

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 10th March 2015 at the Dockyard

Present

Phil Ollier (in the chair)	Broads Authority Lead Member for Safety Management
Tony Howes	Broads Hire Boat Federation (BHBF)
Colin Dye	Broads Hire Boat Federation (BHBF)
John Tibbenham	Norfolk & Suffolk Boating Association (NSBA)
Stuart Carruthers	Royal Yachting Association
Colwyn Thomas	Norwich Rowing Club
Trudi Wakelin	BA Director of Operations
Andy Elson	BA Ranger Services
Chris Bailey	BA Administrative Officer Operations

1. Chairman's Introduction

The Chairman welcomed everyone to what would be his last meeting as chairman.

2. Apologies

Apologies were received from David Broad (Broads Authority Navigation Committee), Pat McNamara (Port Company), Les Mogford (Norfolk & Suffolk Boating Association) Steve Birtles (BA Head of Safety Management), Adrian Vernon (BA Head of Ranger Services) Adrian Clarke (BA Senior Waterways and Recreation Officer) and Tom Hunter (BA Rivers Engineer).

3. Not Present

Anthony Trafford (British Marine Federation).

4. Minutes agreed

The notes of the meeting held 23rd September 2014 were agreed as a correct record.

5. Matter Arising

Reedham swing bridge – TW asked members for feedback relating to visibility of the electronic sign provided by Network Rail advising boaters opening delays of the bridge. Network Rail had requested precise rather

than anecdotal comments. Members discussed the standard messages displayed and confirmed that “Bridge opening please wait” caused confusion to boaters who could transit under the bridge when it was closed

All

6. Action Points

Mooring provision downstream of Ludham Bridge – The moorings had reopened following repair work but there had been no further progress from the Environment Agency (EA) relating to the legal agreement. TW confirmed that she would ascertain whether the demasting signage at the upstream demasting mooring had been moved and the situation would be monitored.

TW

Designated loading provision – Keith Bacon had been working with Adrian Clarke on updating the Staithes Register. A quotation had been received from the University of East Anglia (UEA) to undertake the study on Staithes which was over budget and KB had therefore agreed to take on some of the work himself.

Incident report form to be reprinted and linked to the NSBA website – Completed.

Open water swimming guidance – Information was now available on the Authority’s website.

Boat Safety Scheme information on isolator valves and holding tanks – The Boat Safety Scheme (BSS) office would record any BSS failures due to isolator valves not being fitted and advise the Authority accordingly.

Use of defibrillators – appropriate signage to be developed and existing defibrillator locations to be identified and listed – A list of locations of defibrillators had now been produced and was held in Broads Control who should be notified if further locations were identified. The Authority did not plan to provide signage but confirmed that co-ordination would be through Broads Control although it was stressed that the Authority could not guarantee ongoing accuracy of the list nor public access to the defibrillators at all times.

Speed indicators and regulations – TW reported that the BHBF had been provided with technical information relating to the device the Authority had located which could be mounted in the cockpit of vessels for £50 per unit for a minimum of 20 units supplied. TH was unaware that a suitable unit had been sourced and confirmed that he would raise the issue with the BHBF’s Technical Chairman.

TH

Text messaging on Breydon Water – Discussion had been held with the BHBF regarding the continuation of the Breydon text messaging service which had not been taken up and the Authority was now looking at the possibility of providing information through an ‘App’ which would be a

longer term project.

7. Safety Management System

PMSC External Safety Audit

A copy of the Authority's Port Marine Safety Code Audit undertaken by BMT Isis in September 2014 had been circulated to members. The external audit was to provide assurance that the Authority was discharging its duty with hazards being identified and reduced to a level as low as reasonably practical (ALARP). A Safety Management System Audit Action Plan had subsequently been developed which detailed actions identified within the audit, responsible Officers and completion dates. It was noted that actions arising from the land based hazard review would also be incorporated into the Action Plan as appropriate.

Members discussed the requirement to provide an audit trail for training and the requirement to review the Authority's job descriptions against the new national competency standards.

It was noted that SB should be complimented for his professionalism and attention to detail. Members felt that TW and AV should also be congratulated as the results reflected well on all staff involved.

Hazard Review 2014, 2015 Process Update

Members discussed what the Authority classed as an incident as there were a number of collisions involving rowers which were not documented. TW confirmed there were issues with users and clubs not wishing to report incidents but there was a legal requirement to report anything which resulted in damage to people or property. An incident report form was available on the Authority's website. SC confirmed that the RYA had looked at what should be recorded 10 years ago and had created a decision flow chart as there was the need to be aware of anything which happened under the RYA name. However by the nature of some activities there was a high expectation of ending up in the water and the RYA were not interested in people capsizing unless they became trapped in the water. TW confirmed that the Authority was working with the National Water Safety Forum who had developed a Water Incident Database (WAID) which included all water related activities including open water swimming. CT expressed an interest in reviewing available information and confirmed that he would speak to the area Ranger. He suggested that it could be beneficial for the Authority to receive annual safety reports from clubs and that the Authority should note that only major incidents were recorded.

