

EXETER HARBOUR BOARD

Date: Wednesday 18 March 2026
Time: 5.30 pm
Venue: Rennes Room, Civic Centre, Paris Street, Exeter

Members are invited to attend the above meeting.

If you have an enquiry regarding any items on this agenda, please contact Josie McDonald, Democratic Services Officer on 01392 265354.

Membership -

Williams, R (Chair), Cookson, Read, Rolstone, Snow and Sheridan

Jane Green, Lt Col David Marino, James Prescott, Colin Seddon, Charles Temple, Shelley Rhodes.

Agenda

1 **Apologies**

To receive apologies for absence.

2 **Minutes**

(Pages 5 - 10)

To approve the minutes of the Exeter Harbour Board meeting held on 11 December 2025.

3 **Declarations of Interest**

Councillors are reminded of the need to declare any disclosable pecuniary interests that relate to business on the agenda and which have not already been included in the register of interests, before any discussion takes place on the item. Unless the interest is sensitive, you must also disclose the nature of the interest. In accordance with the Council's Code of Conduct, you must then leave the room and must not participate in any further discussion of the item. Councillors requiring clarification should seek the advice of the Monitoring Officer prior to the day of the meeting.

4 **Local Government (Access to Information Act 1985) - Exclusion of Press and Public**

It is considered that the Board would be unlikely to exclude the press and public during consideration of the items on this agenda, but if it should wish do so, then the following resolution should be passed:

RECOMMENDED that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the particular item(s) of business on the grounds that it (they) involve the likely disclosure of exempt information as defined in the relevant paragraphs(s) of Part 1, of Schedule 12A of the Act”.

5 **Public Questions**

A period of up to 15 minutes is available to deal with questions relating to the business of the Harbour Board from the public.

Details of questions should be notified to Democratic Services via democratic.services@exeter.gov.uk by 10.00am at least three working days prior to the meeting. For this meeting any questions must be submitted by 10.00am on Friday 13 March.

6 **Chair's Announcements** (Verbal Report)

7 **Harbour Revision Order Update** (Verbal Report)

To receive a verbal update on the Harbour Revision Order (HRO).

8 **Exeter Port User Group update** (Verbal Report)

To receive a verbal update from the Secretary of the Exeter Port Users Group (EPUG).

9 **Trews Weir Project and Public Consultation Update** (Verbal Report)

To receive a verbal update on the Trews Weir Project and Public Consultation.

10 **A379 Canal Bridges, Exeter** (Verbal Report)

To receive a presentation on the A379 Canal Bridges.

11 **Harbour Master's Report** (Pages 11 - 14)

To receive a quarterly report from the Harbour Master

12 **Port Marine Safety Code Management Objectives** (Pages 15 - 18)

To receive an update on the Port Marine Safety Code Management Objectives.

13 **Exeter Port and Harbour Business Plan Draft** (Pages 19 - 32)

To note and provide formative comments on the draft Exeter Port and Harbour Business Plan.

14 **Marine Safety Management System** (Pages 33 - 56)

To note the report of the Head of Service – Operations.

15 **Statutory Harbour Authority Statement of Account** (Pages 57 - 58)

For information only.

Date of Next Meeting

The next scheduled meeting of the Exeter Harbour Board will be held on **Thursday** 11 June 2026 at 5.30 pm in the Civic Centre.

Individual reports on this agenda can be produced in large print on request to Democratic Services democratic.services@exeter.gov.uk.

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EXETER HARBOUR BOARD

Thursday 11 December 2025

Present:-

Councillor Williams, R (Chair)
Councillors Read, Rolstone, Snow and Sheridan

Jane Green, Lt Col David Marino, James Prescott, Charles Temple, Shelley Rhodes.

Apologies

Councillor Cookson.
Colin Seddon.

Also Present

Harbour Master Exeter Port Authority, Harbour Patroller, Head of Service Operations,
Democratic Services Officer and Engineer and Asset Manager.

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APOLOGIES

Apologies were received from Councillor Cookson, and Colin Seddon.

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MINUTES

The minutes of the meeting on 29th September were taken as read, approved, and signed following an amendment to the attendance list to include external members of the Exeter Harbour Board.

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DECLARATIONS OF INTEREST

No declarations of interest were made.

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PUBLIC QUESTIONS

The Chair invited David Clarke to ask his question:

Will the work on Trew Weir include clearance of the trees and bushes growing in the adjacent Mill Pond, including the restoration of the barriers which previously prevented large logs entering the Mill Pond?

The Chair responded in the following terms:

As part of the works, the Bypass channel will be fully de-vegetated in early 2026, to deter birds from establishing nests in that area for the period covering the works.

This is largely to prevent later disturbance of nests during the works.

If the Bypass Channel is retained in its current form then we do anticipate some form of barrier being installed near the entrance to prevent large floating debris entering the channel.

In a supplementary question Mr Clarke advised that this would not be possible without dredging. Councillor Williams noted this comment.

The Chair invited Stephanie Ward to ask the following question:

During the restoration of Trews Weir could the trees growing in the river and undermining the riverside footpaths between the Port Royal and the weir be removed and the accumulated silt bed they are growing in also be removed to prevent regrowth?

The Chair responded in the following terms:

There are no plans to remove the silt and riparian vegetation on the eastern bank of the river, nor the trees growing in this bank, as part of the Trews Weir work. The silt bank and self-set trees provide valuable habitat not found elsewhere within this reach of the River Exe and would not be removed without a strong operational need to do so. These habitats are widely used by a range of birds, mammals, amphibians, fish and invertebrates for feeding, shelter, and nesting. They are not currently creating any operational issues for ECC. Devon County Council have not reported issues or undermining concerns with regard to the public highway, nor have any significant issues been raised by river users or other statutory bodies, so there is no justification for its removal.

Some areas of riverside vegetation on the silt bank nearest to the weir may be cut back in early 2026, prior to the works starting, to discourage birds establishing nests close to the works area which would likely be disturbed during the main works phase. This is good practice, as an established nest being disturbed has a much higher failure rate than the same birds being diverted to alternative nesting sites early in the year

In a supplementary question Ms Ward asked why it had been decided that these trees were no longer undermining the path? The Chair advised that this questions would be answered outside of the meeting.

The Chair invited David Thompson to ask the following question:

Local residents would prefer the lagoon to remain and be dredged. It is a visual amenity and wildlife haven. If the council decides to infill, please confirm a railing will be installed along the northern edge protecting the privacy of the ground of The Mills, Pitts Court and Weirside Place.

The Chair responded in the following terms:

A public consultation exercise will be held in January 2026, in which residents will be asked to provide their views on the Trews Weir scheme, including works to modify the Bypass Channel.

If the recommendation is to infill the Bypass Channel, we can confirm that a railing could be installed along the northern edge of the channel to protect the privacy of The Mills, Pitts Court and Weirside Place, and we would also engage with local residents about possible additional privacy screening such as planting

The Chair invited Judith Read to ask her presentation but was advised that she was unable to attend. David Clark asked the question in her place:

I understand that there may have been some discussion re future of Trews Weir Mill Pond as part of the Trews Weir Upgrade.

I should like to know if this matter is under discussion and what options are being considered.

The Chair responded in the following terms:

Our designers are considering options to make the bypass channel outlet significantly less attractive as a route for migrating fish. Migrating fish follow fast, aerated water and at Trews Weir are often drawn to the bypass channel's outfall instead of the fish pass, where they repeatedly fail to jump. Failed jumps can injure fish and make them vulnerable to disease, while repeated attempts drain their energy reserves. The outcome is potentially they die by predation or disease, or migration is delayed reducing successful spawning.

The upgrade works aims to improve migratory fish passage over the weir and reduce the Bypass channel outlet as an attraction flow, especially during dry-weather conditions.

Designers are exploring several ways to make the bypass channel less attractive to fish, the leading option are:

- Infill the channel, removing all attraction flows and preventing injury and entrapment of fish entirely.
- adding boulders to reduce water energy
- piping the outlet elsewhere, but these options could still attract fish and require high-maintenance screening.

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CHAIR'S ANNOUNCEMENTS

The Chair advised the Members of the following announcements:

- the Malinson Bridge development was not going ahead as the cost was now in excess of the grant that had been approved, and she was going to write to Devon County Council to suggest where the grant could be diverted;
- there had been issues with the leat at Cricklepit Mill but Exeter City Council were working with Devon Wildlife Trust to identify the necessary contacts at the Environment Agency; and
- the presentation due to be given by the Exe Estuary Management Partnership had been postponed to the meeting in March.

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HARBOUR REVISION ORDER

The Chair advised that the consultation period was now closed and that the Marine Management Organisation (MMO) was currently compiling the submitted responses. Until the process is complete and the advisors at Ashfords have reviewed the responses, it is not possible to provide any further information. However, all individuals who submitted correspondence as part of the consultation would receive a formal consultation response in due course.

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PORT MARINE SAFETY CODE MANAGEMENT OBJECTIVES

The Harbour Master provided an update on the Port Marine Safety Code Management Objectives making the following points:

- this as for the safety of the port and management of the waterway;
- there had been a quarterly meeting regarding the risk assessment as it had not been as good as it could be. The risk assessment and method statement for all activities would be updated;
- he had been working within the Designated Person since the last quarter and a HazID workshop had been scheduled in late January;
- the PMSC audit would hopefully be completed by March 26; and
- the conservancy duty survey would start in March 2026.

Councillor Read asked where the funding for the training course would come from, as it had not been highlighted in the accounts.

The Head of Service – Operations advised that the funding for training was held centrally within the HR budget. She was not sure of the total but the total for the PMSC compliance elements had been approved for this year, and it refreshed every three years.

