

BROADS AUTHORITY

BOATING SAFETY MANAGEMENT GROUP

Notes of the meeting held on 23 September 2014 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)
Trudi Wakelin	BA Director of Operations
Steve Birtles	BA Head of Safety Management
Andy Elson	BA Ranger Services
Andy Cullum	BA Ranger Services
Adrian Clarke	BA Senior Waterways and Recreation Officer
Chris Bailey	BA Administrative Officer Operations

1. Chairman's Introduction

Following introduction the Chairman welcomed everyone to the meeting.

2. Apologies

Apologies were received from David Broad (Broads Authority Navigation Committee Chairman), Stuart Carruthers (Royal Yachting Association), Anthony Trafford (British Marine Federation), Colwyn Thomas (Norwich Rowing Club), Adrian Vernon (BA Head of Ranger Services) and Tom Hunter (BA Rivers Engineer).

3. Not Present

Pat McNamara (Port Company) and Les Mogford (Norfolk & Suffolk Boating Association)

4. Minutes agreed

The notes of the meeting held 11 March 2014 were agreed as a correct record.

5. Matter Arising

Vessel Dimension Byelaws – Members noted the proposal to review the byelaw would not be progressed and asked whether the Rivers Ant and Chet were policed for vessels with beams in excess of 12'6" where transit

was restricted. It was confirmed that Rangers would advise and enforce any vessel they observed transiting restricted areas and that although a lists of vessels with excess beams was not kept on the launches the Rangers had computer access to this information. One such vessel had been observed on the River Ant during the season but had prior permission from the Authority for the passage to be undertaken. It was confirmed that vessels would be permitted to transit restricted areas up to 4 times a year with prior consent from the Authority. Discussion ensued over the numbers of vessels currently registered on the broads who had a beam in excess of 12'6" and it was agreed that this information would be circulated with the minutes. *Post meeting note: 216 boats registered and in use with the Authority which have a beam measurement greater than 12ft 6.*

Waterskiing on Breydon Water – A meeting of the Water Ski Review panel had been organised for Thursday 2nd October 2014.

Broads Membership on the Boat Safety Scheme Committees – It had been agreed that CD could attend the advisory committee meetings as an observer and had been notified of the meeting dates. However it had been hoped that CD would have been appointed as a full member as it was perceived there was little point in attending meetings only as an observer. It was felt that this was an issue that the Hire Boat Federation needed to take up with Graham Watts and the Chairman of the BSS Advisory Committee.

TH

6. Action Points

Mooring provision downstream of Ludham Bridge – The Environment Agency (EA) was considering selling their land and therefore there would be no progress on the lease or licence until this decision had been made.

Speed indicators and regulations – The unit which was being trialled had not been considered robust enough. The manufacturers had been contacted to ascertain the possibility of redesigning into a panel mounted fitting.

SB

Members discussed whether the Authority would be imposing the amendments to the Hire Boat Licencing scheme from the 1st April 2015 as the issue of speed indicators had not been resolved. It was confirmed that the BSS Hire Boat Code was still under development and therefore it was proposed that the all amendments should be delayed until April 2016. This proposal was supported by the group and the recommendation would be taken to the Navigation Committee.

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

Text messaging on Breydon Water – A paper had been presented to the Navigation Committee recommending that the service be discontinued

due to lack of uptake. However the Committee had suggested that the Authority should look at other methods of providing information and the Broads Hire Boat Federation (BHBF) had indicated that there may be funds available to assist in the delivery. Concern was expressed that information about the text message system had been delivered late so had been difficult to make hirers aware of the facility. It was confirmed that there had been press coverage in the Eastern Daily Press, a flyer produced and information had been included in the Broads Sheet and Broadcaster and on the Authority's and Norfolk & Suffolk Boating Association's (NSBA) website. CD confirmed that he had found it very useful, details had been provided in boat manuals and customers had been verbally advised of the service. It was felt there were limitations with the text messaging service as live information was not available, only predicted tide times, which was why it was felt the system could be developed further. It was requested that any new system should be in place and details available for inclusion in the Skipper's Manual in February 2015. CD offered to assist with any trial that may be required.

SB

Open water swimming guidance on website – Awaiting publication of guidance nationally by ROSPA.

SB

Boat Safety Scheme information on isolator valves and holding tanks – The Boat Safety Scheme had been requested to provide data on vessels with an isolation valve in the discharge line. The perception that private boat owners were discharging effluent into the Broads was again discussed and it was again confirmed that there was no evidence to support this. The EA, who was responsible for water quality, had conducted a study and the statistics had not shown this perception to be valid.

Kite surfing and Ringos statement on BA website – Information regarding kite surfing was already available on the Authority's website. Information on Ringos had been delayed due to the development of the Authority's new website.