Members discussed the hazard review, details of which had previously been circulated. Three new hazards had been identified and draft risk

assessments had been reviewed at the BSMG meeting in September 2014. Comments had been received from CT which SB had responded to confirming amendments would be made to the description and mitigation measures for hazard 017.

Members discussed the development of the Code of Conduct for the use of Coaching Vessels on the River Yare Version 3 which was currently out for consultation and it was felt that a concise single page document would be more beneficial. Care and caution and speed restrictions in low wash areas were discussed together with potential problems when coaching vessels were navigating past moorings. CT reiterated the invitation for a BA representative to accompany a coaching launch supervising junior rowers so that the Authority could have a better understanding of the occasional difficulties of minimising wash whilst maintaining their duty of care and supervision to junior rowers. Similar invitations have been extended to BA staff on other occasions which they have so far declined. It was agreed that CT would arrange a further meeting between the Authority and rowing clubs which would be organised after the Authority's representative had accompanied a coaching launch.

CT

Integrated Action Plan

The Authority would work through the Hazard Review to extract any outstanding actions. Land based hazards have been referred to the Broads Local Access Forum (BLAF) with the intention that all hazards and further risk measures/ actions should be incorporated into a single document.

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

Notice to Mariners

No. 1 of 2015 – Dredging work on the River Chet

From Monday 5th January until Friday 27th March 2015 between the hours of 08:00 and 16:00 daily excluding weekends

No. 3 of 2015 – Closure of River Bure at Coltishall Lock

The canal section of the River Bure between the Mead and Coltishall Lock will be closed due to dredging operations during week days from Monday 12th January until Friday 24th April 2015.

No. 4 of 2015 – Navigation Restriction due to Power Boat Racing Oulton Broad 2015

Various dates from Thursday 23rd April 2015 through to Sunday 6th September 2015.

No. 5 of 2015 – Dredging on Hickling - Postponed

From Monday 16th March 2015 until Thursday 2nd April 2015 between 08:00 and 16:00 excluding weekends.

No. 6 of 2015 – Dredging work on the River Chet

From Monday 13th April 2015 until Friday 1st May between 08:00 and 16:00 excluding weekends.

Safety Alerts

Carbon Monoxide

TW reported that there was the potential requirement for carbon monoxide alarms to be fitted to hire boats fitted with solid fuel stoves due to the risk of CO poisoning. Members discussed the recommendations in the Marine Accident Investigation Branch (MAIB) report on the investigation of CO poisoning on a motor cruiser on Windermere where a portable generator had been installed in the engine bay resulting in two fatalities. It was felt that people needed to be educated on the requirement for adequate ventilation and dangers associated with modifying appliances. It was confirmed that the BSS circulated safety alerts in addition to advice provided by their examiners.

Members suggested that all boat owners should be encouraged to fit alarms where there was a source of CO and it was felt that the target audience was the liveaboard community. It was confirmed that the Authority's Rangers did have safety leaflets which they provided to this community but that owners did not always want to hear.

Members recommended that information detailing the dangers of CO poisoning should be circulated as widely as possible and be available on moorings and the Authority's notice boards, promoting the requirement for adequate ventilation and routine servicing of any appliance with a flame.

SB

Report on Incidents

AE gave a verbal update on incidents from October 2014 to January 2015:-

- 3:05260 Ludham bridge gauge board struck by hire cruiser and not bridge as originally recorded.
- 3:05272 Woman hit by cleat whilst mooring hire boat at Reedham Quay. Helm drove away whilst she was attaching mooring line which resulted in a cleat being ripped out of the vessel.
- 3:05275 Hire cruiser reversed out of boatyard into the bow of Wroxham trip boat with 61 passengers on board. No injuries sustained although extensive damage to the stern of the hire

vessel. The incident was investigated by the local Ranger and recommendations made.

- 3:05280 Moored boater claims hand burnt as a result of wash from safety boat. A verbal warning was given by the Ranger to the helm of the safety boat although it should be noted that there is some history of disputes between boat owner and the sailing club.
- 3:05284 Authority tug floorboards caught fire during escorted tow. Boards thrown overboard to extinguish fire and then retrieved. Exhaust has now been rerouted and is better protected.
- 3:05299 Contractors barge sunk at Potter Heigham. Criminal damage is suspected. It was a steel barge which was difficult to raise and resulted in crane charges of £30K. There had been minimal pollution.
- 3:05300 Fire on liveboard boat at Sutton Staithe. The owner had left the doors on the wood burning stove open and had gone for a walk. Damage caused to quay heading and mooring posts. The Authority had arranged the removal and disposal of the vessel and there were issues with 2500ltrs of contaminated water. The Authority was trying to reclaim costs from the owner and investigations were ongoing.
- 3:05301 Liveboard drowned at Bramerton had fallen overboard under the influence of alcohol.
- 3:05309 Suicide in river at Horning. The person was recovered by two members of the public and the air ambulance attended.

