APPENDIX 1

THE PORTS OF

MINEHEAD and WATCHET

PORT OPERATIONS MANUAL

(Compliance with the Port Marine Safety Code)

Revised

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Part 1 – West Somerset Council's Ports - General

1.1 Ports under the authority of West Somerset Council.

West Somerset Council is the Statutory Harbour Authority (SHA) for the ports of Minehead and Watchet. It is also the Competent Harbour Authority (with powers under the Pilotage Act 1987) for Watchet.

Minehead

Is a small tidal harbour whose normal operations include:-

- Use by charter vessels, and trip boats
- Use by small fishing vessels
- Use by small leisure craft

There are also occasional visits to the port by day trip passenger vessels and traditional sailing vessels.

Watchet

Is divided into the outer harbour which is wholly tidal, and dries at low water, and a marina or inner harbour which is fitted with a "half tide" gate.

The Marina is a terminal within the harbour and is operated by Watchet Harbour Marina Ltd. under a 125 year lease with a commencement date of 27th July 2001. Vessels using the Marina transit the western section of the outer harbour.

In recent years the only use of the outer harbour has been occasional visits to the port by day trip passenger vessels and limited to access via the slipway in the NW corner. No moorings are provided in the outer harbour.

1.2 Duty Holder

The Port Marine Safety Code states:-
"Each harbour authority must have a ''duty holder'' who is accountable for its compliance with the Code and its performance in ensuring safe marine operations in the harbour and its approaches. For most harbour authorities, the role of duty holder is undertaken by members of the harbour board who are (both collectively and individually) accountable for marine safety under the Code."

West Somerset Council's Full Council is the Duty Holder for the ports under their jurisdiction.

1.3 Designated Person

The Port Marine Safety Code states:-
"Each harbour authority must appoint an individual as the designated person to provide independent assurance directly to the duty holder that the marine safety management system, for which the duty holder is responsible, is working effectively. Their main responsibility is to determine, through assessment and audit, the effectiveness of the marine safety management system in ensuring compliance with the Code."

West Somerset Council have appointed Natalie Green as their Designated Person for the Ports of Minehead and Watchet.

1.4 General Policies

As required by the Port Marine Safety Code (PMSC), West Somerset Council publishes its policies, plans and periodic reports, setting out how they comply with those standards and these are found below:-

STATEMENT OF POLICY

West Somerset Council as the Statutory Harbour Authority (SHA), and in the case of Watchet, the Competent Harbour Authority (CHA), is committed to providing and operating their ports safely and reliably for the benefit of all users and staff.

West Somerset Council will conduct regular reviews of all its activities and safety provisions to ensure that they remain the most appropriate and continue to be carried out to the highest standards.

The SHA will ensure that the best standards of good governance and management current at any time are applied to their ports.

The SHA and its authorised officers are aware of their environmental commitments and strive to ensure that their ports are managed in accordance with best practice.

The SHA will continue to ensure that standards within their ports meet the demands of Government and the ever rising expectations of society at large.

MARINE SAFETY POLICY

The Council and its staff will ensure marine safety by:

- Undertaking regular risk assessments.
- Providing a safe environment for navigation through aids to navigation and conservancy.
- Operating port infrastructure safely and efficiently.
- Regulating activities within the port as required by statute.
- Training and educating staff and stakeholders as appropriate.
- Strict application of the Port Marine Safety Code and its supporting Guide to Good Practice through this Marine Operations Manual.

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 to the lowest practicable level.

CONSULTATION

All regular users and interest groups have and will be consulted in the creation and revision of this document. Provision is made under the assessment procedure for any change which affects a stakeholder to be consulted before or at the time of any such change.

1.5 Professional Staff

The Council has contracted Capt. K. Badsey to provide strategic Harbour Master services and has one member of staff in attendance at the harbours as an Assistant Harbour Master, managing routine operations and works within the harbour.

Part 2 – The Port of Minehead

2.1 Local legislation and general description

2.1.1 Geography

Minehead lies on the north coast of Somerset at 51° 13'N, 03° 28'W. It is a small, easily accessible harbour with an open, clear approach.

The harbour is protected by a pier curving East which provides protection from Northerly winds, however the sea may break over it in gales at mean high water springs. Submerged ruins lie to the North and NNW of the pier marked by unlit beacons in approximate positions 010°x 305m and 299°x 300m from the pierhead.

Strong SE winds may cause a swell at spring tides approximately 1½ hours each side of HW which can produce uncomfortable conditions in the harbour.

The harbour dries out completely at low water to about a quarter of a mile to seaward of the pier end. The bottom is sand with a variable layer of silt on top.

2.1.2 Local Acts

The earliest listed legislation for Minehead is an Act of 1823, followed by an order dated 1895. Both were partially repealed by the current extant legislation namely: The Pier and Harbour Order (Minehead) Confirmation Act 1952. (Cited as the Minehead Harbour Order 1952.)

The Minehead Harbour Order 1952.
"Provided for the vesting in the urban district council of Minehead of the Minehead Harbour to confer powers on the council with reference thereto and the maintenance management and improvement thereof and for other purposes."
The 1952 Order also detailed the application of the Harbour Clauses Act of 1847.

2.1.3 Port Limits

The port limits as defined within the Minehead Harbour Order of 1952 are:

"The limits within which the Council shall have authority and within which the powers of the harbour master may be exercised shall comprise the works and an area below high-water mark bounded -

(*a*) on the west by the western side of the groyne which runs in a northerly direction from the north side of the harbour jetty by a straight line drawn in continuation of the western side of the said groyne to low-water mark by the north-western side of the harbour jetty and by the sea wall between the western extremity of the harbour jetty and the slip leading from Quay Street to the harbour bed ;

(*b*) on the south-west by the sea wall from its commencement at the southern end of the slip leading from Quay Street to the harbour bed to a point one hundred and sixteen yards or thereabouts to the south-east thereof ;

(*c*) on the south-east by an imaginary straight line commencing at the point last described and running due north-east to low-water mark ; and

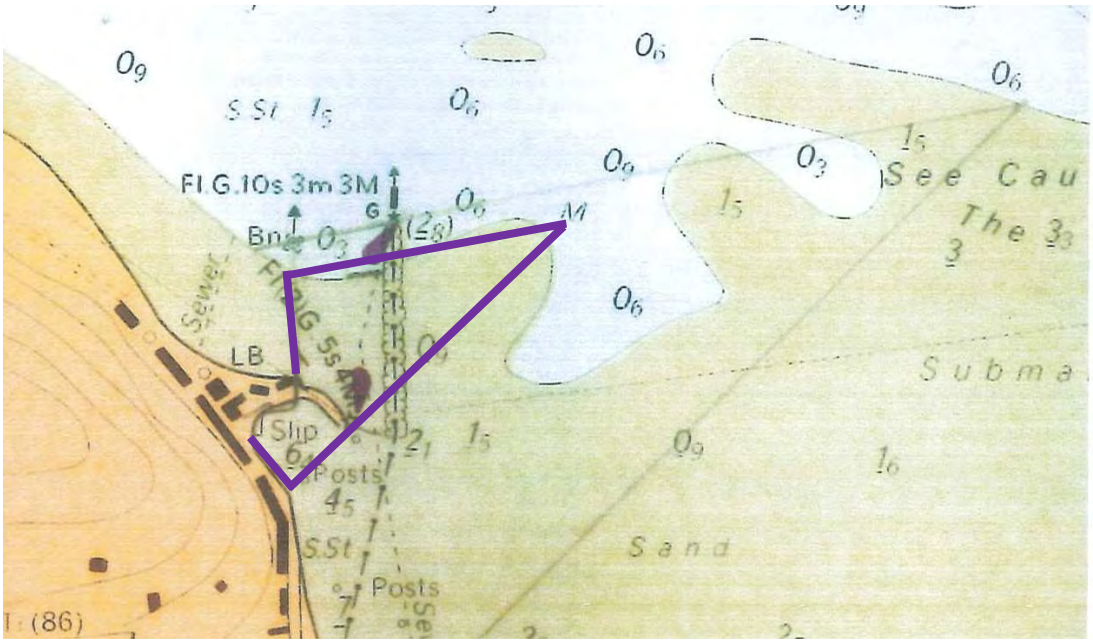
(*d*) on the north by low-water mark between the northern extremity of the boundary referred to in paragraph (*a*) and the north-eastern extremity of the imaginary line referred to in paragraph (*c*) ;

which limits are in this Order referred to as " the limits of the harbour ".

(2) The limits within which the power to levy rates may be exercised (in this Order referred to as " the rating limits ") shall comprise the harbour and the works.

The terms high or low water marks are defined within this document as Mean High Water Springs or Mean Low Water Springs as detailed within the UK Hydrographic Office publications and charts.

"The works" means and includes the piers, quays, roads, buildings and works and all conveniences connected with the harbour or constructed purchased or otherwise acquired by the Council under this Order.



Plan indicating the Minehead Harbour Limits.

2.1.4 Tides and Tidal Range

The tides are a dominant feature of life at Minehead.

On all tides the harbour dries and actual depths within the harbour are liable to change due to frequent siltation and erosion.

The mean tidal ranges at Minehead are:

MHWS	MHWN	MLWN	MLWS
10.6	8.1	3.4	0.9

All above Chart Datum, which is 5.4m below Ordnance Datum Newlyn.

2.1.5 Anchorages

The best local anchorage lies in Blue Anchor Roads (51°12'N 003°23'W) in 7m of water. This is between 2 and 3 miles to the East of the Harbour.

2.1.6 Ship Parameters

Vessels of up to 75m in length and 2.5m draft have been accommodated in Minehead.

2.1.7 Pilotage

There is no pilotage service at Minehead.

2.1.8 Byelaws

West Somerset Council has powers to make Byelaws contained within section 34 of the Minehead Harbour Order 1952.

The Minehead Harbour Bye-Laws 1962 are attached as Appendix 7.

2.1.9 Directions

There are no formal directions in force. West Somerset Council do not currently have any powers to make general directions at Minehead.

2.2 Berth Operators and Private Users

2.2.1 Freight

There are no freight activities at Minehead.

2.2.2 Passenger Ships

Day trip passenger Vessels

In the summer season the day trip passenger vessels Oldenburg, Balmoral and the paddle steamer Waverley have called at Minehead.

Trip Boats

Coded vessels based in Minehead excursions around the local beaches and coastline.

2.2.3 Leisure Use

The port currently provides moorings for both permanent and visiting craft within the enclosed harbour. Details are given in appendixes 5 and 6.

Whilst the port is a ‘working harbour’ there are a number of pedestrian visitors and the area can be crowded with the general public. This has safety implications. There are also various events staged at the harbour. Large crowds do sometimes assemble on the harbour walls and environs at these times.

2.2.4 Fishing Vessels

Minehead is an active fishing port. The fishing boats, based at Minehead, are locally owned and the same families have carried on the trade for generations. The fleet comprises hand line, pot boats, drift net craft, and trolling/line fishing boats, but as with the trip boats there is a good deal of swapping of function with the seasons.

2.2.5 Charter Boats

Deep sea angling boats which charter by the day, operate from Minehead.

2.2.6 Seasonal Usage

Due to its exposed position Minehead has developed a seasonal style of operation. The majority of the boats based at Minehead are taken out of the water in the autumn, and laid up ashore for the winter or over winter at other more sheltered ports. Some of the commercially-operated fishing boats work throughout the year but even they are subject to prolonged stays in harbour during winter storms.

2.2.7 Designated Nature Conservation Sites

SSSI's

There are no SSSI's within the Port limits.
The closest are: - Greenaleigh Point – One mile to the West of the Harbour
Blue Anchor to Lilstock Coast – Two miles East.

Marine Conservation Zones

At the time of producing this document no MCZ's had been designated in or adjacent to the port of Minehead.

More information is available on SSSI's and MCZ's within appendix 10 to this manual.

If any Nature Conservation Sites are designated in future, that impact on operations at Minehead, any management processes required will be detailed within appendix 10.

Part 3 – The Port of Watchet

3.1 Local legislation and general description

3.1.1 Geography

Watchet Harbour lies on the north coast of Somerset at 51° 13'N, 03° 28'W. It is a small, tidal Harbour. The outer harbour dries out completely. The harbour is used mainly by pleasure craft. Watchet Harbour Marina occupies the SE section of the harbour.

The harbour, fronted by a drying rocky foreshore, is protected by a Western Pier, approximately 210m in length, which extends NE then ENE from the shore, and Eastern Pier which extends NW from the shore and is about 110m in length; the entrance between the piers in 28m wide.

Prevailing winds are from N, NW and NE. Gales from NW and NE bring a heavy sea into the harbour and cause uncomfortable conditions alongside the W breakwater.

3.1.2 Local Acts

The earliest listed legislation for Watchet is an Act of 1860, followed by an order dated 1902, the Watchet Urban District Council Act of 1934, and the Watchet Harbour Revision Orders of 1970 and 2000.

The Watchet Harbour Act, 1860.
"For making better Provision for the Maintenance, Regulation and Improvement of Watchet Harbour; and for other purposes."
The 1860 Act incorporated the Harbours, Docks and Pier Clauses Act of 1847. The limits of Watchet Harbour are defined within section "v" of the 1860 Act.

The Watchet Harbour Order 1902.
A provisional order to transfer the undertakings and powers of the Watchet Harbour Commissioners to Watchet Urban District Council.

Watchet Urban District Council Act of 1934.
Extended the powers of Watchet Urban District Council in relation to land within the port area.

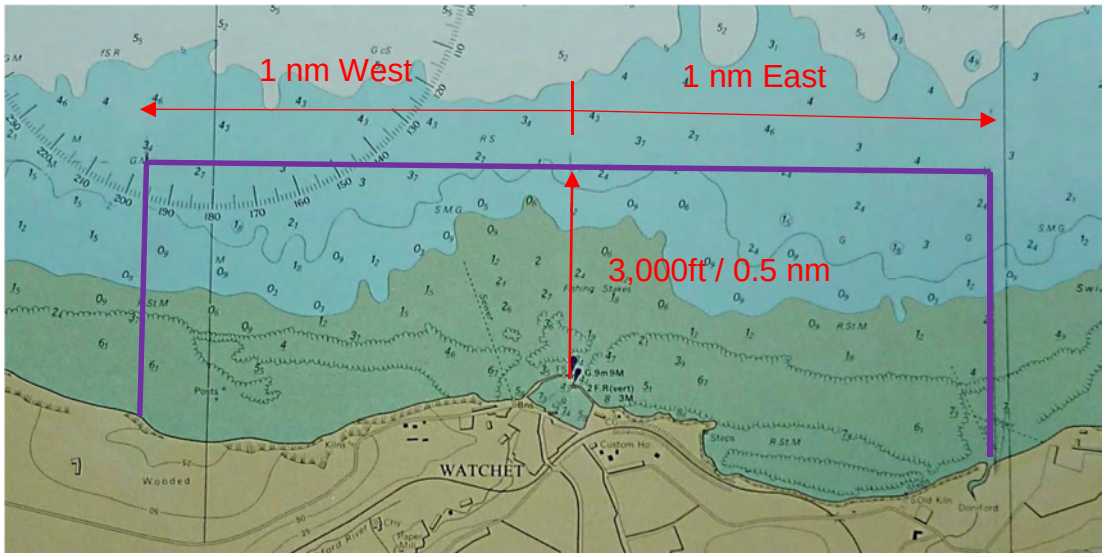
Watchet Harbour Revision Order 1970
Extended the powers of Watchet Urban District Council in relation to land within the port area.

Watchet Harbour Revision Order 2000
Authorised West Somerset District Council to undertake works at the harbour to construct and operate a Marina, and generally updated their duties and powers as a Statutory Harbour Authority.

3.1.3 Port Limits

The land holdings of the port were shown on plans detailed within the harbour acts of 1860 and earlier. The seaward port limits are defined within the Watchet Harbour Act, 1860 as:

“An imaginary line drawn due east and west three thousand feet north of the beacon at Watchet, and two imaginary lines drawn respectively due north and south, one of them at one nautical mile or six thousand feet eastward of the beacon and the other at one nautical mile westward of the beacon.



Plan indicating the Watchet seaward Limits.

3.1.4 Tides and Tidal Range

The tides are a dominant feature of life at Watchet.

On all tides the harbour dries and actual depths within the harbour are liable to change due to siltation and erosion.

The mean tidal ranges at Watchet are:

MHWS	MHWN	MLWN	MLWS
11.3	8.5	3.6	1.0

All above Chart Datum, which is 5.8m below Ordnance Datum Newlyn.

3.1.5 Anchorages

The best local anchorage lies in Blue Anchor Roads (51°12'N 003°23'W) in 7m of water. This is between 2 and 3 miles to the North West of the Harbour.

3.1.6 Ship Parameters

Vessels of up to 70m in length and 5.6m draft have been accommodated in Watchet outer Harbour. There is no practical beam restriction other than as dictated by the 28m width of entrance and safe manoeuvring onto the Western Breakwater where large vessels are moored.

Note: In recent years the only large vessel to visit Watchet has been the day trip passenger vessel Balmoral. She only uses the harbour over High Water and does not rest on the bed at any point.

3.1.7 Pilotage

West Somerset Council are the Competent Harbour Authority for Watchet with powers under the 1987 Pilotage Act. However since the opening of the Marina use of the outer harbour by commercial vessels has been limited to occasional visits by the passenger vessel Balmoral and the provision of a Pilotage service is no longer viable.

3.1.8 Byelaws

West Somerset Council has powers to make Byelaws contained within section 27 of the Watchet Harbour Revision Order 2000.

To date no Byelaws have been made under the HRO, however The Watchet Harbour Bye-Laws 1942 made under the Watchet Urban District Council Act of 1934 are still in force and are attached as Appendix 8.

3.1.9 Directions

West Somerset Council have powers to make general directions within section 21 of the Watchet Harbour Revision Order 2000.

To date no general directions have been made.

3.2 Berth Operators and Private Users

3.2.1 Freight

There are no freight activities at Watchet.

3.2.2 Passenger Ships

Day trip passenger Vessels

In the summer season the day trip passenger vessel Balmoral calls at Watchet.

Trip Boats

Coded vessels based in Watchet Marina offer excursions around the local beaches and coastline.

3.2.3 Leisure Use

The port currently does not provide any moorings for leisure craft within the enclosed harbour. There is however access to the outer Harbour via a slipway in the western corner.

Whilst the port is a 'working harbour' there are a number of pedestrian visitors and the area can be crowded with the general public. This has safety implications. There are also various events staged at the harbour. Large crowds do sometimes assemble on the harbour walls and environs at these times.

3.2.4 Fishing Vessels

No fishing vessels operate from the outer harbour, however a number are based in the Marina.

3.2.5 Charter Boats

No charter boats operate from the outer harbour, however a number are based in the Marina.

3.2.6 Seasonal Usage

Watchet Harbour like many on the Northern Coasts of Cornwall, Devon and Somerset tends to be seasonal in use with a significant reduction in activity over the Winter.

3.2.7 Designated Nature Conservation Sites

SSSI's

The seaward harbour limits outside the enclosed harbour are wholly within the Blue Anchor to Lilstock Coast SSI. (Watchet to At Audries Cliffs (003)).
The enclosed harbour is not within the SSSI.
Currently there are no operations conducted by West Somerset Council within the outer harbour area that are likely to have an adverse impact on the SSSI.

Marine Conservation Zones

At the time of producing this document no MCZ's had been designated in or adjacent to the port of Watchet.

More information is available on SSSI's and MCZ's within appendix 10 to this manual.

If any Nature Conservation Sites are designated in future, that impact on operations at Watchet, any management processes required will be detailed within appendix 10.

4. Key Performance Indicators

West Somerset Council as the SHA for Minehead and Watchet has set itself the following key performance indicators, all of which conform to the best practice requirements of the Port Marine Safety Code and its appending Guide to Good Practice.

4.1 Navigation

Operate the port to provide a 100% incident free, good and safe service to its users.

4.2 Conservancy

Navigation marks will be fully maintained to Trinity House standards.

4.3 Hydrography

Any Hydrographic data collected as a result of bathymetric surveys will be published appropriately and the Hydrographic Office notified.

4.4 Emergencies

Ensure ongoing training is maintained in all emergency procedures within the port and undertake appropriate exercises on an annual basis.

4.5 Consultation

Harbour users to meet with the Harbour Authority on a regular basis. (At least once a year)

4.6 Audits and Assessment

Ensure assessment is carried out with periodic internal reviews of all port functions. See section 2.11 on audit and assessment for details.

Carry out regular audits to ensure that all risks remain as low as reasonably practicable.

5. Safety Management System

5.1 Introduction

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.

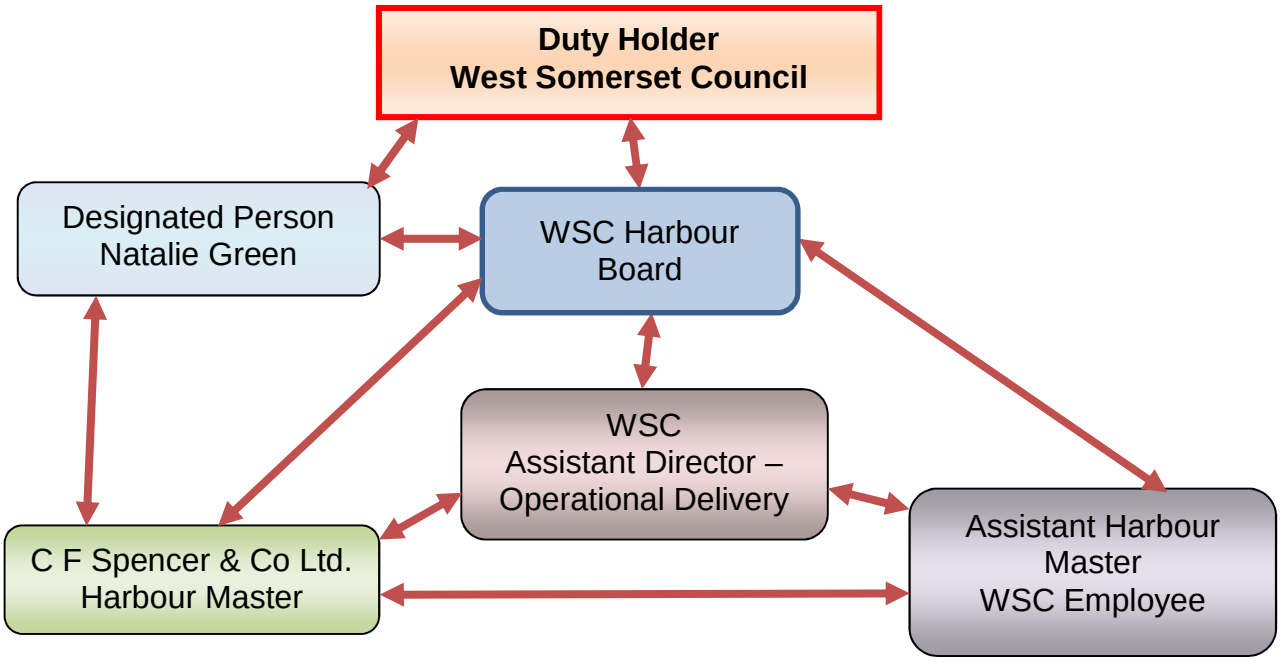
To comply with this, the hazards within the port of Minehead and Watchet have been identified, the risks associated with each evaluated and the element of the Safety Management System which applies to that risk described.

5.2 Functions to which the Code applies

"The Code covers responsibilities for port marine safety but does not purport to cover all the legal duties or responsibilities of organisations or all of their safety responsibilities. The Code does not, for example, relate to duties and responsibilities deriving from health and safety legislation, and (with some exceptions) those relating to the safety of vessels under the Merchant Shipping Acts. However, it has been designed so that compliance with the good practice guidance in the Code should be fully compatible with other duties and responsibilities.

Note: "A successful prosecution has been brought against a harbour authority for breach of section 3 of the Health and Safety at Work Act 1974, in that non-compliance with the fundamental elements of the Code evidenced a failure to provide a safe system of work."

5.3 Line of Authority



5.4 Structure of the Safety Management System

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

1) The operations plan lays down the practical day-to-day working practices of the port.

2) The Formal Risk Assessments identify and grade the risks likely to occur within the ports of Minehead and Watchet.

3) Control measures listed in Appendix 1 and 2; respond to risks identified in the Formal Risk Assessments.

5.5 Free-standing plans to be adopted into the scheme

There are two plans adopted into the scheme:-

Minehead & Watchet Oil Spill Contingency Plan	Appendix 3
Waste Management Plan (If required)	Appendix 4

5.6 Codes of Practice

Rules for Harbour Users have been developed over the years to enhance safety for users. These are attached in appendix 5.

5.7 Integration of the elements

Overall responsibility for the safe operation of the port rests with West Somerset Council as the Duty Holder, (west Somerset Council's Cabinet). The Council have contracted C F Spencer & Co Ltd. to provide a qualified, experienced Harbour Master, (HM) in a strategic management role. Day to day operations are undertaken by a council employee in the role of Assistant Harbour Master, (AHM). Both C F Spencer and the AHM will report to the council's Assistant Director – Operational Delivery and the Council's Technical Officer.

6. Operations Plan

6.1 Overview of Port Movement Control

6.1.1 Minehead

Minehead is a small tidal port. The regular users are a mix of leisure craft and small fishing vessels. (Pot boats and Charter Angling trips). The regular users are fully familiar with the port and its systems.

Generally navigation control is self-regulating and incidents are rare.

The day trip passenger vessels Balmoral and Waverley visit the port during the summer season with on average four visits by Balmoral and two by Waverley, per year.

6.1.2 Watchet

Given the infrequent use of the outer harbour at Watchet, control of vessels is generally managed by Watchet Marina. Where circumstances require the Assistant Harbour Master will co-ordinate activities and direct traffic in the outer harbour as required.

The day trip passenger vessel Balmoral visits the port during the summer season with on average four visits a year.

6.2 Communications

6.2.1 Minehead

Communications within the port are by VHF radio, using channel 12 VHF. The fishing vessels boats use channel 8 for inter-ship calling, and the Trip vessels channel 14.

6.2.2 Watchet

Communications within the port are by VHF radio, using channel 80 VHF.

6.3 Collision Regulations

Vessel movements in both ports are carried out in conformity with the “Coll Regs” (The International Regulations for Preventing Collisions at Sea 1972) as amended.

6.4 Navigation Control

Navigation control is carried out by the Assistant Harbour Master using VHF radio.

6.5 Speed Limits

The speed limit within both harbours is 3 mph.