SB

Use of defibrillators – appropriate signage to be developed and existing defibrillator locations to be identified and listed – AV was currently working with the Police and Ambulance Control Centre. It had now been agreed that post codes to the nearest abode could be used. Grid references were provided on all the Authority's moorings as that had been the original requisite by the emergency services and work was now being undertaken to update the database with post codes. It was noted that not all moorings would have a valid post code and it was confirmed that this information could be obtained from the Standby Manager and would relate to the nearest land based location. It was agreed that post codes should be available on all moorings for the start of the 2015 season.

SB

Demasting dolphins in Bure Mouth – It was confirmed these had now been painted.

Proposal for the BA to take over responsibility for life buoys and ladders at North Quay at Great Yarmouth – The lease was up for renewal soon and it was proposed that this responsibility be included in the new lease. It was confirmed that the Rangers were checking the ladders and life buoys on a regular basis. Post meeting note: The existing license for the yacht station expires at the end of October 2014 negotiations have commenced regarding the terms of the new licence.

7. Safety Management System

PMSC Audit Action Plan

A mud pilot had been appointed and had now been used on two occasions.

There were no further actions on the plan.

The Authority had undergone an external audit conducted by BMT Isis and were awaiting the results which would be presented to the March meeting of the BSMG.

SB

Hazard Review Process

The hazards detailed in the Port Marine Safety Code Hazard Log were mature and subsequent reviews were only changing minor details. SB proposed that the Hazard Review Briefing pack be distributed to members, detailing existing identified hazards, to enable them to review and to feed back their comments. Any proposed significant change would be reviewed with the BSMG Chair and if necessary a sub-group. The Hazard Log would then be presented to the Navigation Committee before incorporating into the Safety Management System the following year. It was important to review new hazards in the normal way with new hazards being brought to the BSMG.

Members were happy with the proposal and agreed to proceed on that basis with the existing hazard log being issued to members for their feedback.

All

New Hazards

Rowing Coaching Vessels.

Numbers of rowers had increased dramatically on the River Yare over the last five years and with that came an increase in coaching vessels which, out of necessity, are speed exempt. This has resulted in the increased number of complaints received. Although the coaching vessels were speed exempt they still were subject to care and caution and limitations on wash.

16 coaching vessels had, to date, been identified although the boats were registered as safety boats on the Authority's Toll's system. Coaching vessels were required to display 9" registration numbers but as these boats were registered as safety boats this had not happened. 9" registration numbers would now be supplied to aid identification of vessels.

Members discussed the 'wash and noise' test applied to water skiers' boats could similarly be applied to coaching vessels and it was suggested that the Authority should look at the types of boats being used by the rowing clubs as some were using catamarans which produced very little wash.

It was noted that the defined rowing area provided a very large area for training but that much of the area was a long way from the clubs' boathouse and launching sites. The areas around Whitlingham contained considerable numbers of moored craft, boatyards, a winter sailing club and anglers. Very active training was being undertaken in this area which resulted in the coaching vessels producing unacceptable wash. Members discussed the suggestion of revising the coaching area within the byelaws and the process was outlined and possible issues noted.

Clarification was required for the reference within the byelaw for coaching vessels to be able to coach one or more rowing crews which provides coaches with the ability to work with several crews in close proximity. However there were instances when crews were not rowing together resulting in the coaching vessel racing between the groups.

Concern was expressed that coaching vessels had only one person on board as they could not be observing other river users whilst coaching the rowers and it was confirmed that it was a standard practice for safety boats in sailing clubs to have two people on board, one facing forward and the other back. It was noted that there were various members of the clubs which could be helping the coaching vessels.

AC, SB and AV would be attending a meeting on 1st October with the representatives of the rowing clubs to discuss the issues.

Members discussed what mitigating measures could be put in place and whether coaching vessels needed to be included as a new hazard and it was felt that decisions could not really be made until after the 1st October meeting.

SB outlined the hazard review process to determine whether the hazard was as low as reasonable practicable (ALARP). It was confirmed that there had not been any major incidents although various blue book warnings had been issued.

Members identified the following consequences:-

- Collision
- Swamping of small and low freeboard craft
- Damage to moored boats.
- Bank erosion at Whitlingham

Mitigation currently in place :-

- Byelaws
- Defined working areas to operate within
- No time restrictions

Rating - Category A – Immediate action

- Likelihood – very frequent
- Consequence
 - People – minor
 - Environment – minor
 - Assets – bank erosion at Whitlingham – moderate

It was decided that the issues needed to be discussed in more details at the user group meeting where further mitigating measures needed to be identified. A Code of Practice needed to be developed and the following recommendations were made:-

- Establish code of conduct
- Consideration given to placing limitation of boats to be used
- Recommendation on hull type
- Large registration numbers to be displayed.
- Wash and Noise testing
- Qualification of helmsman
- Temporal zoning
- Two people in vessel – one helming and one coaching
- Life jackets to be worn
- Use of kill cords
- Clarification on proximity of coaching vessels to vessels being coached

It was suggested that a sub-group be established to monitor progress as had been developed for the Water Ski Review.