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HARBOUR MASTER'S REPORT

The Harbour Master updated Members on the following:

- it was always busy on the waterway;
- he had met with the resilience forum;
- in the last month one yacht had been sunk and 4 boats had broken free from their moorings;
- there would be staff covering the Christmas swim as it was within port limits;
- the deadline for licence request for pontoons at Topsham and Turf had been extended with the MMO until the 18th of December; and
- BBC Countryfile were going out on the river to film on the 16th December.

In response to Member questions, the Harbour Master provided the following answers:

- Selling abandoned boats required a number of steps;
- they would be communicating more with other areas for events in the water;
- they would be looking to recruit a casual employee but there was a planned restructure of the service coming so it would not be good to hire permanently; and
- the reported events were only a fraction of what is happening and they relied on the community to feed information in so it could be reported.

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EXETER PORT USERS GROUP UPDATE

The Chair advised that Rex Frost, the Chair of the Exeter Port User Group was unable to attend the meeting and did not have an update to give.

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TREWS WEIR UPDATE PRESENTATION

The Engineering and Asset Manager gave a presentation to update Members of the Board on the progress at Trews Weir making the following points:

- they were working behind the scenes to come up with a design;
- the biggest outstanding point of the public consultation was the bypass channel;
- there was lots of hidden damage that was uncovered through intrusive investigations;
- work had been done in 2020 with the Environment Agency regarding the fish pass;
- the work done would not increase the flood risk;
- it was complicated and had taken a large amount of work to get correct;
- the Weir would look similar but would be safer for boats and fish;
- as much of the Weir as possible would be kept in place;
- if the budget allowed the concrete would be coloured;
- it was worth spending the money now to ensure that the fish pass was correct and was better to do it at the time rather than have it retrofit;
- the project would take approximately nine to ten months and would be split into two, May – September 2026 and March/April – September 2027;
- the materials would be brought upstream and then work would be carried out from the Weir;
- Haven Banks Road would be closed during that period but would be open where possible in the evenings and over the winter;
- he was confident that this could be delivered.

In response to Members' questions the Engineering and Asset Manager provided the following responses:

- the public consultation was planned for January and people living in close proximity would be invited to consultation event to give initial comments and establish best practices for engagement;
- a public event with the contractors would be held by the end of January;
- the shape of the Weir would be changed to a gentler shape, which would have a benefit on fish migration and would provide more of a push over the top;
- the East side of the Weir would be repaired first;
- they were working with a fish pass designer, and the benefits of each option were being considered;
- health and safety were a primary concern; and
- it was unlikely that the marine timber removed from the Weir could be used. Archaeological recording was taking place throughout the process, and the advice was that the timber was not saveable.

The Chair thanked the Engineering and Assets Manager for his presentation and advised Members that the slides would be appended to the minutes.

STATUTORY HARBOUR AUTHORITY STATEMENT OF ACCOUNTS

There were no questions from Members regarding the budget information.

(The meeting commenced at 5.32 pm and closed at 6.45 pm)

Chair

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Maritime activity report

Since the meeting in December 2025 both the river team and the canal team have been carrying on with both routine and emergency work. It has also been a busy time for other unforeseen work; in mid-January there was a WW2 bomb dredged up at Exmouth Marina, which led to the closure of the bottom part of the river while the ordnance was being dealt with by the EOD team. Because the bomb was thought to be unstable a large area around the marina was evacuated for two nights. This put an enormous strain on the surrounding council's including ECC. We aided the police, and we loaned them our marina office to work from and assisted with the harbour patrol boat. On the third day the bomb was successfully towed out to sea and destroyed.

Straight after this event we experienced storm Chandra (the third of the winter so far) which culminated in severe damage to many boats left on moorings in the river.

The Safe Water buoy mooring chain twisted and broke at the weld point. The force needed to do that would have been in excess of 50 tonnes according to our supplier. (please see chain link) We had a report that the buoy was on the move, and we were on the beach at Exmouth waiting for it with our machinery to recover it back to the buoy store. No 2 buoy also broke free in the severe weather, both buoys are ready to go back out when the weather improves. We will have to replace all the mooring gear thought as it will now be covered in sand on the seabed and be difficult to find.

In that bad weather there were two other buoys dragged away from their station by a drifting tree moving at speed in the fast water flow, no 24 buoy and the Commissioners buoy close to the Retreat Boatyard. This drifting tree also collided with a small yacht breaking it free of its' mooring, which then went on to collide with another vessel. This large tree also dragged up several moorings and carried them away downstream.

Further down the river a 45 ft motor cruiser broke off its' mooring and landed on the Warren at Dawlish sparking off a pollution scare. Thankfully our team managed to refloat the vessel on the next spring tide and re moor it.

An old, abandoned ships' lifeboat broke free from a mooring off Cockwood and drifted upriver colliding with the Starcross pier causing damage to the structure and the railway bridge there. Fortunately, we were able to tow it away from there the following day. On the same day we recovered another motorboat from the rocks on the shore at Starcross Sailing Club at towed it back to the Starcross Fishing and Cruising Club.

In the same week we dealt with two other boats that had sank on their moorings. All the above happened within the space of just a few days putting enormous strain on the team and resources. Because of the poor weather and a fault developing on the crane on the moorings barge, we have not managed you to get as many navigation buoys serviced.

The poor weather that we have experienced since the start of the year has affected both the canal and the operations in the river. Under normal circumstances we would be further ahead with canal maintenance, and we would have had a good proportion of the Aids to Navigation serviced. Regrettably, we are way behind and will have to extend the servicing of these aids well into the season because from the end of February we will be starting our commercial moorings servicing work.

We had the Countryfile team visit us just before Christmas, they spent the day with us, and the programme was well received.

From Nicolas Stone – Senior Harbour Patroller

The new Harbour Patroller, Lee, left us in December due to a change in circumstances for him. We have taken on a new member of staff, Lloyd Williams, on a casual basis currently. Lloyd applied for the job initially and performed well in that process. We are very pleased to have Lloyd on board and he is learning the ropes very quickly.

The storms at the end of January were unprecedented, but sadly seem to be becoming more common. We had 3 consecutive storms, over a period of 10 days. During the storms the actual tide levels were almost 1 metre higher than predicted due to the atmospheric and wind conditions. These exceptionally high tides, combined with the wind resulted in a number of vessels breaking free from moorings, along with the movement of a number of navigation marks. We are still in the process of dealing with some of the boats which broke free. The general issue of wrecked / abandoned boats is something which needs to be looked at in detail. Whilst it is a national problem, it is dealt with in different ways locally. The common factor is that it is expensive. We have no allocated budget for dealing with these, but we do carry a large proportion of the responsibility for it.

Most of the navigation marks have been replaced, when the weather allows the final 2 marks in the entrance channel will also go back on station.

We were hampered somewhat through January as the Port Constructor crane was out of use, it is now back up and running in plenty of time start the work on the moorings. Whilst the adverse weather has been frustrating, it has allowed us to prepare well for the work ahead.

From Carolyn Nation – Mooring Co-ordinator

Since the last harbour board meeting there have been 12 incidents recorded, mainly due to the ongoing stormy weather. 8 mooring failures, 2 vessels sank, 1 vessel grounded, and 1 unexploded ordnance in the marina!

To date we have wintered 80 moorings in the river, and are now taking bookings for mooring servicing prior to the beginning of the 2026 boating season.

From Graham Manchester - lead officer on volunteers and Aids to Navigation

Volunteers. We hope to start the seasonal patrols at the beginning of April. We will undertake some additional training with the volunteers at the start of the season. We are also looking at undertaking some mid-week patrols as the season progresses.

Aids to Navigation. We continue working through the servicing of aids to navigation and gradual replacement of older buoys. In the last two weeks we have had a number of aids disabled by storms. As soon as the mooring boat is repaired, we will attempt to retrieve the ground tackle for the these aids to navigation and put them back on station.

We had our on water, Trinity house inspection on the 28/1/26. The result of which was:

Inspection of Local Aids to Navigation, Merchant Shipping Act, 1995, Section 198(1)

We are pleased to advise you that the local aids to navigation under the management of Exeter City Council at River Exe were inspected on 28/01/2026 by an Officer of Trinity House and found to be in good and efficient order.

From Colin Acton - Canal Manager

Ever since winter storage boats arrived in the autumn, the Canal team have been busy with various projects and winter Canal maintenance.

During last November, works were carried out with a contractor to install additional arms for the West pontoon extension at Turf. Additional work was carried out to the Canal bank by Topsham Lock Cottage.

In December diving contractors carried out repointing works to Turf lock inner walls.

Voids were discovered behind the lock masonry which had been anticipated due to historic leaks passing through masonry joints outside the lock gates.

During these works the Inner gates sluices were removed as one already had a broken mechanism.

Two replacements are being manufactured so the lock can be filled in a timely manner.

The underwater inspection also showed gaps around the west inner sluice housing which will need repair.

This year, following Storm Goretti the Station Road to Turf access track has been flooded through January and February. Unfortunately, the current access issue has become more problematic due to a tree falling down causing significant road damage near the Lions Rest. DCC Highways are responsible for this road section and have closed access. The next steps will be for DCC Engineers to survey the site and propose costs to repair.

We understand the road classification treats this works as low priority.

This will have an impact on the customers wishing to access their boats are moored at Turf.

The Canal Office have informed our boat customers and will consider how we can assist them further.

Also to note, the access road has suffered subsidence further towards the Canal side car park and it understood riparian owners on both side of the road at this location will need to engage in potential mitigations.

Other damage caused during the storms include Topsham Ferry causeway. At this time the damage cannot be quantified due to lack of access with current river levels / conditions. In addition, one of the Trews "Weir Ahead" Warning buoys have moved 50 metres downstream and the Sea Cadets have lost three moorings near Kings Arms.

The Butts Ferry wire became snagged with a tree during high river flows and has been cut.

This will need to be replaced when river levels allow access from the Canal in the Spring.

The river sluice to the Canal by Haven Banks Outdoor Education Centre will also need to be inspected around the same time.