6.6 Vessel Traffic Services (VTS)

There are no VTS services at Minehead or Watchet.

6.7 Passage Plan

There is no passage plan system at Minehead or Watchet, as there are no pilotage services.

6.8 Pilotage

There is no Pilotage service offered at Minehead or Watchet.

6.9 Training and Qualifications

The Port Marine Safety Code requires “trained, qualified and experienced” people in positions of responsibility for safety of navigation.

West Somerset Council will follow the advice in the guide to:-

- Use the published national occupational standards (or an equivalent set of standards) as a basis for recruiting and developing staff, as part of their training strategy;
- Apply an agreed assessment methodology to enable the standards to be applied;
- Review whether existing staff meet the standard;
- Ensure personnel have the necessary professional qualifications, certificate of competency (or are working towards them);
- Ensure personnel have enough relevant experience (dry and wet-side) to be effective in the post.

<u>Port Training</u>

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

6.10 Passenger Vessel Operations

The pleasure steamer Balmoral visits both Minehead and Watchet approximately 3 - 4 times each year.

The paddle steamer Waverley visits Minehead 2 – 3 times a year.

All visits are during the summer season.

6.11 Angling Charter or Trip Boats

There are a number of trip charter boats based at Minehead.

These boats may change function to some extent as demand fluctuates.
All are certified under the MCA's approved Codes of Practice.

The trip boats are a self-regulating group as far as the law will allow them to be.

The trip boats embark and disembark passengers within the harbour from the steps at the Eastern end of the pier when there is sufficient depth of water.

6.11 Freight Activities

There are no freight activities at either port.

6.12 Hazardous Goods

There are no hazardous goods movements at the ports.

6.13 Leisure Activities

A considerable part of Minehead's activity relates to leisure users within the harbour.
Leisure use of the outer harbour at Watchet is limited to vessels launching from the slipway.

The Minehead Harbour Association, and Watchet Harbour Advisory Committee

Represent both leisure and commercial users at the respective harbours.

Yachts

A limited number of yachts (able to take the ground) visit Minehead in the summer season.

Swimmers

Members of the public and holidaymakers use the beach at Minehead, swim in the harbour and walk on the pier, and the marine activities of the port have to be managed to take account of this activity.

Swimmers can also be an issue in Watchet.

6.14 Fishing Vessels

There are a small number of fishing boats based at Minehead, all owned and operated by local people. Through the seasons there is a tendency for the function of the boats to shift between potting and drift-netting. The boats are small craft, generally with one/two-man crews, and usually operate by day.

6.15 Tugs

The nearest tugs are based at ports along the coast of South Wales, or Bristol.

6.16 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.

6.17 Wrecks

There are no wrecks in any position close to the navigable channels. The system for dealing with any vessel which should be wrecked in the future is contained in the emergency plan.

6.18 Conservancy

Minehead conservancy scheme consists of a flashing green light on the pier head light tower, Fl(2)G 5s, a flashing green light on the beacon marking the outfall, (QG) and the unlit beacon marking the end of the groyne to the West of the pier, as well as three unlit beacons within the enclosed harbour.

Watchet conservancy scheme consists of an Occulting Green Light at the end of the West Pier (Occ G 3s). Two fixed red lights on a pole on the East Pier and three unlit beacons within the outer harbour.

6.19 Dredging, Hydrography and Admiralty Charts

The greater part of the harbour bed is firm and stable, however the topography frequently varies due to siltation or erosion.

Should any major change occur, this would be surveyed and notified to the Hydrographer of the Navy.

6.20 Standards and Inspection of Aids to Navigation

The lights are maintained to operate to at least IALA minimum standards. These, along with the mooring buoys and harbour structures have a regular inspection regime.

6.21 Oil Pollution

The Oil Spill Contingency Plan for both Minehead and Watchet is attached as appendix 3 to this manual.

6.22 Moorings

6.22.1 Minehead

Moorings are available directly from the council or via the Minehead Sailing Club, (MSC). Allocation and administration is gradually moving from WSC to the MSC and it is anticipated that all administration will have moved to the MSC within 5 years. Mooring plans for Minehead Harbour and T&C's are attached within the appendices.

6.22.2 Watchet

There are currently no moorings within the outer harbour at Watchet. Should moorings ever be provided, mooring plans and T&C's would be produced and attached within the appendices to this manual.

6.23 Works Licensing

All works in the ports are controlled by the Property Services under the authority of the Operation Delivery department of the Council. The work is carried out by the Council's Property Services Department or their appointed contractors.

Powers to licence works within Watchet Harbour are contained within the HRO of 2000. WSC have no powers to licence works within Minehead Harbour.

6.24 Meteorology

The harbours are extremely susceptible to bad weather. Winds from NW to NE are the worst.

Minehead harbour can be very uncomfortable in bad weather. With NE winds especially, swells come right into the harbour and at each tide as vessels are taking or leaving the bottom they can be subjected to heavy pounding on the firm sand.

The majority of Minehead's boats are taken out of the water for winter lay-up.

Conditions in Watchet are similar to Minehead, in addition when an Atlantic swell rolls in from the West, it sets up a counter-surge inside the outer Harbour, which is most marked along the face of the Western Pier.

6.25 Event Management

All third party event organisers are required to follow the guidance annexed to the PMSC for all events within the harbours or approaches.

The ‘Guide to Good Practice’ annexed to the PMSC 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.

When submitting their risk analysis to the Harbour Master, event organisers must also inform him of:

- 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

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

7. Formal Risk Assessment

7.1 Introduction

The Port Marine Safety Code requires all harbour authorities to ensure that all risks are formally assessed and are as low as reasonably practicable in accordance with good practice.

Risk Assessments for the Ports are conducted periodically.
The latest formal assessment are attached as Appendix 1 (Minehead) and Appendix 2 (Watchet) to this document.

8. Emergency Response
Assigned Areas of Responsibility

8.1 Commercial Shipping

H M Coastguard is the co-ordinating authority for any incident to a merchant vessel unless it is lying alongside a berth.

8.2 All vessels in the harbour approaches

H M Coastguard is the co-ordinating authority for any incident beyond the Harbour.

8.3 Craft on moorings in the harbour

The Assistant Harbour Master has a primary authority for dealing with incidents to vessels within the Harbour limits, calling in other services as necessary.

8.4 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.

9. Emergency Response Plans

9.1 General

The ports only have capacity to deal with minor incidents from the Council's own resources. Whilst a major incident is not envisaged, this would call for significant resources and expertise from external services.

9.2 Oil Spill Contingency Plan

This oil spill plan covers both ports and is a free-standing plan, attached as Appendix 3.
Its provisions run in harmony with the overall emergency response plans and should be used for all pollution matters.

Copies are held by the Assistant Harbour Master and Taunton Deane and West Somerset Council's Technical officer.

9.3 Accessibility

The berths are accessible by public roads, ensuring easy emergency access and the greater part of the port's berths can be reached without major difficulty.

In the more open waters around and beyond the harbour mouth direct support from the shore will be less easy. It is probable that marine rescue services, such as the lifeboat, will be called for.

9.4 Tug and Salvage Equipment Availability

There are no tugs based within the ports. The nearest tugs are in South Wales. It is possible at times that workboats may be berthed within Watchet Marina.

There are no salvage equipment held at the ports; in the past sunken craft have either been pumped out by the fire service at low water and re-floated on the next incoming tide, lifted out by crane, or in Minehead pulled out by the lifeboat tractor.

9.5 HM Coastguard

The closest Maritime Rescue Co-ordination Centre (MRCC) is at Milford Haven. HM Coastguard can be contacted by:

- VHF Channel 16 or 70
- Telephone 999

9.6 R N L I

There are two RNLI boats based at Minehead. One all-weather trailer launched boat, plus one inflatable inshore rescue boat.

9.7 Wrecks

Port authorities have a 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.

Any person having control of a wreck has a duty to remove it.

Harbour Masters have powers to direct removal; these powers enable them 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.
- 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 has appointed 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.

9.8 Fire

The Devon and Somerset Fire and Rescue Service will attend any ship fire within the port.

Action

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

b) If moving in the Harbour, call the Coastguard. VHF channel 16, giving:-

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 and nature of assistance required

9.9 Persons in the Water

Action

a) If in the harbour, pull them out by the quickest safe method. The harbour is equipped with suitable lifesaving equipment

b) If outside the harbour but close by, rescue directly if a boat is immediately to hand.

c) If not: Notify HM Coastguard
VHF Channel 16 or 70 giving :-

Ship name
Inbound/outbound
State of tide
Speed of current
Weather conditions
Location
Number of persons in the water
Whether local assistance is available

The Coastguard will decide on the most effective response and if necessary will call the RNLI or other appropriate service.

10. Reporting and Assessment

10.1 External Reporting

Port authorities are required to report to the appropriate external authority whenever a major event, an environmental hazard, or a sub-standard ship is within their port limits.

10.2 Internal Reporting Chain

The internal reporting chain within the ports of Minehead and Watchet is short and effective:

The Assistant Harbour Master reports to the Assistant Director – Operation Delivery as Line Manager, copy to the Harbour Master.

The Assistant Director – Operation Delivery reports to the SHA duty holder.

10.3 Assessment

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

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

10.4 Investigating and Reporting

The reporting of events within the port has to be made to appropriate authorities whenever called for. 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 Assistant Harbour Master to include:

Near miss
Damaging contact with the bottom
Berthing and unberthing problems
Problems with the moorings

(ii) Incident reports by the Assistant Harbour Master to include:

Near miss	Collisions
Sinkings	Problems with the moorings

(iii) Status reports by the Harbour Master / Assistant Harbour Master at regular intervals:

Aids to Navigation	Reporting of incidents
Operational difficulties	Dangerous acts
Port statistics	

11. Audit

11.1 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.

11.2 Annual Review

The Harbour Master should monitor, that is make a more structured examination of the port's workings annually, 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, byelaws and directions appropriate, and if not what amendments should be recommended to the Statutory 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 therein being carried out?
If not, why not?
Does this manual 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 six months 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, has an annual major exercise been 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 Harbour Master and delivered to the duty holder. The duty holder should countersign as having received it, and is required to read it and make comments as appropriate.

11.3 External Reporting

11.3 a) Reporting Sub-Standard Ships

Under the Merchant Shipping (Port State Control) Regulations, every UK port has a duty to report any sub-standard ship or crew which visits the port.

These regulations, however, do not generally apply to fishing vessels or leisure craft.

The procedure to be followed is as laid down within the legislation and accompanying Merchant Shipping Notices.

The Harbour Master should advise the nearest MCA office. All advices should be in writing, signed and dated.

11.3 b) Reporting of Incidents, Accidents or Disasters

Under the Merchant Shipping (Accident Reporting and Investigation) Regulations, duties are placed on Ships' Masters and Owners as well as Harbour Authorities to report accidents to the MAIB.

As with many Merchant Shipping Regulations, leisure craft are generally exempt. However, fishing vessels are included so there may be occasions where a report is required.

In both (a) and (b) above the first action would be to make notes of the event and contact the Harbour Master for advice.

11.4 Internal Investigation and Reporting

All unplanned events within the port must be investigated by the Harbour Master/Assistant 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 object 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/Assistant Harbour Master as soon after the event as is possible. In all cases the record must be agreed and signed by all parties involved.

11.5 Reporting unplanned events

Reports on all unplanned events within the port should be forwarded by the Assistant Harbour Master to the Assistant Director – Operational Delivery and copied to the Harbour Master. The Assistant Director – Operational Delivery will ensure that the appropriate Officers and Services are contacted i.e. Insurance, Emergency Planning, Public Health etc.

11.6 Formal Audits

The three year audit will be published by the Council as the Harbour Authority.

—— END ——

THIS IS THE LAST PAGE OF THE
MINEHEAD AND WATCHET PORT OPERATIONS MANUAL

APPENDIX 1

Risk Assessments
Minehead

Port of Minehead – Marine Risk Assessments – Date 05/11/2018.

Contents:

Introduction

The Port Marine Safety Code requires all harbour authorities to ensure that all risks are formally assessed and are as low as reasonably practicable in accordance with good practice.

This document records the review of assessments conducted in November 2017.

The assessments were undertaken in accordance with the PMSC which states:-

Extracts from the introduction to the Code (November 2016 Edition)

12. The Code covers responsibilities for port marine safety but does not purport to cover all the legal duties or responsibilities of organisations or all of their safety responsibilities.
The Code does not, for example, relate to duties and responsibilities deriving from health and safety legislation[2], and (with some exceptions) those relating to the safety of vessels under the Merchant Shipping Acts. However, it has been designed so that compliance with the good practice guidance in the Code should be fully compatible with other duties and responsibilities.

19. A successful prosecution has been brought against a harbour authority for breach of section 3 of the Health and Safety at Work Act 1974, in that non-compliance with the fundamental elements of the Code evidenced a failure to provide a safe system of work.

Use formal risk assessment

2.7 The risks associated with marine operations need to be assessed and a means of controlling them needs to be deployed. The aim of this process is to eliminate the risk or, failing that, to reduce risks as low as reasonably practicable. Formal risk assessments should be used to:

- identify hazards and analyse risks;
- assess those risks against an appropriate standard of acceptability; and
- where appropriate consider a cost-benefit assessment of risk-reduction measures.

2.8 Risk assessments should be undertaken by people who are competent especially when deciding which techniques to use and when interpreting the results. Risks should be judged against objective criteria, without being influenced by the financial position of the authority, to ensure they are reduced to the lowest possible level, so far as is reasonably practicable (that is such risks must be kept as low as reasonably practicable or “ALARP”). The greater the risk, the more likely it is that it is reasonable to go to the expense, trouble and invention to reduce it. There is a hierarchy of risk control principles:

a. minimise risks – by suitable systems of working;
b. combat risks – by taking protective measures to prevent risk; and
c. eliminate risks – by avoiding a hazardous procedure, or substituting a less dangerous one.

2.9 The process of assessment is continuous so that both new hazards to navigation and marine operations and changed risks are properly identified and addressed. Where appropriate organisations should publish details of their risk assessments.

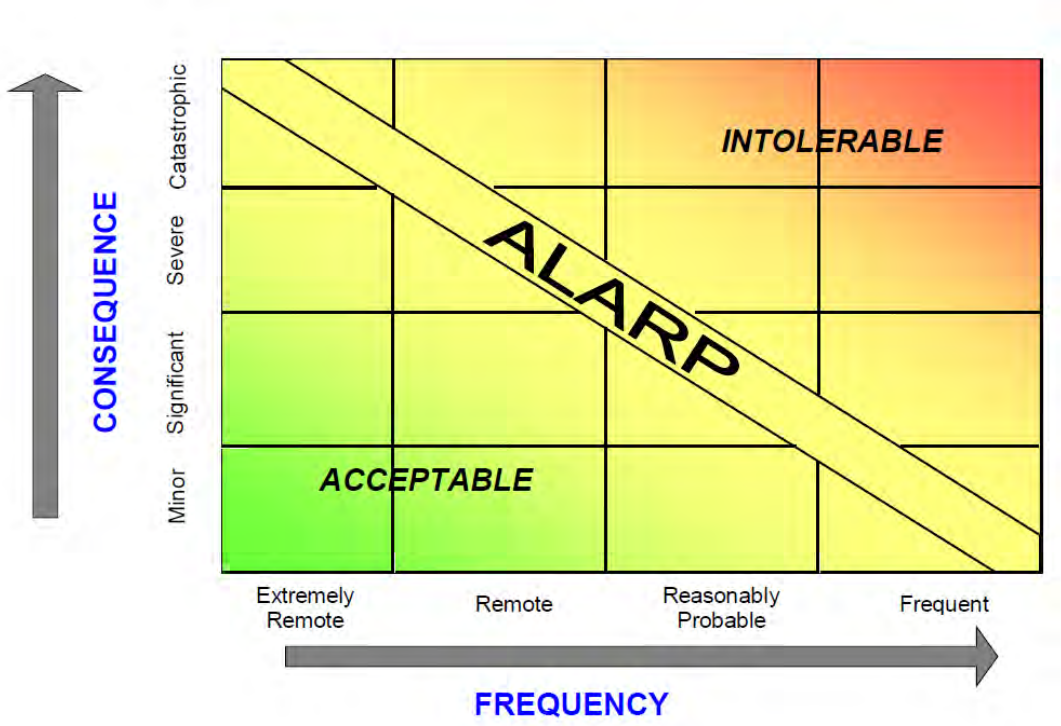
2.10 Risk assessments should be reviewed on a planned periodic basis. The MSMS should prescribe the organisation's policy on review frequency as well as any related procedures or processes. The MSMS should also refer to a procedure which ensures that risk assessments are reviewed appropriately in the following circumstances:

- on a planned periodic basis;
- post-incident/accident; and
- post-review of relevant marine accident or health check trend report.

2.11 Risk assessment reviews are best conducted by utilising user groups or representatives who use the harbour or facility regularly. This helps to ensure that practical and relevant experience can be captured, promotes good consultation and demonstrates the organisation's commitment to engaging with users.

Hazards and Risks

IMO Guidelines define a hazard as “something with the potential to cause harm, loss or injury” the realisation of which results in an accident. The potential for a hazard to be realised can be combined with an estimated (or known) consequence of outcome. This combination is termed “risk”. Risk is therefore a measure of the frequency and consequence of a particular hazard. One way to compare risk levels is to use a matrix approach:-



At the low end of the scale, frequency is extremely remote and consequence minor; risk can be said to be negligible. At the high end, where hazards are defined as frequent and the consequence catastrophic, then risk is very high.

In the assessments within this document we have listed the **Hazards**, assessed the **Risk** without control measures, (Low, Medium or High) listed the **Control Measures**, and then considered if the resulting risk meets the ALARP principle.

The Risk assessments for the Port of Minehead are routinely reviewed annually, or as required following an incident within the harbour.

During the routine, or incident led reviews, new risk control measures (or changes to existing risk control measures) may be identified for consideration, both where there are gaps in existing procedures and where risk controls need to be enhanced.

Care is taken to ensure that any new hazards created as a result are themselves identified and managed.

1) Approaches (Hazards & Risk)

The harbour is protected by a pier curving East which provides protection from Northerly winds, however the sea may break over it in gales at mean high water springs.

Submerged ruins of an old pier lie to the North of the pier marked by a beacon on a bearing of 010° at 310m from Pierhead Light.
An armour rock covered storm drain outfall extends from the shoreline Marked at the seaward end by a beacon on a bearing of 340 at 295m from the Pierhead Light.
Both these structures present hazards to craft approaching from the West.

A bank of shingle does at times build up on the Eastern end of the pier. This can be hazardous to vessels entering or leaving the harbour.

Hazard 1a: Contact with the submerged structures to the West of the entrance.

Hazard 1b: Contact with the shingle bank.

Risk Level (Without control measures): Medium

1) Approaches (Control Measures)

Hazard 1a (Controls) Passage planning.
Plan to arrive at Minehead on a flood tide with a safe underkeel clearance taking full consideration of forecast weather. Keep well clear to seaward of the marked submerged structures.

Hazard 1b (Controls) Notice to Mariners
Passage planning.
Plan to arrive at Minehead on a flood tide with a safe underkeel clearance taking full consideration of forecast weather and the potential for swell in the approaches.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

2) Drying Harbour (Hazards & Risk)

On all tides Minehead Harbour dries, which means that all vessels who berth in the harbour will take the bottom twice a day.

The Harbour bed is mainly soft silt, or sand.

Hazard 2a: Is of boats pounding on the bed, when swells run into the harbour and their draft is close to the available depth of water.

Hazard 2b: Is of vessels hitting obstructions such as rocks on the harbour bed.

Risk Level (Without control measures): Low/Medium

2) Drying Harbour (Control Measures)

Hazard 2a (Control) Careful watch is kept on the harbour when a significant swell runs in, and any potential for damage is monitored.

Advice given to mooring holders.

Hazard 2b (Control) All the boat moorings are laid in “trots”, with boats moored fore & aft, to reduce the risk of boats landing on mooring chains.

All moorings are licensed and usage is subject to conditions determined by the licencing authorities and agreed to as part of the licence.

General Design and construction of vessels appropriate to the environment.

Differential in drafts considered when allocating moorings.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

3) Weather (Hazards & Risk)

Minehead is exposed to winds from the North East.

Hazard 3a: Increased swell in the harbour. (See 2a)

Hazard 3b: Seas overtopping the pier can cause hazardous conditions for vessels within the harbour. Craft in the harbour roll more violently and risk making contact with vessels in adjacent moorings with a subsequent risk of damage.

Hazard 3c: Boats breaking their moorings either as a consequence of inadequate moorings or because they are swamped.

Risk Level (Without control measures): Medium

3) Weather (Control Measures)

Hazard 3a: (Control) Careful watch is kept on the harbour when a significant swell runs in, and any potential for damage is monitored. Mooring holders are advised when heavy weather is forecast.

Hazard 3b: (Control) Boats may be removed from the harbour to storage on land during the “season”.

Consideration should be given to removing boats from the harbour over winter.

Hazard 3c: (Control) Moorings to be in good condition and of suitable strength to secure a boat in all conditions including an accumulation of rain water or “swamping”.

All mooring holders are required to remove their individual moorings at the end of each season and inspect/repair/renew as appropriate before use the following year.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

4) Fuelling (Hazards & Risk)

All craft within Minehead harbour, are fuelled by their owners with fuel being bought from outside the harbour. No fuel storage facilities are available in the harbour.

Hazard 4a: Is from Fire during fuelling operations.

Hazard 4b: Oil spillage during fuelling operations.

Risk Level (Without control measures): Low

4) Fuelling (Control Measures)

Hazard 4a: (Control) Advice on safe fuelling procedures published within the mooring terms and conditions.

Hazard 4b: (Control) As above plus: A small oil spill contingency kit is held in the harbour. (Details of location, instructions for use and disposal of used sorbents are contained within the mooring terms and conditions.)

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

5) Fire (Hazards & Risk)

Fire is always a hazard to boats, as they are usually constructed of and carry flammable materials.

Hazard 5a: Fire on a single boat.

Hazard 5b: Fire spreading between boats. - Boats lying to moorings in the Harbour are not readily accessible while afloat, and fire on one could spread to others.

Risk Level (Without control measures): Low

5) Fire (Control Measures)

Hazard 5a: (Control) **Permanent Craft** -Include information on fire risk and prevention within the documentation associated with the provision of moorings, or provide relevant web site addresses.

e.g. :
www.fireandsafetycentre.co.uk/Fire-Extinguisher-Advice/15/Fire_Safety_In_Boats.html

http://www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Escapingandrecoveringfromafire/DG_180620

Notes:
Prudent boat owners will carry suitable fire fighting equipment on their vessels and will probably attempt to extinguish the fire if they can do so without undue risk to themselves.

Any links to information provided on fire safety should be regularly checked to ensure they are still valid and a quick search on the internet should be undertaken to see if any new sites offer better information.

Hazard 5b: (Control) Consideration of mooring allocation to provide reasonable distances between vessels to minimise risk of fire spreading.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

6) Swimmers in Harbour (Hazards & Risk)

Swimming is not encouraged within the enclosed harbour, however, it does occur. Local skippers are aware of the hazards.

Hazard 6a: Injury to swimmers through contact with boats particularly propellers.

Hazard 6b: Collision between boats or contact with harbour walls or rocks resulting from a boat taking action to avoid swimmers.

Hazard 6c: Risks associated with swimmers entering the water by jumping from the harbour walls and pier such as:

- Striking the bottom when insufficient water
- Landing on boats rather than in the water

Risk Level (Without control measures): Medium

6) Swimmers in Harbour (Control Measures)

Hazard 6a: (Control) Written guidance for mooring holders and slipway users advising them of the dangers and the need to consider the possibility of swimmers as well as other vessels in the harbour when launching/recovering or underway in the harbour.

Hazard 6b: (Control) Raise awareness of the risk in documentation issued to both mooring holders and visiting craft. Reinforce the need to comply with the speed limit and keep a good lookout for all other water users including swimmers.

Hazard 6c: (Control) Signage relating to jumping from the harbour walls and/or pier.

Enforcement of the signed policy by Harbour officials, and other harbour users.
(Formal or informal as appropriate)

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

7) Access Ladders (Hazards & Risk)

Access ladders provide means of boarding boats when afloat and a means of escape in the event of persons falling into the water, when the tide is in.

Hazard 7a: Failure of ladders, attachment materials and/or attachment points.

Hazard 7b: Falls from ladders.

Risk Level (Without control measures): Medium

7) Access Ladder (Control Measures)

Hazard 7a: (Control) Use of safe ladders, fit for purpose, and attached using appropriate materials to secure anchor points on the harbour walls.

Regular inspection, and rectification of any noted defects.

Cleaning if required to remove algae/weed growth.

Hazard 7b: (Control) Awareness of potential dangers.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

8) The Slipway (Hazards & Risk)

Hazards relating to vessels in the water within the harbour apply to craft launching or recovering from the slipway and are already covered within this document. This section considers additional hazards relating to the use of the slipway and launch or recovery of craft.

Risks associated with launching or recovering vessels from trailers are present at all locations from which trailer mounted craft are launched or recovered, therefore, Owners/operators of trailer mounted craft should be familiar with safe procedures for launching or recovering their own boats.

Hazard 8a: Vehicles and trailers on the slipways possibly losing control on the concrete surface due to the condition of the slipway.

Hazard 8b: Trailers dropping from end of slipway when conditions on the harbour bed create a drop beyond the lower edge.

Hazard 8c: Launching or recovering boats from/to trailers.

Hazard 8d: Mud build up at the end of the slipway

Risk Level (Without control measures): Medium

8) The Slipways (Control Measures)

Hazard 8a: (Control) Monitor and maintain the slipways in a safe condition removing any marine growth as required.

Hazard 8b Advice to visiting users**.** (Signage)
8b & 8c Advice to users of the harbour covering the potential hazards.
(Control)

Hazard 8d (Control) Monitoring of mud levels at the end of the slipway.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

9) Excursion Passenger Vessels (Hazards & Risk)

The coastal excursion passenger vessels Waverly and Balmoral use the facilities at Minehead to board and land passengers during the summer season. The vessels enter the harbour, board and land passengers and then depart, the whole operation generally lasting less than 1 hour.

Given the layout at Minehead there is only a relatively short berthing face for the vessels.

Small craft on moorings in the harbour have to be moved to provide sufficient berthing space for the passenger vessels.

Hazard 9a: Is of failure for the vessel to stop in time and to make contact with the curved pier beyond the berthing area.

Hazard 9a: Is of collision with small craft either using the pier or on moorings.

