**Harbour handbook**

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**2022 season notes**

* Only the smallest charging band remains unchanged.
* All charging bands are now £2/m
* Purchase 5 consecutive nights, could be purchased individually, and then get 6 & 7 free
* Shower code 234
* Cupboards in shower rooms with janitorial supplies. Code top cupboards 123, bottom 789
* Guest WiFi – network name RYHA Guest – Password RYHA Guest
* Launch fuel in outside cabinet by the RNLI lockers, keys on rack near safe
* CCTV coverage as last year
* End of day reconciliation procedure introduced
* Cleaning of facilities will again be done daily by HM/DHM/AHM
* Operating and manning regime will be the same as last year with DHM taken on for the summer season. Will enable two people to be either on the water or one on the water and the other ashore during summer season.
* Reservation form introduced for anyone booking PM5 & 6
* BACS:

Sort Code 09 01 50: Account number 04976207

The final transaction page should be witnessed as we have had payments that have not been received.

**Harbour Daily Checklist and Duty Hours**

Start and finish times will vary depending on the number of visitors and time of year.

The following are guidelines and may change during busy periods

April – Mid May; September - October

Mon –Sun. 0730 – 1200 1530 - ?

Mid May – August

Mon –Sun. 0730 – 1200 1330 - ?

In addition to the on the water work AHM/DHM should carry out the following:

**Weather Forecast – every day,** **including weekend and Public Holidays**

The 0700 Inshore water forecast for Selsey Bill through to St Davids Head (three areas) is printed and displayed, along with a current synoptic chart by the entrance to the Harbour Office and a copy kept in the visitor’s logbook for use on the water.

* Activate computer by moving mouse or switch it on. Password is hm1
* Open Google Chrome web browser
* If no internet connection switch off router, wait 30 seconds, turn back on and wait for connection to be re-established

Met Office Inshore Forecast

* Open New Word document
* In web browser Favourites banner click on “Print version Inshore”
* Select and copy title banner, but not Met Office logo, and General Situation and paste into Word document
* Select and copy the three areas that cover the area from Selsey Bill to St Davids Head, including the Bristol Channel and paste into Word Document
* Print two copies, one for notice board by office door the other for the visitor logbook folder.

Synoptic chart

* In web browser Favourites banner click on “Latest UK Met Office”
* Scroll down to the bottom of the first synoptic chart
* Move the cursor to just outside the border of the chart in the bottom right hand corner where there is a box with an arrow in it. Place the cursor on this box and it will change to a hand symbol.
* Left click once and a new pane will open with the synoptic chart displayed.
* Left click on the three dots in a vertical line which are in the top right-hand corner of the web browser page
* New pane opens and the 8th line down is print. Left click and a print preview page opens.
* Print two copies, one for notice board by office door the other for the visitor logbook folder.

**Morning checks – every day including weekend and Public Holidays**

* Listen to answer phone, record details of call and return if possible
* Check shower rooms (234) and clean, empty coins from shower meter (5432) replenish toilet paper and hand soap if required
* public toilet, check and restock toilet paper and hand soap if necessary, clean.
* rubbish sacks, replace as necessary with full sacks placed in green cabinet
* File previous berthing plans, but not the two previous days.

**Friday morning – additional tasks/information**

* Rubbish sacks to the top of the steps, place on road, not on banking or private land.
* Complete tasks on weekly check list and launch inventory, both sheets to be initialled
* Clean launch
* Clear launch propeller
* Tidy storeroom
* Go through the AHM file and manually update or other specific office task as directed.

**Afternoon checks – every day** **including weekend and Public Holidays**

* Listen to answer phone, record details of call and return if possible
* Check rubbish sacks replace as necessary, clear area.

**Kitley moorings notes**

The Kitley Estate has requested that only marked moorings to be used for visitors with the following conditions;

* only marked moorings to be used
* two nights maximum stay
* no multihulls
* someone must always remain on board.

The Harbour Master, DHM or Assistants will patrol the area on a frequent and regular basis. A list of the size of boat that is suitable for each identified visitor mooring in the Kitley area is in the Visitor record book.

**Anything that is noted as being abnormal, but not an incident or messages from members of the public or residents should be documented in the Harbour Master’s diary in the office.**

**Time sheets**

Blank time sheets are kept in the wire rack in the office. One time sheet per month per Assistant should be kept in the completed time sheet slot. These will be paid in arrears on a monthly basis based on the hours worked. Start and Finish times should be recorded against each day with time on the water recorded. Holiday pay will be paid in December based on the season hours worked.

