the East. These, along with the detached North Wall, form a basin which constitutes the harbour. The landward side has been filled in by a substantial sand bank which now links the North Wall with the Cobb and the shore; this beach is very popular with the public.

Formerly, Cobb was a separate village which gave its name to the harbour; nowadays it is incorporated into Lyme Regis although still somewhat detached geographically. The Cobb breakwater itself is now a Grade 1 listed structure. The harbour dries at low water except for a pool of deeper water in the harbour mouth which allows shallow draft craft to remain afloat at the passenger steps.

Photograph 1 – View to seaward across the harbour at low water.

1.2 Harbour Limits

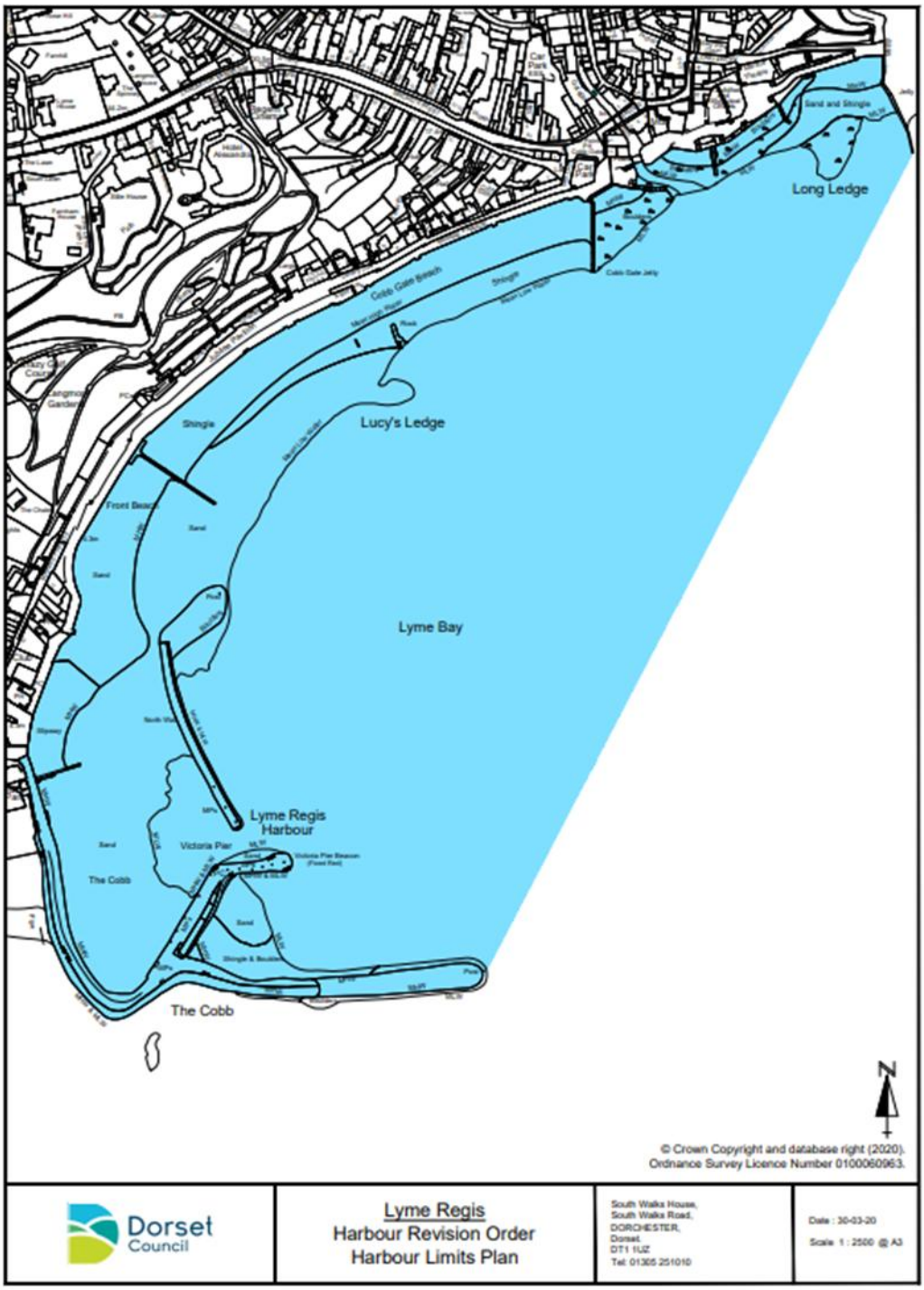


Figure 1 – Lyme Regis Harbour Limits

The tidal range at Lyme Regis is 4.5m at maximum spring tides, 1.0m at slackest neaps. The inner Harbour dries out. Strong southerly and particularly south-easterly winds send in an uncomfortable surge into the harbour and makes the outer harbour area completely unusable for berthing or mooring. Although subject to draft considerations, access is straightforward in suitable weather conditions, night, or day.

1.3 Anchorages

There are no designated anchorages at Lyme Regis.

The bay area is completely open from South-East through South to West and offers no shelter to weather from those sectors. A choppy sea can get up very rapidly in Lyme Bay when the wind rises from an exposed quarter.

At Lyme Regis, small vessels can anchor 900m Southeast of the harbour entrance, but there is no shelter. In sailing ship days Lyme Regis harbour was a port of refuge for vessels embayed in Lyme Bay but unable to anchor due to stress of weather.

1.4 Ship Parameters

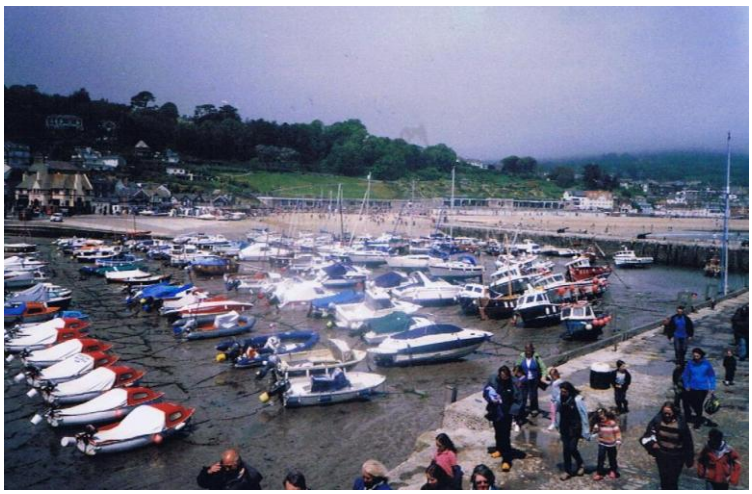
At Lyme Regis, vessels up to 10m length, 3.8m beam, and 2m draught are regarded as the maximum size nowadays, although larger coastal traders used the port in previous times. Generally, only small fishing boats and yachts enter the harbour and moorings can hold vessels up to a maximum of 8m in length.

1.5 Designated Nature Conservancy Sites

Lyme Regis harbour limits are located inside the boundary of the Lyme Bay and Torbay Marine Special Area of Conservation. The entire coast from Sidmouth to West Bay/Bridport is an SSSI and much of it also an SAC. The Jurassic Coast World Heritage Site extends from Orcombe Point in Exmouth to Old Harry Rocks near Swanage, its boundaries broadly defined as between mean low water mark to the top of the cliffs or back of the beach.

1.6 Port Users

The harbour is normally taken up with small craft. Commercial users are small inshore fishing boats and charter boats but the main users are pleasure craft. The basin is entirely filled by these craft which virtually all lie to trots of moorings laid in the harbour.



Photograph 2 – View across the harbour towards the shore.
The 'trot' arrangement of boats can be seen.

2. LEGAL STRUCTURE; PROFESSIONAL STAFF; POLICY

2.1 Statutory Authority

Dorset Council is the Statutory Harbour Authority (SHA) for Lyme Regis. Lyme Regis is not a Competent Harbour Authority within the meaning of the Pilotage Act 1987 but nevertheless conforms to the Port Marine Safety Code. The SHA is answerable to its electorate via the councillors both in direct approaches and at the ballot box.