Risk Level (Without control measures): Medium

9) Excursion Passenger Vessels (Control Measures)

Hazard 9a: Passage planning and port familiarisation.
(Control) Liaison with the passenger vessel operators.
Careful approach and observance of the 3 knot speed limit within the harbour.

Hazard 9b: Passage planning and port familiarisation.
(Control) Liaison with the passenger vessel operators.
Careful approach and observance of the 3 knot speed limit within the harbour.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

Additional hazards discussed at the meeting:-

Fishing into the Harbour from the Quays.

Fishermen do cast lines from the pier, even casting as boats pass under them. Control measures are again difficult and similar to the controls listed for swimmers. Namely:- Signage, education and promoting awareness of the risks.

Anti-social or dangerous behaviour:-

Can, and at times does, occur at Minehead. The hazard is deemed to relate more to visitors to the harbour rather than bona fide users. Control measures would relate to the nature of behaviour, either by enforcement action from West Somerset Council for incidents relating to harbour users, or more commonly by the police.

Falls from Piers:-

Minehead like many South West ports has historic (and often listed) structures that present a fall hazard to users and visitors alike.

The consensus at the meeting was that the Risk is as low as reasonably practical.

APPENDIX 2

Port of Watchet – Marine Risk Assessments – April 2017.

Contents:

Introduction

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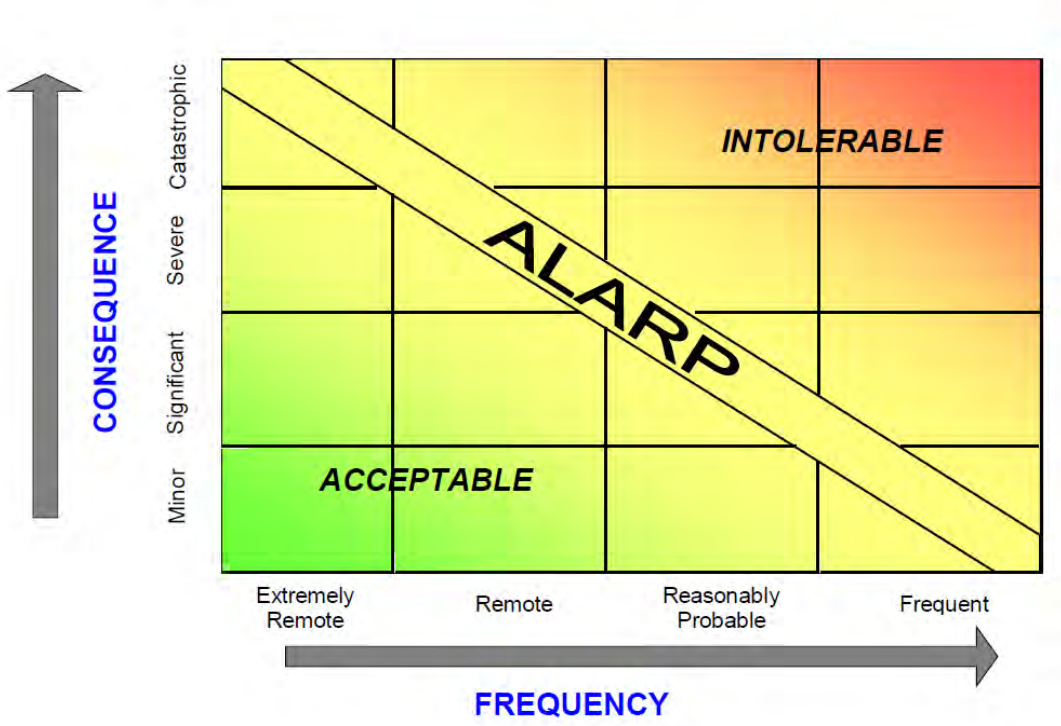

At the low end of the scale, frequency is extremely remote and consequence minor; risk can be said to be negligible. At the high end, where hazards are defined as frequent and the consequence catastrophic, then risk is very high.

In the assessments within this document we have listed the **Hazards**, assessed the **Risk** without control measures, (Low, Medium or High) listed the **Control Measures**, and then considered if the resulting risk meets the ALARP principle.

The Risk assessments for the Port of Watchet are routinely reviewed annually, or as required following an incident within the harbour.

During the routine, or incident led reviews, new risk control measures (or changes to existing risk control measures) may be identified for consideration, both where there are gaps in existing procedures and where risk controls need to be enhanced.

Care is taken to ensure that any new hazards created as a result are themselves identified and managed.

1) Rocky Seaward Approach (Hazards & Risk)

The seaward approach to Watchet Harbour consists of a rocky ledge, extending to 2 cables offshore.
There are a number of fishing stakes situated on the rocky ledges in the approaches to the harbour. (The area of stakes is marked on the UKHO Chart)

Hazard 1a: Contact with the rocky bottom.

Hazard 1b: Contact with fishing stakes.
Note: In recent years the numbers of stakes have increased and materials used in their construction has changed from timber, to steel poles.

Risk Level (Without control measures): Low/Medium

1) Rocky Seaward Approach (Control Measures)

Hazard 1a (Controls) Passage planning.
Plan to arrive at Watchet on a flood tide with a safe underkeel clearance taking full consideration of forecast weather and the potential for swell in the approaches.

Hazard 1b (Controls) Notice to Mariners
Passage planning.
Plan to arrive at Watchet on a flood tide with a safe underkeel clearance taking full consideration of forecast weather and the potential for swell in the approaches. The recommendation is to use a window of High Water plus or minus 2½ hours.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

2) Drying Harbour (Hazards & Risk)

On all tides Watchet Harbour dries, which means that all vessels who berth in the outer harbour will take the bottom twice a day.

The Harbour bed is mainly soft silt, with a hard substrate. The bottom rises in the central portion towards the rock armour at the SW end of the harbour and is relatively hard.

Hazard 2a: Is of boats pounding on the bed, when swells run into the harbour, when their draft is close to the available depth of water.

Hazard 2b: Is of vessels hitting obstructions such as rocks on the harbour bed.

Risk Level (Without control measures): Low/Medium

2) Drying Harbour (Control Measures)

Hazard 2a (Control) No moorings have been provided in the outer harbour since the opening of the Marina.

Hazard 2b (Control) The harbour bed is periodically inspected and action is taken if required to remove or mark any obstructions.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

3) Weather (Hazards & Risk)

Watchet is exposed to winds from the North East.

Hazard 3a: Increased swells in the harbour during strong NE'ly winds.

Hazard 3b: Manoeuvring within the outer Harbour when entering or departing from the Marina.

Risk Level (Without control measures): Medium

3) Weather (Control Measures)

Hazard 3a: No moorings are provided in the outer harbour.
(Control) The spending beach revetment wall installed at the inner end of the outer Harbour is partly for erosion protection, but largely to act as a wave absorber and damper. It has proved to be very effective and has reduced this hazard significantly.

Hazard 3b: Passage planning. Due consideration should be taken of the predicted
(Control) Weather and advice given to boaters.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

4) Conditions within the Harbour in Westerly Swells (Hazards & Risk)

When an Atlantic swell rolls in from the West, it sets up a counter-surge inside the outer Harbour, which is most marked along the face of the Western Pier.

Hazard 4a: Is of increased risk for any vessel moored to the Western Pier. Ranging Damage is likely.

Hazard 4b: Is of boats pounding on the bed, when swells run into the harbour, when their draft is close to the available depth of water. (See 2a)

Risk Level (Without control measures): Medium

4) Conditions within the Harbour (Control Measures)

Hazard 4: (Controls) The counter swell within Watchet outer Harbour was a significant hazard but with the opening of the Marina in the inner Harbour and no moorings in the outer Harbour this hazard has been all but removed.

The rock armour at the inner end of the outer Harbour has done much to reduce this hazard. However it has not completely removed it.

Should moorings be re-established in the outer harbour, information published within licence agreements will remind mooring holders that they have a responsibility to heck weather forecasts and take appropriate action in the event of forecast adverse weather.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

5) Fuelling (Hazards & Risk)

All craft within Watchet, are fuelled by their owners with fuel being bought from outside the harbour. No fuel storage facilities are available in the outer harbour.

With the opening of the Marina this hazard is no longer relevant as fuelling does not generally occur in the outer Harbour. However as there is a possibility for vessels to take on fuel, this is still considered.

There is also a possibility that small commercial vessels engaged on marine construction works at Hinkley Point C, may wish to take fuel from road tankers in the outer harbour.

Hazard 5a: Is from Fire during fuelling operations.

Hazard 5b: Oil spillage during fuelling operations.

Risk Level (Without control measures): Low

5) Fuelling (Control Measures)

Hazard 5a: (Control) Advice on safe fuelling procedures published within the licence agreement.

Hazard 5b: (Controls) As above plus: An oil spill contingency kit is held by the Harbour Authority.
(Details of location, instructions for use and disposal of used sorbents are contained within the licence agreement.)

If small commercial vessels take on fuel from road tankers, they will be required to complete the “Oil Transfer - Safety Checklist and Delivery Record” detailed within the Port’s Oil Spill Contingency plan.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

6) Fire (Hazards & Risk)

Fire is always a hazard to boats, as they are usually constructed of and carry flammable materials.

Hazard 6a: Fire on a single boat.

Hazard 6b: Fire spreading between boats. - Boats lying to moorings in the Harbour are not readily accessible while afloat, and fire on one could spread to others.

Fire risk at Watchet is considered low as they are currently no moorings provided in the outer harbour. Should moorings be provided the risk control measures are detailed below.

Risk Level (Without control measures): Low

6) Fire (Control Measures)

Hazard 6a: (Control) **Permanent Craft** -Include information on fire risk and prevention within the documentation associated with the provision of moorings, or provide relevant web site addresses.

e.g. :
www.fireandsafetycentre.co.uk/Fire-Extinguisher-Advice/15/Fire_Safety_In_Boats.html

http://www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Escapingandrecoveringfromafire/DG_180620

Notes:
Prudent boat owners will carry suitable fire fighting equipment on their vessels and will probably attempt to extinguish the fire if they can do so without undue risk to themselves.

Any links to information provided on fire safety should be regularly checked to ensure they are still valid and a quick search on the internet should be undertaken to see if any new sites offer better information.

Hazard 6b: (Control) Consideration of mooring allocation to provide reasonable distances between vessels to minimise risk of fire spreading.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

7) Swimmers in Harbour (Hazards & Risk)

Swimming is not encouraged within the enclosed harbour, however, it does occur. Local skippers are aware of the hazards.

Hazard 7a: Injury to swimmers through contact with boats particularly propellers.

Hazard 7b: Collision between boats or contact with harbour walls or rocks resulting from a boat taking action to avoid swimmers.

Hazard 7c: Risks associated with swimmers entering the water by jumping from the harbour walls and pier such as:

- Striking the bottom when insufficient water
- Landing on boats rather than in the water

Risk Level (Without control measures): Medium

7) Swimmers in Harbour (Control Measures)

Hazard 7a: (Control) Written guidance for mooring holders and slipway users advising them of the dangers and the need to consider the possibility of swimmers as well as other vessels in the harbour when launching/recovering or underway in the harbour.

Hazard 7b: (Control) Raise awareness of the risk in documentation issued to both mooring holders and visiting craft. Reinforce the need to comply with the speed limit and keep a good lookout for all other water users including swimmers.

Hazard 7c: (Control) Signage relating to jumping from the harbour walls and/or pier.

Enforcement of the signed policy by Harbour officials, and other harbour users.
(Formal or informal as appropriate)

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

8) Access Ladder (Hazards & Risk)

Access ladders provide means of boarding boats when afloat and a means of escape in the event of persons falling into the water, when the tide is in.

Hazard 9a: Failure of ladders, attachment materials and/or attachment points.

Hazard 9b: Falls from ladders.

Risk Level (Without control measures): Medium

8) Access Ladder (Control Measures)

Hazard 9: (Control) Use of safe ladders, fit for purpose, and attached using appropriate materials to secure anchor points on the harbour walls.

Regular inspection, and rectification of any noted defects.

Cleaning if required to remove algae/weed growth.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

9) The Slipway (Hazards & Risk)

Hazards relating to vessels in the water within the harbour apply to craft launching or recovering from the slipway and are already covered within this document. This section considers additional hazards relating to the use of the slipway and launch or recovery of craft.

Risks associated with launching or recovering vessels from trailers are present at all locations from which trailer mounted craft are launched or recovered, therefore, Owners/operators of trailer mounted craft should be familiar with safe procedures for launching or recovering their own boats.

Hazard 9a: Vehicles and trailers on the slipways possibly losing control on the concrete surface due to the condition of the slipway.

Hazard 9b: Trailers dropping from end of slipway when conditions on the harbour bed create a drop beyond the lower edge.

Hazard 9c: Launching or recovering boats from/to trailers.

Hazard 9d: Mud build up at the end of the slipway

Risk Level (Without control measures): Medium

9) The Slipways (Control Measures)

Hazard 9a: (Control) Monitor and maintain the slipways in a safe condition removing any marine growth as required.

Hazard 9b Advice to visiting users**.** (Signage)
9b & 9c (Control) Advice to users of the harbour covering the potential hazards.

Hazard 9d (Control) Monitoring of mud levels at the end of the slipway.
Marking on the west quay to show where the mud hazard commences.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

10) Collision in Harbour Mouth (Hazards & Risk)

Craft entering or leaving the Marina cannot be seen from vessels approaching the harbour entrance.

Hazard 10a: Is of collision between inbound and outbound craft meeting at the blind spot created by the Eastern breakwater head.

This is particularly relevant when the passenger vessel Balmoral enters Watchet outer Harbour to berth on the Western breakwater.

Risk Level (Without control measures): Medium

10) Collision in Harbour Mouth (Control Measures)

Hazard 10: (Control) Vessels manoeuvring in the harbour entrance should obey Rule 34 (e) of the "Coll Regs" and sound one long blast on their whistle when approaching the entrance and listening for any reply from any craft approaching from the opposite direction.

Traffic lights control movement into and out of the Marina. Consideration should be given to vessels approaching the harbour from seawards when controlling vessels with the lights.

Close liaison between the Marina and Harbour Authority needs to be established for planned visits of the Balmoral and movements from the Marina controlled with the traffic lights.

Consensus is that with these control measures in place the Risk overall meets the ALARP principle.

Additional hazards discussed at the meeting:-

Fishing into the Harbour from the Quays.

Fishermen have at times laid lines across both the harbour and marina entrances and even cast lines as boats pass under their casts.
Control measures are again difficult and similar to the controls listed for swimmers. Namely:- Signage, education and promoting awareness of the risks.

Anti-social or dangerous behaviour:-

Can, and at times does, occur at Watchet. The hazard is deemed to relate more to visitors to the harbour rather than bona fide users. Control measures would relate to the nature of behaviour, either by enforcement action from West Somerset Council for incidents relating to harbour users, or more commonly by the police.

Falls from Piers:-

Watchet like many South West ports has historic (and often listed) structures that present a fall hazard to users and visitors alike.

The consensus at the meeting was that the Risk is as low as reasonably practical.

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APPENDIX 3

Ports of Minehead and Watchet

Oil Spill Contingency Plan

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March 2017

Revision History

First edition prepared by:
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Second edition updated by
West Somerset Council & West Somerset District Council
April 2005

Third edition (current) updated by
C F Spencer & Co Ltd on behalf of West Somerset District Council
March 2017

Contents

Preface

Part 1: Strategy

Section 1: Introduction and Policy

Ports of Minehead and Watchet

Environmental Policy

This policy applies to all business units and assets operated or contracted-out within the Harbour Limits of Minehead and Watchet.

1. Protect the environment and the health and safety of employees, contractors and others by integrating safety, health and environmental management into all business processes, with equal importance as other business considerations.

2. Provide the resources, information, training and supervision necessary to implement this policy.

3. Demonstrate commitment through leadership and participation at all levels. Actively involve and consult employees and contractors. Have an open culture where personnel take pride in working safely and protecting the environment.

4. Comply with or exceed legislative requirements, and use best-proven industry practices.

5. Assess risks to personnel and the environment from current and proposed activities. Manage hazards to ensure that risks are as low as reasonably practicable.

6. Maintain contingency plans to minimise the consequences of reasonably foreseeable incidents and ensure a fast and effective response.

7. Audit compliance with this policy and its associated management systems, monitor their effectiveness and take appropriate action.

DISTRIBUTION LIST	
COMPANY	**COPY NUMBER**
Harbour Master (C F Spencer & Co Ltd)	1
Assistant Harbour Master	2
Maritime and Coastguard Agency	3 & 4
Natural England	5
Environment Agency, Bridgwater	6
Environment Agency, Exeter	7
Marine Management Organisation (MMO)	8
Somerset County Council Emergency Planning Officer	9
West Somerset Council – Oil Pollution Officer	10
West Somerset Council – 24 hr Emergency Control Centre	11
Tier 2 Responder (If required)	12

REVISION PAGE				
DATE REVIEWED PLAN ISSUED: MARCH 2017			**RECEIVED BY:**	**COPY NUMBER:**
Section No.	**Remove Pages**	**Insert Pages**	**Date amended**	**Received & inserted into plan by:**

Letter of Approval from MCA

To be inserted on receipt.

Statements from Consultees

Environment Agency

To be inserted on receipt.

Natural England

To be inserted on receipt.

Statements from Consultees

Somerset County Council

To be inserted on receipt.

Statements from Consultees

MMO

To be inserted on receipt.

GLOSSARY	
BPEO	Best Practical Environmental Option
EA	Environment Agency
ETA	Estimated Time of Arrival
HFO	Heavy Fuel Oil
HM C & E	Her Majesty's Customs and Excise
HWS	High Water Springs
IMO	International Maritime Organisation
JNNC	Joint Nature Conservation Committee
LA	Local Authority
LFO	Light Fuel Oil
LWS	Low Water Springs
DEFRA	Department for Environment, Food and Rural Affairs
MCA	Maritime and Coastguard Agency
MFO	Medium Fuel Oil
MGO	Marine Gas Oil
MMO	Marine Management Organisation
MRC	Marine Response Centre
MRCC	Marine Response Coordination Centre
NCP	National Contingency Plan
NE	Natural England
NM	Nautical Mile
NRA	National Rivers Authority (now the Environment Agency)
OPRC	Oil Pollution Preparedness Response and Co-operation Convention
OSCP	Oil Spill Contingency Plan
SCC	Somerset County Council
SRC	Spill Response Contractor
SSSI	Site of Special Scientific Interest
RSPCA	Royal Society for the Prevention of Cruelty to Animals
UKPIA	United Kingdom Petroleum Industry Association

Part 1: Strategy

Section 1: Introduction and Policy

1.1 Purpose of the Plan

This Oil Spill Contingency Plan is designed to guide the Harbour Authority and District Council operating within the Ports of Minehead and Watchet through the processes required to manage an oil spill originating from operations within the Port.

The requirement to have an Oil Spill Contingency Plan for Harbours, Ports and Oil Handling Terminals around UK waters has been formalised by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which implements the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC, 1990). The convention, adopted by the International Maritime Organisation (IMO) is aimed to "mitigate the consequences of major oil pollution incidents involving, in particular, ships, offshore units, sea ports and oil handling facilities".

This plan has been prepared in accordance with the "Oil Spill Contingency Plan Guidelines for Ports", issued by the Maritime and Coastguard Agency who are responsible for applying the regulations to all Harbours, Ports and Oil Handling Facilities in the UK.

1.1.1 Consultation

This issue has been compiled in consultation with the following statutory bodies and operators.

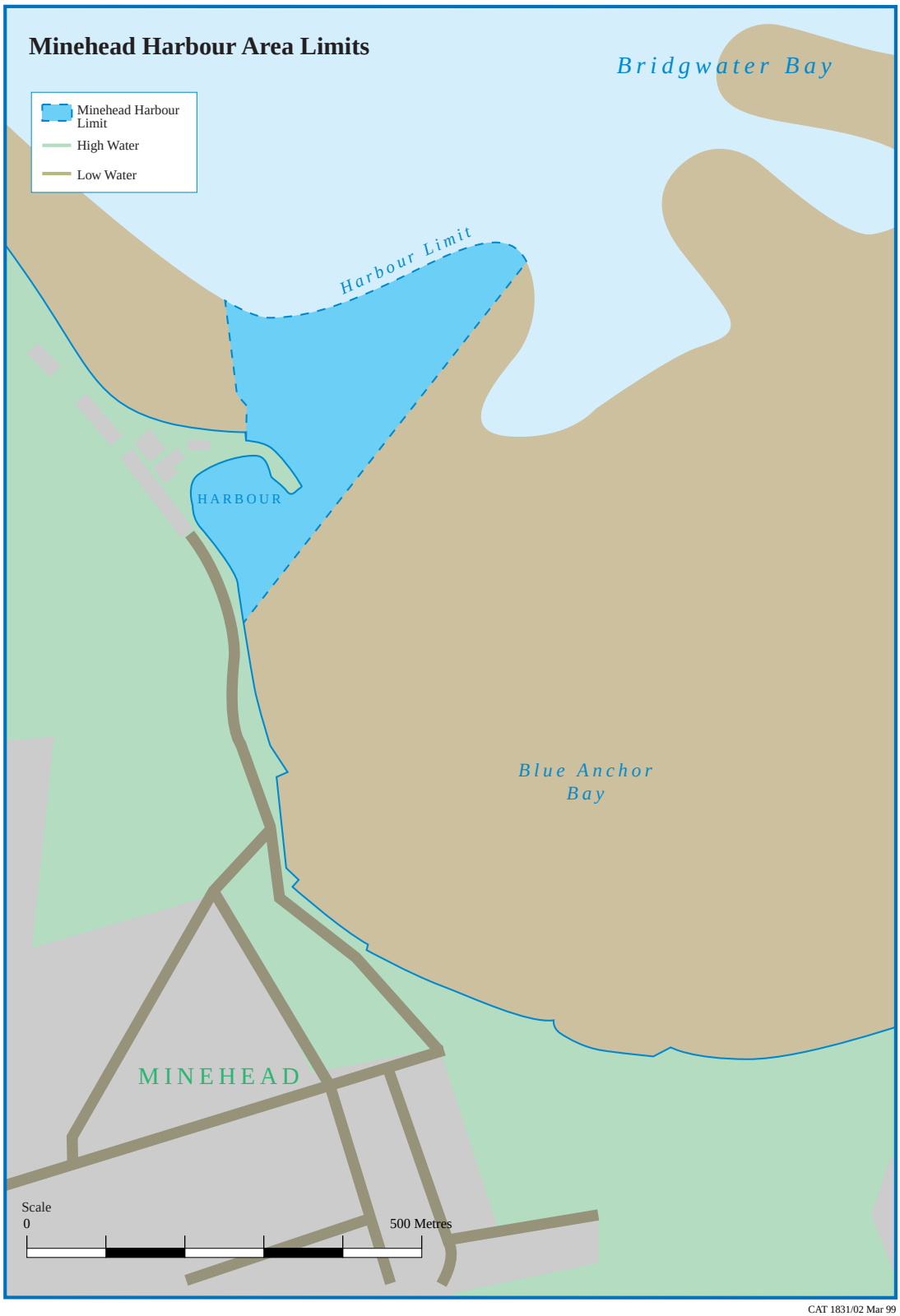
- Environment Agency, South West Region (EA)
- Natural England
- Somerset County Council (SCC)
- Marine Management Organisation (MMO)

1.2 Use of the Plan

This plan is specifically for Port Operations within the Ports of Minehead and Watchet as shown in Section 1.3. The plan is designed to initiate an appropriate oil spill response in the event of an incident. It details a tiered response strategy that is in accordance with UK legislative requirements and takes into account the spill risk associated with the operation; the nature of the hydrocarbons that could be spilt; the prevailing meteorological and hydrographic conditions and the environmental sensitivity of the surrounding areas.

