

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 7 March 2016 at the Dockyard

Present

Michael Whitaker (in the chair)	Broads Authority Lead Member for Safety Management
Nicky Talbot	Broads Authority Navigation Committee
Tony Howes	Broads Hire Boat Federation (BHBF)
Colin Dye	Broads Hire Boat Federation (BHBF)
Stuart Carruthers	Royal Yachting Association (RYA)
John Tibbenham	Norfolk & Suffolk Boating Association (NSBA)
Colwyn Thomas	Norwich Rowing Club
Trudi Wakelin	BA Director of Operations
Steve Birtles	BA Head of Safety Management
Lucy Burchnall	BA Deputy Head of Ranger Services
Chris Bailey	BA Administrative Officer Operations

1. Chairman's Introduction

The Chairman welcomed everyone to the first meeting of 2016.

2. Apologies

Apologies were received from Richard Musgrove (East Port Company), Les Mogford (Norfolk & Suffolk Boating Association), Adrian Vernon (BA Head of Ranger Services), Adrian Clarke (BA Senior Waterways and Recreation Officer) and Tom Hunter (BA Rivers Engineer).

It was noted that Lucy Burchnall was attending today's meeting in place of AV and that she would be taking on the position of Head of Ranger Services when AV retired at the end of March.

3. Not Present

Anthony Trafford (British Marine Federation).

4. Minutes agreed

The notes of the meeting held 18 September 2015 were agreed as a correct record.

5. Matter Arising

There were no matters arising.

6. Action Points

Mooring provision downstream of Ludham Bridge – Both the NSBA and BHBF had been updated on the position concerning Ludham Bridge and it was agreed that the item be deleted from the outstanding actions until such time as the situation with the Environment Agency (EA) changed.

Designated loading provision – Deferred until the Staithes review had been completed and therefore would be included on the BSMG September agenda. SB

Boat Safety Scheme information on isolator valves and holding tanks – The Boat Safety Scheme (BSS) confirmed that they did not hold data on how many boats have holding tanks. The only data they had was when a boat failed the specific check relating to the requirement for a valve in a discharge line if fitted. It was therefore agreed that the item would be deleted.

Medical emergencies - use of defibrillators – appropriate signage to be developed and existing defibrillator locations to be identified and listed –

It was confirmed that Broads Control and the East Anglian Ambulance Service had a list of locations which was constantly being updated as more defibrillators were being purchased throughout the area. New mooring signs were being developed to include safety signage and postcodes.

Text messaging on Breydon Water – It was agreed this item should be deleted as no further progress could be made at this time.

Feedback on electronic signage at Reedham Swing Bridge – No feedback had been received and therefore the item would be deleted.

Hire Boat Code Part 2 – The Authority would commence working with Operators of unpowered vessels advising them of future requirements – A meeting had been held with all operators of auxiliary yachts to make them aware that the code was being developed and how it may affect them. The Operators seemed well organised and there were no problems anticipated. SB would be attending a meeting on the Hire Boat Code Part 1 on 30th March where Part 2 would be discussed. A further Hire Boat

Code consultation would be undertaken during the summer.

Slip resistant surfaces on boats – TW and SB had visited CD in March 2015 and a subsequent visit had been undertaken by a consultant conducting research for the Boat Safety Scheme (BSS). The consultant had looked at a wide range of products available and CD had taken part in trials with the BSS. A paper had been presented to the BSS Technical Committee based on the testing. It was noted that appropriate footwear was an issue with deck shoes not being worn. The requirement for new standards for the Boat Safety Scheme requirements for hire boats had been adopted by the Authority.

Members discussed the Hire Boat Code requirement to identify crew areas and it was confirmed that the code required a way for this information to be communicated to clients with labelling and details in the handover procedures.

SB

SB

PMSC Audit Action Plan – External Safety Audit

- Designated Person succession plan – people strategy had been completed by Human Resources and was due out in Spring 2016
- Key Performance Indicators (KPI) published – available to the public. Website page being developed.
- Measuring performance - Closer working with Coastguards – regular liaison meetings with MCA Sector Officer – Completed
- Training records – system recording to be developed – Being developed during the summer 2016. Audit to be undertaken.
- Competency Standards – development of matrix - Matrix had been completed and requirements were being identified.
- Incident data – annual incidents to be compared with other inland navigations and national statistics – Figures being sort from the National Water Safety Forum (WAID).It was noted that like for like comparisons were required.