Trawling

The transfer of jurisdiction of Breydon Water from the Great Yarmouth Port Company (GYPC) to the Broads Authority meant that all the Authority's byelaws now applied to this stretch of water. The Authority had been approached by Natural England (NE) regarding trawling being undertaken on Breydon. The Breydon crew had observed a vessel trawling on 14th July and had advised the crew that this activity was not permitted on the Broads. The crew had complained to both AV and the

Marine Management Organisation (MMO) as they maintained this was an activity they had previously undertaken. The Royal Society for the Protection of Birds (RSPB) expressed concern about nets being laid out in the shallow mudflats and the Environment Agency (EA) were concerned regarding the river bed. A meeting has been arranged with the MMO who were keen to be involved.

Members discussed this new activity and whether it was appropriate on the Broads. Byelaws had been established for the safety of people using the navigation and a consistent approach was taken with all activities. Members therefore decided to go through the hazard review process.

Consequences :-

- Other vessels may become entangled in the netting
- Possible collision due to limited ability to manoeuvre

Mitigation currently in place:-

- Byelaw 29 - (1) Subject to paragraph (2) no person shall conduct any fishing or any associated activity from a power-driven or sailing vessel which is underway or cause or permit any net or fishing line to hang from such a vessel into the water whilst the vessel is underway

Likelihood - Remote

Persons - Minor

Environment - Concern over river bed and mud flats – minor

Assets - Minor

Rating – Class C hazard

It was felt that the activity was ALARP and was not a safety issue.

Paddleboarding

This hazard had been previously reviewed and had been classified as a Category B hazard for navigating small craft in isolation. This had been conducted when there had been a request to provide guided tours within the Norwich area and was limited use. However the activity had increased and the annual event from How Hill to Martham was referred to in addition to the paddleboards hired out at Wroxham in an extremely busy stretch of the navigation close to the bridge.

Although the Authority was not aware of any incidents there were concerns that someone could fall off in front of a boat. It was felt that an annual event was less of an issue and information regarding the event

could be included in the Green Book.

Members discussed information provided in the hiring conditions and quality of handover. Terms and conditions were applied to the Authority's concessionary toll for canoes and it was suggested that this could be developed to include paddleboards. Canoe England had confirmed that kayaking and paddleboarding were increasing activities.

The following suggestions were made :-

- Advice could be obtained from the Paddleboard Association
- Advice to be available in shops selling the boards
- Mitigating measures could be put in place in bridge areas
- Hire conditions and handover procedures to be examined.

Members were happy to accept the existing hazard rating but it was noted that this should be kept under review.

SB

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

Notice to Mariners

No. 5 of 2014 - Opening times of Trowse Swing Bridge

From Sunday 18 May 2014 to Saturday 13 December 2014

<u>Monday to Friday</u>	<u>Saturday</u>	<u>Sunday</u>
10:01	09:11	09:04
11:06	11:09	11:14
14:06	14:06	14:21
16:06	17:06	17:21
18:41	18:06	19:23

Safety Alerts

Alpha 42 Potential Issue with rear exhaust – Members noted the issue related to the exhaust being encased in a glass fiber molding on a one-off boat and not the class of boat.

Beko Gas Cooker – Advice was received from the Boat Safety Scheme (BSS) of a product recall. Information was available on the website and on notice boards on moorings.

National Gas Safety Week – The purpose was to make owners aware of the need to get their boats checked regularly. It was confirmed that private boats were subject to the same standard of testing of gas appliances as hire vessels.

Report on Incidents

AE gave a verbal update on the incidents from February 2014 through to August 2014:-