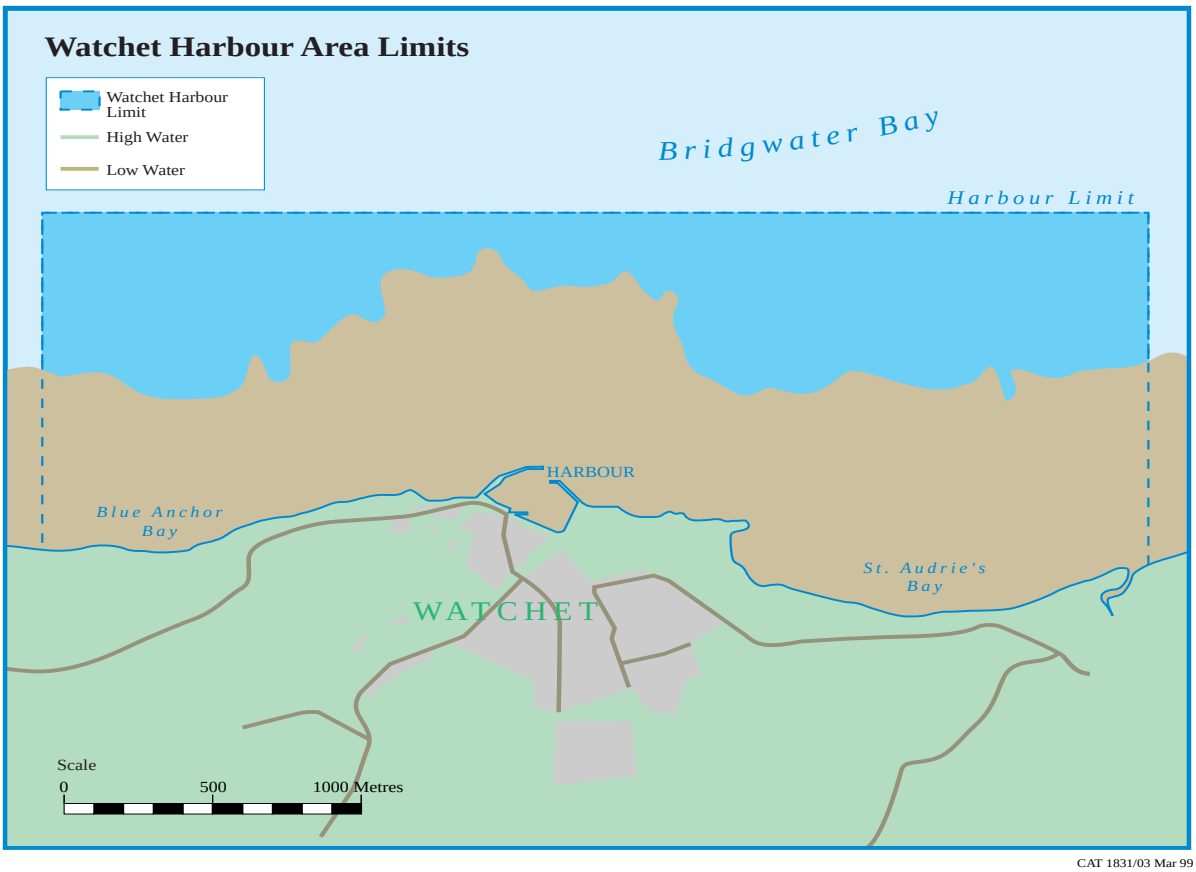
1.3 Area of Operation

1.3.1 Port of Minehead

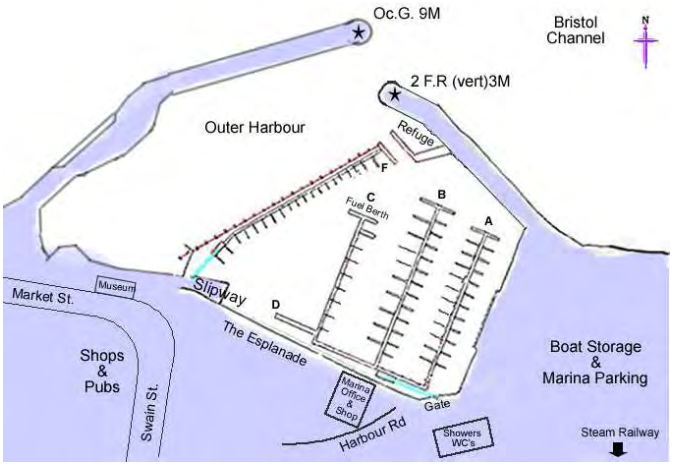


Map showing boundaries of jurisdiction of the Port of Minehead

1.3.2 Port of Watchet

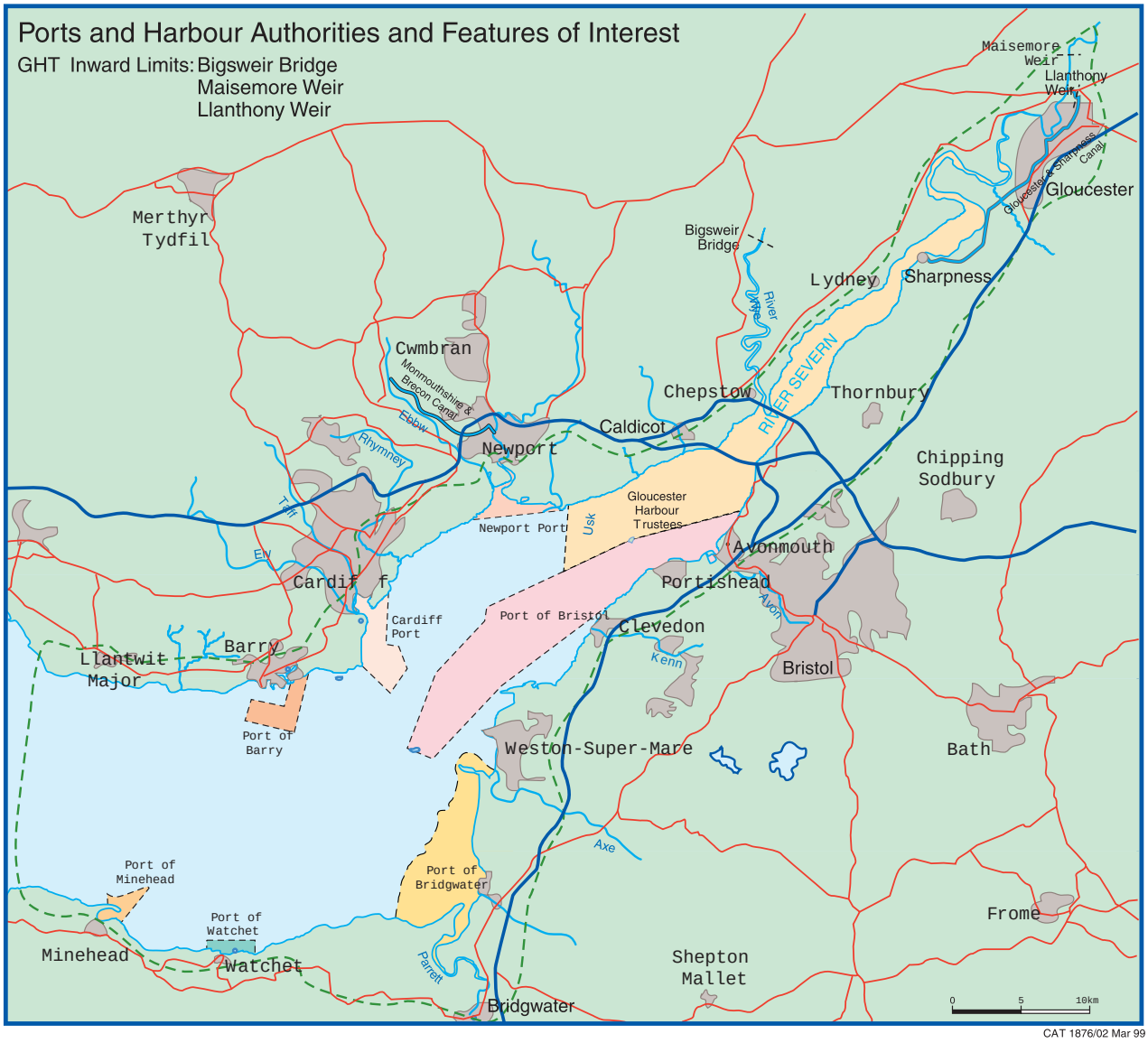


Map showing boundaries of jurisdiction of the Port of Watchet



Note: Watchet Marina is excluded from this plan, The Marina operate as a terminal within the port and have their own Oil Spill Contingency Plan. This plan would apply to the outer harbour area shown in the plan above.

1.3.2 Bristol Channel Port / Harbour Authorities



Map showing boundaries of Adjoining Port/Harbour Authorities

1.4 Identification of the Roles and Responsibilities of Parties associated with this Plan

Within the UK there is an adopted structure and procedure for response to Marine Oil Spills, which clearly defines the roles and responsibilities of Industry, UK Government (including Environmental Agencies) and Local Maritime Authorities. Each statutory body has a designated area of jurisdiction within zones extending from the High Water Mark to 200 nautical miles (nm) or the UK Territorial Limit.

The competent national authority designated to oversee all matters pertaining to the OPRC convention under the Merchant Shipping Act 1995 and the Merchant Shipping and Maritime Security Act 1997 is the Maritime and Coastguard Agency (MCA).

SOSREP

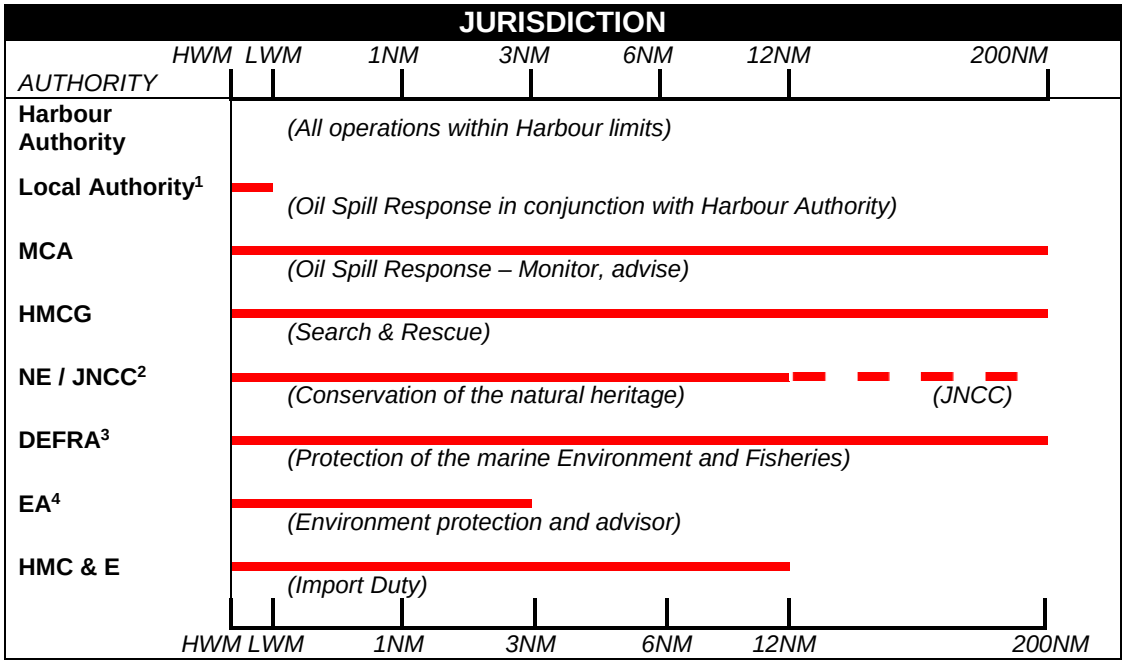
The role of the SOSREP is to represent the Secretaries of State for the Department for Transport (in relation to ships) and for the Department of Energy and Climate Change (in relations to offshore installations) by removing or reducing the risk to safety, property and the UK environment arising from accidents involving ships, fixed or floating platforms or sub-sea infrastructure. SOSREP's powers extend to UK territorial waters (12 nautical miles from the coast/baseline) for safety issues and to the UK Pollution Control Zone (200 miles or the median line with neighbouring states) for pollution. SOSREP is empowered to make crucial and often time-critical decisions, without delay and without recourse to higher authority, where such decisions are in the overriding UK public interest.

Working closely with the MCA, its parent organisation the Department for Transport (DfT) and the Department of Energy and Climate Change (DECC), SOSREP's key responsibilities include:

- acting at the earliest point during a shipping or offshore incident to assess the risk to safety, to prompt the end of any such incident and to ensure that increasing risk is evaluated and appropriate measures taken to prevent or respond to escalation;
- monitoring all response measures to significant incidents involving shipping and the offshore industry;
- if necessary, exercising ultimate control by implementing the powers of intervention, acting in the overriding interests of the UK and its environment;
- participating in major national and international exercises;
- reviewing all activities after significant incidents and exercises.

Further information on the role of SOSREP is available on the DfT's website.

1.4.1 Statutory Jurisdiction



Key: -

[1]*Local Authority* — *under a duty of care the Local Authority undertakes the obligation to prepare and /or implement an oil spill contingency plan for response to a spill from HWS to LWS.*

[2]*EN /JNCC:* — *EN requires to be notified up to 12nm. JNCC's remit extends from 12 nm limit up to 200nm.*

[3]*DEFRA:* — *Defra approval required for dispersant use in shallow and coastal waters. Defra to be consulted before dispersants used in deeper water, ie at least one mile away from 20 metre contour or coastline.*

[4]*EA:* — *Require to be notified on Water Quality Issues up to 3nm.*

1.4.2 Roles and Responsibilities of Concerned Authorities

The West Somerset Council Assistant Harbour Master controls Navigation within the Ports of Minehead and Watchet. In the event of oil spill incident, the Harbour Authority and appropriate District Council Duty Manager will be responsible for the overall co-ordination of the spill response.

1.4.3 Vessels approaching Harbour areas or in transit

The statutory duty for reporting and dealing with pollution from any vessel en route to the Ports of Minehead and Watchet prior to entering the port area lies with the Master and vessel owners. After entering the designated area of jurisdiction covered by this plan, reporting and response to any pollution incident will be co-ordinated through the Harbour Authority's Oil Spill Response Plan.

The roles and responsibilities of all authorities requiring notification in the event of a spill and the appropriate paths of communication to be followed in the event of a spill are shown within 'Liaison Procedures with Other Agencies' in section 3.6 of this Plan.

1.5 Scope of the Plan

This Plan has been compiled to cover the response to any spillage caused by or during operations associated with safe passage to, from or within the Ports of Minehead and Watchet. Risk Assessments and Response Strategies are indicated within 'Risk Assessment' in section 1.6.

The scope of the Plan covers response to all the "Essential Elements" contained within the MCA Oil Spill Contingency Guidelines for Ports.

This Plan shows the Tier 1 response available at the Ports of Minehead and Watchet, relevant to the perceived risk. This being brought about through normal operations as well as a mechanism for calling upon Tier 2 or 3 responses. A definition of the tiered levels used within Ports of Minehead and Watchet is shown below and the process of response escalation is described in 'Levels of Call-out' section 1.8.1 with 'Communications Notifications Matrix' in Part 2 section 6.1.

Response Tier	Definition
Contained Operational Spills.	These are spills, which are contained on the ship or dockside and do not enter the water.
Tier 1:	Small operational spills where events can be controlled by onsite resources. A Tier 1 spill is not likely to require recourse to intervention by resources out with the port other than for legal disposal of oiled materials, an external incident response organisation or external authorities, except for purposes of notification. Persons used for tier 1 response include Terminal Operator's and or District Council staff.
Tier 2:	Medium sized spills or any spill that cannot be handled by harbour personnel will be handled by both harbour personnel and a nominated contractor or other external assistance as nominated within this plan.
Tier 3:	Larger spills or a loss of containment incident that will require full involvement of other authority's external contractors and possible mobilisation of Tier 3 and national stockpiles.

1.6 Risk Assessment

A Risk Assessment to meet with OPRC Contingency planning requirements for Ports & Terminals has been completed on the basis of format, previously agreed with the MCA.

Day to day operations within the Ports of Minehead and Watchet and are controlled by one Assistant Harbour Master employed by West Somerset District Council. Strategic management of the harbours is conducted by a Harbour Master under contract to West Somerset District Council.
The Ports come within the OPRC requirements because two coastal passenger ships visit them.

1.6a Minehead

1.6a.1 Scope of Assessment

This assessment covers operations from the point where vessels enter the jurisdiction of Minehead Harbour. That is within a boundary line lying about one ship's length from the end of the Quay. The area extends to the other side of the quay as far as the low tide mark.

1.6a.2 Factors of Assessment

Minehead is a small vessel haven with no commercial shipping interest other than around twenty-five visits from pleasure steamers during the summer season. The ships visiting the Ports are M/V Balmoral and the paddle steamer SS Waverley.

The two motor vessels carry approximately 25 tonnes of Gas oil. No bunkering is undertaken at the port other than for small fishing vessels (< 10 metres).

1.6a.2.1 Spill history

There is no history of any oil spillage at this Port.

1.6a.2.2 Pre arrival checks (Passenger Vessels)

A prepared schedule of instructions is agreed with the vessel by telephone while at its previous port of call. These include confirmation of tide times, levels and expected weather conditions and an agreed procedure and time for berthing.

1.6a.2.3 Passage Restrictions to safe berth

The vessels are exempt from pilotage but a pilotage service can be provided on request. The vessels normally enter the port for about 1.5 hours leading up to High Water. The depth of water during this period will range from 3 metres to 8.0 metres.

1.6a.2.4 Type of berthing operation and size of tugs available

Vessels on passage contact the harbour by VHF confirming the ETA. Directions are given by the Assistant Harbour Master advising such conditions as depth of water, wind direction and movement of traffic. No tugs are available for berthing operations and the berths are well fendered. Local assistance is given to run lines and make fast.

The Quay at Minehead

Berthing failure conclusion

Berthing failure is considered to be a **very low-level risk** at this port due to the simple approach and berthing operation. There is no restriction to the quay and ample room for the passenger vessels to line themselves up, prior to their approach to the quay. No difficulties have been experienced and as previously mentioned there is no reason to assume any but the slightest chance of oil spillage from berthing failure.

1.6a.2.5 Analysis of oil cargo transfer and fuel bunkering operations

Vessel Operations

No oil cargo transfers take place within the port area and bunkering operations are limited to small fishing boats and leisure craft (<10 metres).

In the event that one of the pleasure steamers or any other large vessel requires bunkering, they are required to complete a comprehensive checklist before bunkering operations commence (Appendix ll).

Bunkering failure conclusion

Maximum amount due to overflow or failure would be approx. 50 litres.

Potential dock spillage:

- Operational Bunker loss 50 litres of MGO.
- Worst case, loss of road tanker integrity being10 tonnes.

1.6a.2.6 Other sources of potential oil spillage from routine port operations

None

1.6a.3 Response Strategy

At a meeting of the named consultees (Section 1.1) it has been agreed that oil spilled within the area will be recovered wherever possible using Tier 1 sorbent materials. In the event of a spillage from a passenger vessel, this would only be likely to happen on the rising tide as the vessels enter the port 1.5 hours before high water and leave shortly after high water. Oil would gather in the inner corner of the quay as discussed below.

Natural oil & debris collection site

The photograph on this page shows an area of the harbour that provides evidence of natural collection and stranding of debris. As can be seen from the photo there are several boats which could be used to assist in cleaning up and also in laying sorbent booms across this area to stop the export of stranded oil and materials.

Recovered Oiled sorbents would be placed in a skip at the Harbour. Waste arising's will be disposed of in accordance with current legal requirements. If a Tier 2 contractor attends, oil will be recovered and disposed of by the Response contractor in attendance.

1.6b Watchet

1.6b.1 Scope of Assessment

This assessment covers operations from the point where vessels enter the jurisdiction of Watchet Harbour, that being within a boundary line running east and west 0.5 miles north of the harbour entrance and extending to 1 mile east and 1 mile west from the entrance.

1.6b.2 Factors of Assessment

Watchet is a small tidal harbour, which no longer operates commercially. It is however visited approximately 10 times per year by the coastal passenger ship M/V Balmoral. A second vessel SS Waverley that visits Minehead does not visit this Port because the berth access does not lend itself to the paddle steamer.

The vessels each carry approximately 25 tonnes of gas-oil.

Approximately two-thirds of the harbour has been turned into a marina and bunkering facilities are provided for small boats using the marina by Watchet Harbour Marina Limited. The Marina operates as a terminal within the port and have their own Oil Spill Contingency Plan. (The Marina do not meet the requirements for an OPRC compliant plan).

1.6b.2.1 Spill History

There is no history of any oil spillage at this Port.

1.6b.2.2 Pre-arrival Checks (Passenger Vessels)

A prepared schedule of instructions is agreed with the vessel by telephone while at its previous port of call. These include confirmation of tide times, levels and expected weather conditions and an agreed procedure and time for berthing.

1.6b.2.3 Passage Restrictions to safe berth

The vessels are exempt from pilotage. Vessels normally enter the port for about 1.5 hours leading up to High Water. The depth of water during this period will range from 3.5 metres to 7.0 metres. Vessels may only enter over high water and must remain afloat throughout their visit.

1.6b.2.4 Type of berthing operation and size of tugs available

Vessels on passage contact the harbour by VHF confirming their ETA. Directions are given by the Assistant Harbour Master advising such conditions as depth of water, wind direction and movement of traffic. No tugs are available for berthing operations and the berths are well fendered. Local assistance is given to run lines and make fast.

The marina entrance and entrance to Watchet Harbour and West Pier

Berthing failure conclusion

Berthing failure is considered to be a **low-level risk** at this Port due to the simple approach and berthing operation. No difficulties have been experienced and as previously mentioned SS Waverely does not enter the Port. There is no reason to assume any but the slightest chance of an oil spill from berthing failure.

1.6b.2.5 Analysis of oil cargo transfer and fuel bunkering operations

Vessel Operations

No oil cargo transfers take place within the port area and bunkering operations are limited to vessels in the marina.

In the event that one of the pleasure steamers or any other large vessel requires bunkering, they are required to complete a comprehensive checklist before bunkering operations commence (Appendix ll).

Bunkering failure conclusion

Maximum amount due to overflow or failure would be approx. 50 litres.

Potential dock spillage:

- Operational Bunker loss 50 litres of MGO.
- Worst case loss of road tanker integrity being10 tonnes.

1.6b.2.6 Other sources of potential oil spillage from routine port operations

There are none.

1.6b.3 Response Strategy

At a meeting of the named consultees (Section 1.1) it has been agreed that oil spilled within the area will be recovered wherever possible using Tier 1 sorbent materials held in stock at Minehead.

The Ports of Minehead and Watchet have one of the largest tidal rise and falls in the world being around 11 metres with a tidal flow of 5-6 knots.

Only the surface of the water remains calm and the only booms likely to contain spilt oil would be sorbent booms floating on top of the water. In the majority of cases the general advice from Environment Agencies is that any spillage of the size nominated within this study would be allowed to evaporate and disperse naturally, unless heavy concentrations were threatening extremely sensitive environmental areas.

In the event that a Tier 2 spill occurs an approved contractor will be contacted. See section 10 Contact Directory. Waste arising's will be legally carried away for disposal. Natural England should be consulted on any proposal to dispose of or store waste material to ensure that sensitive wildlife areas such as SSSIs are not affected**.** The Environment Agency should be consulted to ensure all waste is stored and disposed of in compliance with all relevant waste legislation, and to ensure no environmental harm is caused.

1.6.4 Overall Conclusion – Ports of Minehead and Watchet

The Ports of Minehead and Watchet are considered to be a very well controlled, low risk ports set in a sensitive coastal area.

Proper controls exist through set procedures.

Commercial Shipping movements currently average no more than 20 vessels, with no commercial shipping bunkering operations.

It is considered that there are adequate procedures in place to ensure that the risk of operational spills is considered to be very low. The ports records of no spills supports this assessment.

Minehead and Watchet are not generally suitable for use as a port of refuge.

For the following reasons:

- Access is wholly dependent upon the time and height of tide.
- All vessels have to take the ground over Low Water.

The outer harbour could potentially be used as a port of refuge for small work boats and floating plant that will be used during construction activities for the Hinkley Point C power station. However conditions would need to be suitable for safe passage to the port ,and the vessels would need to be able to safely take the ground.

1.6.5 Tiered Response Levels Determined

Ports of Minehead and Watchet	Spill Size
TIER 1	50 litres Gas-oil
TIER 2	It is unlikely that a Tier 2 response would be effective given the tidal regime and nature of the fuel hazard.
TIER 3	Unlikely to occur, with a spillage originating from these ports.

1.6.6 Consensus

The initial Risk Assessment within the original plan was undertaken by Briggs Marine Environmental Services and the findings were presented to a meeting of consultees from Natural England (NE), the Environment Agency (EA), DEFRA, Somerset County Council, and West Somerset Council.

The proposed Oil Spill Contingency Plan content and response strategy was fully discussed and agreement was reached on the sensitivities and response strategy. Levels of potential spillage were agreed and a Sensitivity Statement of coastal areas was supplied for the Plan by Natural England for inclusion.

Revisions and further issues of this plan have been produced in consultation with the consultees listed above and suggested amendments have been incorporated into the revised plan. Applicable statements from the consultees are attached within the preface to each issue of the plan.

1.7 Environmental Sensitivities and Priorities for Protection

1.7.1 General strategy for Bridgwater Bay

On all occasions Natural England must be contacted. Environmental sensitivity information prepared for the Bristol Channel Counter Pollution Association will be utilised.

1.7.2 General Nature Conservation Recommendations – prepared by Natural England

Where possible, considering safety and estuary conditions, any floating oil on the water surface should be removed physically – no chemical dispersants are to be used. Removal should particularly be attempted where this may significantly reduce the possibility of quantities of oil coming ashore on identified sensitive environmental areas.

If access to sand or mudflats is possible, considering safety and estuary conditions, mechanical methods to clean up oil may be used – no chemical dispersants are to be used. Otherwise oil should be left to degrade naturally.

Where oil comes ashore it should be generally left to degrade naturally; although some manual removal, but not mechanical, may be possible (and actively sought by landowners) on higher, drier and more stable salt marsh habitats which are intensively used for agricultural grazing. No chemical dispersants are to be used for this treatment.

In general, any areas within the SSSI's should be protected from gross disturbance e.g. by use of vehicles. Land within the SSSI's should not be used for wider oil spill control or co-ordination works. Natural England should be consulted on an oil spill if it is within or close to a SSSI.

1.7.2.1 Cleaning up spills

a) Containment: There are floating booms that can be used to contain oil, however given the dynamic tidal regime within the Bridgwater Bay and on the Rivers Parrett and Brue it is probable that containment utilising floating booms will not be effective.

b) Mopping up: Sorbents can be used to absorb oil in or on the water. These will selectively absorb up to 20 times their volume of oil. These can be used in the wider estuary (from boats or possibly fixed locations) to prevent oil reaching sensitive sites. These would be deployed at the specific request of Natural England.

c) Removal of waste: Oily waste will be removed using the Tier 2 Contractor.

Note: Further Environmental data is given within 'Sensitivity Area Response Information' in section 7.

1.8 Categories of Incident

Within the Ports of Minehead and Watchet where is in place a three tiered incident response system for oil spillage, see 'Scope of the Plan in section 1.5. The responsibility of escalating an incident from Tier 1 to Tier 2 lies with the Harbour Master.

1.8.1 Levels of Call-out

1.8.1.1 Tier 1 Spills

For minor spills, where the response is addressed within the harbour, the Harbour Master will take the appropriate action and arrange for safe storage and legal disposal of waste arising. Since all oil spills, regardless of size, have to be reported to the Authorities, the Harbour Master will always alert the MCA.

1.8.1.2 Tier 2 and Tier 3 Spills

For Tier 2 and Tier 3 spills, the Harbour Master will alert the Incident Response Organisation according to this Plan.

1.9 Waste Disposal Operations

The safe handling and disposal of recovered oil is governed by relevant sections in the following legislation:

a) The Environmental Protection Act 1990
b) The controlled waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
c) Control of Pollution (Amendment) Act 1989
d) The Waste Management Licensing Regulations 1994
e) Hazardous Waste Regulations
f) Environmental Permitting regulations (2010) (as amended)

If oily waste material is produced as a result of a pollution incident then the polluting party (operator) has a duty of care to ensure that the waste is handled, transported and ultimately disposed of in an appropriate manner. If the material is to be handled by contractors then the operator (to reduce liabilities to a minimum) has to ensure that each contractor has the relevant waste transportation and disposal permit. The Environment agency can advise on all matters regarding Waste transportation and disposal.

Natural England should be consulted on any proposal to dispose of or store waste material to ensure that sensitive wildlife areas such as SSSI's are not affected. In addition HM Customs and Excise must be notified if recovered oil is brought ashore by dedicated oil recovery vessels. Landing should not be hindered by the absence of an official from HM Customs and Excise; however, the Operator should maintain a careful log on quantity and nature of the recovered oil.