Further blank forms are in the current forms folder.

**Incident Reports**

A report form should be filled out every time we are made aware of an incident that involves:

* Personal Injury,
* Damage to property
* Near miss (such as people ending up in the water)
* Speeding
* Aggressive behaviour (in addition to this form the summary log that is kept in the office should be filled in)

For accidents involving any of the following please contact HM or DHM.

* Death
* Injury, dangerous occurrence or disease that is specified by law
* Injury resulting in an absence from work of more than seven days
* Member of the public requiring immediate hospital treatment where the injured is still at the scene of the accident.

The RYHA is not to be considered as arbiter in any incident, just a record of facts and witnesses. All parties involved should exchange personal and insurance details.

Completed forms should be filed in the Incident/Complaints file and an entry made on the summary sheet in the Incidents/Complaints file.

Further blank forms are in the current forms folder.

**Handling of Complaints**

The RYHA complaints procedure with blank forms. Once a form has been filled out the Harbour Master or Deputy should be informed.

Filled in forms are to be filed in the Incident/Complaint file.

Further blank forms are in the current forms folder.

**Diving**

Commercial Diving in the river is only allowed once a Dive permit has been issued, which will be valid for 12-hour window.

If the operator is new to working in the river then various documents will need to be submitted to the HM for inclusion in the Dive Permit folder before a permit will be issued.

Leisure diving should only take place if details of the dive have been lodged with the Harbour Office. This is notification only, not a permit.

Further blank forms are in the current forms folder.

**Pollution**

In the event of a suspected pollution event contact the Harbour Master or Deputy Harbour Master.

A specific plan and information for dealing with an oil pollution is contained in Annex 8.1.7 of the Port Marine Safety Code.

Before contacting an organisation listed on the Emergency contact sheet please speak to either the Harbour Master or Deputy Harbour Master.

**Visitor Receipts/Berthing Plans/Harbour Guide**

Every visiting yacht is liable to pay visitor dues between 1st April and 31st October if they are moored to a buoy (resident or visitor) or pontoon after 1600. There is no anchoring allowed in the river north and east of Misery Point. Anchoring in Cellar Bay is free of charge.

Blank charge sheets are in the bottom of the cupboard immediately inside the office.

Blank Berthing Plans can be found in the wire rack or copies printed off using the blank from the Current Forms folder

Following payment of visitor dues a receipt will be written out and handed to the visitor. The receipt should record the details indicated and method of payment along with the shower code, 234. (The meter takes 20p and £1 coins. 20p will give 1 minute of power, so 1£ gives 5 minutes of power and you can add more if needed)

Location of boat, boat nights, contact details (mobile phone number) and whether payment has been received should be recorded on the berthing plan.

Each visitor will be offered a copy of the Harbour Guide. More guides can be found in the wire rack in the office or in boxes in the cupboard.

If a visitor has not been spoken to by the time you leave the water in the evening, a message should be left on the boat indicating that someone will return the following morning.

Payment of visitor dues can be by cash or card. Payment by cheque or BACS transfer will be accepted but are not preferred. (More information can be found in the payment section)

When a visitor charge sheet is full it should be left in the office for processing. Berthing Plans older than 5 day should be filed in the office.

Further blank forms are in the current forms folder.

**Payment of Visitor Dues and Sum Up**

The preferred method of payment of Visitors Dues is by card or cash.

Our card transaction processing company is Sum Up. The card reader transmits the data via a Bluetooth connection to a mobile phone with the Sum Up app. The mobile phone then transmits the information via the normal mobile phone network to our account with Sum Up. Specific training on this is required.

A visiting yacht can purchase 5 nights and receive the 6th and 7th night free. The purchase of the 5 nights can be made individually but they must be consecutive. Days paid for can be checked using the Berthing Plan or viewing the receipts given to the visitor.

No refunds are given, unless the circumstances are exceptional and with the approval of the HM or DHM, no credit for unused nights.

Payment by cheque and BACS transfers are acceptable under certain conditions but are not to be encouraged.

Cheque: must have Boat name, SSR number, Owner Name address and telephone number on back of cheque

BACS:

Sort Code 09 01 50: Account number 04976207

The final transaction page should be witnessed as we have had payments that have not been received.