2.2 Legal Duties and Powers

Lyme Regis is an open port, into which any user has a right to navigate on payment of harbour dues. There is a duty to operate it safely for the benefit of all such users. The berths and wharves and seasonal pontoons are under the control of the Harbour Master.

2.3 Enabling Legislation

Lyme Regis operates under an act of 1821. This Act confirms the status of an Act from the thirty-fifth year of Queen Elizabeth I's reign, which appears still to have legal force. However, a Harbour Revision Order was submitted to the Marine Management Organisation in 2021, and this is still being considered for approval and will update the legislation around harbour operations.

2.4 By-laws

Lyme Regis Harbour has four sets of by-laws still current. In addition, a general set of Dorset Council by-laws, mainly concerned with conduct on roads and in public places, has force in the harbour area.

Dorset Council Harbours comply with the wider Dorset Council Enforcement Policy when enforcing Harbour Byelaws and General Directions.

The Harbour Authority ensures that enforcement is carried out in a fair, consistent, and proportionate manner, in accordance with relevant legislation and best practice (PACE). Harbour staff, under the direction of the Harbour Master, apply a graduated approach to enforcement, prioritising education and engagement before formal action is taken. Where necessary, warnings, statutory notices, or legal proceedings may be pursued to address breaches of harbour regulations. All enforcement actions are documented and reviewed to ensure compliance with the Council's overarching enforcement principles, maintaining transparency and accountability in harbour management.

Should a professional mariner be suspected of being under the influence of drink or drugs while on duty, all harbour staff are required to report all and any concerns that they may come across or be made aware of to a Senior Officer (ie: Harbour Master or Assistant Harbour Master). The Senior Officer will then instigate appropriate action which may involve but is not limited to requesting Police assistance and the collection of a breath alcohol sample, the issue of a Special Direction to require a vessel to remain in a designated berth, notification to the appropriate licencing authority, or prosecution under Harbour regulations.

2.5 Harbour Rules

Boat owners at Lyme Regis are required to comply with additional rules; a copy is published on Lyme Regis Harbour in Dorset These are largely taken up with rules for moorings.

2.6 Directions

There are no directions extant.

2.6.1 Harbour Masters special directions

The Harbour Master has powers of direction to regulate the time and manner of vessels' entry to, departure from and movement within Lyme Regis Harbour, and related purposes. These powers are conveyed by the HDPCA 1847, Section 52. The Harbour Master's directions are referred to as 'Special Directions'. He is authorised to act on behalf of the Harbours Advisory Committee in the course of his/her duties to meet the requirements of the Port Marine Safety Code, Business Plan and Harbour Budget. The Harbour Master is authorised to exercise all powers granted by statute to his position.

2.7 Harbour Revision Orders

There are no Harbour Revision Orders in force, but one has been submitted and Dorset Council is currently awaiting approval.

2.8 Accountability

Council as the SHA is accountable for its duties and powers. Its discharge of this responsibility is measured against nationally agreed standards as laid down in the Port Marine Safety Code and amplified in the Code's accompanying Guide to Good Practice.

The Chief Executive of Dorset Council holds overall responsibility for ensuring that the Council meets its statutory duties as a Harbour Authority, in accordance with the Port Marine Safety Code and relevant legislation.

The Chief Executive provides strategic leadership to ensure the safe operation of the port. This includes ensuring that Dorset Council's governance framework supports safe and effective management of its statutory harbour functions and that the Harbour Authority operates in compliance with the PMSC, the Harbours Act 1964, the Health and Safety at Work Act 1974, and other relevant maritime and environmental legislation.

2.9 The Duty Holder

Under the terms of the Port Marine Safety Code, the Cabinet Member for Place Commissioned Services is the Duty Holder, this currently is Cllr Jon Andrews, cllrjon.andrews@dorsetcouncil.gov.uk

Tel: 07828 323189

2.10 The Designated Person

The Port Marine Safety Code requires every port to appoint a designated person to carry out periodic audits of a port's compliance with the code, Dorset Council as a CHA has appointed an external contractor to perform this role.

The Designated Person (DP) will perform his role as defined by the Port Marine Safety Code by formal audits, attendance at the Harbours Advisory Committee meetings and regular informal liaison.
James Hannon (Associate Maritime Consultant, ABPmer ltd). Has been appointed as Designated Person for the three Dorset Harbours and undertakes independent audits of each harbour's compliance with the code. His contact email is dp.dorset@abpmer.co.uk

As per the Council's constitution, the Designated person reports to Full Council vis the Harbours Advisory Committee the summary of an internal audit against the Port Marine Safety Code and compliance of the Safety Management System. This will also form the basis of the 3-yearly report of the PMSC compliance to the MCA.

2.11 Professional Staff

Dorset Council employs a Harbour Master, a full time Assistant Harbour Master, a full time Harbour Assistant, and a Business Support Officer. Two further harbour assistants are employed for the season. These staff members have day-to-day operational responsibility for the Harbour.

2.12 General Management Policy

As required by the "Code", Dorset Council publishes its policies, plans and periodic reports, setting out how they comply with the Code's standards, and these are found below.

A document 'Harbour Policy' is also published on Harbour Policies - Lyme Regis Harbour which regulates much of the activity in the harbour.

Dorset Council as the Statutory Harbour Authority (SHA) is committed to undertaking and regulating marine operations to safeguard the harbours, their users, the public and the environment.

The authority aims to run a safe, efficient, cost-effective, sustainable harbour operation for the benefit of all users and the wider community.

The authority aims to meet the national requirements in the Port Marine Safety Code and fulfil its legal responsibilities whilst endeavouring to meet the changing needs of harbour users.

The Council will support the commercial, fishing, and recreational activities in the harbours through the provision of appropriate services of good value.

The policy of the Council is to:

- Manage the assets of the Authority safely, economically and efficiently.

- Train the operational staff and ensure they are properly trained in emergency and contingency procedures.
- Regulate traffic within the harbour limits to ensure safe and efficient movements.

The SHA and its authorised officers are aware of their environmental commitments. The local environment of Lyme Regis Harbour is considered important and the impact on it will be a material consideration if any changes to the existing situation are proposed.

2.13 Marine Safety Policy

The Council and its staff will ensure marine safety by:

- Providing a safe environment for navigation through aids to navigation and conservancy.
- Regulating activities within the port as required by statute.
- Training and educating staff, users and the public in safety awareness.
- Ensure as far as reasonably practicable the safety at work of its employees and other people who may be affected by its activities.
- Application of the Port Marine Safety Code and its supporting Guide to Good Practice through this Marine Operations Plan.

2.14 Systems and Standards

The plans established in this document have been developed on the basis of a formal risk analysis, and a Safety Management System evolved in response to that risk analysis. It is based on the “As Low As Reasonably Practicable” (ALARP) principle, which aims to reduce risk levels to the lowest practical level.

2.15 Training

The harbour has a full training policy. All Councillors as part of the Full Council and specifically Harbours Committee members and Duty Holder are expected to undertake appropriate lectures to give them an understanding of their duties and responsibilities, particularly regarding the Port Marine Safety Code and its application. Training is conducted at least annually and as necessary to match the election cycle of the Council.

Professional staff officers are properly qualified for their duties, with the current Harbour Master having completed all mandatory training. Any new marine staff will be required to train and obtain appropriate qualifications for their role in the harbour if they do not have correct qualifications already.

A programme of updating knowledge and renewing qualifications when required, is pursued and records kept of all staff qualifications and training.

2.16 Consultation

Representatives of all regular user groups were consulted in the creation of this Code. Provision is made under the continuous assessment procedure for

any change which affects a consultee to be consulted before or at the time of any such change.

During preparation of the PMSC Plan for Lyme Regis, the following were consulted:

- Harbour Staff
- Fisherman's' Association
- Lyme Regis Sailing Club
- Lyme Regis Power Boat Club

The Lyme Regis Harbour Consultative Group which is comprised of representatives of the main harbour user groups are kept informed of changes to harbour operations and consulted where appropriate.

3. KEY PERFORMANCE INDICATORS

Dorset Council considers the following key responsibilities apply to its ports, all of which conform to the best practice requirements of the Port Marine Safety Code and its appending Guide to Good Practice.