The various options for waste disposal or treatment of material, be it oily liquids or oiled solids are:

a) temporary store, clean, stabilise and then recover or re-use
b) temporary store and then take to appropriate disposal site for burial
c) take to a refinery / incinerator (mainly for oily liquids only)
d) take to appropriate disposal site

Each disposal option above is examined in turn with various points for consideration highlighted.

a) Temporary Storage / Clean, Treat, Stabilise, Recover, Re-use

This option aims to store temporarily the material and then, slowly over the ensuing period, to clean it or stabilise it and then to recover or reuse it.

In most cases this is the best environmental option. It avoids the risk of changing what was a marine oil pollution problem into an inland surface pollution problem or groundwater pollution problem.

From temporary storage the contaminated material can be stabilised with cement, lime, clay, organic binders, asphalt and composting. The characteristic of each product needs to be considered when determining the ultimate disposal route or any perceived end use. It is important to note that the treatment of hazardous wastes also comes under the Environmental Permitting Regulations (England and Wales) 2010. Therefore, any strategy to deal with the waste in this manner can only be developed through close liaison with West Somerset Council and the EA.

b) Temporary Storage and Appropriate Disposal Site for Burial

The reasons for constructing a temporary storage site are as follows:

1) There is no immediate disposal outlet for large quantities of oil / sand mixture or for oil / water mixtures and clean-up cannot be slowed or stopped.
2) The equipment used to clean beaches is usually labour intensive and therefore requires an immediate transfer area adjacent to the site to be provided.
3) The nature of the roads precludes high traffic densities.
4) The in situ treatment of contaminated material is often preferable to removing large quantities of material from the shoreline.

Each site will have to be constructed in a specific manner. It is therefore essential that the construction of temporary storage sites be done through close liaison with the local authority concerned and the EA.

c) Take to a Refinery / Incinerator (mainly for oily liquids only)

This material should be removed from site by a licensed waste handling company who will then arrange for its disposal in an appropriate manner. If there is suitable access, oily liquids produced from a shoreline clean-up operation can be removed from site by road tanker.

If the oily liquids are onboard a dedicated recovery vessel following an at sea containment and recovery operation then it can be transferred across the quay, at a suitable berth, to a road tanker or other suitable waste reception facility. Alternatively this waste can be fed directly into the reception facility at a marine terminal of an oil refinery. It is the responsibility of the ship's Master to ensure that this waste is disposed of appropriately. However, the Harbour Authority must confirm that any contractors have the necessary licences to handle and dispose of the waste. The environment agency will advise on waste disposal options.

d) Direct to Appropriate Disposal Site

All sites require a EPR permit. The permit is specific to the type of material that can be disposed of at the site. There are only a few sites that are permitted to receive organic or chemically polluting materials (includes oily waste). There will be a charge levied by the site operator for depositing material at the site. In addition there is landfill tax / levy applied to all waste deposited in a landfill.

Furthermore, waste crude oil is likely to be classified as Hazardous Waste and should be treated as such It would therefore be subject to the Hazardous Waste Regulations. Mixes of crude oil / sand and oil / seawater etc would probably be considered as Hazardous Waste. It is therefore likely that oily beach materials and oil / water liquids would have to be handled as Hazardous Waste.

A Hazardous Waste Consignment Note, must be filled in and sent to the receiving facility. If a substantial amount of hazardous waste is to be produced, the site must be registered as a hazardous waste producer which can be done online.

The licensed waste carrier completes part C of the Hazardous Waste Consignment Note and takes it with the load to the receiving facility. The licensed operator of the receiving facility then signs the consignment note to say that they have accepted the load and that they are authorised to manage it properly.

Oil recovered at sea by a dedicated Oil Recovery Vessel could be discharged within a harbour to an appropriate waste reception facility However a consignment note will have to be supplied with each load sent for disposal.

To ensure that oily waste material is transported and disposed of in an appropriate manner, a licensed waste carrier and disposal company should be contracted. The EA can advise on waste disposal if required.

1.10 Document Control and Plan Revision

The Ports of Minehead and Watchet Oil Spill Contingency Plan is a controlled document. All document holders, detailed in the distribution list, are assigned a specific copy number.

Any changes to the situation at the port, changes to be made to the plan or any other updates will be issued as amendments to all holders of the plan within 3 months of such change. Irrespective, the plan will be revised when necessary so as to incorporate changes occurring during the year plus lessons learned from the annual exercise.

Amendments and updates are the responsibility of the appropriate Harbour Master, acting, under contract to, and on behalf of, West Somerset Council.

This document has an approved life span of 5 years from the date of approval by MCA and it shall be submitted in its entirety for re-approval after that time.

Section 2: Training and Exercise Policy

2.1 Training Policy

In order to familiarise personnel in the use of this Oil Spill Contingency Plan and comply with MCA guidelines. Oil Spill Response training courses will be held for employees of the Ports of Watchet and Minehead, with an identified role within the Plan. In addition, there will also be awareness briefings with other port users and the Agencies who were involved in the consultation process.

After initial training, instruction will be specific, with the use of the Tier 1 oil spill response equipment located at Minehead. This will be tested and deployed using those personnel who will be responsible for operating this equipment in the event of a spill.

In order to meet the minimum levels as recommended in the MCA guidelines, the training and exercising of key personnel is detailed below.

TRAINING IN THE USE OF THIS PLAN		
Position	**Timing**	**Type of Training**
C F Spencer Harbour Master and Deputy Harbour Master	At plan approval	MCA level 4p (IMO2)
Assistant Harbour Master and other Relevant officers of West Somerset Council.	At Plan approval	MCA level 1p

2.2 Exercise Programme

To ensure that the Oil Spill Contingency Plan is “user friendly” and understood by all those involved in its use, communications and practical exercises will be undertaken on an annual basis.

A record of Personnel Training and Contingency Plan Exercises will be held by the Harbour Master.

EXERCISE IN THE USE OF THIS PLAN		
Annual Exercises	**Timing**	**Type of Exercise**
Notification	Twice per year	Communications test
Mobilisation Exercise Inspection and use of equipment	Twice per year	Inspect and use the Tier 1 equipment, updating personnel in procedures and use
Table Top Exercise	Once a year	Exercising Tier 1 response
Incident Management Exercise	Every three years	Simulation of an Oil Spill Incident using the Oil Spill Contingency plan, mobilising tier 2 equipment and personnel as appropriate
Revalidation	5 years	Update and test

Section 3: Incident Response Organisation

3.1 Introduction

This Plan has been compiled to cover the response to any spillage caused during operations whilst within the jurisdiction of the ports of Minehead and Watchet. Spills either from shoreside operations, or vessels alongside, in transit or on passage. The Plan indicates the Tier 1 response available at the port relevant to the perceived risk through normal operations as well as a mechanism for calling upon Tier 2/3 response in the event of an abnormal incident or major accident affecting the Ports.

Definitions of the tiered levels used in this port are shown in Section 1.5.

3.2 Responsibilities and Incident Control Arrangements

West Somerset council has a 24 hour manned control room available in case of accidents. During silent hours they will trigger any immediate response action required on the basis of the telephone call received. For Tier1 or Tier 2 spills, Marine Response Centres will be established at the respective Port/Harbour offices. For Tier 3 spills an SRC would be established at the appropriate District Council Emergency Centre.

3.2.1 Harbour Master of Minehead and Watchet

The Port Harbour Master or Deputy will act as Incident Controller and may be contacted through the District Council Duty Officer out of working hours.

3.2.2 The Incident Response Team Members of the Ports of Minehead and Watchet comprise of:

Position	Role
Harbour Master (C F Spencer &Co.)	Incident Controller
Assistant Harbour Master	On-scene commander
Duty Officer	Communications
Council Staff	Clean-up Operators

3.3 Dispersant Use

After due consultation with the Authorities concerned and as general strategy the use of Dispersant is not permitted within the areas covered by this Plan mainly in considerations of the type of oil and the local wildlife sensitivities. The use of dispersant might be considered only under life threatening situations.

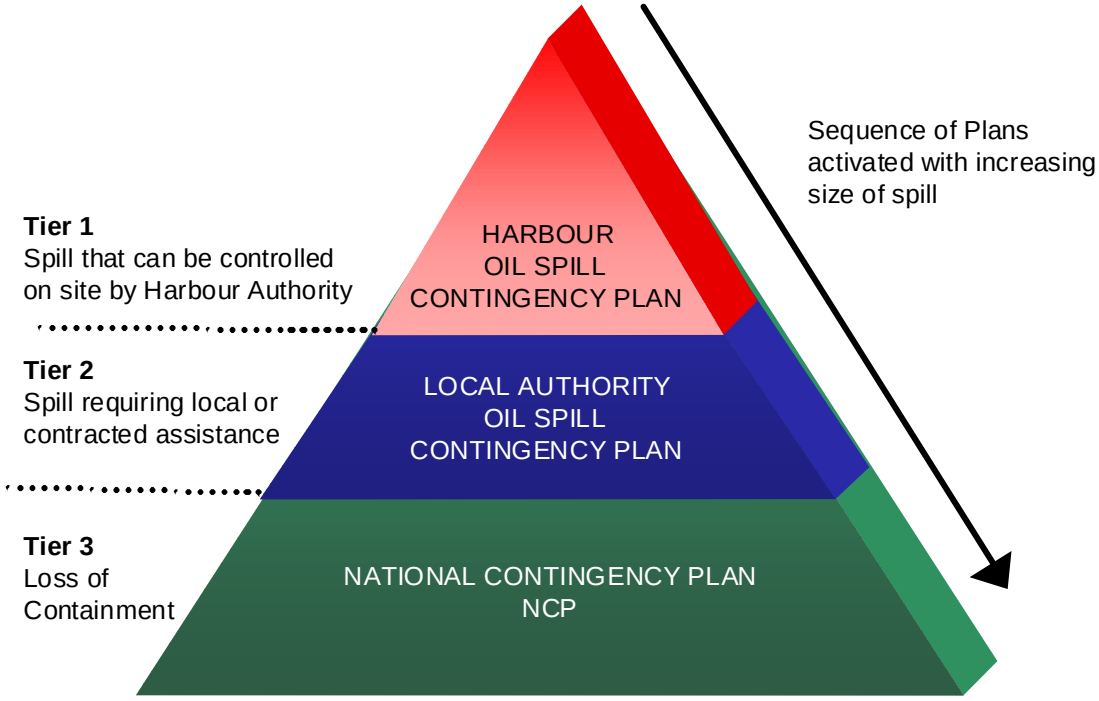
In England and Wales the statutory authority for approving oil treatment products for use at sea is the Department for Environment, Food and Rural Affairs (DEFRA).

Under the terms of the Food and Environment Protection Act 1985, and the Deposits in the Sea (Exemptions) Order 1985, it is legal requirement that oil treatment products may be used in English or Welsh waters if they have been formally approved for this purpose by DEFRA. In addition, specific permission from DEFRA must be obtained before any such products are used in shallow waters – these are defined as any area of the sea which is less than 20 metres deep, or within one nautical mile of such a area. This includes any use in tidal docks and locks and on beaches shorelines or structures such as piers and breakwaters.

Oil Spill treatment products can be used without prior consultation with DEFRA in 'force majeure' situations, where there is a genuine risk to human life or to the safety of an installation or vessel - for example, where there is a serious danger from fire or explosion.

3.4 Interface with other Contingency / Emergency Plans

Other plans including the Bristol Channel Counter Pollution Plan, Somerset Coastal Oil Pollution Plan and other Agencies' plans and procedures, if appropriate will be co-ordinated by the Somerset County Council and MCA if an SRC is required to be activated.



3.5 Internal Alerting and Call-out Procedures

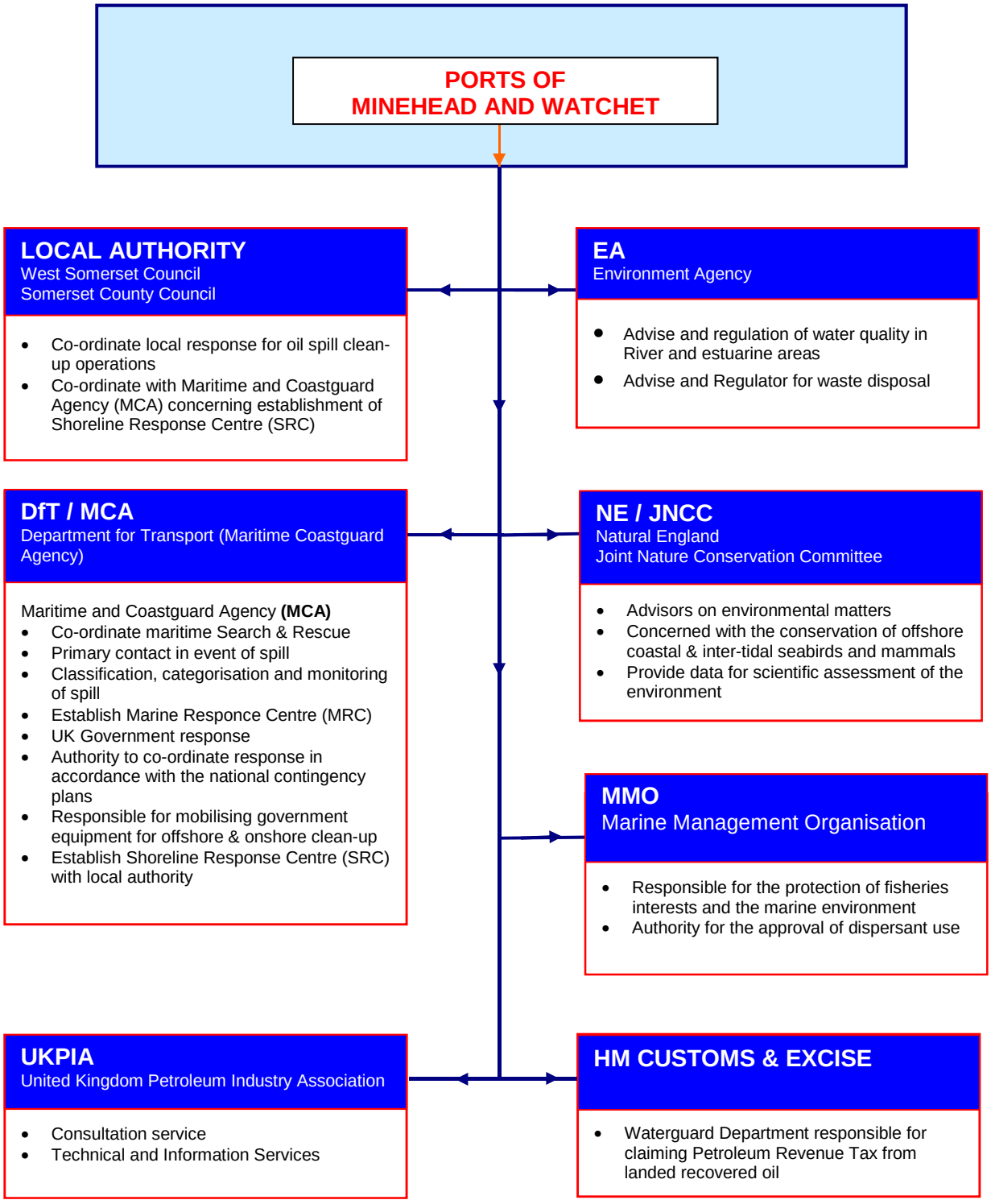
An initial spill report will be produced in the first instance by the Local Council / Port / Harbour Authority during working hours. Out of working hours reports are liable to come via HM Coastguard, Fire Brigade or the Police to the Local Council.

The information received must be passed immediately to the Harbour Master. The Harbour Master will do his best to confirm the incident details and determine the level of clean-up operation necessary and the requirement as to whether to activate the appropriate Response (Part 2 Section 5). All calls and decisions made must be recorded, and an Oil Spill Report form raised (Section 8.2).

3.6 Liaison Procedures with Other Agencies

Rapid passing of information to other affected agencies is essential for effective response. Shown below are agencies concerned and their roles.

3.6.1 Ports of Minehead and Watchet



Section 4: Response Strategies

4.1 Health and Safety

4.1.1. Statutory Duties and Applicable Statutory Law and its Implications

The Health and Safety at Work Act 1974 places a clear duty on all employers and persons responsible for premises to ensure that the workplace is safe and in the case of the employer, to have a safe system of work. This duty is placed regardless of whether the workers are employees, sub-contract workers, temporary workers or self employed persons.

Implementation of the Health and Safety at Work Regulations 1992 requires that, all employers carry out suitable and sufficient Risk Assessments of all tasks to be undertaken in the workplace. Where five or more employees are employed then the Assessment is to be recorded and those at particular risk must be informed accordingly.

These same regulations require that the employer executes a Safety Management System and that measurement of performance against standards is made. All employees must receive adequate training, information and supervision. Additionally, there is a requirement for all employees to receive suitable and sufficient health surveillance to ensure that they are fit to carry out the work and that the work and conditions do not cause them adverse effect.

The Provision and Use of Work Equipment Regulations 1992 requires that all equipment provided for use at work is safe and fit for purpose. The persons using the equipment must be adequately trained in its use and the operation must be properly supervised.

The Personal Protective Equipment Regulations 1992 requires that all equipment provided is fit for purpose and does not cause adverse effect. That all personnel are trained in its use and that all associated risks are recorded controlled and pointed out to those affected.

The Manual Handling Regulations 1992 requires that all work where lifting, pulling and pushing is involved, is assessed and all risks to the health and safety of those involved are reduced to a level as low as reasonably practicable.

The Control of Substances Hazardous to Health Regulations 1995 requires that all substances to which a worker may be exposed, including dusts and gasses are properly assessed and the risks to health reduced to a safe and acceptable level.

In addition to the above legislation. **MCA's STOp** notices provide invaluable information, being based upon lessons gained from cumulative experiences of numerous spills (Appendix I).

4.1.2. Site Safety Assessment

To achieve a Safe Operation, those in charge of the Response must follow those generalised parts of the Contingency Plan, which apply in all circumstances. Additionally they must have available the means to prepare those elements of the Plan which are Site and Response Specific.

The Site Safety Assessment is intended to prevent uncontrolled incidents occurring which may cause further damage to the environment or loss due to damage, injury or illness. The Site Safety Assessment should comprise the following Sections:

a) Site Survey
b) Operations Analysis
c) Site Control
d) Logistics and Supplies
e) Personnel.

Each Section should be addressed jointly and separately before work commences and the appropriate steps taken to ensure that requirements are adequately met.

a) Site Survey

A Site Survey Form should be available (example shown in Appendix IV), which when followed correctly will add all of those site unique details which assist in the decision making process and remind staff of essentials which might otherwise be omitted.

The Site Survey should address the safety of those personnel taking part in the cleanup as well as those members of the public who may also be involved.

The following list indicates a few of those subjects which, should be addressed, assessed and reported in the survey. The list is by no means exhaustive.

- Communications Requirements
- Exposure to Temperature
- Feasibility of Handrails or Ropes
- Hazards to the eyes
- Lack of or Shelter from Weather
- Lighting conditions
- Machinery Usage
- Manoeuvrability
- Manual Handling
- Pedestrian Traffic
- Requirement to access Confined Spaces
- Sample collection
- Terrain Surface and Incline
- Vehicle Traffic
- Visibility
- Water Hazards

b) Operations Analysis

Having surveyed the site and assessed the aspects which are influenced by the terrain, water conditions, and other pertinent factors. The On Scene Commander will assess the way in which the operation is to be conducted.

The intention to use the following facilities should be stated and the reasons for and priorities of each facility established.

- Cranes
- Boats
- Breathing Apparatus
- Fork Lifts
- Hoses and Pumps
- Low Loaders
- Motor Vehicles
- Raking and Sweeping Gear
- Winches

c) Site Control

It is essential that those in charge of the Spill Cleanup have control of the site as soon as possible and before any significant part of the cleanup operation begins. Access to the site must be restricted to those personnel who are essential to the cleanup operation.

Arrangements must be made for the area to be barriered, closed and policed such that no one can enter the work area without reporting to the site supervisor. No workers should be allowed on site until they have received the full vetting and briefing with respect to the Safety Plan.

d) Logistics and Supplies

Specifically with respect to Safety, it should be ensured that the appropriate equipment, materials and substances are available at the required times. Particular attention should be paid to the availability of the various sizes of protective clothing required. This sometimes cannot be established until the members of the workforce have been detailed and their individual roles and tasks decided.

Consideration must be given for a prolonged clean-up operation possibly stretching to 24 hours operations. In which case shelter, accommodation, feeding, refreshment, rest areas, sanitation and first aid must be available.

Where training has to be delivered prior to work commencing, the necessary instructors and equipment must be available before work commences. It is an error to allow experienced workers to commence work whilst others are waiting for training.

Protective Clothing.

If the weather is at all inclement, the protective clothing issued to workers must be warm, water and chemical-proof. It should include coveralls, gloves, boots, eye protection and headgear. If the weather is warm, the use of the same protective clothing may be necessary, but the requirements for ventilation and cooling will be greater.

Personal Protective Equipment (PPE)
PPE includes:

- Breathing Apparatus including Respirators
- Flotation Suits and Vests
- Gloves / Gauntlets
- Protective Clothing
- Goggles, Visors and Safety Glasses
- Hard Hats
- Insulated Clothing
- Reinforced Boots, Shoes and Gloves.

First Aid.
The Health and Safety (First Aid) Regulations 1981, together with the New Code of Practice on First Aid, lay down the requirements for trained first aiders and the equipment that must be provided. A foreshore clean up is considered as a special circumstance and the appropriate extra provisions should be taken into account.

e) Personnel
Selection of Personnel to carry out the cleanup must be dominated by safety considerations.

4.1.3. Safety on the Foreshore

During the execution of a foreshore Site Survey, access to the area to be cleaned must to be carefully assessed. Account needs to be taken of low and high tides and the need for workers to access inlets, cliffs and terrain difficult to navigate. Tide tables should be consulted as well as the taking of advice from those with local knowledge.

Where necessary and appropriate, the use of equipment such as handrails, ropes and ladders should be considered.

Where workers are, by necessity, required to work out of sight of one another, communication between them and the supervisor is essential.

The provision and use of Personal Emergency Beacons and Distress Flares by appropriate personnel should be considered.

4.1.4. Safety on the water

Agreements with the Coastguard should be reviewed and complied with. At the very least, they should be informed of the vessels operating in their area together with all necessary detail of vessel capability and people on board (POB).

Protective Clothing.
Workers operating from sea-going vessels should be equipped with harnesses built to BS 1397. They should, at all times, wear a self or automatic inflating lifejacket and should be protected by a Survival Suit.

4.1.5. Safe Operations

Risk Assessment
Hazard Identification. The identification of all hazards at a worksite or spill location is a singular task that should be done by involvement of the people who are expected to carry out the work. The supervisor responsible for co-ordinating the risk assessment should ensure that all hazards are identified before the next step in the process is attempted. A hazard is an object, place, process or circumstance with the potential to do harm in the form of injury, damage, delay or pollution.

4.1.6. Decontamination

Conditions requiring decontamination
Where workers have been wearing waterproof and protective clothing, it is likely that the clothing will become contaminated by crude oil or chemicals that might have been used during the clean-up operation. The clothing needs to be cleaned to prevent further contamination. Facilities for such cleansing should be made available either near to Rest or Feeding areas or close by, but clear of the work site.

Personal hygiene practices on the job
Workers should be instructed on the dangers of ingesting hydrocarbons and chemicals through contact of contaminated equipment or clothing, such as gloves via the mouth and nose. Facilities for removing protective clothing and washing before consuming food or smoking should be made available.

Decontamination Area Drainage
The decontamination area where clothing and personal equipment is cleansed should be arranged so that cleansing water and contaminants are drained into tanks. Care should be taken to ensure that contaminated waste does not drain into either the normal drainage system or into the soil under the decontamination area.

Disposal of Contaminated Clothing
Clothing, which is not fully washable or capable of having all traces of contaminant removed, may need to be disposed of safely. Such clothing may be classified as Hazardous Waste. If incineration facilities do not exist at the site, the clothing may need to be delivered to the Local Authority or to a Hazardous Waste Contractor. Clothes should be bagged and amounts noted for claims purposes.

4.2 Oil Spills

4.2.1. Introduction

An oil spill can occur almost anywhere - a leakage or accident during transportation or during use, which can affect many areas including sea, coastlines, harbours and land.

Oil contains a variety of different types of hydrocarbons. The exact composition is dependent upon its origin. Oil may also contain a variety of impurities such as sulphur and nitrogen products. Generally oil is of relatively low toxicity, however this is dependent upon the properties of the source oil. The route of human exposure is via inhalation and skin absorption.

Oil when released in a spill will be subjected to various actions:

- Spreading
- Evaporation
- Oxidation
- Dissolution
- Emulsification
- Microbial degradation

The effect of all these actions is to reduce the original oil volume by evaporation but increase it by emulsification, also reduce its flammability and its toxicity. The rate of these actions is dependent upon the physical composition of the oil and environmental conditions prevailing at the time. Therefore to be able to effectively combat a spill these factors must be known.

4.2.2. Response to Oil Spills

4.2.2.1 Oil spill within the Harbour Area

Oil spilled within the Port Areas will be recovered using sorbent materials (Tier 1 Response) held in stock at Minehead. Small operational spills will be handled by the Port Staff. West Somerset Council Duty officers are available on 24hr call. Although there is only a small number of staff, it has been arranged that a number of additional personnel can be contacted on a twenty-four hour basis when ships are using the ports.

Fixed Booms or Booming points at the Harbours are likely to be ineffective because of the strong currents and tidal range.

In the event that a larger spill occurs, requiring Tier 2 Response, this will be supplied by contacting accredited contractors. The recovering and disposal of the oil will also be carried out by an accredited contractor, waste arisings will be legally carried for disposal. Consideration as to the effectiveness of the above will need to be taken into account and will depend on the speed and direction of current flowing at the time of the spill.

4.2.2.2 Oil spill sampling

Samples of the spilt oil should be taken, by the Port Authorities, as soon as possible before the oil has weathered. These samples may be required as evidence in legal proceedings. Guidance in the matter of collection samples is given in MCA STOp Notices (Appendix I).

4.3 Disposal Plan

All waste arising from an oil spillage will be handled systematically and strictly in line with the current Regulations. Policy and instructions are identified within the 'Categories of Incident' in section 1.9. The 'Waste Disposal Action Checklist' is shown in section 8.3.

In the event of a Tier 1 spill, initial holding and storage will be possible through use of the disposal bags and container, included within tier 1 equipment held in the port. Disposal options will then be determined through liaison with West Somerset ouncil and the Environment Agency.