During January and February, the Canal team have been carrying out tree and bush removal works along the Canal banks on the lower canal section below Double Locks.

The next planned works will commence in March with Canal bank repairs on the west bank from Clapperbrooke Lane E to Double Locks. There are significant holes along the Canal bank and towpath which are in need of urgent repair. This has been the first opportunity to carry out bank repairs works on a section of Canal for several years due to lack of staff resourcing.

The Canal team monitor canal levels both visually and remotely from water level sensors.

The Kings Arms water logger failed and has been replaced with an upgraded unit. The water logger by Bridge Road has also been replaced.

There are several areas where the build-up of river silt is an ongoing concern: Exeter Quay pontoons; outside the Kings Arms lock gates and the Canal section to the underwater power lines by Regents Wharf.

We have been trying to engage with the Environment Agency to agree a suitable and cost-effective method of silt removal.

The Waterways and Engineering teams are also considering a proposal to move these Exeter Quay pontoons further downstream towards the Butts Ferry wire.

The Canal basin swing bridge outside the Canal Office has just had a replacement non-slip deck overlaid.

The Waterways and Engineering managers have just offered the vacant Waterways Engineer position to a successful applicant. When the new member of staff begins work in March, they will be reviewing condition of all Waterways related assets.

Management Objectives

Management Objectives for the Marine Safety Plan have split its into two sets, the first addresses ‘Standing Objectives’ the second set addresses ‘Period Objectives’. This plan is owned by Exeter City Council on behalf of the Duty Holder and aims to address high level targets which will benefit all port and harbour locations and fulfils the requirement of the PMSC for the Duty Holder to maintain a Marine Safety Plan.

Standing Objectives

Number	Provision	Objective	Target	Evidence
1	Duty Holder	Duty Holders to have received training on their role and responsibility under the Code in the last three years.	To appoint ECC Executive Committee as DH	Action complete. ECC Executive are now appointed as Duty Holder, most members have received training, new members have been informed of training dates for 2026
2	Designated Person	To have undertaken an operational tour of Exeter waterways in the last three years.	DP selected and appointed in March 2025	Mr James Hannon from ABPmer met the Duty Holders and Harbour Board members on the 29 th of September 2025 to brief on the changes to the Port Marine Safety Code and the Guide to Good Practice.
3	Legislation	Report by the Designated Person to the Duty Holder at least once per year.	Not yet, but will be an annual review	DP will visit in March to start the audit in line with the PMSC compliance exercise.
4	Duties and Powers	MAIB Reportable Incidents: make all reports to the MAIB within 24 hrs, with investigation followed up.	24 hrs initial report, investigation at incident close	Maritime activity report
		Incidents recorded and investigated (if necessary) within the agreed timeframe.	Initial action 7 days, investigation closed in 30 days	Maritime activity report
5	Risk Assessment	All Marine Risk Assessments to be in date.	100% complete	Strata Service Solutions Ltd have agreed to support MARNIS and the procurement work has begun.

Number	Provision	Objective	Target	Evidence
6	Marine Safety Management System	All Policies reviewed on a three-yearly basis.	To have plan produced and available to all stakeholders within 6 months.	Now completed, awaiting review by DP at Audit.
		The Marine Safety Management System will be reviewed annually (or following any significant incident, industry or legislative changes).	To distribute widely, to keep numbered and dated reviews. To liaise with other stakeholders on the waterways about their own responsibility to the PMSC	To keep as an agenda item at the Port User group meetings. A Haz ID workshop held in February with the DP as lead, over 25 reps from user groups invited to attend.
7	Review & Audit	Internal Audit	Staff reviews annually. Document checks annually	Audit complete, matters raised have been addressed
	Competence	Ensure staff with marine safety responsibilities are trained to undertake their duties.	100% of Essential & 80% of Desirable completed	Maritime activity report
9	Plan	Publish a three yearly Marine Safety Plan	Plan prepared, enclosed	Internal Audit
10	Conservancy Duty	Aids to Navigation: Three-year performance meets or exceed IALA performance threshold	To carry out annual liaison and inspection with Trinity House	Constant monitoring of navigation channels. Survey information shared with Port User Group and Topsham River Commissioners
		Hydrographic surveys in date	Survey of the approaches completed March 2025, next survey of the approaches to be completed in April 2026	

Gap Analysis update

Number	Provision	Objective	Target	Evidence
13	PMSC	Liaise with marinas, facilities and boatyards within port limits confirming work towards compliance	March 2026	Done, emails sent by HM to boatyards signposting towards PMSC training and compliance with the code
15	Harbour assets confirmed with MCA	Assets declared on the list held by the MCA in case of Civil Contingencies Act 1984	2025	Done, list of assets compiled and sent by HM to the MCA
6	Update Admiralty chart no2290	Port limits to be shown on Admiralty chart no2290	2025	Done, liaised with UKHO, now illustrated on the current chart no 2290 Task complete

Page 17 Period Objectives

Number	Provision	Objective	Target	Responsible Officer
1	Duties and Powers	General Directions	Introduce General Directions and repeal current Bye-Laws – With lawyers Ashford's currently.	Harbour Master This work is still on-going, awaiting HRO
2	Duty Holder	Marine Facilities	Identify Marine Facilities within the port area and seek compliance with the PMSC	Harbour Master liaising with providers of Marine Facilities within the port to deliver awareness training on the PMSC
3	Competence	Training	Issue Training Matrix and ensure all staff have appropriate training as required to undertake their duties	Funding for training courses identified
4		Management of Navigation	Carry out a formal Risk Assessment of navigable waters	Harbour Master Ongoing work, HAZID workshop on the 25 th of February, report at next HB meeting

	Marine Safety Management System			
5	Conservancy Duty	Aids to Navigation	Review of all AtoN's in the port	Graham Manchester This is ongoing work, annual servicing of all Aids to Navigation has just started now that the moorings season has ended, hoping to have 60% of all nav aids serviced by spring of 2026
6	Marine Safety Management System	Liaison and consultation with stakeholder	Improve lines of communication in place with Port User Groups. Regular meetings with the Commodores from sailing clubs around the river to ensure collaborative approach to managing the different racing areas	Harbour Master Done, regular meetings in place and open lines of communication with all user groups and clubs maintained. Consultation of marine Risk Assessments at the HAZID workshop 25 th February.



Exeter Port and Harbour Business Plan 2025 -2028



Version Control	
Document produced:	EPA Team
Previous Versions:	2/11/23
Current Version:	28/02/26
Service Lead – Plan Owner:	Head of Operations

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Executive Summary

Exeter City Council is responsible for one of the South West’s most historic and environmentally significant waterways. Stretching from Exmouth to Exeter’s historic canal and quay, the Exe Estuary, designated as a Site of Special Scientific Interest (SSSI) and an internationally important Ramsar site, supports a vibrant mix of recreation, heritage, nature and economic activity. As the Statutory Harbour Authority, the Council delivers safe, responsible and well-managed harbour services through the Exeter Port Authority (EPA) team, working in partnership with water users, local organisations and the Harbour Board

Our aim is to operate a safe, efficient and sustainable eco-harbour that enhances wellbeing, supports leisure and commercial activity, and protects the unique natural environment of the estuary and canal. This commitment is underpinned by our core values: responsibility for marine safety, proactive environmental stewardship, meaningful stakeholder engagement, value-for-money services and strong governance.

The Business Plan outlines a focused programme of improvements, including achieving full compliance with the Port Marine Safety Code, updating legislation through a Harbour Revision Order, modernising safety systems and maintaining national-standard navigation aids. Alongside these priorities, EPA will continue strengthening partnerships with clubs, businesses and community groups to ensure services remain accessible, relevant and aligned with best practice across the marine sector.

Environmental resilience and climate responsibility sit at the heart of our work. We are committed to protecting biodiversity, improving waterway resilience and supporting wider council initiatives

such as equipment electrification, afforestation and sustainable watercourse management.

Our dedicated workforce, supported by volunteers who contribute around 200 hours annually, plays a vital role in keeping the waterways safe, welcoming and well-managed. Continued investment in training, digital modernisation and workforce development ensures we can meet rising expectations around safety, quality and customer experience.

Together, these commitments provide a clear and ambitious direction for Exeter’s waterways—one that delivers a safer, more accessible, environmentally responsible and financially sustainable harbour for all.



Introduction



The Exe Estuary and Exeter Ship Canal form a 12-kilometre waterway renowned for its natural beauty, heritage value and active water-sports community. Recognised internationally for its conservation importance, the estuary attracts a wide range of users—from paddleboarders and sailors to wildlife enthusiasts and visitors seeking to experience one of the region’s most distinctive environments.

Exeter City Council serves as the Statutory Harbour Authority for the estuary, canal and port approaches. This includes responsibility for navigation safety, waterway management, environmental stewardship and the long-term care of the historic Ship Canal, which also holds prestigious Heritage Harbour status.

These duties are delivered by the Exeter Port Authority (EPA) team with strategic guidance from the Harbour Board. Bringing together elected members and independent representatives with maritime and local expertise, the Board plays a key role in shaping safe, responsible and future-focused management of the harbour.

EPA works closely with estuary users, partners and community groups to ensure safe and enjoyable access to the water, supported by a range of harbour services. This Business Plan sets out the long-term vision and the immediate priorities for the next three years, including progressing a Harbour Revision Order to ensure the Port operates under modern, effective and transparent powers.

Grahame Forshaw MBE MNI

Harbour Master, Exeter Port Authority





Governance

Strong, transparent governance is central to how we manage Exeter's waterways and ensure they remain safe, well-run and welcoming for everyone. Exeter City Council's Executive Committee acts as the Duty Holder under the Port Marine Safety Code, carrying overall responsibility for the safe and compliant operation of the harbour. To provide independent assurance, the Executive receives an annual report from the Council's Designated Person, an external maritime specialist who reviews the effectiveness of our safety systems and confirms that risks are being properly identified, managed and monitored.