It had become apparent during the Breydon User Group meeting that the number of groundings recorded on the Authority's Incident and Safety logs were lower than actual groundings as recoveries undertaken by John Cressey had not been included and therefore a further 20 groundings should be added during this period. It was noted that the number of groundings had increased despite better signage being in place and more emphasis on handovers and in Broadcaster. People were also not taking into account advice on bridge heights despite information being available on the Authority's Better Boating DVD, website and Broadcaster.

9. Waterski Review progress report/update

At the Water Ski Review meeting held on 2nd October 2014 members recommended the Authority formalise water skiing on Breydon within the existing designated area and with the requirement for skiers to log on through Broads Control to enable the continuation of monitoring. To date the zone had little use with two permitted skiers and one rogue skier having used it.

The recommendation of the Water Ski Review Group would be presented to the Navigation Committee on the 23rd April 2015 and the Broads Authority on the 15th May 2015.

It was noted that members were comfortable with the recommendation.

10. Hire Boat Code Update

The Broads Authority had previously identified through its Safety Management Hazard Review in 2013 the requirement to update its Hire Boat Licensing Conditions to include the requirement for speed indicators at helm positions on powered vessels. This implementation had been delayed to coincide with the completion of the Hire Boat Code including unpowered boats.

Slow progress had been made on the Hire Boat Code recommendations due to detail issues in Part 1 of the code, which related to power boats. This had resulted in no progress being made to Part 2 of the Code for non-powered vessels. TW would be able to update Members on any progress made following the meeting of the BSMC on Tuesday 17th March. TW

Due to the delays in the development of Part 2 of the Hire Boat Code relating to unpowered vessels the Authority proposed that, following consultation with the hire boat industry and affected parties, the Broads Authority Licensing Conditions relating to powered vessels would be reviewed in line with the newly revised Hire Boat Code for implementation in April 2016. SB

Members agreed with the proposal.

Members discussed the implications of the Hire Boat Code Part 2 for unpowered vessels and identified potential operators. It was felt that there would not be much work required before issuing Operators Licences as Part 2 of the Code would be the same as Part 1 in terms of Risk Assessments, handover procedures and BSS with most procedures already in place. It was agreed that the Authority would commence working with Operators of unpowered vessels for Part 2 advising them of future requirements. SB

11. Any Other Business

Future BSS requirements – TH reported that the BHBF were concerned over future requirements, commenting on the potential of CO alarm installation and slip resistant surfacing on boats. TW confirmed that currently both CO and smoke alarms were advisory and that she would check the position on slip resistant surfacing to ascertain whether this would be required by treating surfaces, signage or detailed in handover procedures. Members discussed people's enjoyment of sitting on cabin tops and what mitigation measures could be put in place by making the surface safe or informing hirers they were not allowed on the roof. TW explained that the Authority had to look at what was reasonably practical to ensure hirers safety and that this was a shared responsibility with the hire industry. It was agreed that TW would visit CD to look at practical issues. TW

Transiting Breydon Water and Safe Passage through Great Yarmouth – Members discussed alternative options to inform boaters of tidal conditions and bridge clearances now that the Breydon Text Messaging Service was discontinued. The BHBF applied for a BMF grant for installation of electronic signage even though this had not been supported by officers and an ‘App’ had been suggested as an alternative method of communication. The BHBF had doubts concerning the use of an ‘App’ and believed that some form of illuminated signage would reduce the number of incidents. Member’s views were sought whether there was support for some form of visual signage. Various ideas were offered and it was confirmed that more signage had been discussed at the Breydon User Group meeting. It was noted that Members were supportive of measures to make people aware of conditions although they were aware there were practical problems. TH confirmed that he would continue investigation.

TH

Operation of new ferries on the River Yare – The Authority had received two applications for ferries to operate within zone 1 on the River Yare, one crossing from Thorpe Green to Whitlingham Broad and the second from Bungalow Lane in Thorpe across to Whitlingham Lane. To date neither applicants had supplied the Authority with the required documentation although a planning application had been approved for the physical works required to establish one of them. Providing everything was in place the Authority would be unable to refuse an application under the terms of the Navigation Byelaws. Both operators had been advised to liaise with other users within the area. TW confirmed that she would check what had been received as members would like to be aware of the position prior to reading it in the local press.

TW

Thanks – The Chairman thanked members of the group for their participation and contributions. Thanks were also expressed to PO in his role as Chairman.

12. Date of Next Meetings

Tuesday 15th September 2015 at 09:30 at the Dockyard