In the event of a Tier 2 or 3 spill response, the legal disposal of recovered oil will be undertaken, through a disposal route agreed with, West Somerset Council and the Environment Agency.

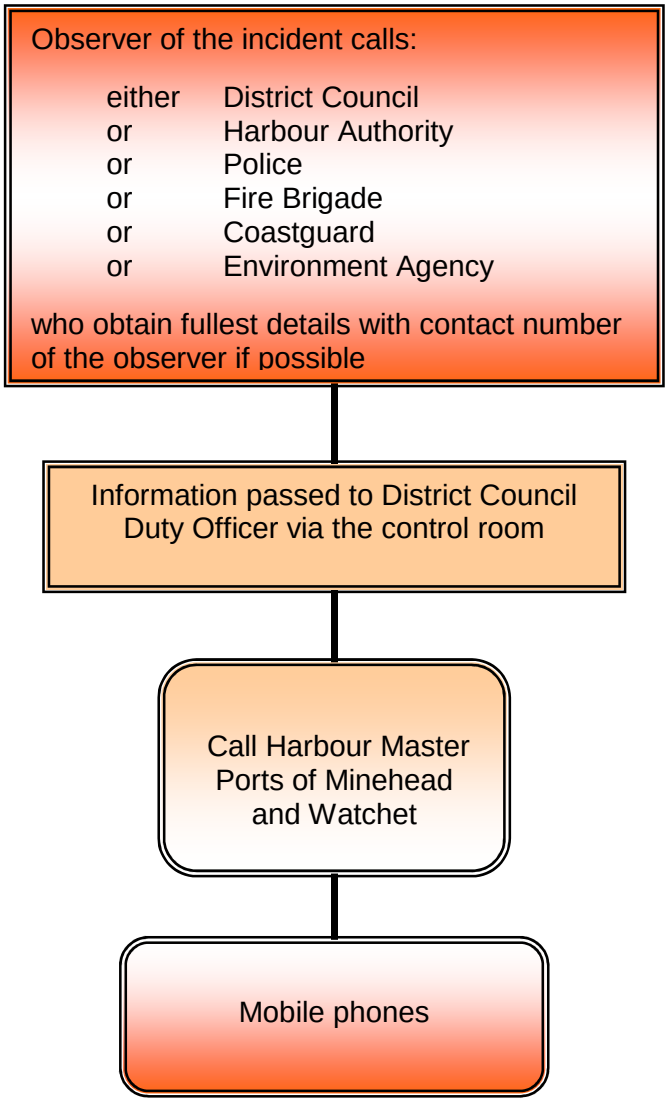
All waste arisings from an oil spillage should be handled systematically and strictly in line with checklist shown within the 'Waste Disposal Action Checklist' is shown in section 8.3. Within the resources of the plan, initial holding and storage will take the form of a portable, temporary storage tank on the quay and thereafter the oil will be disposed of using a local licensed contractor. All waste needs to be separated and grouped together and amounts recorded for financial claims.

Part 2: Actions & Operations

Section 5: Actions Sheets

5.1 Observer of the Incident

5.1.1 Actions



5.1.2 Information to be obtained from the Initial Spill Reported

Date: _____

Time: _____

1. Name of person reporting incident _____

2. Job Title _____

3. Details of Company/organisation or address _____

_____

_____

4. Call back number _____

5. Location of the Incident _____

6. Estimated quantity of spilled oil _____ litres/tonnes

7. Type of oil spilled _____

8. Action taken to prevent further spillage _____

_____

9. Other relevant information _____

_____

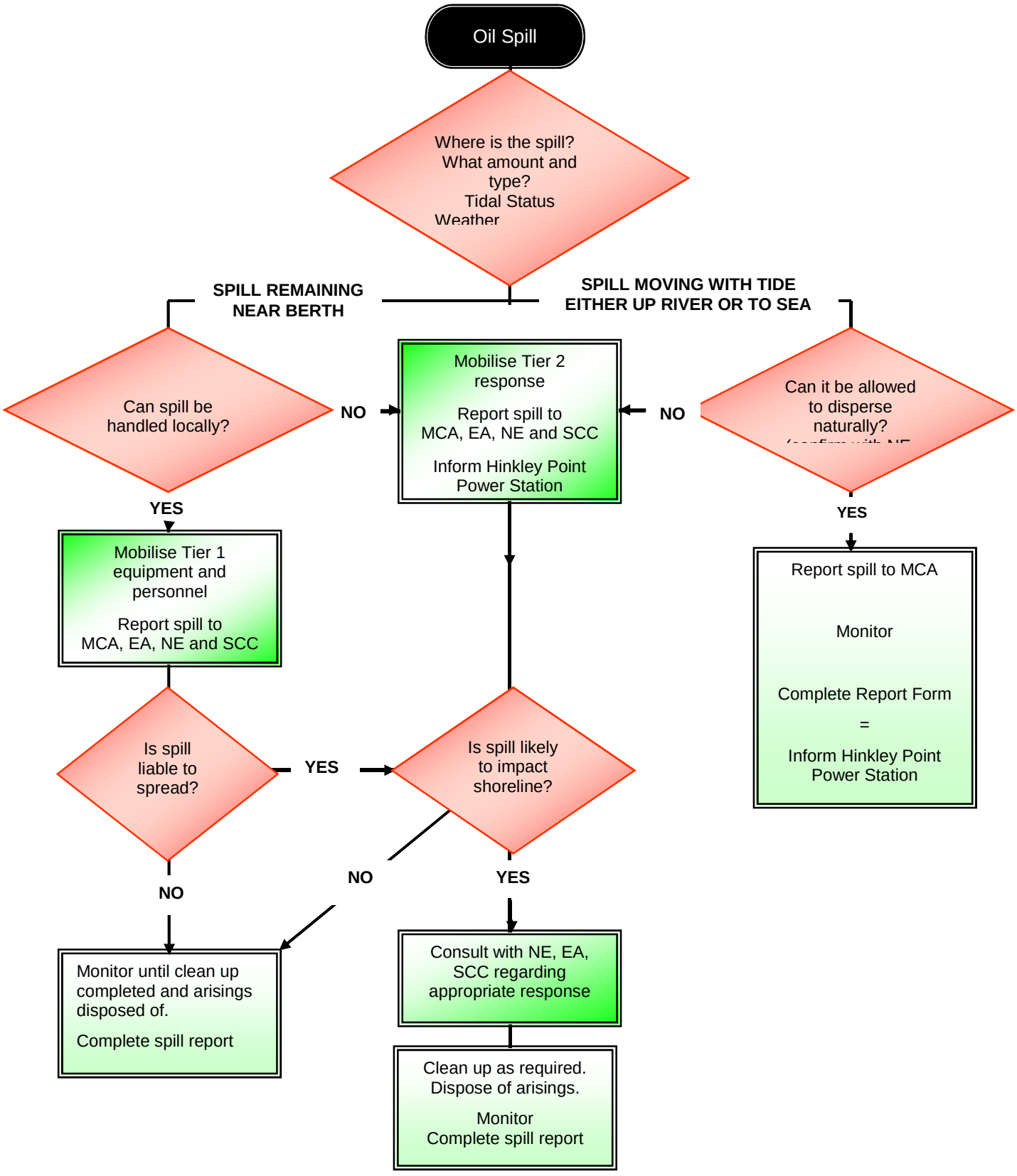
_____

_____

_____

5.2 Harbour Master

5.2.1 Initial response upon notification of a spill



5.2.2 Action sheets – Harbour Master

In the event of a call out requirement, the following action sheets should be used as a check list to ensure proper cover of all aspects of response.

Harbour Master/Assistant HM		
No.	**ACTION**	**Ref. Section**
1	Obtain all available information. Ensure that an Incident Log has been started.	8.2
2	Determine initial level of manpower and equipment resource mobilisation required and call out Incident Response Team if required.	3.2, 11
3	Establish communication with all concerned parties and ensure that statutory reporting requirements have been carried out.	6.1, 8.1
4	Determine level of response that has been initiated and inform MCA, EA, NE and MMO of intended response.	1.8
5	Contact Hinkley Point Power Station if there is threat to cooling water intakes.	
6	Ensure that a sample of spilt oil is taken, especially when the origin of the spill is unknown or legal proceedings are liable to be taken.	4.2
7	Send information out via NTM distribution list – (e-mail)	1.6

TIER 1 SPILL RESPONSE		
No.	**ACTION**	**Ref. Section**
8	Call-out additional personnel to handle spill notifications as required.	6.1
9	Monitor situation. Obtain regular briefings from Clean-up Supervisor on progress of clean up.	
10	Determine likely impact of incident. Complete and log a full report	
11	If it appears that the spill has escalated, proceed as for Tier 2 and Tier 3 incidents.	

TIER 2 AND 3 INCIDENTS		
No.	**ACTION**	**Ref. Section**
11	Contact Response Contractor and agree primary level of response required.	11
12	Start and maintain an accurate log of all communications with contractor.	
13	Establish communication link with the contractor's Response Manager and issue a call back number.	
14	Determine extent of incident in terms of: • Any casualties • Any safety hazard • Damage to facilities • Extent of pollution • Results of any actions taken so far.	
15	Brief Response Supervisor of actions as appropriate.	
16	Establish review / planning meetings and continue communications and briefings.	
17	When incident stood down confirm incident closure with all agencies involved.	
18	Complete incident log and ensure receipt of report from response supervisor.	

5.2.3 Escalation of Response

In the event that a response escalates to Tier 2 or Tier 3 level, sufficient personnel must be mobilised to establish a Marine Response Centre (MRC) and room must be made available to meet with personnel from external agencies.

The Harbour Master will retain the position of On-Scene Commander unless any change is agreed with the Government Agencies involved.

If the response is likely to become protracted, the Harbour Master must make arrangements for the Marine Response Centre (MRC) to be managed and run according to the needs of the response team. This may entail providing catering and accommodation arrangements locally.

In the event that outside contractors are employed to assist with the clean-up, due notice must be taken of the Health and Safety Policy contained in section 4.1 of this Plan.

5.3 West Somerset Council

West Somerset Council should be ready to assist if deemed necessary by the Harbour Master and must be in a position to make corporate decisions regarding media reporting and liaising with underwriters and contracts.

CHIEF EXECUTIVE – West Somerset Council		
NO.	**ACTION**	**Ref. Section**
1	Obtain briefing from Harbour Master with situation report and then relocate to Emergency Control Room if required.	-
2	Assess incident in terms of: • People • Environment • Damage to facilities • Disruption to operations	-
3	Approve outline response strategy	Response Strategy section 4.2
4	Approve immediate and future contracted equipment requirements.	Resources Directory section 11
5	Arrange initial Public Relations programme.	Press Statement section 9.1
6	Attend review meetings in Marine Response Centre (MRC)	-

Section 6: Communications

6.1 Notification Matrix

	Spill Tier			**For contact numbers see Section 10 – Contact Directory**	
Organisation	**1**	**2**	**3**	**Method**	**Remarks**
Marine & Coastguard Agency (MCA) Marine Rescue Coordination Centre (MRCC) Milford Haven	☎ 🖷	☎ 🖷	☎ 🖷	Telephone Fax	Coastguard will require information on the Oil Spill Report Form in section 8.1. Confirm details with fax. Coastguard will inform the Pollution Response Unit.
West Somerset Council	✓☎	☎	☎	Telephone, Fax	Council Duty Manager Oil Pollution Officer Chief Executive
Environment Agency	☎	☎	☎	Telephone,	Contact if spill has originated from land based source, or if waste disposal advise is required, or the spill is likely to make land.
Natural England	✓☎ 🖷	☎ 🖷	☎ 🖷	Telephone, Email	Email all spills. Contact if spill exceeds one tonne.
MMO / DEFRA	✓☎	☎	☎	Telephone	
Somerset County Council Emergency Planning Service	☎	☎	☎	Telephone	Call the 24-hr contact number and leave message/request that Duty EPO returns call.
Hinkley Point Power Station	☎	☎	☎	Telephone	Contact in the event of possible contamination to cooling water intakes.
Oil Spill Contractor	-	☎	☎	Telephone	Contact the 24-hr contact number and ask for the Duty Manager.

Key:
☎ Notify immediately by phone
🖷 Notify immediately by fax
✓☎ Notify during normal working hours.
For all Telephone and fax numbers see Section 10

6.2 Communication and Reporting

6.2.1 Reporting of Oil Pollution

It is essential that all spills are reported by whatever means as quickly as possible.

a) Responsibility for reporting of oil pollution rests with the Assistant Harbour Master / Harbour Master in all cases involving a commercial vessel.

b) Any person either ashore or afloat, seeing oil pollution on the water within the Harbour Authorities jurisdiction or liable to pose a threat to it, should report it whether or not the source is known (Section 5.1).

c) The Harbour Master is responsible for ensuring statutory notifications are made (section 3.6 and section 6.1).

6.2.2 Communication

Initially reports will be passed by telephone both landline and mobile

In the event of a clean-up operation a shift system will be instituted to ensure the main switchboard is manned on a 24 hours basis.

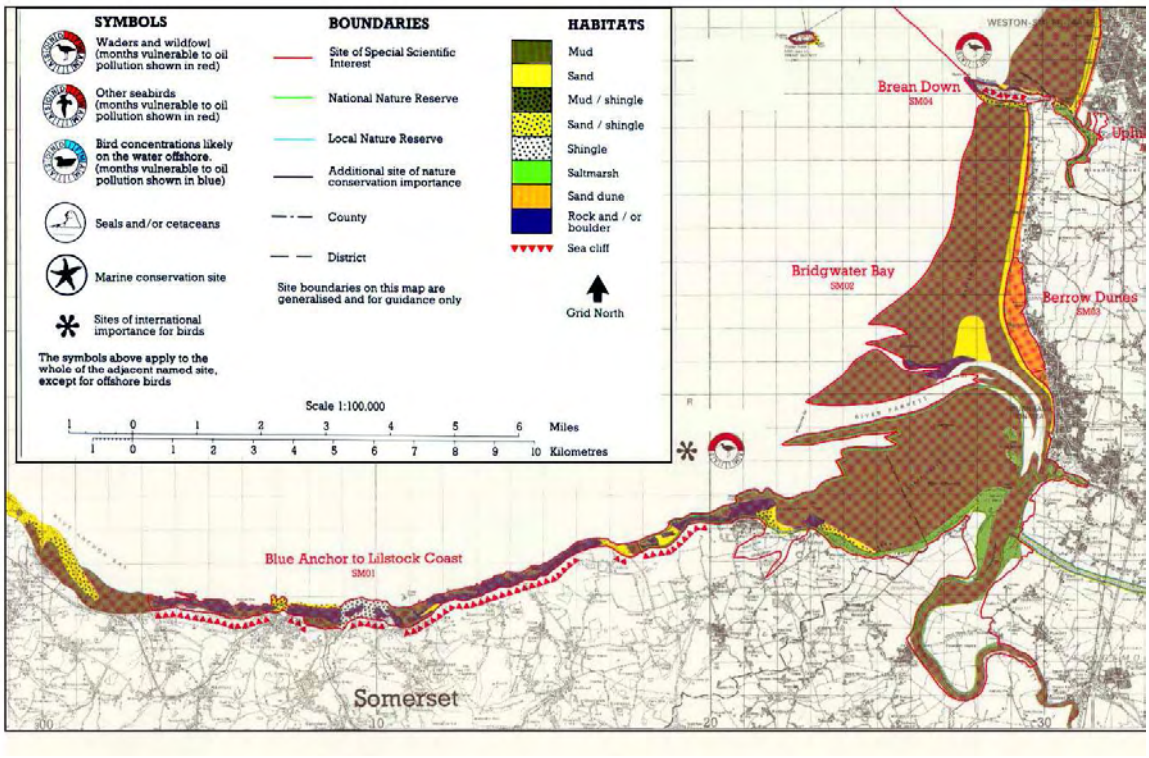
6.2.3 Records

It is essential that all events occurring during an incident are logged and recorded (sheet shown in Section 8.2). This will provide assistance if liability, compensation or reimbursement issues arise as a result of the incident. To achieve this, logs should be kept by all key personnel.

Entries in the log should detail as a minimum, events, actions taken, communications with outside Agencies, decision made and points relevant to the operation.

These logs should be forwarded to the Harbour Master once the incident has ended to form part of the final incident report and provide the basis for a ”wash-up” meeting.

Section 7: Sensitivity Areas Response Information



Sites sensitive to coastal oil pollution

7.1 Lilstock to Porlock Bay

7.1.1 General nature conservation information

This length of coast includes a geological SSSI, of importance for geomorphology, exposures of various successions and fossiliferous remains. There are important foreshore habitats including cliffs, rocky shores, seaweed covered rocks, shingle ridges and beaches, saltmarsh, sandy bays, sand dunes and inter-tidal faunal communities.

The sections 1-3 below deal with the specific interest features and recommendations for short sections of the coast.

7.1.2 Important Nature Conservation Locations

7.1.2.1 Lilstock to Blue Anchor Bay (East)

This area is in the Blue Anchor to Lilstock Coast SSSI for geomorphology and geology. There are boulder strewn, broad wave cut platforms at the foot of steep cliffs. There are classic examples of sediments succession and internationally important fossils. The important geological interests of the area are maintained by erosion processes.

English Nature Recommendations: Leave oil washed ashore to degrade naturally - do not use chemical dispersants.

7.1.2.2 Blue Anchor Bay (East) to Minehead

Blue Anchor Bay is a large area of inter-tidal mud and shingle, with a small sandy beach and mudflat with a submarine forest close to low water mark. There is also an area of *Sabellaria* reef at low water off Warren Point. Behind Dunster there is an area of open water and reedbeds.

English Nature Recommendations: Leave oil washed ashore to degrade naturally- do not used chemical dispersants. The *Sabellaria* reef is fragile and sensitive to damage by boats or vehicles

7.1.2.3 Minehead to Porlock Bay including Porlock Marsh SSSI

West of Minehead to Hurlestone Point the coast is steep and the shore is largely rocky with a few sandy beaches. There is a large shingle beach and behind this is an area of marsh of national nature conservation interest. The area is also important for migratory birds.

English Nature Recommendation: Leave oil washed ashore to degrade naturally - do not use chemical dispersants. Where possible booms should be deployed to prevent oil polluting the developing saltmarsh behind the shingle ridge. Consider need for emergency call out of oiled bird rescue services/RSPCA if autumn or winter spill.

7.2 Fisheries

There are no commercial fisheries within the Lilstock to Porlock Bay area except for small quantities of eel/elver. The economic importance of this is considerably less than further up the Severn estuary.

Elvers enter the estuary each year from the sea, typically during March and April in their fourth year of life. These are brought up the river on spring tides and the time of it is affected by water temperatures, the amount of freshwater in the river, weather conditions and the like. It has been shown that the unpigmented “glass eel” is infrequently found in salinities less than 2 PSU, that migration into freshwater from sea water requires a period of physiological adjustment, that temperatures of between 6 - 8 ° C are required before active migration will take place and that movement is greater during periods of astronomical darkness. A 14 days rhythm emerges from the connection between darkness and high water, and this results in maximum surface migration at the changes of the moon. As spring tides give the maximum incursion of water into a river system, it follows that they enable elvers to be transported passively in the water body for considerable distances. High river flows will obviously modify the incursion of the tide and hence migration. Similarly, very low temperature during heavy frosts and low flows, will also curb migration whether there is a spring tide or not.

On the Severn estuary the legal method to catch elvers is a hand held net operated by one man. Elvers appear to be randomly distributed across the river as the tide floods (the time when they would be susceptible to trawling) but as soon as the tide ebbs they respond to the flow of the river and concentrate against the banks for an hour or two. It is at this time that they become vulnerable to the traditional elver net. To summarise, the movement and capture of elvers is closely related to the tidal cycle and the height of the tide in question is of paramount importance in determining the exploitation of the elver. The volume of elvers entering the Bristol Channel and eventually the funnel shaped Severn estuary may well be due to the tidal stream.

Having ascended the river the elvers, over period of years, grow into mature eels. During this period of growth they are caught as " yellow" eels by anglers and commercial fisherman in fyke nets and putcheons (small traps about one metre long with a funnel shaped entrance). The availability of eels at this stage, and of mature eels depends, of course, on the numbers of elvers migrating successfully into the river. Once they reach maturity (which take between 8 and 15 years in the River Severn) the so-called "silver" eels migrate back to the sea in a short period between September and November. Large migrations tend to occur on dark stormy nights when the river rises.

7.3 Tidal Information

The major streams follow the shoreline in an Easterly or Westerly direction with the flood or ebb tides.

Section 8: Report Forms and Checklists

8.1 CG77 POLREP Pollution Report Form

CG77 POLREP — Pollution Report Form

To: MRCC Swansea — Page 1 of 2

Part 1: Information which should be provided in an Initial Pollution Report

A Classification - of Report:

i. Doubtful ☐ ii. Probable ☐ iii. Confirmed ☐

B Date _____ Time _____

Identity of Observer/Reporter _____

C Position and Extent of Pollution

By latitude and longitude if possible, state range and bearing from some prominent landmark and estimated amount of pollution, e.g. size of polluted area; number of tonnes of spilled oil; or number of containers, drums etc. lost. When appropriate, give position of observer relative to pollution

Extent of Pollution _____ litres/barrells/tonnes

Size of Polluted Area from _____

D Wind Speed _____ knots Direction from : _____

Tidal Status _____ after / before HW / LW

E Sea State

Weather Conditions

F Characteristics of pollution

Type

Oil crude or otherwise; packaged or bulk chemicals; garbage. For chemicals, give proper name or United Nations Number, if known.

Appearance

e.g. liquid; floating solid; liquid oil; semi-liquid sludge; tarry lumps; weathered oil; discoloration of sea; weathered oil; discoloration of sea; visible vapour etc.

G Source and Cause of Pollution

From vessels or other undertaking.

If from a vessel, say whether as a result of apparent deliberate discharge or a casualty.

CG77 POLREP

Pollution Report Form

To: MRCC Swansea

Page 2 of 2

Part 1: Information which should be provided in an Initial Pollution Report	
H	Details of Vessels in the Area - to be given if the polluter cannot be identified and the spill is considered to be of recent origin.
J	Photographs taken Yes ☐ No ☐
K	Remedial action taken, or intended, to deal with spillage
L	Forecast of likely effect of pollution (e.g. arrival on beach, with estimated timing).
M	Names of those informed other than addressees.
N	Any other relevant information (e.g. names of other witnesses, references to other instances of pollution pointing to source).

8.2 Incident Log Sheet

Incident Name		**Date**	
		Location	

Time	Details

8.3 Waste Disposal Action Checklist

8.3.1 Oily Waste Generated from a Shoreline Clean-up Operation:

a) Direct Transportation to Appropriate Disposal Site for Burial

1. Identify suitably licensed waste carrier to remove material from site.
2. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with the Environment Agency (EA) to ensure sites and contractors have the relevant authorisations.
3. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

b) Temporary Storage / Clean, Treat, Stabilise, Recover, Reuse

1. Discuss requirement to establish temporary storage sites along the shoreline with the Environment Agency (EA), Natural England (NE) and the Local Authority.
2. If agreed, identify temporary storage sites in close liaison with the EA, NE and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites.
4. Confirm treatment methods and ultimate disposal with EA, NE and Local Authority.
5. In close liaison with the Oil Spill Response Contractors agree course of action and assist with the necessary arrangements where necessary.
6. Ensure all associated paperwork is retained and catalogued.

c) Temporary Storage and then to Appropriate Disposal Site for Burial

1. Discuss requirement to establish temporary storage sites along the shoreline with EA, NE and the Local Authority.
2. If agreed, identify temporary storage sites in close liaison with the EA, NE and Local Authority.
3. Instruct Oil Spill Response Contractors to construct temporary storage sites.
4. Identify suitably licensed waste carrier to remove material from site.
5. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with the EA to ensure sites and contractors have the relevant authorisations
6. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

d) Take to a Refinery / Incinerator (mainly for oily liquids only)

1. Identify suitably licensed waste carrier to remove material from site.
2. Identify suitable facility to receive the waste.
3. Confirm with waste carrier the disposal route and ultimate disposal site. Liaise with the Environment Agency (EA) to ensure sites and contractors have the relevant authorisations
4. Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

8.3.2 Oily Liquids Recovered at Sea and Held on a Dedicated Oil Recovery Vessel

a) Notify HM Customs and Excise that you intend to land recovered oil.
b) Identify suitable oil handling plant (refinery) to receive the waste.
c) If oil handling plant (refinery) is not available, identify a harbour with a suitable berth for handling oils.
d) Identify a suitably licensed waste carrier to take the oily liquids off the vessel.
e) Confirm the disposal route with the waste carrier.
f) Notify Environment Agency (EA) and confirm that the identified disposal route meets with their satisfaction.
g) Ensure all associated paperwork, i.e. consignment notes, are retained and catalogued.

Section 9: Press and Public Information

9.1 Press Statement

In the event of a pollution incident, it will be necessary for an efficient and comprehensive information service to be brought into action so as to:

- Deal professionally with the representatives of the media;
- Co-ordinate and release information to the general public regarding the pollution incident and the Port/Harbour Authority's response to it;
- Keep Staff informed of developments regarding the progress of the incident; in so far as it affects their responsibilities;
- Minimise the pressures on those directly concerned with combating the spill.

Responsibility for media relations needs to be clearly understood and who will be required to respond.

For guidance it would be expected as follows

Tier 1 spill – Port / Harbour Authority involvement only;
Tier 2 spill – County and Port / Harbour Authority involvement;
Tier 3 spill – SRC established with MCA Press Office staff in attendance.

It is essential that the media are provided with a "balanced" view of the incident and actions taken. Remarks like "No comment" only increase rumour and fuel unnecessary speculation. Below is the format of an Initial Press Statement that can be used by a responsible Port or Harbour Authority Manager pending full details becoming available and a press release issued.

Initial Press Statement

"The Port/Harbour Authority (*state which one)* confirm that an incident has occurred *(state where and give brief description)* …… at approximately *(give time)* …… hours today.
Emergency response procedures have been initiated and relevant authorities *(have been/ are being)* advised. All support services are being co-ordinated through the Authority's incident response team and every possible effort is being made both to minimise risk to personnel at the scene and to contain and mitigate any effects.
Further information will be released, (as it becomes available) at a press conference scheduled for …… (time) today."