Supporting this, the Harbour Board plays a key advisory and oversight role. Bringing together elected councillors and independent members with professional maritime and local expertise, the Board helps shape policy, reviews safety and operational performance, and guides the modernisation of harbour powers. Established in line with the Department for Transport's Ports Good Governance guidance, the Board meets regularly and reports to the Council through agreed Terms of Reference, ensuring clear accountability, transparency and independent scrutiny.

Working alongside these governance bodies, the Exeter Port Authority team provides the day-to-day operational leadership needed to keep the estuary, harbour and canal running smoothly. Together, the Executive, Harbour Board and Harbour Team form a single, coordinated system of leadership, assurance and frontline expertise. This partnership approach ensures that decisions are well-informed, safety-led and forward-looking, and that everyone—from residents and visitors to clubs, businesses and maritime organisations—can enjoy a harbour that is well managed, sustainable and trusted.

Our Vision

To be a safe, user-friendly and financially sustainable harbour which contributes positively to the wellbeing of residents and visitors, net-zero ambitions, and the local economy whilst maintaining the character, beauty and leisure potential, biodiversity and ecological health of the Port of Exeter.

Our Mission

To operate a modern, safety led and efficiently run harbour that upholds exemplary standards of marine safety while delivering value for money, sustainable services consistent with principles of good governance and environmental stewardship. We will enhance and protect the estuary and canal for current and future users, support active lifestyles and community wellbeing, and ensure that our operations adapt effectively to forthcoming administrative and organisational developments.

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Our Core Values

Our values align with the priorities set out in the Exeter City Council 2025–28 corporate plan, which focuses on supporting people and communities, fostering a sustainable environment, strengthening the local economy and ensuring well-run, responsible services. At the same time, we recognise that we are custodians of an estuary and harbour that extends beyond the administrative boundary and plays a vital role in enriching the lives, wellbeing and opportunities of people across the wider sub-region.

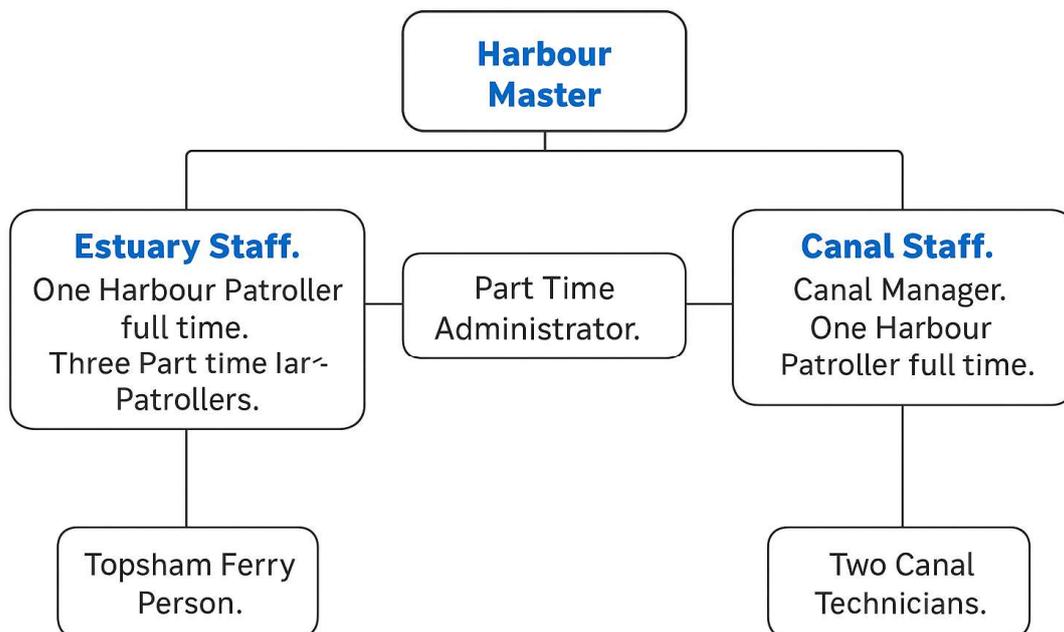
- ✓ We will take responsibility for ensuring safe and well-managed waterways, supporting healthy, inclusive communities and contributing to wider wellbeing goals.
- ✓ We will promote access to waterways and encourage active, healthy lifestyles, recognising the role of culture, recreation and outdoor activity in improving quality of life and supporting local economies.
- ✓ We will demonstrate strong environmental stewardship, contributing to sustainable environmental outcomes and working towards a pathway to net-zero emissions.
- ✓ We will engage proactively and constructively with stakeholders, fostering collaboration consistent with Exeter City Council corporate plan's emphasis on partnership working

- ✓ We will deliver value-for-money, efficient services, focusing resources on priority areas and operating sustainably in a challenging financial climate.
- ✓ We will enact good governance and act with integrity.

Our Team

We have a dedicated team of 9.5 full-time equivalent staff who deliver the day-to-day operational running of the harbour and canal. Although small, our team is highly skilled and carries out the essential work that keeps the waterways safe, welcoming and well managed for all users. As part of Exeter City Council’s Operations service, we work closely with other teams that support the city’s public spaces and infrastructure, ensuring a joined-up approach to customer service and safety across the wider area.

Our staff are committed to providing reliable, high-quality services that help the harbour operate smoothly throughout the year. As expectations around safety, regulation and customer experience evolve, we are building a flexible and resilient structure so we can continue to adapt, improve and meet future needs. This approach ensures the harbour and canal remain enjoyable, safe and accessible places for everyone who lives, works or spends leisure time on the water.



Volunteers



We have a team of eight volunteers who assist with harbour patrols on the estuary from April through to the end of September each year. We cannot underestimate the significant contribution they make to the harbour team; their support is invaluable in helping to educate water users and uphold the Bye Laws on the Estuary. Collectively, their efforts equate to approximately 200 hours of additional resource each year, greatly enhancing our operational capacity during the busiest months.

Key Stakeholders

Alongside our staff and the many communities who use and enjoy the estuary and canal, we recognise that we work within a much wider network of essential stakeholders. These include the emergency services and specialist responders such as the RNLi and our tier-2 pollution contractor; national bodies with statutory roles such as Trinity House, the Maritime and Coastguard Agency, the Marine Management Organisation, the Inshore Fisheries and Conservation Authority, and the UK Hydrographic Office; and key local partners including the Exe Estuary Partnership and the Topsham River Commissioners. We also depend on the experience and commitment of yacht and sailing clubs, rowing and gig clubs, youth groups including the Scouts and Sea Cadets, as well as the many businesses and charitable organisations that operate on and around the canal and estuary. Together, they form an essential part of the collaborative management of our waterways.

Conservancy and Safety

Exeter’s harbour, estuary and historic Ship Canal are cared for, so that everyone who uses them can do so safely and enjoyably, while safeguarding these unique waterways for the future. As the Statutory Harbour Authority, Exeter City Council has a clear responsibility to make sure our waters remain safe, navigable and well-managed. Conservancy describes all the work that keeps the estuary, harbour and canal in good order.

In Exeter, this includes:

Looking after our navigation channels

We regularly survey the riverbed and canal to understand how conditions change, especially after storms and tides. These surveys help us mark safe channels, guide users and plan maintenance where it’s needed. Hydrographic information is shared with the UK Hydrographic Office and local mariners through Notices to Mariners.

Maintaining buoys, beacons and lights

Navigation marks across the estuary and canal are looked after by the Harbour Authority and inspected to national standards. We work closely with Trinity House, who provide oversight of local Aids to Navigation. This helps everyone — from paddleboarders to commercial operators — understand where it is safe to travel.

Dredging and depth management

Where necessary, we monitor and maintain charted depths so that vessels can navigate safely. The estuary is a naturally shifting environment, and this work helps ensure safe access for leisure and operational vessels alike.

Clear, timely communication

Safety information is shared through Local

Notices to Mariners, VHF broadcasts, the Exeter Port Authority website and the Exe Estuary Management Partnership. Users are encouraged to report hazards and incidents so that we can respond quickly and keep our waterways safe.

Harbour byelaws, directions and local rules

Byelaws and harbour directions (as they are introduced through modernised powers) help manage safe navigation, considerate behaviour and fair access for everyone. These rules help reduce conflict and keep activity organised across the estuary and canal.

Emergency planning and response

We work with partners including the Coastguard, the Environment Agency and emergency services to prepare for incidents. The Harbour Authority maintains emergency and oil-spill plans and regularly reviews risk across the harbour and canal.

Wrecks, debris and obstructions

If a wreck or obstruction appears in the waterway, we assess the risk it poses and where necessary take action to make the area safe. This may include marking the hazard, restricting access or arranging removal where appropriate.

Maritime conservancy is a statutory duty that ensures the estuary, harbour and canal remain properly maintained, navigable and free from obstruction. Much of this essential work takes place quietly and out of sight, surveying channels, maintaining navigation marks, clearing hazards, monitoring changing conditions and responding to issues before they affect users.

Because of this continuous, often unseen effort, people are able to enjoy the waterway unhindered.

The Harbour Master and the Harbour Team carry out these day-to-day responsibilities, applying their specialist skills and local knowledge to meet national conservancy requirements and uphold harbour legislation. Their work provides the foundation that keeps the waterway functioning, reliable and ready for all who depend on it.

Key Objectives

1. Promote and Enable Positive Use of the Port and Canal

We will make the Port and Canal, welcoming, and accessible by:

- Provide a positive experience for all users
- Foster a sustainable environment
- Maintain and develop meaningful consultation with stakeholders
- Collaborate and strengthen local partnerships



2. Continually Improve Safety On and Off the Water

We will maintain a consistently high standard of marine and occupational safety across the estuary, canal, harbour and operations by:

- Maintain compliance with legislation, Codes and best practice
- Deliver the Port Marine Safety System
- Maintain aids to navigation to Trinity House standards
- Implement the Harbour Revision Order
- Establish and maintain a robust Marine Safety Management System
- Share accurate navigational and safety information.