3.1 Operation

To operate the port and regulate vessel movements for a 100% incident-free service.

3.2 Conservancy

To maintain and operate all navigation marks and lights to at least IALA standards and confirm to Trinity House reporting procedures.

3.3 Hydrography

The Harbour will be surveyed as and when necessary, by professional surveyors. Where appropriate the results will be notified to the Hydrographer of the Navy.

3.4 Emergencies

To carry out one major exercise per year.

To ensure ongoing training is maintained in all emergency procedures at the port.

3.5 Consultation

Both commercial and leisure user representatives meet regularly as part of the Lyme Regis Harbour Consultative Group normally in April and October (pre and post season), but the Harbour Master is available daily to discuss with boat owners and operators any areas of concern.

3.6 Audits and Continuous Assessment

Ensure continuous assessment is carried out with periodic internal reviews of all port functions.

Carry out a full formal audit at not more than three-year intervals, of all port functions and report the results publicly.

4. SAFETY MANAGEMENT SYSTEM

4.1 General

The purpose of this document is to specify the content of the Marine Safety Management System (MSMS) which shall describe the means by which the Statutory Harbour Authority (Dorset Council), and the Cabinet member for place commissioned services as Duty Holder for the safe and effective management of marine and environmental affairs will carry out this responsibility within its jurisdiction at Lyme Regis Harbour.

The Port Marine Safety Code (PMSC) refers to some of the existing legal duties and powers that affect Harbour authorities in relation to marine safety, but it does not in itself create any new legal duties for Harbour authorities. There are however several additional measures which, although not mandatory under legislation, are key to its successful implementation.

To comply with the PMSC therefore, Harbour Authorities must:

- Be aware of their existing powers and duties.
- Appoint someone as an independent “Designated Person” with direct access to the Duty Holder
- Develop an effective marine safety management system, which employs formal risk assessment techniques.
- Employ people who are competent and qualified for the positions they hold.
- Publish a comprehensive safety plan, along with a regular assessment showing the authority’s performance against the plan.

The Marine Safety Management System should be in place to ensure that all risks are controlled – the more severe ones must either be eliminated or kept ‘‘as low as reasonably practicable (ALARP)”.

Lyme Regis Harbour also uses the safety and risk management system of its owner, Dorset Council. It defines risk management as “the culture, processes and structures that are directed towards effective management of potential opportunities and threats to the organisation achieving its objectives”.

At its highest level the Council’s risk management strategy requires that the wider implications of the port’s operations at a political, financial and social level should be built into the risk management system.

Lyme Regis is particularly busy throughout the summer months, with homes, bars, and restaurants, and shops in close proximity to the harbour, and along marine parade which overlooks the wider extent of the harbour limits. This means that the effects of its Safety Management System spread beyond the marine consequences of the PMSC's definition of risk. Where specific hazards would have their own specific responses under the PMSC, with steps identified to eliminate or control them to ALARP levels, the broader vision of the Council's approach also requires those much wider factors to be considered.

The Council and harbour staff have a wide range of stakeholders to whom they answer: the Council as the Statutory Harbour Authority and Duty Holder, the people of the area to whom the Harbour is an important aspect of their lives, its many direct stakeholders and users whose livelihoods may depend on it, the many visitors and not least the professional staff whose job it is to run the Harbour.

The Council's approach to risk also requires that the financial consequences of the harbour's operations are not put at risk while the PMSC requires that the harbour is properly maintained to be a safe harbour for all users. As an open harbour, available to all craft able to fit into it against the payment of proper dues, there is a direct legal requirement that it is fit to be used. Such maintenance costs money and the balance between finance and physical safety is constantly under review through the risk management system.

4.2 Introduction to the Council System

4.2.1 Summary

A statutory requirement, and central to the management and control of risks from hazards, is the use of risk assessments. A risk assessment is a paperwork exercise to review any work situation that allows relevant risks to be identified, recorded, communicated, and reduced where it is reasonable to do so. A duty exists for Dorset Council to reduce risk to the lowest reasonably practicable level. This duty extends to ensuring that risk assessments are suitable and sufficient and identify measures to be taken that ensure work tasks are safely undertaken.

4.2.2 Hazard

Something with a potential to cause harm. A situation that could occur which has the potential for human injury, damage to property, damage to the environment, or economic loss.

4.2.3 Risk

An estimation of the likelihood and potential consequences of a defined hazard, risk expresses the likelihood that the harm from a particular

hazard is realised. Risk therefore reflects both the likelihood that harm will occur and its severity.

4.2.4 Risk Assessment

Risk assessments should normally be completed using a template which can be sourced from the Council's forms register. Workplace areas with higher risk, i.e., harbours, may determine that a different and more comprehensive risk assessment template is more appropriate. The same principles of the risk assessment process will still apply.

Figure 2 – Summary of Risk Assessment Process

4.3 Responsibilities

Service managers should ensure that risk assessments are completed for all staff under their control. Line managers should ensure that members of staff who undertake risk assessments are competent to do so, have a good level of subject knowledge and are aware of the limitations of their expertise. Staff should be advised to seek further advice if needed.

Members of staff charged with undertaking risk assessments (Assessors) should be suitably trained in order that risk assessments undertaken are both suitable and sufficient and have the benefit of reducing risk. Risk assessment training can be sourced through the Health, Safety and Welfare Officers.

To help further understand the method for assessing risk Dorset Council have adopted a matrix that allocates numbers to judgements made. The higher the severity and likelihood, the higher the number between one and four is

selected. Once numbers replace judgements these can be multiplied together to give a risk rating.

Severity	Examples	Score	Likelihood		Score	Risk	Action	Risk score
Low (Minor)	Results in minor injuries, e.g. slight cuts, bruises etc; requires first aid; no lost time; damage to property between £10 - £100; minor service disruption; isolated service user complaint	1	Unlikely to occur	0 – 10% chance	1	Low	Continue to monitor; Reassess if any significant changes; Have long term plans to eliminate or reduce hazards	1 – 2
Medium (Significant)	Results in injuries eg severe cuts, minor fractures etc; requires first aid or medical treatment; lost time under 7 days; damage to property between £100-300	2	Possible	10 - 40% chance	2	Med	Try to eliminate or reduce hazards as soon as practicable; Reassess work routines and training; Increase controls; Continue to monitor.	3 – 4
High (Serious)	Causes disease, severe injuries eg major bone fractures etc; requires medical treatment; lost time under 3 months, damage to property between £300 - £5000	3	Likely to happen in time	40 – 80% chance	3	High	Seek specialist advice; Try to eliminate or reduce hazards as soon as reasonably practicable; Reassess work routines and training; Increase awareness & controls; Increase monitoring.	6 – 9
Very High (Major)	Causes severe disease, loss of limb, major disabling injury or fatality; requires hospitalisation or medical retirement; lost time exceeds 3 months; damage to property over £5,000	4	Highly probable	80% or more chance	4	Very High	**STOP ACTIVITY:** Seek specialist advice; Eliminate or reduce hazards immediately; Reassess work routines and training; Increase awareness & controls; Directly manage and supervise the solutions.	12 -16

Five steps to risk assessment:

1. Look for the hazard.
2. Decide who might be harmed and how.
3. Evaluate the risk and decide if existing controls are adequate or more should be done.
4. Record the findings.
5. Review periodically or when significant changes occur.