SB

SB

7. Rowing Coaching Code of Conduct

The Rowing Code of Conduct had been developed with representatives from the rowing clubs and Broads Authority using best practice, byelaws and guidance from the Rowing Federation. Clubs were aware of the draft Code but concern was expressed that signage of the low wash areas had not yet been completed. To make coaching vessels clearly visible 9" lettering would be used and it was confirmed that the University of East Anglia (UEA) crews, who went out early, had taken on board the issue of lighting in low light. The Authority had not been aware of any

complaints received and it was felt there was now a greater awareness of low wash sensitive areas.

Members agreed to sign off the draft Code of Conduct as the final version to enable it to be adopted by the rowing clubs.

8. Safety Management System

Hazard Review Update and future schedule

A stakeholder review had been undertaken of the Authority's Hazard Log where no new hazards had been identified and members had been content on the current mitigation measures. It had therefore been proposed that future stakeholder reviews would be scheduled every three years as the hazards were very mature, control measures were in place and hazards were continually under review by the Boat Safety Management Group (BSMG).

Members were happy with the proposal for the stakeholder review of the hazard log to be undertaken every three years.

SMS Reissue

The Safety Management System would require updating to incorporate changes in job descriptions and the hazard review schedule before being presented to the Navigation Committee and Broads Authority for adoption.

SB

9. Interim report on Annual Marine Incidents 2015/16

An annual report on Marine Incidents would be presented to the Navigation Committee and Broads Authority. As the year did not end until the 31st March an interim report had been prepared for the BSMG.

There had been one fatality where a lady had fallen into the river following a heart attack. SB was asked to acquire more information surrounding the circumstances from the Coroner. There had been two further fatalities which were not technically within the Broads area.

SB

The details of the incident which had occurred on 25 September required amending to read "Norfolk Broad Yacht Club" and "when he was lowering the mast single handed".

SB

It was noted that there had not been any incidents of fire this year.

Members discussed the incident which occurred on 27

September where a person had fallen into the water at Reedham layby mooring but could not get out as there was no ladder and was subsequently rescued by a passing vessel. It was confirmed that the Authority would now be installing ladders on their pontoons.

CT

The inclusion of rowing incidents which, unless serious, were not currently reported to the Authority was discussed and it was agreed that the Authority should be informed when a third party was involved.

10. Breydon Water Skiing position update

The Authority was currently trying to organise a meeting with Natural England (NE) to discuss mitigation measures in relation to water skiing being undertaken on Breydon Water although it was confirmed that there had not been any skiing activity on this stretch of water during 2015. TW would be attending the Breydon User Group meeting this afternoon where water skiing would be discussed.

The position was noted.

11. Boat Test Area log book analysis

Boat testing areas had been established in specified areas throughout the Broads to enable boatyards to test vessels in excess of the defined speed limits. There was the requirement for operators to display toll plaques, known as trade plates and complete log books to record each occasion when the trade plates were used. The Port Marine Safety Code Hazard Review Action Plan 2011 identified the requirement of a review following the assessment of Hazard 002 'Powered Craft Speeding'. Several management options were developed in 2014 with the introduction of a new operators log book to provide additional information to identify which boat test areas had been used, for what purpose and whether the speed limits had been exceeded. Boatyards were also required to log in with Broads Control if they intended to use the test area for high speed testing.

The new log books were distributed to boatyards in March 2015 ready for the new season and were collected in December to allow analysis of the zones to be undertaken.

During analysis it had become apparent that the log books had not been filled in correctly, with instances of zones not being identified or purpose of trade plate usage and therefore the data collected was incomplete.

From the information provided there had been 186 occasions where the zones Yare 2, Yare 3 and Breydon Water had been used for high speed testing and it was noted that there had not been any complaints received through Broads Control relating to boat testing.

SB

It was proposed that the Authority would advise operators how the log books should be completed and the Rangers would continue to monitor the use of the areas and accurate completion of the log books during regular visits to boatyards.

Members discussed using larger lettering on trade plates to assist in identifying operators if there were any issues. It was advised that if there was an incident Broads Control should be notified so that evidence could be collected.

The lack of speed regulations on Breydon Water was discussed and it was confirmed that an article had been included in the Broads Sheet advising boaters that care and caution should be observed. It was noted that Breydon water had been included in the operators log books although there was no speed limits.

12. Workboat Standards and Incident Analysis

SB informed members that the Maritime Coastguard Agency (MCA) had construction standards for larger workboats over 23m, which carry more than 12 passengers or have specific duties. As the MCA's Fitness for Purpose Scheme, which related to smaller workboats was shelved in 2011 The Association of Inland Navigation Authorities (AINA) was currently developing standards relating to workboats (inland waters non-passenger vessels).

Members concluded that the introduction of workboat standards was not a high priority as there was no evidence of any issues. Regulations were covered by the Boat Safety Scheme and Boat Masters License. It was noted that there may be an issue relating to contractors vessels.