3. Strengthen Financial Sustainability and Governance

We will ensure the long-term resilience of harbour operations by: -

- Manage finances prudently and plan for long-term obligations
- Modernise business activities and diversify income
- Improve transparency between income and operating costs
- Secure external funding opportunities

4. Establish a Comprehensive Waterways Asset Management Framework

- Design and implement a comprehensive Waterways Asset Management Framework that prioritises maintenance and capital delivery programme for operational assets, strengthening financial planning, and improving the safety, accessibility and long-term resilience of the estuary, harbour and canal.

Harbour Infrastructure and Assets

The Port of Exeter includes a wide range of vessels, pontoons, plant, equipment and harbour premises that support safe and efficient operations across the estuary, river and historic Ship Canal. Exeter City Council is responsible for all port premises, including docks, quays, wharves, berths, slipways, bridges, landing places, buildings, workshops, storage areas, car parks and other operational land identified in the Port Premises Plan. The Council also manages the wet port area, which incorporates the Estuary, River and Canal, together with the associated fundus and foreshore within the defined port limits. These areas include the bed, banks and adjoining land below high water that support navigation, moorings, aids to navigation, dredging operations and the laying of pontoons, piles and other structures essential to the safe and effective operation of the harbour and canal.

Initiatives in Flight

Harbour Revision Order:

The Council is progressing a Harbour Revision Order (HRO) to ensure that the Port of Exeter is managed using clear, modern and fit-for-purpose powers. Much of the existing legislation is historic and no longer reflects how the estuary and canal are used today. By updating these powers, we can create a safer, more consistent and better-regulated environment for all water users.

The HRO will help us deliver a harbour that is easier to navigate, fairer to use and more resilient for the future. It will support the continued safe operation of the Port and give customers greater confidence in how activities on the water are managed.

What the Harbour Revision Order Will Achieve

- **Modern, Up-to-date Regulations:** Replaces outdated legislation with a clear and contemporary legal framework suited to today's patterns of leisure, commercial and heritage use.
- **Improved Management of Moorings and Navigation:** Provides the Authority with the right tools to manage moorings, water-based activity and navigation risks consistently and safely.
- **Clearer Guidance for Users:** Ensures that water users, visitors and businesses receive clear, transparent rules that support safe and enjoyable use of the estuary and canal.
- **Long-term Sustainability:** Strengthens the overall resilience of the Port, supporting better planning, safer operations and a well-managed waterway for future generations.

Commercial Business

Exeter's harbour, estuary and historic Ship Canal support a small but diverse range of commercial operations that contribute to the local economy and help fund the safe management of our waterways. Activities are focused on providing marine services, supporting local operators and maintaining essential infrastructure. These include:

- Service and maintenance of navigation marks for National Grid and other partners.
- Moorings provision, including installation, service and inspection.
- Rental of moorings, alongside berths and pontoon berths for local and visiting vessels.
- Visitor moorings are managed by Exeter Port Authority.
- Deployment and maintenance of swim area buoys at Sidmouth and Budleigh, and zone buoys marking activity areas.
- Boat storage and lifting services on the canal (on-the-hard storage, lift in/out).
- Operation of the Topsham Ferry, providing a seasonal passenger link across the estuary.
- RYA-accredited training, offering practical skills development for water users.



Picture: Craning of vessels at Exeter Quay

We also recognise that there are further valuable opportunities that can strengthen income and enhance the sustainability of harbour operations. Over the life of the **2026–28 Business Plan**, we will continue to explore additional options that can help support the delivery of a safe harbour and contribute to covering the cost of maintaining a busy and important leisure and commercial waterway.

Harbour Operational Budget 2024/25

ECC - WATERWAYS 2024/25

Expenditure	£
Employee Related	446,547
Premises	206,035
Supplies & Services	99,707
Transport	84,988
Internal Recharges	9,086
	846,363
Income	£
Rents received	(53,134)
Mooring/Storage Fees	(159,227)
Canal Fees	(160,785)
Misc Income	(17,476)
	(390,623)
Deficit Funded by General Fund	455,741



Marine Safety Management System (MSMS)



INTRODUCTION

The Port Marine Safety Code (PMSC) was published by the Government in March 2000. The Code establishes an agreed national standard for port marine safety, and formalises the duties and responsibilities for safety and environmental protection within UK ports and harbours.

The Code requires that all harbour authorities base their powers, policies, plans and procedures on a Formal Safety Assessment (FSA), and that they maintain a Safety Management System to control the risks that are identified to a level which is as low as reasonably practicable (ALARP).

Exeter Port Authority is working towards compliance as a “Competent Harbour Authority” as defined the Pilotage Act 1987, and as such the Authority aims to fall under the requirements of the Port Marine Safety Code.

Exeter Port Authority has developed a Safety Management System (SMS) in accordance with the requirements of the Port Marine Safety Code taking cognisance of the advice in the Guide to Good Practice on Port Marine Operations. Noting that Exeter Port Authority is working towards compliance (as Competent Harbour Authority as defined the Pilotage Act 1987) a pragmatic approach has been taken to the application of the Code.

The SMS documents the arrangements put in place by Exeter Port Authority to ensure, as far as is reasonably practicable, the safety of those working on, visiting or using the Exe Estuary, approaches and river including the Exeter ship Canal is of paramount importance.

Exeter Port Authority is committed to compliance with the requirements of the Code and the further development of the Safety Management System where necessary.

Grahame Forshaw MBE MNI
Harbour Master
Exeter Port Authority



VISION

To be a safe, user-friendly and financially sustainable harbour which contributes positively to the wellbeing of residents and visitors, net-zero ambitions, and the local economy whilst maintaining the character, beauty and leisure potential, biodiversity and ecological health of the Port of Exeter.

MISSION

To operate a modern, safety led and efficiently run harbour that upholds exemplary standards of marine safety while delivering value for money, sustainable services consistent with principles of good governance and environmental stewardship. We will enhance and protect the estuary and canal for current and future users, support active lifestyles and community wellbeing, and ensure that our operations adapt effectively to forthcoming administrative and organisational developments.

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CORE VALUES

- ✓ We will take responsibility for ensuring safe and well-managed waterways, supporting healthy, inclusive communities and contributing to wider wellbeing goals.
- ✓ We will promote access to waterways and encourage active, healthy lifestyles, recognising the role of culture, recreation and outdoor activity in improving quality of life and supporting local economies.
- ✓ We will demonstrate strong environmental stewardship, contributing to sustainable environmental outcomes and working towards a pathway to net-zero emissions.
- ✓ We will engage proactively and constructively with stakeholders, fostering collaboration consistent with Exeter City Council corporate plan's emphasis on partnership working

KEY OBJECTIVES



DRAFT



EXETER PORT AUTHORITY – SAFETY MANAGEMENT SYSTEM IN COMPLIANCE WITH THE PORT MARINE SAFETY CODE (PMSC)

The Exeter Port Authority Board is responsible for policy. The Harbour Master is responsible for the organisation and the facilities. The staff implement the policy. Together these three categories form the system that puts policy into effective practice.

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PORT MARINE SAFETY CODE – STATEMENT BY DUTY HOLDER

- 1.1 Exeter City Council Executive take on the role of Duty Holder. The Duty Holder's responsibility is to ensure safe marine operations in the harbour and its approaches and compliance with the Port Marine Safety Code.
- 1.2 Main roles include:
 - 1.2.1 Maintaining strategic oversight and direction of all aspects of the harbour operation including marine safety.
 - 1.2.2 Responsibility for the development of policies, plans and systems and procedures for safe navigation.
 - 1.2.3 Ensuring that assessments and reviews are undertaken as required to maintain and improve marine safety.
 - 1.2.4 Ensuring that Exeter City Council seeks and adopts appropriate powers for the effective enforcement of their regulations and for setting dues at an appropriate level.
- 1.3 Exeter City Council Executive's role as Duty Holder is not to be confused with the role of the Harbour Master, who has day to day responsibility for the safe operation of navigation and other marine activities in the harbour and its approaches. The Duty Holder has a responsibility to appoint a competent and suitably qualified person with sufficient experience for the role and ensure they are sufficiently resourced.
- 1.4 The Duty Holder is familiar with the content of the Port Marine Safety Code and aware of its' responsibilities in relation to it. Exeter Port Authority (EPA) has a safety management system in place, and the Duty Holder is familiar with the contents.
- 1.5 In discharging the role of Duty Holder, all members of the Executive are required to sign to the effect that they are aware that their Duty Holder responsibility remains one of the primary functions of the Executive – a matter which is taken seriously, reviewed regularly and audited rigorously.

EPA SAFETY POLICY

- 2.1 The Duty Holder is committed to running the Harbour in accordance with a Strategic Vision that will be developed through stakeholder consultation.
- 2.2 The Exeter City Council Executive is the nominated “Duty Holder” under the PMSC and has committed itself to meeting or exceeding all legal requirements, complying with the requirements of the PMSC and ensuring that adequate resources are available to discharge its’ navigational safety obligations.
- 2.3 The ECC Executive have directed that the Exeter Port Authority (EPA) Safety Management System is to be structured, cohesive and auditable.
- 2.4 Port Limits. Exeter Port Authority recognises that historically there have been a number of descriptions in law of the extent of the port limits. For the purposes of this document the extent of the port limits will be:

The River Exe and its Estuary above an imaginary line projected in an easterly direction from Langstone Point to the Exe Fairway Buoy (at 50° 35.9’N – 3° 22.1’W) and thence in a north easterly direction to Straight Point. The northern limit on the Exe shall be the Mill on the Exe public house and the River Clyst to Fishers Bridge. It also includes The Exeter Ship Canal and the Exeter city basin.