Refer to:

Dorset Council Risk Assessment Policy & Procedure
Health and Safety Executive subject guidance
Manufacturers' Handbooks and web sites
Training Manuals
Codes of Practice
Existing workforce knowledge
Accident reports and other appropriate sources of information

4.4 Categories of Risk Diagram

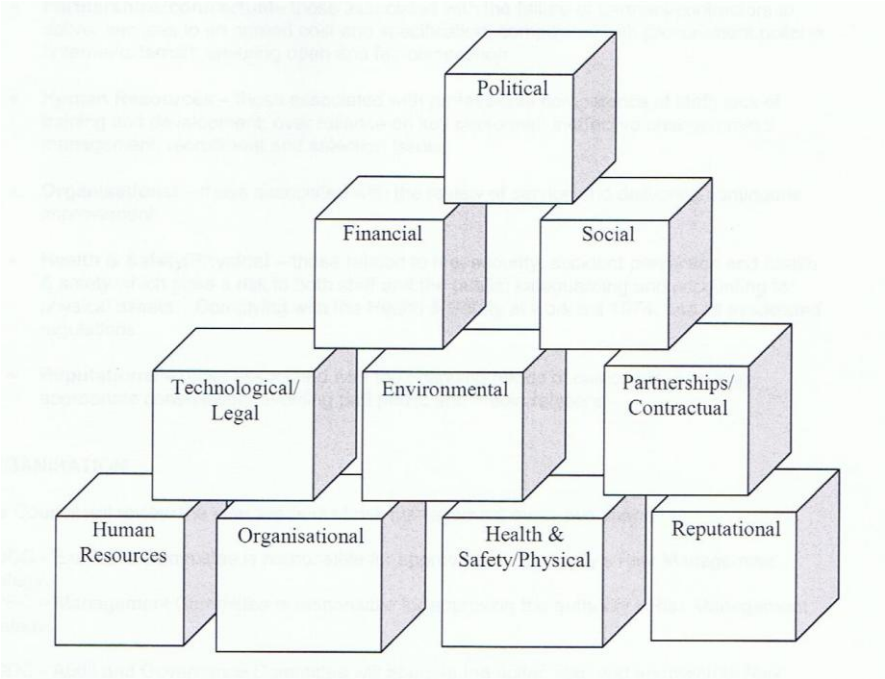


Figure 3 – Categories of Risk Diagram

There is some overlap between this set of considerations, and those of the PMSC but also extra elements which between them provide for a comprehensive view of risk management.

The Council risk registers lay out the matrices of risk level and acceptability. The non-marine risks of the port are assigned levels from within these matrices, and the Safety Management System demonstrates how they are managed. The specific marine hazards that come within the definitions of the PMSC, by being assigned values from within the Council matrices, are incorporated in one cascading system. All the hazards and risks identified are catalogued in The Risk Register Document. Two of the comprehensive risk management system matrix systems are shown:

	Likelihood	
1	Rare	<6%
2	Unlikely	6-20%
3	Possible	21-50%
4	Likely	51-80%
5	Almost certain	>80%

Figure 4 – Table of Risk Level

Impact		Financial	Strategic Priorities and Opportunities	Health & Safety	Reputational	Criticality of Service (following Business Impact Assessment)
5	CATASTROPHIC	Over £300,000	Complete failure to deliver on a strategic priority	Fatality; multiple permanent injuries	Receives national / international attention with potential for long term impact on public memory; Total loss in public confidence	Critical Service Level One (i.e. Those that present a major risk to public health or safety)
4	MAJOR	£100,000 - £300,000	Major impact (positive or negative) on a strategic priority	Major injury or illness leading to long term incapacity/ disability; multiple significant injuries	Receives national / international attention with medium term impact on public memory	Critical Service Level Two (i.e. Those that present a medium to major risk to reputation / finances)
3	MODERATE	£50,000 - £100,000	Moderate impact (positive or negative) on a strategic priority	Moderate injury or illness requiring professional intervention; RIDDOR reportable; multiple minor injuries	Receives local press attention with medium term impact on public memory	Critical Service Level Three (i.e. Those that present a medium risk to public health or safety)
2	MINOR	£10,000 - £50,000	Minor impact (positive or negative) on a strategic priority	Minor injury or illness requiring minimal intervention or treatment	Receives local press attention but with likely short term impact on public memory	Critical Service Level Four (i.e. Those that present a low to medium risk to reputation / finances)
1	NEGLIGIBLE	Up to £10,000	Negligible impact (positive or negative) on a strategic priority	None, or minimal injury or illness requiring no intervention or treatment	Minor complaints or rumours	Critical Service Level Five (i.e. Those that present minor risk to public health or safety)

Figure 5 – Table of Risk Level and Acceptability

4.5 Generic Risk Assessments

Several generic risk assessments against common hazards were provided by Dorset Council as a framework for services to use and adapt. These will be adopted by the Harbour to avoid unnecessary effort. The following are available to date:

1. Management of Health and Safety at Work	2. Risk Assessment
3. Accidents, Incidents and Disease	4. Asbestos
5. Confined Spaces	6. Construction (Design and Management) regulations 2008
7. Contractors	8. COSHH
9. Display Screen Equipment	10. Fire Risk Management
11. Health and Safety Training	12. Home Working

13. Lifting Operations and Lifting Equipment	14. Management of Workplace Stress
15. Manual Handling	16. New and Expectant Mothers
17. Noise at Work	18. PAT Testing
19. PPE	20. Provision and Use of Work Equipment
21. Road Safety	22. Safety Signs
23. Slips and Trips	24. Travelling Officers and Lone Workers
25. Working at Heights	26. Young People

4.6 Review of Risk Assessments

The Harbour risk registers and assessments will be reviewed:

- whenever a new activity is started
- Risk assessments are reviewed on an annual basis, usually in December each year, in accordance with the minimum requirements of Dorset Council.
- whenever an accident or incident occurs
- when significant changes occur to work practices that may impact on health, safety and welfare.

The review will normally be led by the Harbour Master and will consult Harbour Staff, Dorset Council experts and external assistance including the Harbour Consultative Group. The risk assessment methodology is demonstrated under the plan, do, act and check philosophy as shown on the next page.

Figure 6 – Plan, Do, Check and Act

4.7 Lyme Regis Harbour Safety Management System Hazard and Risk Management

The port of Lyme Regis has a long history of offering shelter to vessels in the Eastern half of Lyme Bay where, especially in sailing ship days, they could all too easily become embayed. To fulfil this function it had to be a safe, reliable harbour easy of access. It remains so today, and in general can be assessed as a low risk port. There are certain features which can be problematic: it is a drying harbour, so not so accessible around low water. In winter, green seas can break right over the Cobb and cause disturbance in the harbour basin. It is also a very popular multi-use facility which can cause passing problems from time to time. As the Harbour Master or a deputy is often on his own at

weekends, much of his time is taken up with practical accident prevention and general supervision in the harbour.

The Port Marine Safety Code requires that each port's powers, policies, plans, and procedures must be based on a formal assessment of hazards and risks. Harbour authorities must have formal safety management systems.

To comply with this, the hazards within the port of Lyme Regis have been identified, the risks associated with each evaluated, and the element of the Safety Management System which applies to that risk described.

List of Hazards Identified:

1) Harbour Mouth.
2) The 'Thunderbore'.
3) Extreme Winter Weather.
4) Vessels Refuelling.
5) Fire.
6) Moving craft on Slipways and in boat parks.
7) The Harbour Beach area and swimming.
8) Loading and unloading goods.
9) Passengers embarking and disembarking.
10) Persons falling from piers.

Hazards and associated risks are outlined in detail in an accompanying risk register to enable frequent review and update.

4.8 Safety

Safety is not a separate discipline isolated from the workings and day-to-day life of a port. The full and proper application of safety measures allows an incident-free and safe working environment in which ships go about their business without hazard.

The objective of the Port Marine Safety Code is to ensure that every element in a port's operation follows the same unitary system of safe working practices, and that working within this Code is automatic and embedded in the way everyday activities are carried out. To this end it prescribes lines of authority, actions to be taken, and the way in which the port's activities are to be carried out to achieve that level of safety.

Within the Marine Operations Plan for each port, safety has been integrated at all levels.

4.9 Lines of Authority

Lyme Regis Harbour has a simple and effective line of authority. The Harbours sit under Place Services in Dorset Council. Dorset Council is the Statutory Harbours Authority. Cabinet member for place commissioned services is the Duty Holder. Daily operations are performed by harbour staff with the Harbour Master reporting to the Harbours Manager who reports to the

Head of Environment and Wellbeing who in turn reports to the Corporate Director for Place Services. Dorset Council's Harbours Committee play and advisory role. The Harbour Master reports formally to the Committee and Duty Holder at quarterly committee meetings but has access to the Duty Holder at any time.