End of day reconciliation

At the end of each day, and preferably whilst you are still out on the water, please reconcile the days visitor’s charges. This can be done for each payment receipt

as follows:

* Check card/cash has been selected on receipt and matches the Sum Up sales record
* Dates paid for marked correctly on Berthing Plan and receipt
* Contact details have been marked on Berthing Plan or receipt
* If card payment check SumUp sales register to ensure correct payment has been received.

A new charge for 2021 has been introduced.

From the 1st April to 30th September anyone launching any form of craft anywhere on the river for the day must pay. The annual charge is for people who day launch craft and then take them away at night (i.e. not left on the foreshore)

**Long stay visitors and bookings**

Some visitors may wish to leave their boat in the harbour for a period when it will be unattended. No further discounts, other than the pay for 5 nights and stay the week are available during the season, unless the stay is for four consecutive weeks or more. HM or DHM to provide discounted details.

There will probably be several moorings available for long stay, but it will depend on the duration of the stay and the length of the boat. Visitor moorings cannot be used for long term stay, but if it is not July or August pontoon berths may be suitable. There is a list of resident moorings available for long stay visitors in the harbour office and this should be used to determine suitability.

Contact details of the owner should be left in the HM diary or on the large whiteboard in the back of the office, along with the date the boat has paid up to.

Reservations can be made for PM1, Bridgend and Popes quay, please enter contact details on the booking form in the office filing cabinet by the entrance to the office. Reservations for PM5 and PM6 can only be confirmed once the appropriate booking form and payment have been received.

PM1: This is for craft between 40’ and 60’ with a total displacement of less than 25T. Normal visitor rates apply. 3\*40’ can be accommodated.

PM5 & 6: Booking form must be completed before reservation is confirmed. These moorings are for craft less than 6m LOA and 3 boats can be rafted on each one with suitable fendering. Bucket will need to cover propellor if raised. Normal visitor rates apply

Bridgend Quay Face and east side:

Can be booked for boats to go along side. Visitors pay the standard visitor night rate. Residents have 2 days free. After this time period a nominal charge is made. See charge sheet for details.

Bridgend East Beach

Can be booked for boats to stay if secured fore and aft, not alongside. Charges apply as above.

Bridgend West Beach

Can be booked for boats to stay if secured fore and aft, not alongside.

Popes Quay North side

Can be booked for boats to go along side. Visitors pay the standard visitor night rate. Residents have 2 days free. After this time period a nominal charge is made. See charge sheet for details.

Any bookings for these locations are to be noted in the Bookings file and if necessary, contact details in the HM diary with a note to say they are there.

Winter berthing should be referred to HM or Office Manager.

Bridgend Quay winter and summer storage should be referred to HM or Office Manager.

**Training**

The training log identifies the needs for RYHA employees. The training will be delivered in house where possible but outside providers will be used where necessary. The log can be found in the PMSC file Annex 8.1.10

**Checklists**

Yearly or monthly checklists will be completed by the Harbour Master or Deputy. The two weekly checklists Annex 8.1.6c (Weekly PMSC availability report) and Annex 8.1.6d (Launch inventory weekly PMSC availability report) should be filled in on a Friday and the inspecting Duty Harbour Master should note adequacy or deficiency for each item, and sign both entries. Any other defects could be recorded in the comments section for the week.

**Health and Safety**

The DHM and AHMs should read sections 3, 5, 6, 7, 8 of the Health and Safety manual and sign each year to say they have done so.

**CCTV**

Six cameras provide coverage within the harbour area. They can be viewed from the Harbour Master’s computer screen by accessing internet explorer (icon furthest to the right) via the quick link in the task bar at the bottom of the screen. There is also a dedicated screen on the desk which takes a picture feed direct from the CCTV system. This does not require any log in details and is not connected to the office computer system.

HIK Vision log in screen should be displayed (http://192.168.1.100/doc/page/login.asp?\_1580815199966)

User name: admin

Password pss42204220

Press Login

The images from the six cameras will be displayed in low resolution. To change domes to high resolution place cursor on stream icon next to video camera image. Press on Main Stream and image should now be displayed in high resolution. The four static cameras are fixed resolution.

To view single image place cursor on multi screen icon bottom left of image and select the single image. Then use forward and back arrows on the bottom right to scroll through the image to obtain the one you wish to view. IPdomes 1 & 2 can be controlled using the arrows and zoom facility in the top right of the screen.

Every hour on the hour both IPDomes will perform a tour of the harbour lasting about 15 minutes.

All cameras are continuously recording and the data will be stored for about 30 days. The four fixed cameras have motion sensors and will only record if they detect movement.