See Annex A

- 2.5 The EPA is committed to running a safe, efficient and welcoming harbour that caters for the needs of the local communities, visitors and the environment. EPA will provide a safe port within the limits of their jurisdiction, which is open to the public for the transportation of passengers and goods. It will enhance the safety of the harbour by exercising statutory conservancy functions to a high standard. It will regulate the use of the harbour by maintaining appropriate byelaws and ensuring that these and other statutory regulations are enforced. EPA will ensure that current plans are available to deal with emergency situations and that the resources required to implement these plans are maintained and exercised.
- 2.6 The policy incorporates input from officers, staff and harbour users as high standards of safety can only be achieved through dialogue and co-operation. Exeter Port Authority shall identify, quantify and manage the significant marine risks associated with the harbour. All user groups in the river and canal are responsible for their own risk assessments and safe systems of work where appropriate and should be made available to EPA on request. This will ensure there is proper control of movements of all vessels by regulating the safe arrival, departure and movement within the harbour. Existing powers shall be reviewed on a periodic basis to ensure that they are fit for purpose. Plans and reports shall also be published as a means of improving the transparency and accountability of EPA, as well as providing reassurance to the

users of the port facilities. EPA shall consider past events and incidents to recognise the potential dangers and the means of avoiding them.

- 2.7 Exeter Port Authority is committed, specifically to:
- 2.7.1 Ensure that the best channels for navigation are determined, marked and monitored.
 - 2.7.2 Monitor lights and marks used for navigation within their jurisdiction.
 - 2.7.3 Provide Hydrographic surveys of the river when required for the maintenance of up-to-date charts.
 - 2.7.4 Have an effective system for promulgation of navigation warnings affecting the harbour.
 - 2.7.5 Consider the effect of weather on harbour safety and promulgate warnings as required. [Links created from EPA web site to sources of information.](#)
 - 2.7.6 Carry out all its functions with special regard to the possible environmental impact, protecting the unique character of the River Exe and Exeter Ship Canal.
 - 2.7.7 Consider the effect on the harbour of proposed changes in use or harbour works.
 - 2.7.8 Maintain an up-to-date set of regulations in consultation with port users and enforce them to effectively regulate harbour use.
 - 2.7.9 Enforce all relevant statutory harbour legislation as necessary.
 - 2.7.10 To indicate suitable anchorages within harbour limits.
 - 2.7.11 Provide suitable resources to deliver effective marine services such as the provision of harbour patrol craft.
 - 2.7.12 Operate efficiently and safely the harbour workshops, machinery, plant, equipment harbour vessels, mooring berths, and pontoons.
 - 2.7.13 Ensure that suitable plans for emergency situations are maintained and regularly updated and exercised.
 - 2.7.14 Keep duties and powers under review.

- 2.8 Exeter Port Authority shall also:
- 2.8.1 Assign roles and responsibilities of key personnel in section 3 and in their role profiles.
 - 2.8.2 Outline present procedures for marine safety within the harbour and its approaches.
 - 2.8.3 Measure performance by effectively recording incidents, including near misses.
 - 2.8.4 Revise and exercise against the emergency plans.
 - 2.8.5 Be open to audit by the Designated Person on an annual basis.
- 2.9 **Conservancy:** Exeter Port Authority Board (EPAB) recognises its duty as a Competent Harbour Authority (CHA) to conserve the harbour so that it is fit for use as a port and a duty of care to see that the harbour is in a fit condition for a vessel to use it. In this respect EPA are an active member of the AONB and support their environmental plan for the catchment area.
- 2.9.1 EPA will aim to provide users with adequate information about conditions in the harbour.
 - 2.9.2 EPA recognises the extent of its duty and powers as a Local Lighthouse Authority (LLA); and specific powers in relation to wrecks.

MANAGEMENT OF EXETER PORT AUTHORITY SAFETY MANAGEMENT SYSTEM (SMS).

- 3.1 **Accountability and Responsibility** - The Duty Holder is Exeter City Council Executive. They are collectively and individually responsible for their commitment to the Safety Management System; and that they understand that they cannot delegate or assign their accountability for compliance (or proposed compliance) on the grounds that they do not have a particular skill in this area. The Council Executive sets the policy and strategy, and as such are collectively the Duty Holder. The Harbour Master and staff provide the means of implementing the policy.
- 3.2 Any decisions taken or policy set must consider any issues related to harbour safety. The consideration of such issues discussed at Executive Level are to be minuted and recorded in the Exeter City Council electronic filing system. The ECC are responsible for deciding where risks are to be insured, disclaimers issued and notices displayed. EPA staff are responsible for provision of expertise and advice. The ECC issues safety policy and EPA Safety Management System is supported by several policies, procedural and operational documents by which the Authority ensures (proposed) compliance with the Port Marine Safety Code. Owing to the broad reaching requirements of the Code and the need to ensure documentation keeps pace with changes, it is refreshed when required and is readily referenced by staff and the public. The documentation is maintained in accordance with the Councils' Data Management Policy. The principle that each strand of documentation should be kept in one place only and then cross referenced where required is followed. Consequently, this Safety Management System provides many of the links to enable access to the key files and documents.
- 3.3 Exeter Port Authority aims to discharge the roles and statutory duties which are placed on EPA by the Exeter Port Dues Act (1840), the Exeter Canal Act (1883) The Pilotage Act (1987) and the Exe Estuary Byelaws (1976). The EPA will review their powers periodically and in the event of an occurrence which highlights any shortfall.
- 3.4 **The Designated Person** provides independent assurance directly to the Duty Holder that the SMS for which the Duty Holder is responsible, is working effectively. The main responsibility of the Designated Person is to determine, through inspection, assessment and audit, the effectiveness of the SMS.
- 3.5 **Exeter Port Authority Key Safety Management Roles and Responsibilities** – Safety responsibilities of EPA staff are contained in their role profiles and are detailed below.
- 3.6 **Harbour Master (HM)** – To act as Safety Director - To be responsible for the preparation of Port Security plans and exercises, ensure compliance with government legislation and have overall responsibility for Health and Safety of the workforce.

- 3.6.1 Uphold the Exeter Port Authority safety management system and safety policy statement in response to the Port Marine Safety Code.
 - 3.6.2 Ensure that all staff are competent and aware of their Health and Safety responsibilities.
 - 3.6.3 Act as 4P Oil Spill Clearance – On-Scene Commander.
 - 3.6.4 Ensure that personal technical competencies are maintained. Commit to further CPD as new standards are introduced.
 - 3.6.5 Oversee recruitment of volunteers to assist with harbour patrols. Volunteers are to be briefed and trained by staff and be conversant with the volunteer code from Exeter Port Authority.
 - 3.6.6 Oversee the annual maintenance programmes. Ensure timely, regular and thorough inspections of Exeter Port Authority equipment and craft.
 - 3.6.7 Be responsible for the investigation of Health and Safety incidents within the Port limits.
- 3.7 **Canal Manager (CM)** – To act as Deputy Safety Officer, supporting the Harbour Master in the role of Safety Officer.
- 3.7.1 Report on (and if necessary, investigate) any health and safety incidents at the canal to the Harbour Master.
 - 3.7.2 Uphold Exeter Port Authority Safety Management System and Safety Policy Statement in response to the Port Marine Safety Code.
 - 3.7.3 Ensure that all staff are trained, competent and aware of their Health and Safety responsibilities.
 - 3.7.4 Act as 4P Oil Spill Clearance – On-Scene Commander in the absence of the Harbour Master.
 - 3.7.5 Ensure that personal technical competencies are maintained. Conduct regular reviews and appraisals with canal staff in accordance with ECC guidelines.
 - 3.7.6 Ensure that all canal safety equipment is serviceable and in date for testing.
 - 3.7.7 Oversee the annual canal maintenance programmes. Ensure timely, regular and thorough inspections of Exeter Port Authority equipment and craft.

3.7.8 To monitor river and canal levels so that appropriate action is taken to reduce the risk of flooding.

3.8 Harbour Officer (specific responsibilities to be allocated individually)

3.8.1 Carry out tasks with regard to compliance with Exeter Port Authority's safety management system, including adherence to risk assessment documentation. Undertake / Review risk assessments that relate to operational and technical activities.

3.8.2 Report on any health and safety incidents to the Harbour Master.

3.8.3 Ensure that all safety equipment used on the river is in good condition and report any equipment that is not to the Harbour Master.

3.8.4 To have knowledge of moorings, tackle and associated equipment within the Port of Exeter.

3.8.5 Be responsible for scheduling of planned moorings, plant and fleet maintenance.

3.8.6 Maintain a record of moorings inspected, their condition at the time of inspection, their position and the equipment of which they comprise. Maintain records of Exeter Port Authority's moorings, tackle, plant and equipment.

3.8.7 Ensure that as part of the Local Lighthouse Authority duties, that the Harbour Authority's navigation marks are kept in good order and suitably maintained.

3.8.8 Patrol the harbour areas and those areas managed by the Authority both afloat and ashore at times and in accordance with other instructions as directed. This is to include but is not limited to enforcing harbour byelaws and other applicable legislation, rules and instructions, the collections of dues and fees owed to the Authority for the use of the harbour and provision of services, the assistance of those navigating and mooring within the harbour and the direction of traffic within the harbour including the allocation of temporary moorings.

3.8.9 Assist the canal team as required.

3.9 Harbour Officer – Canal

3.9.1 Carry out tasks with regard to compliance with Exeter Port Authority's safety management system, including adherence to risk assessment documentation. Specifically, to assist with Safety Management relating to technical and engineering aspects of operational activities.