The Harbour Master, supported by the Harbour staff, has day to day responsibility for managing the safe operation of navigation and other marine activities in the area of jurisdiction. He/She is authorised to act on behalf of the Duty Holder in the course of his/her duties to meet the requirements of the Port Marine Safety Code, Business Plan and Harbour Budget. The Harbour Master is authorised to exercise all powers granted by statute to his position.

In the absence of the Harbour Master, the Assistant HM will manage day to day operations.

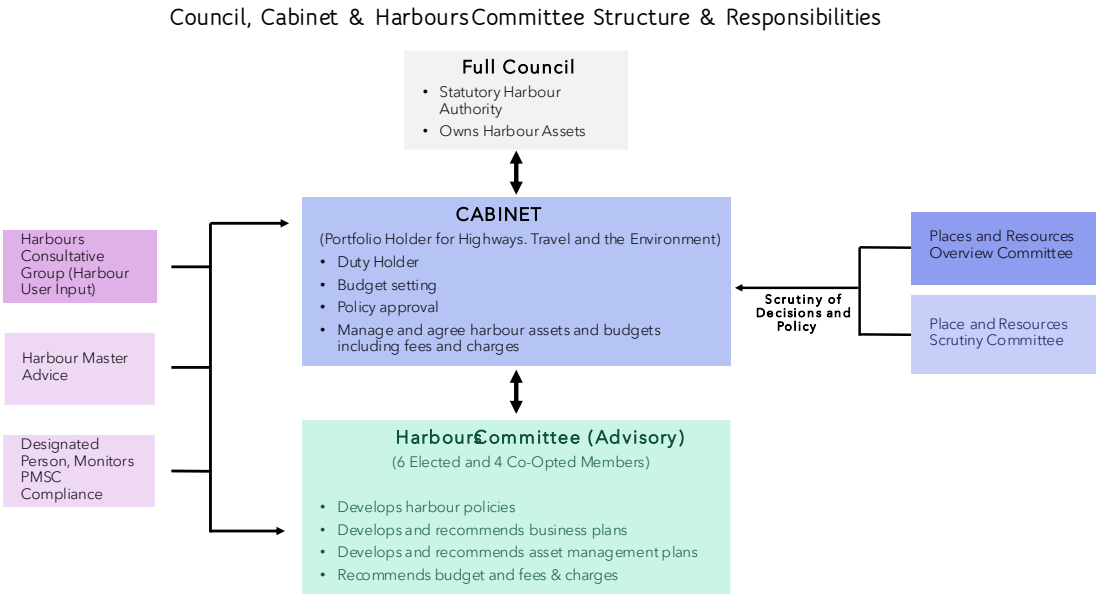


Figure 7 – Harbour Governance Structure

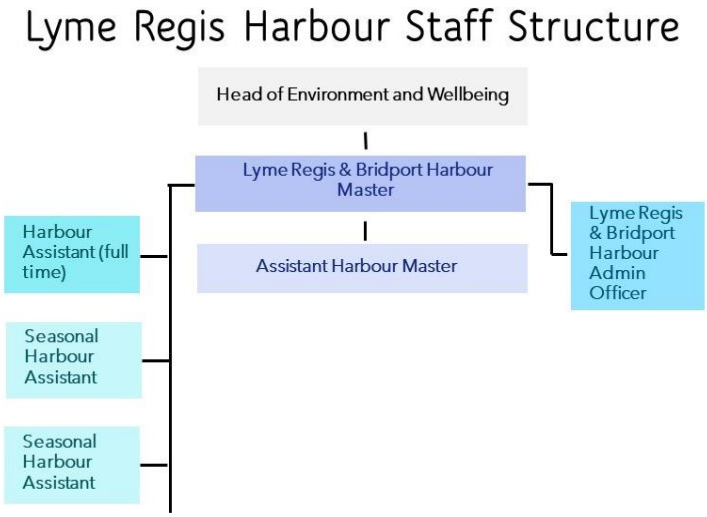


Figure 8 – Staff Structure Lyme Regis Harbour

4.10 Structure of the Safety Management System

The Safety Management System provides a framework for the operation of the port and is in three parts:

Port Procedures: The port procedures lay down the practical day-to-day working practices of the port.

Risk Assessment: The Formal Risk Assessment identifies and grades the risks likely to occur within both ports.

Response Plan: Responds to risks identified in the formal risk assessment.

4.11 Free Standing Plans now Adopted into the System

There are three plans adopted into the Safety Management System:

- Dorset Council Civil Emergencies Plan.

  The Dorset Council Emergency Plan lays out the systems to be used for any emergency in the County. Should any incident in the harbour area have consequences reaching beyond its confines, it is the regional plan which will be brought to bear.

- Coastal Oil Pollution Response Plan.

  The Harbour is below the size limit for the requirement to have individual oil pollution response plans, but are party to the Dorset Coastal Plan.

- Waste Management Plans.

There is a Dorset Council waste management plan, See link below:

Waste Management - Lyme Regis Harbour

4.12 Integration of the Elements

Only a limited number of people are involved in running the port: there is a clearly defined senior officer, the Harbour Master, in charge of all practical marine matters. His reporting line is also short and clear, and hence the scope for uncertainty or confusion is minimised.

Photograph 3 – Harbour Mouth at Half Tide

5. OPERATIONS PLAN

5.1 Overview

The operations plan for Lyme Regis is based on the port being used entirely by small craft, many of them local, which are both manoeuvrable and familiar with the port. Therefore, major structured arrangements and plans are not needed to ensure safe navigation. Despite this, the port has its own demands, and it is necessary to have a plan to accommodate these, and to keep the disparate users of the port from causing problems for each other.

5.2 Berth Operators and Private Users

The owner of any vessel using the harbour shall ensure that whoever has charge of his craft is familiar with, and complies with, the conditions of mooring and any other harbour regulations from time to time in force.

5.2.1 International catering waste

There are no previsions to accept international catering waster at Bridport harbour. All international catering waste should be discarded at the last port outside the UK.

5.3 Freight

There is no freight traffic in Lyme Regis.

5.4 Leisure Uses

Lyme Regis is primarily a leisure harbour nowadays. It has around 240 pleasure craft moorings and about 100 sailing dinghies frequently launched to race in the Bay. Lyme Regis also has extensive visiting leisure traffic with around 400 visiting yacht calls each year. During the peak period in July and August there can be several hundred small craft movements per day, comprising local charter boats, visiting yachts, powerboats, and many small inflatables. A dry storage for 100 kayaks is also provided.

5.5 Moorings

Lyme Regis harbour is extensively filled with 240 moorings. These are strictly controlled by the Harbour Masters on behalf of Dorset Council, which has the sole authority to authorise moorings. Most moorings in both harbours are in trots, laid to ground chains across the harbours. Both the ground chains and risers are provided by the Council, boat owners providing their own rope attachments. Ground chains and risers are inspected annually by the Harbour Masters and their staff, it being the Council's responsibility to maintain these. The upper parts of moorings are the responsibility of the berth holder. The upper parts are removed at the end of the season and small pellet buoys put down instead. Chains have to be renewed at regular intervals, typically every 3 to 4 years.

Moorings are allocated annually giving priority to existing mooring holders, then to Dorset Council ratepayers on the waiting list. Controls are in place to ensure fair allocation.

Launching slips are provided and are supervised by the Harbour Masters. At Lyme Regis, there is a boat lifting trailer with tractor which can pick up boats, launch, recover and attach them to moorings, operating over the harbour bed at low water. There is a charge for this service.

5.6 Pontoons

A pontoon facility is provided in the Pool area close to the South outer protection wall on a seasonal basis (normally April to September). The pontoon is a system made of modular plastic construction and is secured to the seabed with chains and weights. There are four fingers the seaward end of which are lit (White, 1 flash every 10). Caution is advised because of varying depths at low water. Visitors are advised to seek confirmation of available water before mooring.

5.7 Fishing Vessels

There are 20 commercially operated fishing boats based at Lyme Regis, of which 3 work as inshore trawlers, and the remainder as pot boats, with some conversion between trades to suit the seasons. All are of modest size and only operate on a day-trip basis. These craft are all licensed now by the MCA according to the latest Code of Practice. Catches are landed for immediate transport to market, each fisherman being responsible for unloading and transportation. Lyme Regis boats sometimes land their catches at Bridport.