Part 3 : Data Directory

Section 10 : Contact Directory

Company/Body Name	Contact	Telephone Office Hrs	Telephone Out of Hours	Fax / Email
Ports of Minehead and Watchet	Harbour Master (C F Spencer & Co Ltd)	01934 822666	01934 822666	01934 823111 info@cfspencer.com
Maritime and Coastguard Agency	Counter Pollution and Salvage Officer	02380 329480	07501 228157	02380 329485
MCA Milford Haven Coastguard	Watch Manager	01646 690909		Zone27@hmgc.gov.uk
Natural England	24 hr Pollution Response	0300 060 1200	0300 060 1200	Marine.Incidents@naturalengland.org.uk
Environment Agency	Emergency Line Incident Hotline (24/7) Gen Enquiries	0845 850 3518 0800 807060 03708 506506	0845 850 3518 0800 807060	
Marine Management Organisation	Emergency Pollution No. DEFRA Duty Office	0870 785 1050 0300 2002024	Duty Officer 07770 977825 0845 051 8486	
Hinkley Point Power Station	Shift Manager (24/7)	01278 654547	01278 654547	
West Somerset Council	Coastal Manager	01278 435347	01278 435435	

Accredited Tier 2 Contractors

Oil Spill Contractor	Emergency Contact Number	Nearest Base
Adler & Allen	0800 592 827	Exeter
Braemar Technical Services	08700 7377 6673	Bristol
Future Industrial Services Ltd	01404 548333	Plymouth
Serco Ltd	01752 554193	Plymouth

Details of accredited contractors are available from:

http://www.spillonline.org/seachresults.php?type=marine

Section 11 : Resources Directory

11.1 Tier 1

These resources are under the direct control of the Harbour Authority. They are situated at the dockside and are available for immediate use.

Since this plan's initial conception in 2000, Oil spill response kits have developed and there are now several comprehensive kits on the market with sorbent materials capable of dealing with specified quantities of oil spillages.

The Ports of Minehead and Watchet's Tier 1 resources will comprise a suitable proprietary oil spill response kit with an absorption capacity of up to 1200 litres

Spill kit contents

Typical contents of a kit with absorbency of up to 1200 litres are:
(in a large, heavy duty container that is UV stabilised, water tight and lockable)

- 400 pads (40 x 52cm)
- 2 mini rolls (50cm x 42m)
- 1 roll (100cm x 42m)
- 10 socks (300 x 7.5cm)
- 4 booms (400 x 12.5cm)
- 10 cushions (55 x 35 x 10cm)
- 2 dammit mats (65 x 45cm)
- 10 disposal bags and ties
- 2 stakes
- 800g dammit ready mix
- 2 personal safety kits

11.2 Tier 2

As a minimum the Tier 2 provider will have 24/7 mobilisation of a fully equipped rapid response vehicle, with two suitably experienced operatives, available at the spill site within 4 hours of a call (during working hours) and within 6 hours (outside working hours).

11.3 Tier 3

Tier 3 Response resources are available from main UK Response Contractors. The response will be in accordance with the National Contingency Plan.

Appendix I : Useful References

MCA STOP Notices

The MCA issue guidance on various aspects of pollution response in the form of STOp notices which are available on their website by following the link below:

https://www.gov.uk/government/publications/scientific-technical-and-operational-advice-notes-stop-notes

STOp notices are periodically updated, therefore it is advisable to check the .gov.uk website for the latest extant notices

Extant STOp Notices – March 2017

STOp 4/09 PDF, 260KB, 26 pages

Guidelines for the preparation of Coastal and Estuarine Booming Plans.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/382885/STOp4-2009.pdf

STOp 1/16 PDF, 1.15MB, 46 pages

Response and Recovery to a Maritime Pollution Incident Impacting the UK Shoreline.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/561672/STOp1-16.pdf

STOp 2/16 PDF, 886KB, 40 pages

Maritime Pollution Response in the UK: The Environment Group

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/561673/STOp2-16.pdf

STOp 3/16 PDF, 751KB, 20 pages

Waste Management Guidance following a Maritime Pollution Incident in the UK

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/561675/STOp3-16.pdf

Use of Dispersants

Information is provided by the MMO and is best accessed directly from their website to ensure the latest available information. Follow the links Protecting the Environment / Marine Pollution.
https://www.gov.uk/topic/environmental-management/oil-spills

PREMIAM post-spill monitoring.

The guidelines that will ensure best practice is followed for post spill monitoring and impact assessment were published in November 2011 and are available to download from
https://www.cefas.co.uk/premiam/guidelines/

Appendix II: Bunker Checklist

C F SPENCER & CO LTD

Harbour Master – Minehead and Watchet **01934 822666**

Oil Transfer - Safety Checklist and Delivery Record

Vessel Name ..... IMO Number.....

Nationality .....

Agents .....

Date ..... Time ..... Berth .....

Vessel Section – To be completed by the Master / Chief Engineer or Person responsible for the transfer of Oil or Oily Mixtures to / from the vessel – before the transfer commences.

I certify that the following items have been checked and found to be in order:

1. My vessel is moored safely
2. There is safe access between the vessel and the shore
3. I am the crew member responsible for the transfer
4. All unused connections are blanked off
5. All bunker tank lids are closed and secure
6. Where practicable, the scuppers are effectively plugged
7. Ship's Oil Spill response equipment is available for immediate deployment
8. All reception tanks have been gauged and I can take onboard / discharge:-

..... litres / m³ / tonnes of .....

Signed ..... Position .....

This section to be completed by the person making the delivery/collection.

I certify that the following has been discussed with the person responsible for the transfer onboard the vessel:

1. Procedures for handling and communicating during the transfer
2. Emergency shut down procedures
3. Smoking / Naked Light / Hazardous Cargo regulations are being observed

Signed ..... Company .....

Transfer Completion

We certify that ..... litres/ m³ / tonnes of .....
have been loaded / discharged onto / from the vessel and no spillages have occurred.

Signed .....(For vessel)

..... (For delivery/collection company)

On completion this form to be e-mailed to info@cfspencer.com

In the event of an incident contact West Somerset Council

EMERGENCY NUMBER 01823 351411

Appendix II: Bunker Checklist (reverse side – guidance)

Guidance on actions to take in the event of an Oil Spill during Bunkering Operations

Bunkers are provided to ships using the Ports of Minehead or Watchet from road tankers when the vessels are berthed alongside within the harbour.

This guidance is intended to supplement procedures that will be in place for both ships' crews and delivering road tanker drivers.

Prevention is better than cure so both parties should ensure that all reasonable precautions are taken to facilitate a safe and successful transfer with no spillages. The form overleaf is designed to supplement appropriate company procedures for both delivery road tanker, and receiving ship, and also provides the port with information required under OPRC legislation.

Permission to undertake bunkering operations within the port of Bridgwater is conditional on this form being completed and returned to C F Spencer & Co Ltd on completion. In addition the ship should advise the Harbour Master (or Deputy) before bunkering operations commence giving as much notice as possible.
The easiest way to pass the message is via the Pilot on the inbound passage.

Should a spill occur.

DO NOT USE ANY FORM OF CHEMICAL DISPERSANT

(Including washing up liquid/detergents) ON OIL SPILLS WITHIN THE PORT.

Ships' crew and delivery driver are on site and will have their own oil spill response equipment and procedures in place. Action taken in the initial stages will determine the seriousness of the resultant pollution incident. Both parties should take appropriate action determined by their own procedures, training they have undertaken and equipment they hold.

Containment is the most important first step:-

- Stop the supply of oil feeding the spill.
- Deploy booms/dams/sorbent material as appropriate to contain spillage onboard or ashore.
- Utilise the Port's Tier 1 equipment as appropriate to supplement ship/tanker spill kits.

Contact the Harbour Master (01934 822666)
and West Somerset Council (01823 351411)

The Port's Tier 1 kit is held in Minehead.

Appendix III: SSSIs Citations

Plan of the Blue Anchor to Lilstock Coast SSSI.

Blue Anchor to Lilstock Coast SSSI

Unit	Unit name	Condition	Condition Threat Risk	Habitat	Area (ha)	GridRef	
001	BLUE ANCHOR TO WATCHET CLIFFS	Favourable	No identified Condition Threat	EARTH HERITAGE	25.9509	ST 050 435	View map
002	BLUE ANCHOR TO WATCHET FORESHORE	Favourable	No identified Condition Threat	EARTH HERITAGE	133.7027	ST 052 436	View map
003	WATCHET TO ST AUDRIES CLIFFS	Favourable	Medium	EARTH HERITAGE	7.0528	ST 089 431	View map
004	WATCHET TO ST AUDRIES FORESHORE	Favourable	No identified Condition Threat	EARTH HERITAGE	153.3639	ST 089 434	View map
005	ST.AUDRIES TO KILVE CLIFFS	Favourable	No identified Condition Threat	EARTH HERITAGE	6.1489	ST 117 434	View map
006	ST.AUDRIES TO KILVE FORESHORE	Favourable	No identified Condition Threat	EARTH HERITAGE	153.1329	ST 122 439	View map
007	KILVE TO LILSTOCK CLIFFS	Favourable	No identified Condition Threat	EARTH HERITAGE	3.7507	ST 169 451	View map
008	KILVE TO LILSTOCK FORESHORE	Favourable	No identified Condition Threat	EARTH HERITAGE	192.0035	ST 170 454	View map

Appendix IV: Site Survey Form

Shoreline Clean-up Assessment Technique Survey Form - RAPID Page 1 of 2
[SCAT Manual: Terms & definitions: pages 34 to 44]

1 General Incident:_____ Local authority:_____ Date:_____
Survey from: Boat / Viewpoint / Foot Weather & tide:_____ Time:_____ to _____

2 Surveyors _____ Org./Tel./Radio No:_____
_____ Org./Tel./Radio No:_____
_____ Org./Tel./Radio No:_____

3 Segment ID / Shore name & location (Where in county? What part of shore surveyed? Mark on map/sketch overleaf)

4 Shore type(s) ✓✓ = primary ✓ = secondary Bedrock: cliff ☐ / slope ☐ / platform ☐ / ridges ☐
Stable boulders/cobbles ☐ Mobile boulders/cobbles/pebbles ☐ Solid seawalls ☐ Revetment ☐
Coarse sediment ☐ Mobile sand ☐ Stable sand ☐ Clay/Peat ☐ Stable mixed substrata ☐
Firm muddy sand ☐ Soft mud ☐ Saltmarsh ☐ Reed swamp ☐ Other:_____
Prominent features: Pools ☐ Deep cracks/crevices ☐ Pockets of sediment between rocks ☐
Strandline debris & litter: _____

5 Operational features Ongoing clean-up activity ☐:_____
Access to shore: _____
Access on shore:_____ Comms:_____
Suitable laydown / storage area ☐_____ Oiled debris ☐ _____bags / trucks

6 Surface Oil (mark location and extent on map/sketch overleaf)
Describe surface oiling using the following terms if possible: **Location**: above / below strandline **Distribution**: Continuous, Broken, Patchy, Sporadic **Oil Thickness**: Thick oil, Cover, Coat, Stain, Film **Oil character**: Fresh, Mousse, Tar Balls, Tar Patties, Tar, Surface Oil Residue, Asphalt Pavement **Area:** Describe area of oil coverage with dimensions (pace out shore lengths and band widths)

Risk that shoreline oil could remobilise? ☐ Floating oil (close to shore)? ☐

7 Subsurface Oil Observed / Likely / Unlikely / Don't Know (mark location on map/sketch overleaf)
Explain reasons for above categorisation. Describe observed subsurface oiling using the following terms where possible: **Location**: above / below strandline. **Distribution**: Extensive, Frequent, Uncommon **Oil descriptors**: depth & band thickness (cm), Heavy deposits (Mobile?), Residue, Film or Stain, Asphalt Pavement

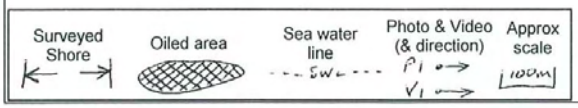
Other materials: Map ☐ Sketch ☐ Photos ☐ (No._____) Video ☐ (No._____)

Rapid SCAT survey of Segment:..... Date:..... Page 2 of 2

8A Resource sensitivities and other constraints on clean-up (ecological / recreational / cultural / economic; incl. wildlife casualties)

8B Clean-up recommendations (Oil, debris, litter)

9 Sketch maps / profiles



Administration: Form checked? ☐ Associated materials labelled and stored? ☐ Form processed? ☐ JM 31 December 2011

Note: This form and instructions for completion can be downloaded from MCA's website on: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297969/uk_scat_rapid_survey_form_v4.pdf

Appendix V(a): Post Exercise/Incident Report form

Post Exercise/Incident Report			
Name of Port / Harbour / Oil Handling Facility:			
Level of exercise (Tier 1, 2 or 3) and details of any other participating ports / harbours / oil handling facilities if joint equipment deployment exercise:			
Level:			
Names:			
Date of exercise/Incident:		Time of exercise/Incident:	
Location of exercise/Incident:			
Name of exercise co-ordinator:			
Name of personnel participating in exercise/Incident and role played: Name Role			
List of equipment deployed:			
Name of any other organisations / authorities participating in exercise/Incident:			
Details of amendments to be made to the Contingency Plan resulting from this exercise/Incident: (in addition to this form the revision list should be updated and the appropriate pages within the plan amended and issued to all plan holders)			
I can confirm that the details on this form provide a realistic summary of the exercise/Incident carried out. Any action points resulting from this exercise have been dealt with accordingly, the relevant documents updated and copies provided to the appropriate bodies for their attention.			
Authorised by (name in block capitals):		**Signature:**	
Position / Job Title:		**Date:**	

Appendix V(b): MCA OPRC Annual Return

OPRC Annual Return

Maritime & Coastguard Agency

Name of Port, Harbour or Oil Handling Facility:			
Annual Return Period:		**to**	
Plan Approval date:			**(5 year life span of plans)**
Summary of Incidents: (include date, source, type and quantity of pollution)			
Summary of Exercises: (include date and type of exercise conducted)			
Pollution Training Undertaken (include date, MCA Level, Name & certificate No.)			
Summary of Amendments: (include date, amendment No., & item(s) changed)			
Signed:		Print:	
Position:		Date:	

This form must be completed by Ports, Harbours and Oil Handling facilities at the end of each calendar year, nil returns are required, by the 31st January and returned to the Regional Counter Pollution & Salvage Officer. Continue on separate sheet if necessary.

Revision 2 – January 2007 1

APPENDIX 4

Waste Management Plan

The Council use the Cleansing Service Contractor to empty litter bins within the Harbours and any cleansing issues.

Harbour users are responsible to remove their own waste.

APPENDIX 5

RULES FOR HARBOUR USERS

West Somerset Council
Environment & Services

INDEX

1.0 Moorings

1.1 Moorings shall be for the exclusive use of the applicants to whom they are granted, and shall not be transferable except in accordance with Schedule 2, Condition 3 of this document. Moorings shall be re-allocated only to those who have paid the appropriate fees to West Somerset Council (WSC). A new or vacant mooring not used by the mooring holder within twelve months will be offered to the next suitable boat on the waiting list for that group. Preference will be given to those who live within the West Somerset District area.

1.2 An updated mooring waiting list shall be kept in the Harbour Masters office.

1.3 Any mooring holder who fails to pay the necessary harbour dues to WSC by 31st May shall be deemed to have vacated his/her mooring.

1.4 The Harbour Master shall give reasonable notice for the inspection of moorings, which will be undertaken annually. In addition to the annual inspection, the Harbour Master may inspect any mooring when he believes that it may be inadequate. Should he consider the mooring to be inadequate it shall not be used until replaced or repaired to the standard agreed by the Harbour Master and within the reasonable time stated by the Harbour Master.

1.5 The Harbour Master or his representatives shall have the authority to have boats and chains transferred to different positions, temporarily or permanently, for reasons of safety or boat compatibility.

1.6 Other than in respect of those allocated to Licensed Boat Owners, a mooring cannot be sold or sub-let (schedule 2, Condition 3) with or without a boat.

1.7 Before a mooring holder may temporarily use another's vacant mooring, other than for brief emergency purposes, s/he shall obtain the permission of the Harbour Master.

2.0 Length and Breadth of a Vessel

2.1 (a) The MAXIMUM moulded length and breadth permitted for a commercial/charter vessel moored at a permanent mooring is 11.58 metres (38 feet) length, 3.96 metres (13 feet) breadth, provided the mooring space allocated is sufficient to accommodate a vessel of this size.

(b) The MAXIMUM moulded length and breadth permitted for a privately owned, non-commercial vessel moored at a permanent mooring is 10.7 metres (35 feet) length, 3.7 metres (12 feet) breadth provided the mooring space allocated is sufficient to accommodate a vessel of this size.

2.2 Any changes to the lengths of the chains as a consequence of complying the condition 2.1 (a) or (b) above shall be at the owners expense. The time scale for any replacement shall be as directed by the Harbour Master.

3.0 Mooring Chain and Rope

3.1 The following chain and sizes, which have been adopted as WSC's minimum requirements, as those recommended by chain and rope manufacturers as appropriate for the stated overall lengths of vessels referred to in the following table:

For vessels up to 0 - 6 metres (0-20 feet), ground chain 11mm, riser chain 8mm, pick up chain 6.5mm or mooring strop 8-10mm polyester/nylon, 10-12mm polypropylene.

For vessels up to 6 - 7 metres (20-24 feet), ground chain 12.5mm, riser chain 9.5mm pick up chain 8mm or mooring strop 12mm polyester/nylon, 14mm polypropylene.

For vessels up to 7 - 8.5 metres (24-28 feet), ground chain 12.5mm, riser chain 11mm, pick up chain 9.5mm or mooring strop 12mm polyester/nylon, 14mm polypropylene.

For vessels up to 8.5 – 9.5 metres (28-31 feet), ground chain 16mm, riser chain 12.5mm, pick up chain 9.5mm or mooring strop 14mm polyester/nylon, 18mm polypropylene.

For vessels up to 9.5 – 11.58 metres (31-38 feet), ground chain 19mm, riser chain 14mm, pick up chain 11mm or mooring strop 14mm polyester/nylon, 18mm polypropylene.

It is difficult to recommend correct lengths for ground chains as so much depends on system, design, local conditions and the size and type of chain being used. However, it is recognised that to minimise shock loads the heavier the ground chain the steadier a vessel will lay.

4.0 Permissible Wear of Mooring Chains and Rope

4.1 The degree of wear which can safely be permitted before replacement varies with individual circumstances. As a guide, wear in excess of 15% reduction on the chain sizes listed above will be considered unacceptable and the Harbour Master will require them to be replaced. Badly rusted chain should never be used.

4.2 The length of strop should be a maximum of 5 metres unless the mooring is attached to the inner harbour wall or as specifically agreed otherwise by the Harbour Master.

4.3 Sailing dinghies must use a minimum 6.5mm chain for their forward mooring and a minimum 10mm mooring rope. All boat must be adequately tendered. Vacant moorings shall be marked with a buoy.

5.0 Half Floor Post Moorings

5.1 Space for half floor post mooring is provided on a temporary basis for licensed boats to use at neap tides, or in the event that a permanent mooring cannot be reached. The mooring holder is responsible for the maintenance of the post mooring. The length of mooring rope is at the discretion of the Harbour Master. None of the moorings must obstruct the free passage for vessels to enter or leave the Harbour.

5.2 Mooring chain in good condition, and subject to the approval of the Harbour Master, may be sold to another member when vacating a mooring.

5.3 Mooring holders shall inform the Harbour Master if s/he does not intend using her/his mooring for a prolonged period. That mooring may be used by a visitor only after the prior permission of the owner has been given.

5.4 The Harbour Master's interpretation of these rules is final and binding and will be strictly enforced by WSC. Any mooring holder deeming himself/herself aggrieved by any decision of WSC or of its representatives may appeal in writing for reconsideration of that decision. The appeal will be heard by West Somerset Council.

5.5 The Harbour Master shall be responsible for setting out temporary visitor moorings.

6.0 Oil Spill Response

6.1 The WSC requirements are:

That under the current legislation individual boat owners are required to have adequate means of controlling any oil spillage that may occur when bunkering. Special attention must be taken when discharging bilges that may contain oil substances.

7.0 Insurance

7.1 The WSC requirements are:

That all mooring holders, clubs and associations, slippers and other harbour users are insured to cover third party claims when in the harbour or parked on any property owned or managed by WSC. A copy of the insurance certificate must be submitted to the harbour Master together with the mooring application before any boat is moored in the harbour or parked on WSC managed property. The Harbour Master will use his best endeavours to check the insurance.

8.0 Harbour Byelaws

8.1 Harbour users shall at all times comply with the conditions of the harbour Byelaws.

8.2 Nothing contained in these rules shall absolve a harbour user from fully complying with any Byelaw, Statute or other regulatory provision whatsoever.

SCHEDULE 1

Conditions to be Applied to the Granting of all Private Moorings at Minehead Harbour

(1) The Harbour Master shall be responsible for the arrangements and control of the use of the private moorings provided in Minehead Harbour but the responsibility for the security of the boats using this facility shall rest with the respective owner(s).

(2) The Harbour Master be authorised to determine applications by private boat owners to moor larger replacement vessels at Minehead Harbour.

(3) a) All private moorings shall be for the exclusive use of the applicants to whom they are granted and shall not be transferable either in whole or in part by way of sub-letting, assignment or by any other arrangement to any other (person(s) or company.

b) In the event of the mooring not being used by the authorised person for a period of twelve months, the boat owners right to use the mooring shall terminate absolutely and the Harbour Master shall be at liberty to relocate the mooring to the next suitable applicant on the waiting list.

(4) In the event of an owner of a boat not requiring such private mooring s/he shall forthwith notify the Council to that effect and the mooring shall be relinquished and allocated to the applicant at the head of the waiting list for moorings, provided that, if the applicant's boat is of a length and width not commensurate with the area of the mooring space becoming vacant, the mooring shall be offered to the next applicant at the head of the waiting list and so on until the criteria mentioned above in respect of length and width are satisfied.

(5) The fact that an applicant on the waiting list is unsuccessful in being granted a mooring by virtue of the fact that his/her boat is too large for a particular mooring area shall not prejudice his/her position in order of priority on the waiting list.

(6) Any person failing to comply with conditions (3) and/or (4) above shall be liable to the withdrawal of his/her mooring facility of such date as the Council decides.

SCHEDULE 2

Conditions to be Applied to the Operation of the Block Mooring Facility for the Licensed Pleasure Boats at Minehead Harbour

(1) The Harbour Master shall be responsible for the arrangements and control of the use of the block mooring facility provided for licensed boats at Minehead Harbour but the responsibility for the security of the boats using this facility shall rest with the respective owner(s).

(2) The Harbour Master be authorised to determine applications by licensed pleasure boat owners to moor larger replacement licensed vessels at the block mooring facility at Minehead Harbour.

(3) All such moorings shall be for the exclusive use of the applicants to whom they are granted and shall not be transferable either in whole or in part by way of sub-letting, assignment or by any other arrangement to any other person(s) or company except that, in the event of a licensed boat owner whose licenced boat was occupying a space on the block mooring going out of business, the Council agree that no objection would be raised to the transfer of the mooring space in conjunction with the sale of boat, provided:

a) that the purchaser(s) of the licensed boat was/were resident in the area administered by the Authority; and

b) that the consent of the Authority to transfer of the mooring space had been obtained before the sale of the boat had taken place.

(4) Any person failing to comply with condition (3) above shall be liable to the withdrawal of his/her mooring facility by such date as the Council decides.

(5) In the event of the mooring not being used by the authorised person for a period of twelve months, the licensed pleasure boat owner's right to use the mooring shall terminate absolutely and the Harbour Master shall be at liberty to relocate the mooring to the next suitable applicant on the waiting list.

APPENDIX 6: Mooring Plan, Minehead

 # APPENDIX 7 - Bye-Laws Minehead

HARBOUR OF MINEHEAD

Harbour Bye-laws made by the Urban District Council of Minehead for the Regulation of the Harbour of Minehead in the County of Somerset

The Urban District Council of Minehead in exercise of the powers and authority vested in them by the Pier and Harbour Order (Minehead) Confirmation Act, 1952 and the Acts incorporated therewith and of every other power in that behalf vested in them do make the following Bye-laws that is to say:-

TITLE

1. These Bye-laws may be cited as "The Minehead Harbour Bye-laws 1962"

APPLICATION AND COMMENCEMENT

2. These Bye-laws shall apply to all parts of the Harbour (as defined in Bye-law 3) and shall come into operation on the expiration of fourteen days after the date of the confirmation thereof by the Minister of Transport.

INTERPRETATION

3. In these Bye-laws, unless herein otherwise expressly provided or unless the context shall otherwise require, the following expressions shall have the meanings hereby assigned to them:-

"The Council"	"The Council" shall mean the Urban District Council of Minehead.
"Goods"	"Goods" shall include cattle, livestock, animals, wares, merchandise, articles or things of any description.
"Harbour"	"Harbour" shall mean the Harbour of Minehead within the jurisdiction of the Council the limits of which are defined in sub-section (1) of Section 13 of the Pier and Harbour Order (Minehead) Confirmation Act, 1952 and shown coloured pink on the sketch plan drawn in Appendix "A" to these Bye-laws.
"Harbour Master"	"Harbour Master" shall mean the Harbour Master for the time being appointed by the Council and shall include his duly authorised deputies and assistants.
"Master"	"Master" when used in relation to any vessel shall mean the master or other person for the time being in charge of such vessel.
"Owner"	"Owner" when used in relation to goods shall include any consignor, consignee, shipper or agent for the sale, custody or control of such goods and when used in relation to any vessel shall include any part-owner,

	charterer, consignee or mortgagee in possession thereof.
"Person"	"Person" shall include a corporation, whether aggregate or sole.
"Pleasure Vessel"	"Pleasure Vessel" shall mean a vessel used or intended to be used for carrying passengers for hire or reward.
"Quay"	"Quay" shall mean any quay, pier, wharf, break-water or landing place within the Harbour and shall include all erections, buildings, machinery, cranes, weighing machines, works or things belonging to the Council whether on or attached to a quay or floating in the Harbour.
"Seaplane"	"Seaplane" shall include a flying boat and any other aircraft designed to float or manoeuvre on water.
"Vessel"	"Vessel" shall include ship, boat, lighter and craft of every kind whether navigated by steam or otherwise and any seaplane on the surface of the water.

MANAGEMENT OF VESSELS WHILE IN HARBOUR

Speed of Vessels

4. The Master of a vessel inside the Harbour limits shall not navigate the vessel at a speed exceeding three knots.

Master or competent person to be in charge of vessel when entering or leaving the Harbour

5. The Master of the vessel shall not cause or permit the vessel to enter or leave the Harbour unless such Master or other competent person is on board and in charge of her.