If the HIK Vision log in screen doesn’t display try turning the internet router off – wait 30 seconds and then turn it on. Wait for the router to reconnect to the internet. Whilst the router is re-booting close the Internet Explorer page. When the router has re-connected open IE. If the CCTV still doesn’t display contact the HM or DHM. The dedicated screen linked directly into the CCTV system should be viewed instead.

To activate the wiper on the two IP Domes scroll to preset 90 and click on the curved arrow.

To view historic data use the dedicated screen.

Left click the camera you wish to view from the screen with the live pictures displayed; right click and select playback. Left click the time window to be viewed. Double left click the date. The view will automatically start at midnight of the date selected. To choose a time window later in the day left click the right or left arrows below the 30 minute button. This will move th start time earlier or later from midnight on the date selected. Drag vertical yellow bar to the time that is to be viewed. The picture can be paused, speeded up or reversed using the command arrows in the middle of the screen at the bottom. Right click on the picture to revert back to live view.

Download data from the cameras.

Pictures from the cameras can be downloaded onto a separate storage device if they need to be preserved or handed over to law enforcement agencies.

If data is to be handed over then details of the data and who it was given to should be recorded in the harbour diary. This should only be done after an explanation of why the data is needed and official ID cards seen.

Download data using the dedicated screen.

Right click from the live view screen and select menu. Left click on export. Select the camera by checking the appropriate box. Select All for record and file type. Select start date and time and end date and time. Chapters of data will then be displayed. Each chapter can be viewed to ensure the correct footage has been selected by using checking the appropriate chapter and viewing it in the preview pane on the right of the screen. Once the correct chapters have been identified check the chapters to be exported. The size of the download can be viewed in the bottom left corner of the screen. Insert a suitable storage device in the USB socket at the front of the CCTV hard drive in the cupboard near to the door.

**Clothing and Safety Equipment**

The Deputy and Assistant Harbour Master(s) will be provided with the following:

* Baseball hat
* Fleece
* Deck Jacket
* Deck shoes
* Polo shirts
* Lifejacket – communal, located in the Harbour Office.

A selection of the above clothing should be used by the duty Harbour Master according to the weather during their rostered time.

**Aggressive behaviour policy**

How aggressive behaviour should be dealt with and recorded by RYHA staff, which can be viewed in the SMS annex 8.1.14

**Environment Policy**

The RYHA’s commitment to the environment, which can be viewed in the SMS annex 8.1.15

**Manual Handling and Risk Assessments**

Manual handling assessments for the following tasks have been completed and can be viewed in the SMS annex 8.1.16a-e

Drift wood recovery

Drift wood onto the pontoon

Launch fuel

Jump Start 4000

Risk assessments for the following tasks have been completed and can be viewed in the SMS section 4

Leisure risk

On the water risk

River risk

**Trinity House**

The RYHA is the Statutory Harbour Authority for the River Yealm, reference A0930

The RYHA Aids to Navigation (AtoN) consist of:

* Port hand mark. Lit Fl.R.5s; Outer Bar buoy
* Port hand mark. Lit Fl.R.3s: Inner Bar buoy
* Starboard hand mark. Unlit
* Outer Lead. One set of leading marks (white triangle with black vertical line on hill above Cellar Beach)
* Inner Lead. One set of leading marks (White can shape with red vertical line on Wembury side hillside)

There are various AtoN which are not the responsibility of the RYHA but are included in the inspection by the Local Inspector of Seamarks.

* Three under water power cable crossings are in the Kitley Estate section of the river and are the responsibility of Western Power.
* One phone cable crossing between the Brook and Noss Creek is the responsibility of BT

Trinity House audits.

* The Local Inspector of Seamarks will inspect the AtoN annually. This involves a physical inspection of all the marks within the Harbour Authority jurisdiction.
* On alternate years the Harbour Authority Navigation Plan and systems will be audited. This is an office based procedures audit.

Failure of any AtoN must reported to Trinity House via the PANAR system, this is online and will require account details and password to access.

Routine maintenance of the floating AtoN is carried out for the RYHA by River Yealm Mooring Services. Marks are maintained on an annual basis, with an interim inspection.

Local Notice to Mariners (LNtM)

These are notices that can be issued by the Harbour Master on behalf of the RYHA to notify local boat owners of changes to, or problems with the AtoN within the harbour or other hazards that could compromise the safe passage of vessels in the harbour.