Photograph 4 – Fishing boat discharging cockles at harbour mouth at low water

5.8 Charter Boats

There are 14 trip charter boats licensed to operate from Lyme Regis. These variously provide fishing/educational trips round the bay, sea angling, and diving activities. The majority remain close to the shore. All are MCA licensed under the latest Codes of Practice. There is some overlap between operating as commercial fishing boats and as day charter fishing boats, 2 boats have dual licenses.

5.9 RNLI Lifeboats

There has been a lifeboat station on the historic Cobb since 1826. This station is now home to the RNLI and an Atlantic 85 class lifeboat.

5.10 Passenger Ships

Lyme Regis infrequently receives passenger cruise liners, It is hoped that the port could become a regular part of the Cruise liner itinerary.

In addition, day trip charter boats take ‘round the bay’ excursion traffic.

5.11 Hazardous Goods

Apart from small quantities of fuel for the port’s boats, no hazardous goods are handled at either port.

5.12 Port Management and Marine Safety

Traffic movement is left to the skippers of craft on the move. At Lyme Regis more direct intervention by harbour staff is necessary at peak times, as many people unfamiliar with the harbour, and indeed unfamiliar with boat handling, use the harbour at these times.

The Harbour Master has reserved rights to direct vessel movements and determine priorities when the need arises. Given the excellent safety record of the port there seems little point in changing the simple direct intervention methods which have been so effective.

When required, navigation control is carried out by the Harbour Master or his assistants by direct intervention from their patrol boats, the quayside, or by VHF radio. There are no formal navigation control centres. The port is equipped with a fast patrol boat, used both within the harbours and to police the beaches and inshore waters around the harbour.

5.13 Communications

When the Harbour Master is in attendance he listens and works on VHF Channel 16 and Channel 14.

5.14 Collison Regulations

Vessel movements are carried out in conformity with the provisions of the International Regulations to Prevent Collison at Sea 1972, as amended.

5.15 Speed Limits

A speed limit is in force within the harbour at Lyme Regis. 'Dead Slow' is the requirement with an understanding that this means minimum steerage way.

5.16 Vessel Traffic Service (VTS)

There is no VTS service at Lyme Regis.

5.17 Pilotage

There is no pilotage service at Lyme Regis except by request. The harbour is not a CHA and has no duty to provide pilots.

No pilots are authorised; should any vessel request the services of a pilot at either port, the harbour master could go ahead of the incoming vessel in his RIB, to be followed.

Advice and guidance is given by VHF to larger craft coming to anchor outside the harbour.

5.18 Passage Plan

As there is no pilotage service, there is no requirement for a formal passage plan into the harbour to be in place. A pilotage plan for large vessels coming to anchor has been drawn up. The Harbour Master will give advice to visiting craft on request, passage plan information is also available on www.lymeregisharbour.co.uk

Replace with information on how the SHA's provides a passage plan for users.

5.19 Training and Qualifications

The SHA requires its Harbour Master to have had suitable harbour experience.

Each year one aspect of the port's emergency response regime should be subject to a full-scale response exercise and the other aspects are subject to refresher training with all relevant equipment surveyed and checked as necessary.

The Council operates a staff appraisal scheme when the training, further qualifications, or revalidation needs of all staff are assessed.

5.20 Dangerous Vessels

The Dangerous Vessels Act of 1985 defines a dangerous vessel as:

1) One which poses a grave and imminent danger to the safety of any person or property within the port;

2) One which may, by sinking or foundering in the harbour, prevent or seriously prejudice the use of the harbour by other vessels.

Harbour Masters have powers to deal with such vessels and may give orders to the owner, master, or any other person, including a salvor, who may be in charge of such a vessel.

If it is practicable to do so, the first step should be to require the person in charge of a dangerous vessel to make it safe immediately. If they are unwilling or unable to do so, the Harbour Master may take steps himself to make it safe or to remove it, having a usual lien over the ship for the cost of doing so.

In many cases a vessel will become dangerous very rapidly and leave no time for considered action. The port's emergency plan must be initiated, according to the problem the dangerous ship has. The Harbour Master's duty is to protect life and property, while ensuring that his port can continue to operate.

A port is not bound to accept from sea a dangerous vessel which requests entry, but the 1985 Act states that in making a decision the Harbour Master must have regard to the safety of any person or vessel, whether in or outside the harbour.

Photograph 5 – Rear of Cobb wall in outer basin showing original construction

5.21 Wrecks

There are no wrecks close to Lyme Regis harbour.

Port authorities have a common law duty to ensure that their harbours are safe for navigation and, equally, to warn ships using the harbour of any hazards within its port. Wrecks are an important consideration within this duty.

In the first instance, anybody having control of a wreck has a duty to remove it and Harbour Master is entitled to demand that it be removed forthwith.

That said, Harbour Masters have powers to deal with any wrecked vessel which is, or is likely to become, an obstruction or danger to navigation or to lifeboats within his port or its approaches.

These powers are:

(a) To take possession of, and raise, remove, or destroy the whole or any part of the vessel and any other property to which the power extends;

(b) To light or buoy the vessel or part of the vessel and such other property until it is raised, removed or destroyed.

Beyond this, the Secretary of State has general superintendence throughout the United Kingdom of all matters relating to wreck. He is entitled to appoint a special representative (SOSREP) to exercise those powers on his behalf, or to appoint a Receiver of Wreck. The Secretary of State may appoint a representative to take control of any incident, whether within a port or not, and Harbour Masters are required to co-operate in dealing with the incident.

SOSREP has a particular brief to prevent or control pollution and is most likely to take charge when pollution may be involved, but his derogated powers are not limited solely to this area.

5.22 Diving

All diving for favour or reward (i.e. “at work”) is subject to the Diving at Work Regulations 1997 (DWR 97) and the associated Approved Codes of Practice (ACOP). Diving at work may only be carried out by a diving contractor who has notified the Health and Safety Executive in compliance with the provisions in DWR 97 and dives may only be carried out in accordance with the legal requirements. Additionally, Lyme Regis Harbour requires that divers at work apply for the prior consent from the Harbour Authority before undertaking a dive.

Lyme Regis Harbour strongly recommends that all diving, whether the diver is at work or not, should meet all the above requirements.

5.23 Conservancy

At Lyme Regis, a set of leading lights bearing 284° (T) leads clear of the outer breakwater end and into the harbour. It is provided by two lights, the rear being a fixed green light visible 9 miles, the front an occulting sectored light showing red from the leading line to the South and West, white to the North and East. All permanent navigation lights at both ports are powered by mains electricity without emergency back-up, but as both ports are very largely daylight only operations, this is not considered to be a major problem.

A buoy has been installed outside Lyme Regis harbour entrance, to mark the end of a new sewer outfall. This is a south cardinal buoy, showing a standard flashing white light, in position 50° 43.17’N, 002° 55.66’W. Although not intended as such, it can be a useful fairway buoy for incoming small craft.

5.24 Standards and Inspection of Aids to Navigation

Dorset Council aims for a minimum of IALA standards, which for its ports is category two. Dorset Council is a local light authority and its aids have been subject to an annual inspection by Trinity House. The Panar system is in operation to cover the rest of the year.

5.25 Dredging, Hydrography and Admiralty Charts

Dredging at Lyme Regis is carried out each year in its approaches, and from time to time within the North East and South West corners of the harbour where a bank of silt and sand tends to build up. The South West bank is allowed to remain as much as possible as it gives good protection to that corner from more extreme weather. The main part of Lyme Regis harbour bed is firm and stable and does not require attention.

Lyme Regis harbour is surveyed twice a year, at the same time as Bridport, by a launch from the firm Shoreline Surveys. It examines the harbour and the seabed out the harbour limit. The surveys are done pre and post dredging.

Any major changes are notified by a Notice to Mariners with a copy to the Hydrographer of the Navy.

Photograph 6 – West side of Cobb wall showing modern construction. This section takes the full force of gale seas from the West.