- Boat sunk at Great Yarmouth was pumped out by Ranger
- Boat sunk on Rockland Mooring
- Volunteer fell in the water from a launch whilst attending to the buoys. Life jacket inflated.
- Mooring dinghy hit sunken dinghy on mooring. Sunken dinghy subsequently raised.
- Grounded vessel sinks near Berney Arms and passengers removed. Vessel had been traveling close to the bank and had hit shallow patch.
- Body at Trowse Eye was not boat related.
- Female fell from boat at Hermitage was wearing a life which inflated. Hire yard provided replacement life jacket.
- Man fell in the water whilst mooring up at Yarmouth. Assisted out and provided with token for hot shower.
- Girl fell in at Horning Staithe and mother jumped in to rescue her. Had difficulties getting out of the water and required assistance. Hand grips are now being fitted to wooden capping at Horning.
- Drunken male fell in from liveaboard boat near Fye Bridge.
- Ranger threatened by overstay boaters. This related to a previous court case and is being dealt with by the police.
- 1 person fell in the water whilst mooring up at Great Yarmouth, another member of the crew jumped in to help.
- Collision between the Waveney Stardust and a sailing dinghy.
- Man fell between boat and mooring whilst attempting to moor up at Ranworth.
- Half Decker swamped at Horning.
- Lady taken to hospital following collision in a hire boat with the Reedham Ferry whilst mooring.
- Collapsed diabetic boater at Reedham Quay. Ambulance attended.
- Suspected boat fire at Wroxham Broad was a false alarm. Smoke caused by slipping fan belt. 9 people were on board.
- Boat stuck under Vauxhall Bridge. Spirit of Breydon assisted.
- Ranger slipped off the Spirit of Breydon.
- Petrol fire on private boat in Ferry Marina. Fire extinguished by owner.
- Half decker capsized at Thurne Mouth with 6 people on board.
- Lady crushed leg after fending off hire cruiser with foot.
- Collision between a cruiser and a kayak. Although the incident occurred in May it was not reported until August. It was suggested that all canoes and kayaks should be painted in florescent colours to make them more noticeable.
- Suspected engine overheating on hire cruiser. Man opened header tank and was scalded.
- An 84 year old woman fell and broke her arm mooring at Berney Arms. The Spirit of Breydon attended and took her to Goodchild's Marine where an ambulance was waiting.

Most of the incidents which had occurred during the six month period were due to embarkation and disembarkation. It was noted that there was an increase use of auto inflating life jackets which was felt to be encouraging. CD confirmed that he would not use inflating life jackets as there was the perception that customers may tamper with the life jackets once they had taken receipt of them. Concern was also expressed that once the life jacket had inflated it would need to be replaced. SB confirmed that provided operators could demonstrate there was a system in place which recorded that the life jackets were regularly checked it was all they could reasonably do. Members discussed the requirement for wearing life jackets fitted with crotch straps and it was confirmed that in some instances it was deemed to be more hazardous to use them. However there were certain categories, like Breydon Water, where it was a requirement. It was felt that the Quay Rangers should set a good example by wearing crotch straps.

9. Waterski Review progress report/update

During this year there had been one formal water skier on the Breydon Water Ski zone. Following a meeting with the RSPB and NE there had been a proposal to move the ski zone and a schedule site visit had been arranged with the RSPB and water skiers. It was confirmed that the group would be consulted on the proposal and it was proposed that the consultation would be undertaken by email which was agreed.

SB

10. Update on the Broads Act 2009 provisions

Recreation Closure Policy

The Broads Authority Act 2009 added an additional clause to the temporary closure of the waterways provision in the 1988 Act which required the Authority to not exercise its powers of closure without taking reasonable measures to minimise the duration of the closure and to mitigate the closure on the use of the waterways by other users.

It was proposed that the existing procedures set out in the 1988 Act for the temporary closure of the Waterways be used for these additional powers.

Members supported this proposal.

Designated Loading.

This provision was to ensure that loading areas were appropriate and safely used and as previously reported had been decided that the development would be undertaken at the same time the Staithe's review was conducted. However the Authority was struggling to complete the review due to resourcing issues. AC reported that he had spoken with Keith Bacon and would be meeting with Tom Williamson at the University of East Anglia (UEA) regarding a student undertaking the review which

would include designated loading areas. He confirmed that he was considering approaching the Project Development Group to ascertain whether there was any money available to undertake the review.

11. Hire Boat Code Update

As previously discussed it was unlikely that the revised Hire Boat code would be implemented prior to 2016. Primarily the Hire Boat Code would be extended to include unpowered craft such as auxiliary yachts, yachts, canoes and paddleboards.

12. Any Other Business

Safety Chains – A boat had been secured to the safety chains at the Berney Arms where the chains had fallen apart. The Rivers Engineer had contacted the individual to ascertain the exact location this had occurred to establish whether it was part of the Authority's moorings. It was confirmed that the safety chains and ladders on moorings were inspected every two weeks.

Reedham Swing Bridge – the illuminated signs provided by Network Rail were hard to read until you were close to the bridge. TW confirmed that the Authority had asked Network Rail to provide them with details of their signage menu options to see whether the wording could be changed to allow the text size to be increased.

Definition of Hire Boat – Clarification was requested on whether timeshare boats and multi owned boats were classed as hire boats. It was confirmed that timeshare boats were classed as Hire Boats and multi owned boats were not. If the vessel was managed for profit then it was classed as a hire boat.

13. Date of Next Meetings

Tuesday 10 March 2015 at 09:30 at the Dockyard