They will be displayed on the external office notice board, web site and could be published in the Parish Magazines if the issue is to be long term. Numbering of LNtM should include the year and a number to indicate the sequence for the year (e.g. LNtM 01-2021)

Contact details for maintenance work to be carried out on third party AtoN or RYHA AtoN which is on private property.

Joe Alexander owns the land on which the upper triangle of the Outer Lead is situated. joedalex@gmail.com

The National Trust own the land the other beacon sits on along with the two beacons on the Wembury hillside.

Tom Weekes – Team Manager 01752 502050 tweekes@westernpower.co.uk

**Boat size limits**

**Resident**

Moorings; 45’ and 20T

Yealm Steps pontoon 11’ LOA

 4’ beam

no outboards

Rowlocks to be stowed

Painter >2m

Newton Creek 26’

Outhaul max 16’ including raised or tilted outboard. Some areas which are crowded may require shorter boats.

Bridgend winter storage 27’ max 18 boats

Bridgend summer storage 15’ Max 27 boats

**Visitor**

PM1 Max 1\*60’ or 3\*40’ and 25T

PM2 & 3 Max 3\*40’ and 25T

PM4 Max 3\*33’ and 25T

PM 5 & 6 Max 3\*20’ and 10T

Main and Top Pontoon Up to three abreast on each side

**Key Holder list**

**Fishing**

The Devon and Severn IFCA website will give the latest conditions and sizes of which species can be caught and by what method. These change regularly. Fishermen should be asked to view these if they have any questions and abide by them.

River Yealm Harbour Authority Regulation 16 – probably out of date if referenced to the above.

16.1

Before fishing in the harbour you should familiarize yourself with the relevant regulations by contacting Devon and Severn IFCA

Fishing for Bass from a vessel between 1st May and 31st December is prohibited. At all other times the minimum landing size is 36cm. Trawling, dredging, netting, potting and crab tiles within the harbour are generally prohibited.

16.2

Line fishing has been allowed from the pontoons at Yealm Steps for many years. However, line fishermen are expected to give priority to other users, dispose of their own rubbish and leave the pontoon in a tidy condition.

Fishing from the pontoon during daylight hours is now prohibited between 1st April and 30th September.

As a rough guide the following principles could be applied:

Between 1st January and 30th April you can fish from the shore or from a boat for anything with any type of bait.

Between 1st May and 31st December fishing from a boat for Bass is prohibited (regardless of type of bait used) or the use of sand eels as bait (regardless of the type of fish targeted) is prohibited.

Suspected Illegal fishing should be reported to Devon and Severn IFCA. Contact numbers are on the Phone Number Contact List.

Known suspicious vessels

PH993 Blue Dory Shane Barton Blue Discovery P reg

PH5580 Dark Blue dory “Top Dog” Dean (Paco) Rollinson Silver Discovery

PH1010 Black Dory “Black Pearl” Nicky Martin

PH1007 Black Dory Dark Blue Mercedes

PH996 Blue Dory Porky Grainger Silver Mondeo estate

**Flare disposal**

**Flares and the law**

It is an offence to:

* fire flares on land or in a harbour
* fire flares at sea for testing, practice or as fireworks
* dump pyrotechnics at sea
* leave flares to be discovered

Damaged or out of date flares should never be used. They should be disposed of safely as soon as possible.

**Disposing of unwanted flares**

Only contact HM Coastguard when all other means of disposal have been exhausted. Our facilities are very limited and we can only accept a small number of flares from individuals.

Before contacting HM Coastguard try:

* the place you bought them, they may offer a ‘take back’ scheme
* marinas, a small charge may apply
* life raft service stations, some offer a service
* the local council, they may be accepted at local recycling centres

If you are still unable to dispose of flares you can then contact your nearest coastguard licensed site, listed below. We will advise if we can help. We do not provide a collection service and we are unable to accept flares from commercial organisations.

HM Coastguard has no responsibility for disposing of flares. We accept them at our own discretion and our storage facilities are limited. Only some of our locations are licensed to store flares.

On contacting a Maritime Rescue Coordination Centre (MRCC) you will be asked:

* who you have previously contacted to arrange disposal
* how many flares you need to dispose of
* how old they are
* what condition they are in

If we can help, we will arrange for a time for you to deliver the flares. You may be expected to travel a long distance, or wait several weeks depending on the facilities available in your area.

Do not turn up at HM Coastguard premises without prior agreement. The

majority of coastguard locations are not licensed and you will be turned away.