5.26 Meteorology

Lyme Regis can be seriously affected by the weather. Lyme Bay is open to the Atlantic from the South-West quadrant, and very large seas can buffet both ports in strong gales. In addition, any wind from the south can very quickly kick up a short sea uncomfortable for small boats.

Green seas come right across the Cobb from time to time in severe weather. The Harbour Master is entitled to fly a red flag from the yacht club's flagpole on the end of Victoria Pier when launching is prohibited. He can fly the hoist RY to slow vessels down.

Lyme Regis is less affected by weather from the SW than Bridport; therefore, if any boats at sea are unable to make Bridport, it is usually possible to shelter in Lyme Regis.

Movement is considered to be largely self-regulating: the boats only operate by day and if bad weather is expected imminently, or the entrance is difficult of exit, boats do not go out and hence the need to provide protective measures for craft struggling to make the entrance is minimised.

5.27 Tugs

There are no tugs available at Lyme Regis, the nearest source being Portland or, for a smaller tug, Weymouth. See Emergency Plan.

5.28 Works Licensing

All Major works in both ports are either carried out by direct labour of Dorset Council, or by contractors directly controlled by the Flood and Coastal Erosion Risk management Team so the need for licensing is minimised. Works

carried out are agreed with the Harbour Master and controlled by the Principal Engineer in consultation with Dorset Council officers. It is rare, other than dredging, for such works to affect navigation. Minor works may be carried out directly by the harbour master or his assistants.

5.29 Event Management

Lyme Regis hosts many events through the year, and an informal level of risk analysis, along with a high degree of organisation, has always gone into planning these events.

The 'Guide to Good Practice' annexed to the Port Marine Safety Code requires risk analysis to be carried out fully by the organisers before any event is allowed to go ahead, and the results of the risk analysis must be given to the Harbour Master.

In turn the Harbour Master must be satisfied that the event meets the requirements of the Coastguard, the RNLI, and the shore-based emergency services. Where a national body represents the type of craft taking part in an event, any guidance or code provided by that body should be adhered to.

It is up to the organisers of each event to carry out their risk assessment of their event. The Harbour Authority 'notes' each risk assessment presented by the organisers of events, and unless it chooses not to approve them they can go ahead. It is normal for events to be insured and it is felt that, providing the insurers are willing to accept and underwrite the event, this should be enough for the Harbour authority.

When submitting their risk analysis, event organisers must also advise:

- Names of event organisers and officials;
- List of participants;
- List of authorities consulted;
- Timetable and programme of events;
- Arrangements for controlling the event, including any special communications;
- Any navigational constraints being imposed such as restricted areas or partial port closures;
- Emergency arrangements;
- Media arrangements.

This listing goes to the Dorset Council's Property Services team.

Any additional resources required from the Harbour Master, the Council or the emergency services will normally be at the expense of the event organiser.

5.30 ISPS

The Department of Transport Certificate of Port Facility Plan has been placed on retention since cruise liner traffic has significantly reduced.

6. EMERGENCY RESPONSE PLAN

6.1 Assigned Areas of Responsibility

6.1.1 All Vessels in the Harbour Approaches

HM Coastguard is the co-ordinating authority for any incident in these areas and will call in other services as necessary.

6.1.2 Craft in the Harbour

The Harbour Master has a primary authority for dealing with incidents to vessels on the move farther into the harbour, calling in other services as necessary.

6.1.3 All Craft Alongside in the Harbour

Craft alongside a berth come under general shore emergency provisions, which means that the police have the controlling responsibility, in co-operation with the Harbour Master as appropriate.

6.2 SOSREP

The Secretary of State has general superintendence throughout the United Kingdom of all matters relating to wreck. He is entitled to appoint a special representative (SOSREP) to exercise those powers on his behalf, or to appoint a Receiver of Wreck. The Secretary of State may appoint a representative to take control of any incident, whether within a port or not, and Harbour Masters are required to co-operate in dealing with the incident.

SOSREP has a particular brief to prevent or control pollution and is most likely to take charge when pollution may be involved, but his derogated powers are not limited to this area. The primacy of SOSREP is to be acknowledged in all marine emergency situations.

Action: For emergency assistance the RCC and CHA should be contacted.

6.3 THE PLAN

6.3.1 General

The emergency responses of Lyme Regis are under the overall command of their Harbour Master, reporting to the SHA duty holder.

The port only has the capacity to deal with minor incidents from its own resources. An incident at port level would require additional expertise and resources. Whilst a major incident is not envisaged, this would call for significant resources and expertise from external services.

Should an incident occur requiring further resources the Harbour Master will receive support and approval from the Head of Environment and Wellbeing and the Cabinet member for place commissioned services as Duty Holder.

A full-scale emergency would be initiated by the emergency services and would activate Dorset Council's Emergency Plan.

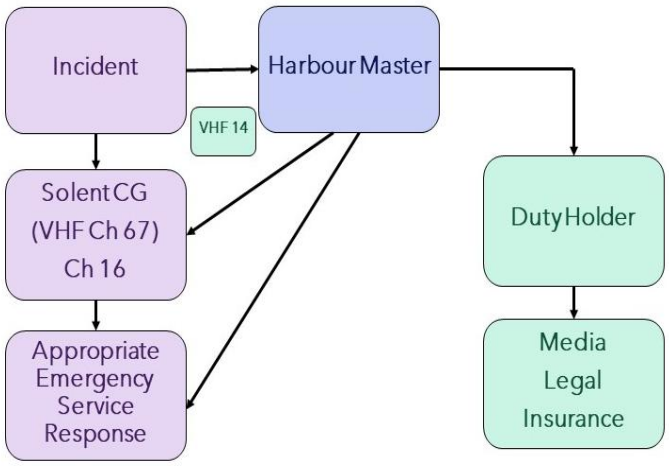


Figure 9 – General Emergency Response Flowchart

6.3.2 Pollution

Lyme Regis is exempt from the need to have a full Oil Spill Response Plan, but carries small stocks of pollution control equipment. This is located in the stores building and harbour staff are fully familiar with its use.

6.3.3 Tug and Salvage Equipment Availability

There are no tugs at Lyme Regis. The Harbour Master's RIB is a powerful craft capable of being used for basic tug duties such as moving vessels around in the harbour. For incidents outside the harbour, it is probable that the larger fishing boats could give first aid assistance to smaller boats and these should be looked to in the first instance. The nearest large tugs are at Portland, 25 miles away and available to move on about half an hour's notice in the daytime, 4 hours' notice at night. Their draft limitations would preclude their use in the harbour or its approaches.

There is some limited salvage capacity at Portland, which could be mobilised reasonably rapidly. At Lyme Regis the usual way of dealing with the small craft which use it is by the boat lifter which operates across the harbour bed at low water. Any craft which sank would be lifted ashore at the next low water and dealt with from there.

6.3.4 HM Coastguard

The area National Maritime Operations Centre (NMOC) is at Lee on the Solent. The Senior Coastal Operations Officer (SCOO) is based at Winfrith, Wool; Lyme Regis has an auxiliary Coastguard Station which holds access equipment and shore support gear.

Solent Coastguard can be contacted by:

VHF channel 16 or 70 (DSC) or tel. 999

6.3.5 RNLI

There is an RNLI station at Lyme Regis with an Atlantic 85 lifeboat. To obtain lifeboat assistance, contact Solent Coastguard in the first instance.

6.3.6 Vessels Aground

As only small craft use the harbour, which is tidal, vessels aground do not constitute a significant problem. Any vessel capable of using the port, if it could not be towed off, would be removed at low water by crane or boatlift.

There can be a problem in the entrance to Lyme Regis Harbour if a larger boat moors by the steps. It can become grounded at low water preventing smaller boats still afloat from operating at or using the steps.

6.3.7 Wrecks

For emergency assistance the MRSC should be contacted immediately by 999. The SHA duty officer should be advised of the problem, the action being taken and any action required of the SHA.

Lyme Regis Fire Brigade will attend any vessel fire within the ports.

Action:

a) If alongside within the harbour, call Fire Brigade Tel. 999.

b) If on the move, Call Solent Coastguard VHF Channel 16 or 70(DSC).