- 3.9.2 Report on any health and safety incidents to the Canal Manager (CM) or Harbour Master.
- 3.9.3 Ensure that all safety equipment used on the Canal and upper River Exe reaches inside the Harbour Authority limits is in good condition and report any equipment that is defective to the Canal Manager (CM) or Harbour Master. Maintain a record of life rings and throw lines and ensure safety chains are in good order.
- 3.9.4 Monitor and adjust the Canal water levels to ensure levels are within safe limits.
- 3.9.5 Monitor the canal for potential pollution issues. Act as first (Tier 1) responder to incidents.
- 3.9.6 To be subject matter expert on water related assets and associated equipment within the Canal area.
- 3.9.7 Be responsible for carrying out scheduled work relating to the Canal. Ensure work sites are properly managed with signage and barriers. Maintain Canal related assets including equipment and plant.
- 3.9.8 Manage vessel movements in the Canal through locks and swing bridges. Ensure vessels are correctly and safely moored. Ensure the safe slinging and lifting of boats onto the wharfs. Report boats of concern to Canal Manager (CM) or Harbour Master.
- 3.9.9 Ensure all third-party contractors, agencies and licence holders working around the Canal areas are authorised and working in a safe manner.
- 3.9.10 Ensure that as part of the Local Lighthouse Authority duties, that the Harbour Authority's navigation marks and moorings are kept in good order and suitably maintained.
- 3.9.11 Patrol the Canal areas and those areas managed by the Authority both afloat and ashore at times and in accordance with other instructions as directed. This is to include but is not limited to enforcing harbour byelaws and other applicable legislation, rules and instructions, the assistance of those navigating and mooring within the harbour and the direction of traffic within the harbour including the allocation of temporary moorings.
- 3.9.12 Assist the harbour team as required.

3.10 All employees have a duty to:

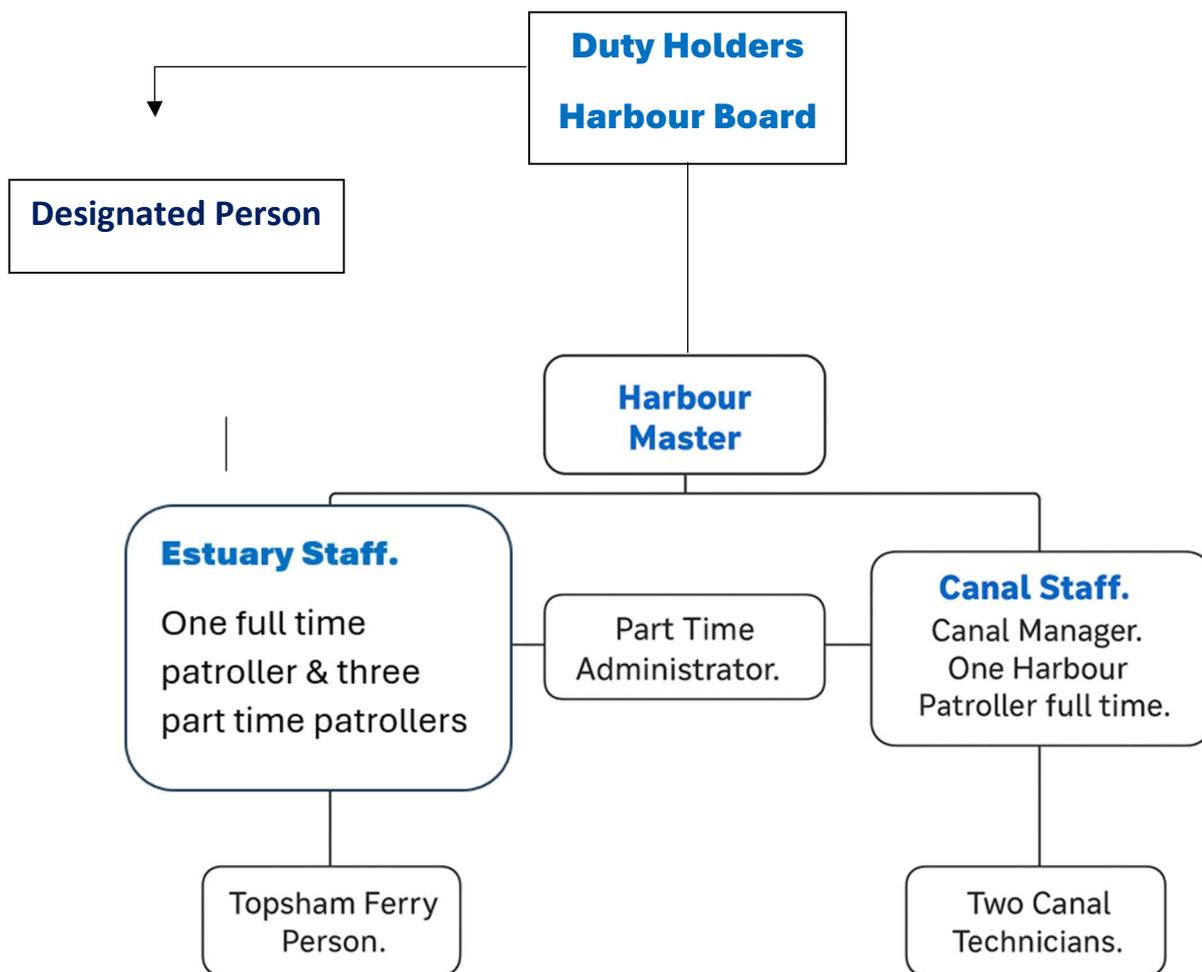
- 3.10.1 Comply with all harbour safety procedures as laid down by EPA / ECC.

- 3.10.2 Ensure that EPA marine operations are undertaken in a safe manner.
- 3.10.3 Report hazards, risks, accidents, incident or near misses to the Harbour Master.
- 3.10.4 All staff and volunteers have a responsibility to make sure they are fully briefed and trained for the tasks requested of them and to carry out their duties mindful that they are acting on behalf of Exeter City Council.
- 3.11 **Harbour Users** operating both commercially and for leisure are responsible for:
 - 3.11.1 Their own health and safety and that of other harbour users who may be affected by their acts or omissions.
 - 3.11.2 Complying with Bye-Laws, directions and other regulations aimed at ensuring safe use of the harbour.
 - 3.11.3 Report hazards, risks accidents, incident or near miss to the Harbour Master.
 - 3.11.4 Notify Exeter City Council ([link](#)) of events planned within the harbour's boundaries.
- 3.12 **Relevant Documentation** - Management of these safety controls and procedures are set out in existing public documents. Relevant sections of these documents are cross-referenced to PMSC standards and the majority of these can be accessed by the public on the EPA website:
 - 3.12.1 [Exe Estuary Byelaws \(1976\)](#)
 - 3.12.2 EPA PMSC Response to indicate compliance with the PMSC to the MCA.
 - 3.12.3 [Local Notices to Mariners](#) and Exe Estuary Management publications such as the latest Exe Harbour Guide published by the [Exe Estuary Management Partnership](#).
 - 3.12.4 EPA Waste Management Plan.
- 3.13 The following documents and plans are available in the SMS but not available to the public on the website:
 - 3.13.1 EPA Emergency Plan (not posted on the web)
 - 3.13.2 EPA Oil Spill Response Plan (OPRC) and the Estuary Plan (EA) (not posted on the web)
- 3.14 **Plans including Contingency Plans** - The SMS includes policies for emergency plans, conservancy, and the environment, management of navigation, and pilotage.

GF to create process and record

GM to add links when doc in final draft/doc available.

- 3.15 **Nominated Duty Safety Officer** - The Harbour Master has overall responsibility for safety as described above. In his absence, during working hours safety on the water is managed by the most appropriate member of staff present (normally the most senior and appropriately qualified person) - who can contact the Harbour Master in the absence of operational management.
Outside of working hours the ability of the public to contact staff is covered by EPA Risk Assessment and includes the broad distribution of EPA out of hours contact details. Urgent safety matters should be referred to the Harbour Master who is responsible for ensuring that the Officers and Safety Managers are informed where appropriate.
- 3.15.1 **Emergencies in the Port** - Emergencies where life is in danger must be notified at once to the Coastguard by one of the following methods:
- 3.15.2 Dial 999 from a landline and ask for the Coastguard.
- 3.15.3 VHF Channel 16.
- 3.15.4 Dial 112 from a cellular phone and ask for the Coastguard.
- 3.15.5 Other emergencies where life is not in danger should be notified to one of the operational managers (HM, CM).
- 3.16 **Reporting of accidents or near misses** - The public are asked to bring matters of safety – all accidents, incidents and near misses – promptly to the attention of the Harbour Master by completing the [on-line form](#) or directly to a member of staff. The reports will be used to help in assessment of the effectiveness of the SMS. Any incident reported in any form should be recorded in the incident log and supporting documentation and incident reporting.
- 3.17 **Competence Standards** – The Duty Holder will where necessary assess the fitness and competence of all persons appointed to positions with responsibility for safe navigation (Harbour Master). Employees of the harbour are recruited on their suitability to fill their job descriptions. Employees are appraised annually and, at that time, their job description, performance and training requirements are reviewed. Staffing as at February 2022
- 3.18 **Recruitment** - The Harbour Master recruits suitably qualified staff to fill the roles set out in the following organisation plan.



3.19 **Training Policy** - It is recognised that the successful implementation of the EPA SMS can only be achieved through a policy of continuous training, with regular reviews of specific training requirements.

3.19.1 The training policy is to undertake training where appropriate for all members of staff to provide the services required by EPA and expected by stakeholders. Officers and staff are to be suitably trained to be competent and qualified up to a minimum national standard to fulfil their roles within the organisation.

3.19.2 Safety training is regarded as an indispensable ingredient of an effective SMS. It is essential that all involved in the safe management and operation of the port will be trained to perform their operations safely. A competence matrix has been developed that includes details of minimum qualification requirements for vessel operations, the details of which staff are qualified for each of the afloat crew positions and shows the status of continuation training. This matrix should be used alongside the risk assessment for the

relevant vessel as these show minimum crew levels for specific operations and other required risk mitigations. The continuation training section of the competence matrix is reviewed periodically in order to ensure training is focussed where most appropriate.