Do not collect flares from others. We only accept a reasonable number of flares from individuals in line with the Royal Yachting Association (RYA) carriage recommendations. We do not accept flares from commercial organisations.

Do not leave flares to be discovered. It’s against the law and dangerous. You may be prosecuted if you leave flares outside coastguard, RNLI, police, or fire service premises. Flares may be picked up by children who could be seriously injured or killed as a result.

Do not put flares in household rubbish, garden waste or public litter bins. They can cause extensive damage to refuse collection facilities and may injure persons who come into contact with them.

HM Coastguard Pendennis Point

Castle Drive

Falmouth

TR11 4WZ

Tel: 01326 310802

Torbay Coastal Operations Base

Unit 24 Higher Yalberton Road

Paignton

Devon TQ4 7PD

Tel: 07901 517039

**Bridgend lift out and relaunch**

A maximum of 18 boats up to 27’ long can be stored on Bridgend Quay over the winter.

Booking starts in January and names of owners and boats, along with their details are kept in the Booking File.

In early September Plymouth Boatyard and Marina should be contacted by the HM to arrange a suitable date for liftout and availability of a crane should be confirmed by them. (Ian, Andy, Mark 01752 266564)

A tide height of 5.00m gives approximately 2.1m of water at the end of the quay. The suitability of any suggested date will be determined by the deepest draft of the boat booked to go onto the quay.

Atmospheric pressure will affect the tide height so some allowance for a potential high-pressure system should be made.

Approximately 4 weeks before lift out owners should be contacted to confirm that they still want a space. The storage cost should be confirmed, and the owner given the details of Plymouth Boatyard and Marina and encouraged to find out the approximate cost of craneage as this is organised by them. Details of any other restrictions should also be communicated e.g., access for boat owners during lifting operations.

Details of the lift out date should be confirmed with any third party who is looking after boats for absent owners (Phil Carter)

The Harbour Office will supply Plymouth Boatyard and Marina with a list of owner’s details so that they can be invoiced for the craneage charge.

The Harbour Office will invoice owners separately for the storage charge.

Summer storage dinghies should be removed at least three weeks before the lift out date. Owners may need to be contacted to remind them of this.

Notification of the lift should be paced on the road into the quay approximately 3 weeks beforehand. This is usually attached to the yellow canister which is kept in the wet room.

Replace the chains on the quay, for lift out, so that boats can put bow and stern lines down. Remove the chains following relaunch. They are in the fuel cabinet and can be taken up in the launch.

Two weeks before put a flyer through each letter box of houses who may use Bridgend for parking informing them of the date.

Night before the lift put a flyer on the windscreen of any car parked on the quay.

Day of the lift put up barriers to stop cars entering the quay area and control pedestrian access to the lift area.

**Chains at the Brook, Popes Quay and Point**

The chains at the above location, along with those on the foreshore at Bridgend Quay are owned and maintained by the RYHA. River Yealm Mooring Services carry out the inspection and maintenance work.

Vessels stored on these chains should be able to be manhandled by two people.

**The Brook**

 West of Slipway Top chain; three blocks approx. 11m & 10.5m apart.

 Lower chain; two blocks approx. 22.3m apart.

 East of slipway Top chain; two blocks approx. 10.7m apart.

 Lower chain; two blocks approx. 11m apart.

**Popes Quay**

 North of Voss Top chain; three blocks approx. 12.2m & 12.6m apart.

 Lower chain; three blocks approx. 12.5m &12.1m apart.

 South of Voss Top chain; two blocks approx. 15.7m apart.

 Lower chain; two blocks approx. 14m apart.

**Point**

Between Voss access steps and private steps downstream, 9m length of chain held by 3 iron spikes.

Lower end; 3 blocks approx. 13m and 14-15m apart, longer stretch has no corresponding top chain.

**Contingency Planning**

It is recognised that each emergency will have a unique combination of circumstances and the most effective response will depend on a degree of flexibility. These checklists have been formulated to suggest what possible action may be taken in the most likely emergency situations, however they are not exhaustive:

If any of these situations occur the Harbour Master or Deputy should be informed. See Annex 8.1.4 of SMS for additional information.

Actions and decisions should be recorded in an Incident Log, a copy can be found in 8.1.4

Scenarios covered.

Oil spill

Major oil spill

Fire or Explosion on any vessel at moorings or underway

Grounding of Vessel (for more than one tide)

Major collision

Mud Stranding

Missing person or boat

Medical