

Mr David Alker,

Hayle Harbour Authority Ltd
The Old Customs House
North Quay
Hayle
Cornwall
TR27 4BL

1st December 2014.

Dear Mr Alker,

Hayle Harbour Authority Ltd – Annual Audit of the Port Marine Safety Code

As the designated person for HHAL I have recently attended the harbour to review the marine operations practices and the safety management system with the Harbourmaster, Mr P M Haddock.

In assessing the harbours performance against the Port Marine Safety Code I have used the Maritime and Coastguard Agencies – “Guide to good Practice on Port Marine Operations” Aide Memoire – a completed copy of which is included with this letter and forms part of the audit report.

I am happy to confirm that in my opinion the HHAL are competently discharging their statutory duties as a Harbour Authority and complying with appropriate requirements of the Port Marine Safety Code.

The Safety Management System employed is working efficiently and the audit has showed a high level of compliance for a relatively small harbour with minimal staffing and resources.

I would like to draw your attention to the following points, which have been highlighted during the audit process:

1. A thorough and comprehensive internal audit was carried out by the Harbourmaster in August 2014.
2. Hayle Harbour is in a transitional period and I am informed that it is likely to eventually become a ‘trust port’ rather than a privately owned harbour. I think it needs to be reinforced to all concerned that the Duty Holder (and ultimately the organisation which is likely to be held accountable for all incidents and accidents within harbour limits) remains as ING until such time as the ownership of the harbour is formally transferred to another organisation.
3. Regular meetings between the Harbourmaster and the duty holders (ING) are becoming less frequent and more sporadic. Although phone / email

communication between individuals appears to be effective, I feel it is essential and 'best practice' for a regular, formal harbour board meeting to take place. Many harbour orders dictate a monthly meeting, however if this is overly incumbent perhaps a quarterly meeting in conjunction with the monthly Harbourmasters report would be more realistically achievable. For the avoidance of doubt, I would not consider the regular meetings of the Harbourmaster with HHAC to be a formal harbour board meeting.

4. The recent acquisition of a harbour vessel has required further risk assessment and training which has been competently achieved, however I would recommend that HHAL look into the appropriate coding for the vessel, as she is not operating within categorised waters. Whether she is operating commercially or not, achieving the appropriate coding demonstrates the harbours commitment to high safety standards and serves well should an accident occur in the future.
5. The commencement of sluicing operations in 2015 will need a careful risk assessment and further thought as to the manning requirements and working patterns of employees. Staffing levels have reduced from 6 employees to 2 and lone working, particularly during the non-office hours when sluicing is likely to occur is likely to be a high-risk activity. As a minimum, I recommend some sort of lone working alarm system be put in place.
6. The state of the main navigational channel into the harbour is still registered as HHAL's biggest risk. The position of the channel itself is, of course, virtually impossible to control with rapidly shifting sands influenced by tidal currents and weather patterns. Careful monitoring of the channel is achieved by timeline photography and aerial photography and notices to mariners are broadcast when major changes may affect traffic into and out of the harbour. Hydrographic surveying is difficult and costly, however more simplified surveying packages are commercially available and now the harbour has its own launch, there is a platform to gather the data should such a package be purchased.
7. The harbours emergency plan is currently under revision and consultation with the relevant stakeholders is underway.
8. Much time and effort has been spent to produce a comprehensive and accurate set of Standard Operating Procedures for the harbour. These SOPs are clearly written and effective guides, which provide an accurate procedure for many of the day-to-day routines undertaken by the harbour staff.
9. HHAL has applied for the power to make harbour directions, which are seen as a more expedient way of achieving the functions, which used to be fulfilled by byelaws. The results of the application are expected early in 2015.

10. Regular accident and incident reporting to the board is currently achieved via the Harbourmasters monthly written report.

In general terms I am of the opinion that Hayle Harbour is safely and effectively operated and I think that the two staff members should receive recognition for the time and effort they have put in to get such a comprehensive safety management system in place and functioning correctly.

Yours Sincerely,

Capt R M Atkinson.