Notify:

- Position
- Whether able to reach an access point and if so which one.
- ETA at access point
- Scale of problem
- Number of persons on board
- Type of fire
- Type of vessel
- Type and nature of assistance required

6.3.8 Persons in Difficulties

a) Outside the harbour mouth:

Action:

- Call Solent Coastguard VHF Channel 16 or 70 (DSC)

Notify:

- Vessel name
- Inbound/outbound
- State of tide
- Speed of current
- Location
- Number of persons in the water
- Whether local assistance available
- Solent Coastguard will decide appropriate response and if necessary, will call the RNLI or other appropriate service.

b) Inside the harbour mouth:

When an incident is observed or the Harbour staff are informed, the Harbour Master or his assistant will ensure that the Coastguard is informed, take charge and co-ordinate the rescue until such time as the emergency services are established on site.

If time is of the essence and it is safe to do so, harbour staff may attempt to assist the person in the water and rescue them or move them to a safe location.

7. REPORTING, ASSESSMENT AND AUDIT

7.1 Overview

7.1.1 External Reporting

The port authority is required to report to the appropriate external authority whenever a major incident, an environmental hazard, or a sub-standard vessel is within their port limits.

Reportable incidents defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, and the Merchant Shipping (Accident Reporting and Investigation) (Amendment) Regulations 2012 are notified to the MAIB at the earliest opportunity.

In December 2023, the Department for Transport (DFT) requested further notification of any incidents affecting UK maritime assets or interests, including incidents occurring in or around UK waters, involving UK-flagged vessels or those with UK connections, and incidents involving UK citizens worldwide.

Reporting promptly to the Maritime Resilience team at the DFT assists in mobilising resources efficiently, providing accurate situational reports to stakeholders, and complementing existing reporting regimes. Qualifying incidents should be reported by email to maritimeresiilience@dft.gov.uk

7.1.2 Internal Reporting Chain

The internal reporting chain within Dorset Council is short and effective.

The Harbour Master reports to the Environment and Wellbeing Manager. He in turn reports to the SHA Duty Holder. Staff concerned with harbour operations will report to the Harbour Master.

7.2 Continuous Assessment

a) The Harbour Master keeps the plans, policies and procedures under continuous review to ensure that they continue to provide best practice to nationally agreed standards.

b) At twelve-monthly intervals the process of continuous assessment is to be monitored. This will normally be done in the early spring before the main boating season commences.

c) Whenever change appears necessary under the continuous assessment process, affected parties are to be consulted before the change is implemented.

7.3 Investigation and Reporting

The reporting of events within the harbour must be made to appropriate authorities whenever called for. Any physical checks or action required should be put in hand. Any event also triggers an immediate review of those aspects of plans, policies and procedures which are affected by it, to seek out and amend any deficiencies shown up by the event.

i) Incident reports by skippers to the Harbour Master to include:

- Near miss between boats
- Touching bottom when on the move
- Berthing and unberthing or mooring problems

ii) Status reports by Harbour Master or staff to Head of Environment and Wellbeing each week, to include:

- Incidents
- Moorings
- Aids to Navigation
- Safety Equipment around the Harbour.
- Access landings and ladders

iii) The Head of Environment and Wellbeing reports to the Duty Holder, as and when events require, and always in accordance with Section 2.2.

- Material condition of the harbour
- Reporting of incidents
- Operational difficulties
- Dangerous acts
- Port statistics

7.4 The Audit Trail

7.4.1 Introduction

The Port Marine Safety Code requires every port to carry out a full-scale review and audit of its entire safety system at intervals no greater than three years.

It is preferred that the review is undertaken by an outside body.

7.4.2 Twelve Monthly Review

The Harbour Master should monitor, that is make a more structured examination of the port's workings, every twelve months at which time all employees should be formally asked if they have any inputs to make, and the duty holder consulted.

The following should be addressed:

i) Are the port's legal framework, bylaws and directions appropriate, and if not, what amendments should be recommended to the Competent Harbour Authority?

ii) Is the port being operated in accordance with the requirements of the Port Marine Safety Code and the Guide to Good Practice?

iii) Are the policies, plans and procedures described herein being carried out? If not, why not? Does this plan require amendment or is there some deficiency in the managing and operating of the port?

iv) Have all statutory requirements, surveys and local regulations been complied with?

v) Have there been any incidents in the previous year which call for review of the Safety Management System?

vi) Have the elements of the operations plan all functioned to the level expected of them? If not, what remedial action is being taken?

vii) Have emergency systems been tested, and is progress towards or the results of the annual major exercise being developed?

viii) Have appropriate notices been given?

ix) Have any consultees affected by any activity in the last period been consulted, and with what results?

x) Are there any upcoming changes, events, or problems to be considered, and if so, what action is being taken to prepare for them?

xi) What training has been carried out in the period, and what is planned both for the next period and the next year?

xii) Any other relevant considerations.

This monitoring should be recorded and signed by the Head of Environment and Wellbeing and Harbour Master and delivered to the Duty Holder by including it in the annual report with a recommendation that the Duty Holder Cabinet member for place commissioned services accepts the report. Once satisfied with its contents The Duty Holder formally approves the report making comments as appropriate.

7.5 External Reporting

Every port has had a duty to report any ship or crew with 'Apparent Anomalies or Deficiencies' which visits the port in accordance with Notice MSN 1832 (M). A copy of the relevant notice is contained with the freestanding documents. This legal requirement is placed on pilots as well and they must report to the Harbour Master or manager any vessel they board which they find has anomalies. If the vessel is seriously sub-standard, they are entitled to refuse to put the port at risk by moving the vessel.

The procedure to be followed is as laid down in that notice. That is, pilots should advise the Harbour Master who will in turn advise the MCA. Or if not reporting to a Harbour Master, pilots should advise the MCA direct by electronic means.

Reportable incidents defined by the Merchant Shipping (Accident Reporting and Investigation) Regulations 2012, and the Merchant Shipping (Accident Reporting and Investigation) (Amendment) Regulations 2012 are notified to the MAIB at the earliest opportunity.

In December 2023, the Department for Transport (DFT) requested further notification of any incidents affecting UK maritime assets or interests, including incidents occurring in or around UK waters, involving UK-flagged vessels or those with UK connections, and incidents involving UK citizens worldwide.

Reporting promptly to the Maritime Resilience team at DFT assists in mobilising resources efficiently, providing accurate situational reports to stakeholders, and complementing existing reporting regimes. Qualifying incidents should be reported by email to maritimeresiilience@dft.gov.uk.

7.6 Reporting of Incidents, Accidents or Disasters

Other than emergency services, the external authority to whom ship damages, stranding's, sinking's, fires and other events concerning ships or crews should be reported to is the MCA.

7.7 Internal Investigation and Reporting

All significant unplanned events within the port must be investigated by the Harbour Master as soon as possible after the event.

All staff within the port must be trained to record the event, making contemporaneous notes.

Whenever possible photographs should be taken. Photographs taken at the time are sometimes a most powerful way of dealing with questions after the event.

The objective always is to ensure that there is sufficient evidence to be able to draw conclusions about the event. Such contemporaneous records can be very important also in providing information for insurance interests, and in providing the employer or authority with the information to deal with any claims which may arise.

Where it is not practicable to make contemporaneous notes, those involved should be debriefed by the Harbour Master as soon after the event as is possible. In all cases the record must be agreed and signed by all parties involved.

7.8 Reporting

Reports on all significant unplanned events within the port should be addressed to the chairman of the SHA, Duty Holder and Chair of the Harbours Advisory Committee by way of:

a) The Head of Environment and Wellbeing.

In addition:

b) Copies go to the Chief Executive, SHA.

c) The Insurance Manager.

d) Dorset Council's Emergency Planning Officer.

7.9 Public Scrutiny

The plan showing conformity with the Port Marine Safety Code has to be available for public scrutiny. A copy of the latest plan should be lodged in a public place such as a library or available at the Harbour Master's Office. As an alternative, posting the latest plan on the Harbours website satisfies the Code's requirement that the plan should be publicly available.

Port Marine Safety Code - Lyme Regis Harbour