Master to make declaration (if requested) on arriving at the Harbour

6. The Master of any vessel arriving at the Harbour shall (if requested by the Harbour Master) make, subscribe and deliver to the Harbour Master a declaration in the form to be obtained from him giving a true statement of –

    a. the name and description of the vessel;
    b. the draught of water of the vessel;
    c. the tonnage of the vessel;
    d. the name of the Master;
    e. the place from which the vessel has arrived;
    f. the port or place to which the vessel belongs;
    g. particulars of the cargo;
    h. the name and address of the owner.

Master to pay dues on demand

7. The Master of a vessel shall pay or cause to be paid to the Harbour Master or at the Council Offices all rates on passengers and luggage, harbour rates, quay rates and mooring rates demanded in respect of the vessel.

No vessel to enter or leave the Harbour without the permission of the Harbour Master and then only in proper order

8. No person shall take, or attempt to take, any vessel into or out of the Harbour in disobedience to the directions of the Harbour Master and then only in the proper order and succession appointed by the Harbour Master, having regard to other vessels about to enter or leave the Harbour.

Collision regulations

9. Every vessel shall observe and obey in the Harbour the "Regulations for Preventing Collisions at Sea", made in pursuance of the Merchant Shipping Act, 1894, and for the time being in force.

Mooring of vessels in the Harbour

10. Except in case of emergency the Master and crew of a vessel in the Harbour shall not moor, anchor, place or move nor cease to moor, anchor, place, or move such vessel otherwise than in accordance with the directions of the Harbour Master. When any such vessel has been moored or anchored no person shall except in case of emergency move or attempt to move or cause the vessel to be moved therefrom contrary to the directions of the Harbour Master.

Private Moorings

11. A person shall not lay down private moorings in the Harbour without the consent of the Harbour Master. All such moorings shall be to such specifications and in such positions as the Harbour Master shall deem fit. The owner of any private moorings laid in the Harbour shall remove such moorings when requested by the Harbour Master so to do.

Ropes etc to be fastened to Mooring Buoys etc

12. No Master or member of a crew of a vessel, or other person, shall, without the permission of the Harbour Master, make fast any rope, chain or tackle from the vessel to any property of the Council within the Harbour other than any mooring buoys, dophins, bollards or rings provided by the Council for that purpose.

Additional mooring in case of gale

13. In case of any gale or strong wind or squally weather the Master of a vessel moored in the Harbour shall, if required by the Harbour Master, further secure that vessel by additional ropes or chains in such manner as the Harbour Master may direct.

Vessels not to obstruct free passage

14. A vessel shall not be anchored or moored in such a position that she, or her boats, may be or swing within a fairway or channel, and a vessel, raft, timber or other thing shall not, without the consent of the Harbour Master, be placed or be in such a position as to obstruct the access to any quay (except while being loaded or unloaded thereat), or so as to obstruct or interfere with the access to the harbour, or passage through a channel.

Mooring at stairs of landing places

15. A vessel shall not be moored at the stairs of landing places of the Harbour except when engaged in loading or unloading, in such a way as to obstruct access to such stairs.

Anchors or other articles dropped to be buoyed and lifted

16. In the event of any anchor or other article likely to cause an obstruction being dropped from any vessel in the Harbour, the master or other person in command of the said vessel shall report the same in writing to the Harbour Master, and shall cause the said anchor or article to be at once buoyed, and as soon thereafter as possible but not later than low water of the tide succeeding that in which it was dropped, shall cause the said anchor or article to be lifted or removed.

Free access over vessels

17. Free access to passengers shall be allowed across and over all pleasure vessels lying at the quays or stairs of landing places.

No sales on vessels to remain loose after sunset

18. A vessel in the Harbour shall not have the sails thereof loose after sunset, or in squally weather, and the yards and masts of every vessel lying in the Harbour shall be struck when required by the Harbour Master.

Plant etc, not to be used without permission. Vessel not to stop at Quay etc, or machines etc, to be used beyond time allowed

19. No person shall use or attempt to use any quay, stage, tip, crane, machine, weight or measure erected or provided by or belonging to the Council in the Harbour except by permission of the Harbour Master, and in accordance with the terms and conditions and during the time allowed in that behalf by such permission. Nor shall the Master of a vessel in the Harbour cause or allow her to stop at any quay, stage, tip, crane or berth or cause or allow any such machine, weight or measure to be used after the time-appointed or allowed in that behalf by the Harbour Master.

Loudhailers and Amplifiers

20. No person shall use or sound loudhailers or amplifiers within the Harbour so as to cause a nuisance.

Silencers to be fitted to mechanically propelled vessels

21. No person shall navigate in the Harbour any vessel, excepting a seaplane, which is mechanically propelled and which is not fitted with an efficient silencer.

Navigation of vessels in unsafe conditions

22. Vessels which are in an unsafe or unmanageable condition shall not be navigated in the Harbour otherwise than may be necessary to enable them to reach some place where they can be unloaded and repaired.

External repair etc to vessels

23. No external repair shall be done to any vessel, nor shall the masts, decks, or sides of any vessel be scraped in the Harbour without the permission of the Harbour Master, which permission may be given subject to such conditions as the Harbour Master thinks fit.

LANDING AND SHIPPING CARGO

Superintendence during loading and discharging

24. The Master of a vessel in the Harbour shall during all the time employed in loading or discharging the vessel remain or leave some other person on board competent to superintend the loading or discharging.

Custody of vessels and goods in the Harbour

25. All vessels and goods, while entering, leaving, or being in the Harbour, shall be in the custody, care and management of the master, crew, or other persons employed by or on behalf of the owner of such vessel or goods.

Goods landed or timber etc placed in the water to be promptly removed

26. All goods landed or placed upon a quay by any person other than a person employed by the Council and also all timber and wood discharged, floated or put into the water of the Harbour, shall be removed therefrom respectively by the owner or person in charge of such goods, timber or wood with all due diligence and (unless the Harbour Master shall otherwise expressly require or permit) at latest within forty-eight hours (exclusive of Sundays and Bank Holidays) after the same respectively shall have been landed or placed upon the quay or discharged, floated or put into the water.

Prevention of heavy substances falling into the Harbour

27. The Master of a vessel in the Harbour shall during all the time the vessel is being repaired or scraped, and the Master or other person in charge of the loading or discharging shall during all the time the vessel is loading or discharging coals, ballast, china clay or other heavy materials, cause a proper sail or tarpaulin to be provided to the satisfaction of the Harbour Master in order to prevent such substances falling into the Harbour.

Obstruction, wilful damage, hindrance of Council's officers

28. A person shall not place or allow to remain any obstruction in or upon or do or cause any injury or damage to the Harbour, quays, walls or other works or property of the Council, or obstruct any officer or servant of the Council in the discharge of his work or duty, or impede or obstruct or hinder or delay the due execution of any order or direction given by any officer or servant of the Council for the management or regulation or control of traffic at, on or about the Harbour, quays or approaches thereto, or at, or on, or upon any footpath, passage or road or other place of, or belonging to, or under the jurisdiction of the Council.

DANGEROUS AND OFFENSIVE GOODS

Dangerous or offensive matter not to be allowed to escape into the Harbour

29. No person shall without the consent of the Harbour Master pour, pump or wilfully or carelessly allow the escape into the Harbour any dangerous or offensive matter.

Deposit of Refuse. Old boats etc, not to be left in the Harbour

30. No person shall deposit or cause to be deposited any trade or other refuse, rubbish or sweepings in any place in the Harbour other than in such place as the Harbour Master may approve, neither shall any person leave on or in any part of the Harbour any old boat or any disused gear or materials without permission being first obtained from the Harbour Master.

Fire, naked lights, heating pitch etc

31. The Master of a vessel shall not permit any person to smoke or any open fire or naked lights to be present on board any vessel which is loading or discharging highly combustible material.

    Every sea-going steam vessel shall always have on board a hose and pipe or sufficient length and section in good working order and capable of being immediately attached to the force pump, for the purpose of extinguishing fire.

Smoking

32. No person shall smoke within or near to any of the offices, warehouses, stores, buildings or sheds within the Harbour or near to or amongst any goods on a quay, nor elsewhere within the Harbour if requested by a servant of the Council not to do so.

PLEASURE VESSELS

Persons in charge of pleasure vessels plying for hire to be licensed

33. No boatman or other person who is not duly licensed by the Council shall take charge of a pleasure vessel plying for hire in the Harbour.

Provided that this Bye-law shall not apply to persons in charge of vessels for which current passenger certificates issued by the Minister of Transport are in force.

Names of Owners and number of passengers to be painted on pleasure vessels

34. The owner of a pleasure vessel (other than a vessel for which a current passenger certificate issued by the Ministry of Transport is in force) plying or let for hire within the Harbour under a licence granted by the Council shall cause the name of the owner of the vessel and the number of passengers the vessel is licensed to carry to be painted in letters and figures not less than one inch in height and three quarters of an inch in breadth on a conspicuous part of the vessel and shall cause such name and number to be kept plainly and distinctly visible and legible at all times while the vessel is plying or let for hire.

Naming of pleasure vessels

35. The owner of a pleasure vessel plying or let for hire within the Harbour shall cause the name of the vessel as specified in any licence granted in respect of the vessel to be painted in a conspicuous position in the interior thereof in letters of not less than one and half inches in height and one inch in breadth and of such a colour as to be clearly distinguishable from the colour of the ground whereon such letters are painted. The said owner shall cause such name to be kept plainly and distinctly visible and legible at all times while the vessel is plying or let for hire.

    Provided that the foregoing requirements of this Bye-law shall not apply in any case where the name of the vessel is painted or marked thereon in pursuance of any enactment or other legal requirement for the time being in force.

Number of persons to be carried in pleasure vessels

36. The owner or boatman or other person in charge of a pleasure vessel in the Harbour shall not cause or permit to be carried therein a greater number of persons than is authorised in the licence granted in respect of the vessel.

Conduct of boatman or other persons in charge of pleasure vessels

37. (1) A boatman or other person in charge of a pleasure vessel within the Harbour shall conduct himself in an orderly manner and with civility and propriety towards all persons seeking to hire or hiring or being carried for hire in such vessel.

    (2) A boatman or other person in charge of a pleasure vessel within the Harbour shall not –

    a. importune any person, by calling out or otherwise to his annoyance, to hire or be carried for hire in the vessel;

    b. suffer any drunken or disorderly person to embark in the vessel for the purpose of being carried for hire;

    c. except for the purpose of rescuing a person from a position of actual or threatened peril, suffer a person to embark in the vessel for the purpose of being carried for hire when by reason of the state of the weather, the

navigation and management of the vessel or the embarkation or disembarkation of such person may be attended with danger;

d. suffer a person to embark in the vessel for the purpose of being carried for hire unless there shall be employed such number of competent persons as, consistently with the due observation of such precautions as may be rendered necessary by the size, build or mode of propulsion of the vessel, the number of persons to be carried therein, the state of the weather, wind or water, the limits, whether of time or distance, within or beyond which the vessel may be intended to be used or in other circumstances or condition in relation to the intended use of the vessel, may be requisite for the safe navigation and management thereof.

Pleasure vessel to be sound and properly equipped

38. A boatman or other person in charge of a pleasure vessel within the Harbour shall not let the vessel or suffer any person to embark therein for the purpose of being carried for hire, unless the vessel is in every respect thoroughly sound and in complete repair and is properly furnished with all gear, tackle, appliances and other requisites including two smoke signals and one portable fire extinguisher capable of quenching petrol or oil fires, for the safe navigation and management thereof and in the case of a sailing vessel is furnished with a sufficient number of lifebuoys but in no case less than two.

    Provided that nothing in this Bye-law shall be deemed to exempt any person from compliance with any requirement of the Merchant Shipping Act 1894 or any rule made under or continued in force by that Act with respect to life-saving appliances.

Boatman to exercise proper skill in navigation of pleasure vessel

39. A boatman or other person in charge of a pleasure vessel being used to carry any person or persons for hire within the Harbour shall exercise proper skill and care in the navigation and management thereof and shall take all necessary precautions to prevent danger or discomfort to such person or persons.

Boatman not to allow incompetent person to take charge of pleasure vessel

40. A boatman or other person in charge of a pleasure vessel within the Harbour shall not cause or suffer any incompetent person to take charge of the vessel or to assist in the navigation or management thereof when the vessel is being used to carry any person for hire.

CONDUCT OF PERSONS WHILST IN THE HARBOUR

Interfering with fire, lighting or other appliances

41. Except in cases of emergency no person shall without being duly authorised by the Harbour Master, open or shut any fire hydrants or taps, or move or

interfere with any fire, lighting or other appliances used or being in or about the Harbour or wilfully or negligently damage or interfere with any lights or signals exhibited upon or within the Harbour.

Obstructing the Council's servants and others

42. No person shall obstruct, impede, molest or interrupt the Harbour Master or other officer, workman, agent or person whomsoever employed by the Council in the performance of his duty or in the execution of any work, matters or things to be done by him.

Removing sand etc

43. No person shall remove, or attempt to remove or cause to be removed any sand, shingle, stone, gravel, earth or other material from the Harbour without the permission of the Harbour Master.

Throwing stones, discharging firearms or using fireworks or explosives

44. No person shall within the Harbour throw stones or other missiles, or discharge any catapult or have or discharge any firearm, nor, without the permission of the Harbour Master, use or ignite any firework or other explosive substance.

Intoxicated or disorderly persons

45. No person shall within the Harbour be in a state of intoxication or use any threatening, abusive, indecent, obscene, profane or offensive language or be guilty of riotous, disorderly, indecent or offensive conduct or use language or behave in such a manner as is calculated to cause a disturbance or breach of the peace or molest or wilfully interfere with the comfort or convenience of any persons being within the Harbour.

Selling articles, holding meetings etc

46. A person shall not, without the written permission of the Council, offer any article for sale, or hold any meeting or service, or for the purpose of obtaining money, sing, dance, play any instrument, or perform in or about the Harbour.

Chairs and deck chairs

47. No person shall remove, misplace or in any way interfere with any chair or deck chair placed upon the harbour jetty by the Council and no person shall place any similar chair upon such harbour jetty.

Climbing and jumping over fencing etc

48. A person shall not climb, jump, or otherwise get over, through, or under any fence, railing, gate or chain fixed or placed on or across any of the Council's property for the safety of the public, or for the preservation of the property of the Council.

Posting Notices

49. A person shall not, without the written permission of the Council, post up any bill, placard or notice within the harbour.

Defacing notices, nuisances etc

50. A person shall not deface, injure, or destroy any board whereon any notice, rule, or order shall be painted, printed, or affixed, or any public notice, rule, or order put up or published by the Council nor shall any person write, draw, paint or mark with chalk or other substance on any of the quays, staiths, walls, or other works of the Council, or commit any nuisance thereon or therein.

Gratuities

51. An officer or servant of the Council shall not demand, or seek any gratuity from any person.

PENALTY FOR BREACH OF BYE-LAWS

52. Any person doing anything prohibited by any of these Bye-laws or omitting to do anything required by them to be done or otherwise offending against or committing a breach against any of these Bye-laws shall be liable for every such offence to a penalty not exceeding £5. *(There is a note on one copy of the Harbour Bye-laws 'As from 1.1.68 increased to £50'.)*

The Common Seal of the Urban District Council of Minehead was hereunto affixed this 27th day of March 1962 in the presence of:

Chairman and Clerk.

The Minister of Transport hereby confirms the foregoing Bye-laws. Signed on behalf of the Minster of Transport this 2nd day of April 1962 – An assistant Secretary of the Ministry of Transport.

NOTICE

Attention is drawn to the following provisions of the Harbour, Docks and Piers Clauses Act, 1847:-

Powers of Harbour Master as to mooring of vessels in Harbour

58. If the Master of any vessel in or at the harbour, dock, or pier, or within the prescribed limits, if any, shall not moor, unmoor, place, or remove the same according to the directions of the harbour master, or if there be no person on board of any such vessel to attend to such directions, the harbour master may cause such vessel to be moored, unmoored, placed, or removed as he shall think fit, within or at the harbour, dock, or pier, or within the prescribed limits, and for that purpose the harbour master may cast off, unloose, or cut the rope, or unshackle or break the chain, by which any such vessel is moored or fastened; and all expenses attending the mooring, unmooring, placing, or removing of such vessel shall be paid to the undertakers by the master of such vessel: Provided always, that before the harbour master shall unloose

or cut any rope, or unshackle or break any chain, by which any vessel without any person on board to protect the same shall be moored or fastened, he shall cause a sufficient number of persons to be put on board of such vessel for the protection of the same.

Vessels to have hawsers etc fixed to moorings

61. Every vessel in the harbour or dock, or at or near the pier, shall have substantial hawsers, tow lines, and fasts fixed to the dophins, booms, buoys, or mooring posts, when required by the harbour master; and if any vessel shall be in the harbour or dock, or at or near the pier, without substantial hawsers, tow-lines, or fasts fixed as aforesaid, after notice from the harbour master to the master of such vessel to furnish or fix the same, such master shall for every such offence be liable to a penalty not exceeding ten pounds.

Combustible matter on quays etc, to be removed

69. Every person being the owner of or having the charge of any tar, pitch, resin, spirituous liquors, turpentine, oil, or other combustible thing, which shall be upon any quay, dock, or wharf belonging to the undertakers, or on the deck of any vessel within the harbour or dock, or at or near the pier, shall cause the same to be removed to a place of safety within two hours after being required so to do by notice in writing, signed by the harbour master, and if he fails so to do shall forfeit a sum not exceeding forty shillings for every hour such combustible thing shall remain in any such place as aforesaid after the expiration of two hours from the service of the said notice.

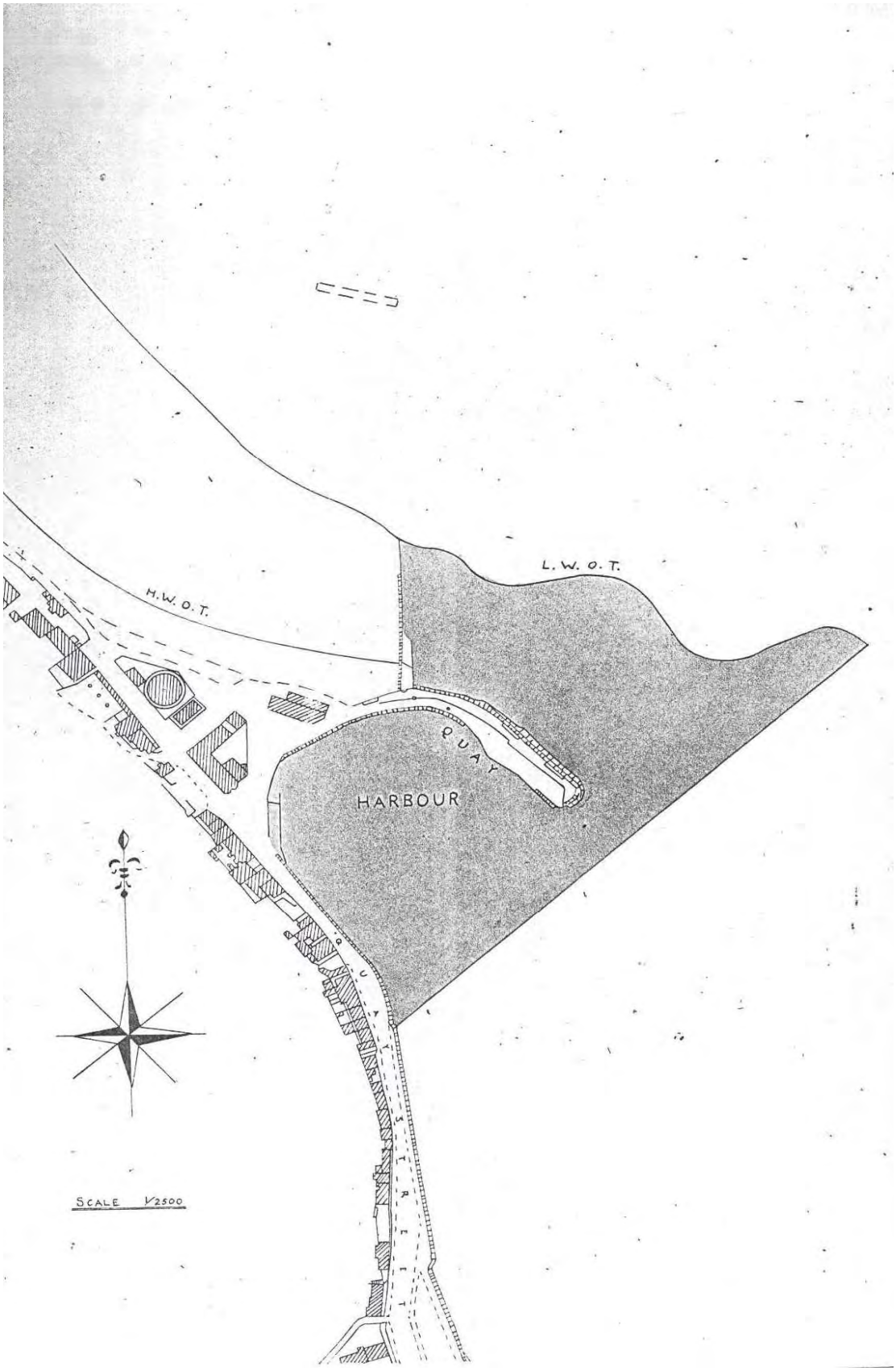
Combustibles to be guarded during the night

70. If any such combustible thing as aforesaid shall remain on any part of the quays or works connected with the harbour, dock, or pier, or on the deck of any vessel within the harbour or dock, or at or near the pier, after sunset, the owner or person having the charge of the same, or on his default the harbour master, at the expense of such owner, shall provide a sufficient number of persons to guard the same from half an hour before sunset to half an hour after sunrise; and such expense, if not paid by the said owner to the undertakers on demand, shall be ascertained and recovered in the same manner as damages for the recovery of which no special provision is made are by this Act directed to be ascertained and recovered.

Power to enter ship and search for and extinguish fires or lights

72. The harbour master may enter into any vessel within the harbour or dock, or at or near the pier, to search for any fire or light in or suspected to be in such vessel, contrary to the provisions of this or the special Act, or of any bye-law made in pursuance thereof, and may extinguish the same; and any person who shall obstruct the harbour master in the execution of such duty shall for every such offence be liable to a penalty not exceeding ten pounds.

 APPENDIX 7 - Bye-Laws Minehead



 APPENDIX 8 – Bye-Laws Watchet

W A T C H E T H A R B O U R

Bye-Laws of the Watchet Urban District Council

In pursuance of the Watchet Urban District Council Act 1934, the Harbours, Docks and Piers Clauses Act, 1847, and of all and every other Act or Acts of Parliament enabling them in this behalf, the urban District Council of Watchet in the County of Somerset hereby make the following Bye-laws:-

Commencement

1. These Bye-laws shall come into operation on the expiration of fourteen days after the date of the confirmation thereof, by the Minister of War Transport.

Citation and Application

2. These Bye-laws may be cited as "The Watchet harbour Bye-laws, 1942" and shall apply to all parts of the Harbour of Watchet within the jurisdiction of the urban District Council of Watchet.

Interpretation

3. The following words or expressions, where used in these Bye-laws, shall have the several meanings hereby assigned to them, unless there be something in the subject of context repugnant to such construction or meaning, that is to say:-

   "**Harbour**" means the Harbour of Watchet as defined by Section 5 of the Watchet Harbour Act, 1860.

   "**Council**" means the Urban District Council of Watchet.

   The several words or expressions "**person**", "**vessel**", "**master**" and "**owner**" shall respectively have the meanings assigned thereto by the Harbours, Docks and Piers Clauses Act, 1847; and the expression "**The Harbour Master**" shall mean the person appointed by the Council to be Harbour Master and shall include the assistants of such Harbour Master.

Responsibility for Observance

4. The master of every vessel, and the owner thereof, shall severally be responsible for the due performance and observance as regards such vessel of such of the following Bye-laws as shall apply to such vessel.

Loitering

5. A person shall not loiter on any steps or landing place connected with the Harbour, nor shall any person wilfully or negligently obstruct free passage on or to or from any part of the Harbour.

Soliciting

6. A person shall not on any part of the Harbour solicit or attempt to solicit any other person for any immoral purpose, or otherwise importune or annoy any

other person. A person shall not take any prostitute or night-walker on board any vessel, nor shall any prostitute or night-walker go or remain on board any vessel.

Betting

7. A person shall not be on any part of the Harbour for the purpose, whether on his own behalf or on behalf of any other person, of bookmaking or betting or wagering, or agreeing to bet or wager, or paying or receiving or settling bets.

Offensive Conduct

8. A person shall not on any part of the Harbour commit any nuisance, or use any indecent, offensive or obscene language, or make or expose to view any indecent or offensive print, drawing or representation, or write any indecent or offensive work, or otherwise be guilty of conduct which is indecent or offensive or which is likely to cause a breach of the peace.

Inspection

9. The master of a vessel in the Harbour shall permit the Harbour Master to go on board such vessel for the purpose of ascertaining whether there is or has been any failure to comply with or any contravention of any of these Bye-laws.

Obstruction of Harbour Master

10. A person shall not obstruct the Harbour Master in the exercise of discharge of any power or duty.

Accompaniment of Harbour Master by a Constable

11. The Harbour Master in the exercise or discharge of any power or duty may be accompanied by any Constable.

Saving

12. Nothing in these Bye-laws, nor any proceedings thereunder, shall affect the liability of any person to be proceeded against and punished which would have been incurred if these Bye-laws had not been in force.

Penalties

13. If any person contravenes or fails to comply with any of these Bye-laws he shall be liable on summary conviction to a fine not exceeding £5.

The Common Seal of the Council was hereunto affixed in pursuance of a resolution of the Council passed at a meeting duly convened and held on the 1st day of June 1942 in the presence of …….. Chairman., ……. Clerk.

The Minister of War Transport hereby confirms the foregoing Bye-laws.

Signed on behalf of the Minister of War Transport this 19th day of December 1942.

Watchet Harbour Act 1860, Section 5.

APPENDIX 8 – Bye-Laws Watchet

The limits of the Harbour seaward are an imaginary line drawn due east and west three thousand feet north of the beacon at Watchet, and two imaginary lines drawn respectively due north and south, one of them at one nautical mile, or six thousand feet, eastward of the beacon, and the other at one nautical mile westward of the beacon.