13. PSMC Notice to Mariners/Safety Alerts/ Report on Incidents

Notice to Mariners

No. 4 of 2016 – Navigation restrictions due to Power Boat racing Oulton Broad 2016

Safety Alerts

There were no safety alerts.

Report on Incidents

LB gave a verbal update on incidents from September 2015 to January 2016.

- There had been one fatality
- There were several instances of people falling into the water either embarking or disembarking
- Various disabled craft who had lost power
- Incidents had reduced over the winter months
- During January there had been a vessel which had sunk on Norwich Yacht Station which caused pollution. The Authority had attended and deployed a boom. A joint venture between Norwich City Council (NCC) and the Authority had raised the vessel which had subsequently been moved the Dockyard.

Members discussed the vessel which had sunk near Coldham Hall on the river Yare. LB confirmed the Authority would attend to see whether the vessel was causing an obstruction to the navigation and whether there was any pollution. It was agreed that the Authority should be advised of any sunken vessels.

LB

14. Any Other Business

Excess speed and wash – LB tabled a summary of vessels given navigation warning for excess speed and wash which illustrated 79% of warnings had been issued to Hire boats, 17% to private vessels and 4% to visiting craft. It was confirmed that hire boats had speed recording devices installed which were regularly checked and information on speed and wash was included in the boatyards handover procedures.

It was felt that it would be beneficial if the data could be defined into day hire and weekly hire vessels as currently there was no requirement for day boats to have speed indicators.

LB

Chet marker posts – Following correspondence received from the BHBF, NSBA and the Broads Society the removal of the temporary marker post on the river Chet had been included on the Hazard Review agenda as it was deemed the posts now created a greater hazard than the bank. The posts had initially been installed by Broadland Environmental Services (BESL) who were contractors working for the Environment Agency (EA) as part of the flood alleviation project. Piled edges had been removed on the river Chet to provide a reed monde and the temporary posts had been installed to denote the line of the river in high water. BESL had installed 6" diameter steel marker posts at a very high frequency which had generated a lot of complaints from sailors and other users. At that time it was felt essential for the posts to remain. As the reed monde was now well established the EA had been asked to remove the temporary post. However it

had subsequently been discovered that the posts were difficult to remove. Planning conditions had been examined and was noted that there had not been the requirement for the posts to be removed. In other areas where piling has been removed there had been issues with old tie rods and old piling being exposed after erosion, many of which had required remedial work. The EA had agreed they would remove the marker posts but that it would then become the responsibility of the Authority to reinstate if required. Members felt that there would not be a requirement for the channel markers to be replaced but that the Authority would require remedial work to be undertaken by the EA should any subsequent hazards appear.

Members agreed to recommend the proposal for removal of the temporary marker posts to the Broads Authority.

River Chet – A member suggested that signage at the mouth of the river Chet should include advice on beam restrictions following an incident where a hire vessel was forced over to the side by a vessel with a beam in excess of the 12'6" restriction. It was noted that there were also issues on the river Ant with boats towing alongside especially at regatta times. It was confirmed that towing was covered under a separate byelaw and as there was provision within the vessel dimension byelaws for a vessel of excess dimensions to transit the broads up to four times a year it was felt that any signage on restrictions could be confusing. It was suggested that reminders of the restrictions could be sent out with the toll plaques to owners of vessels in excess of the vessel dimensions limits. The Yare Ranger team would also be asked whether they were aware of any issues.

LB

National Drowning Prevention Strategy- The aim of the strategy was to reduce accidental drowning by 50% by ensuring consistent information was available making people aware of hazards before engaging in activities and that children attained level III certification with the capability of swimming 25m. The Norfolk Drowning Prevent Group had been established to co-ordinate delivery. It was noted that the lockers installed at Great Yarmouth Yacht Station (GYYS) for visitors to store their life jackets were very well used. Members discussed throw bags and lines and it was confirmed that all equipment used by the Authority had been approved following advice received from the RNLI. It was noted that BSS personal rescue equipment requirements for hire boats was that life rings should be supplied. The Authority provided throw lines on their moorings and there had been very little instances of vandalism although there had been spate of incidents at Hoveton.

SB confirmed that a link to the strategy would be included in the minutes.

<http://www.nationalwatersafety.org.uk/strategy/info/uk-drowning-prevention-strategy.pdf>

Port Marine Safety Code Health Check Trends 2015 – SB confirmed that he would circulate MCA Health Check audit to members.

15. Date of Next Meetings

Monday 19 September 2016 at 09:30 at the Dockyard