- 3.19.3 The main training profile for the EPA is to ensure that members of staff are qualified to conduct duties, operate EPA vessels and the many items of equipment. This includes revalidation of these qualifications. Training is seen as continuous.
 - 3.19.4 It is vital that employees are correctly trained and then certified in those areas where highlighted as part of the staff appraisal process. Employees are trained both internally and externally to achieve the requisite level.
 - 3.19.5 Due to the seasonal nature of the work undertaken by EPA staff, most of the staff perform service delivery duties during the summer months and maintenance operations during the winter. Both aspects require training.
 - 3.19.6 Records of training show clearly the type and the date of training received, planned dates, and required dates with no date yet fixed. Staff related in-house training is contained in the competence matrix.
 - 3.19.7 Newly recruited personnel whose duties require them to go afloat require a minimum qualification of RYA Powerboat Level 2. These personnel will be trained locally to drive EPA vessels and expected to achieve a certificate of competence within 18 months.
 - 3.19.8 There will be induction training for all staff prior to commencing their duties, in line with the requirements of the PMSC and role profiles.
 - 3.19.9 The importance of 'on the job' training in the workplace should not be underestimated as it forms an invaluable part of the overall training requirement. The need for continuation training is reviewed using the competence matrix ensuring the appropriate focus is given to in house training.
- 3.20 **Team Briefings** - Regular team briefs are held to ensure good communications in adhering to the SMS. Toolbox briefings are informal and held when appropriate.
 - 3.21 **Consultation** - Consultation with harbour users continues through public meetings and through stakeholder group meetings. Feedback from these groups is presented to the Harbour Board who report directly to the Duty Holder via the Chair.
 - 3.22 Consultation is a continuous and wide-ranging process. It includes regular meetings with the South West Regional Ports Association (SWPRA), British Ports Association (BPA), UK Harbour Masters Association (UKHMA), Marine Management Organisation

(MMO), East Devon Area of Outstanding Natural Beauty (AONB), the Maritime and Coastguard Agency (MCA), Exe Estuary Management Partnership (EEMP) and the Exeter Port User Group (EPUG).

MANAGING RISK- PERSONNEL, PROPERTY, PLANT AND PORT

- 4.1 **Risk Assessment** - It is the policy of Exeter Port Authority to have powers, policies, plans and procedures based upon a formal assessment of hazards and risks, and to have a formal SMS.
The SMS shall be in place to ensure that all risks are controlled – the more severe risks must either be eliminated or kept “as low as reasonably practicable” (ALARP).
- 4.2 **Detailed Risk Assessments** - The activities and the responsibilities of Exeter Port Authority are covered in specified areas, for each of which there is a detailed risk assessment. There are two forms of risk assessment conducted by EPA. Firstly, those required by the Health and Safety at Work Act 1974 (HSWA). Secondly, risk assessments carried out on activities undertaken by the general public in the river and canal (Navigational Risk Assessments).
- 4.3 **Risk Assessments** - Each Risk Assessment(RA) will assess the hazards associated with a specific activity using the traffic light system. If an RA identifies excessive risk, the task would not normally be undertaken. These comprehensive risk assessments will be reviewed routinely and as a minimum on an annual basis. The RA will be signed by the appropriate manager and the HM and will:
- 4.3.1 Identify hazards and analyse risks
 - 4.3.2 Assess these risks against the appropriate standard of acceptability
 - 4.3.3 Where appropriate, consider a cost-benefit assessment of risk reducing measures.
 - 4.3.4 Hazard scores are arrived at by scoring the likelihood and severity of any hazard (1-5). The two scores are multiplied together to give the hazard score.
- 4.4 **Significant Risks** - Significant risks that are identified by those activities that attract a hazard score of 12 or more for HSWA Risk. These risks must be mitigated by the implementation of specific control measures, otherwise the activity will not be permitted. If for any reason the SMS identifies a control measure that is not effective the activity is to cease until suitable control measures are in place and the risk mitigated to a score as low as reasonably practicable.
- 4.5 **HSWA Risk Controls** - The safety controls for the risks identified are to be reviewed and amended where necessary in order to:
- 4.5.1 Identify the greatest risks.

- 4.5.2 Set a hierarchy of risk control principles.
 - 4.5.3 Eliminate risks by avoiding a hazardous procedure or substituting a less dangerous one.
 - 4.5.4 Combat risks by taking protective measures to prevent risk.
 - 4.5.5 Minimise risks by suitable systems of working.
- 4.7 **Continuous Improvements** - Notwithstanding the scores or assessments arrived at in the risk assessment process, Exeter Port Authority strives to make continuous improvements. Based upon the risk assessment scores, the priorities identified by the Duty Holder will be reviewed along with refinement of the strategic plan. Analysis should feed development of the Waterways budget for the next year and the overhead for a long-term capital build programme. Objectives for the year are normally set at the time of budgeting to ensure that resource is allocated as appropriate.

NAVIGATION, PILOTAGE AND MARINE SERVICES

- 5.1 **Hydrography** – EPA relationship with the UKHO is in line with the Code of Practice for the provision of Hydrographic Information.
- 5.1.1 Hydrographic records of dredged and naturally occurring channels in the harbour are maintained by EPA.
 - 5.1.2 The UK Hydrographic Office (UKHO) receives all Hydrographic information and Local Notices to Mariners (LNTM) produced by EPA.
 - 5.1.3 Any data on new dredging works convened by EPA will be forwarded to UKHO once the dredging work is complete.
- 5.2 **Works and Dredging Licences** - The harbour has regulations and conditions for the issue and control of works licences. Dredging will not normally be carried out by bodies other than by EPA or its contractors. Exeter Port Authority is also a statutory consultee of the Marine Management Organisation which is the government appointed agency for the licensing, regulation and planning of marine activities in the seas around the UK.
- 5.2.1 **Buoys and Navigation Aids** - Exeter Port Authority has a comprehensive, well-maintained system of aids to navigation, installed in consultation with Trinity House. The routine inspection and maintenance regime are laid down and records are maintained electronically. Exeter Port Authority use PANAR (Trinity House) web-based app for reporting casualties.

- 5.3 **Anchorage** – Vessels requiring anchorage should contact a member of harbour staff for direction.
- 5.4 **Prevailing Conditions** - The Meteorological Office’s inshore waters, shipping forecasts are displayed at the Exmouth marina office and updated daily. Information is readily available in the media and on the internet.
- 5.5 **Management of Navigation** - Policy for Management of Navigation.
- 5.5.1 Exeter Port Authority has rules in its Byelaws which every river user must adhere to.
- 5.5.2 Exeter Port Authority recognises its duty to make proper use of powers to make byelaws.
- 5.5.3 These powers shall be exercised in support of the policies and procedures developed in the EPA SMS.
- 5.5.4 Port Passage Guidance - There is no standing requirement for any vessel within Exeter Port Authority harbour limits to file a port passage plan.
- 5.5.5 Patrols - The Harbour maintains a comprehensive patrol presence in the harbour to enforce byelaws.
- 5.5.6 Byelaws - The Port of Exeter has byelaws, revised in 1976, that provide control measures to manage the hazards identified in the risk assessments.
- 5.5.7 Events - An event notification system is available through the [Exeter City Council website](#).
- 5.7 **Pilotage - Exeter Port Authority limits are a compulsory Pilotage District** as laid down by Section 1 of the Pilotage Act 1987 defining Exeter Port Authority as a Competent Harbour Authority (CHA). Vessels over 20m length overall or with a draft of over 2.5 metres are required to take a pilot. The pilotage service is currently under review. No pilotage is offered at this time.
- 5.8 **Marine Services** - Policy for Marine Services.
- 5.8.1 EPA’s Safety Management System shall cover the use of harbour craft and the provision of moorings servicing.
- 5.8.2 EPA shall ensure that all EPA vessels or craft which are used in the harbour are fit for purpose, and that crew are appropriately trained and qualified for the tasks they are likely to perform.

5.9 Marine Services Organisation and Management Responsibility

- 5.9.1 Craft Regulation - MCA Certification is required for commercial vessels, including trip boats, venturing outside the 'harbour' (category C waters). Passenger vessels, including ferry boats (under 12 passengers) require a licence to operate (issued by ECC). Vessels and skippers of chartered boats venturing outside harbour limits are regulated according to MCA codes of practice. Ferries, trip boats and taxis carrying no more than 12 people must have an ECC boat licence and skippers must be MCA / RYA compliant or locally endorsed by the HM. Those vessels carrying more than 12 persons must have MCA certification.
- 5.10.1 Towage – Those staff who are required to conduct towing duties are to be fully conversant with the appropriate vessel and towing Risk Assessments. Third parties are advised to fully assess the risks and if appropriate ,conduct any towage in a safe manner.
- 5.10.2 Workboats - There are procedures for the safe operation of EPA harbour launches based on the Risk Assessments. It is a recommended that any other commercial vessels working within the harbour should comply with MGN 664 (M).
- 5.10.3 Commercial Diving – Any commercial diving should adhere to the HSE Diving at Work Regulations.
- 5.10.4 Dredging - Dredging is only to be carried out by contractors approved by the Harbour Master. The requirements to dredge will involve a decision by the Board and consultation with the MMO for approval for dredge and disposal of waste and where appropriate, consultation with the MCA and Environment Agency. EPA is permitted to carry out maintenance dredging.
- 5.10.5 Salvage - Only suitably experienced EPA staff are permitted to take part in a salvage operation, and strictly only under the direction of the Harbour Master. Contractors should keep HM fully informed of all proposed operations.

EFFECTIVENESS, REPORTING AND INCIDENT MANAGEMENT

- 6.1 **Recording Accidents and Incidents** – Any incident or accident which is reported to EPA is recorded on the incident log online. People are able to report by email, phone, an online form or in person. Any follow up action that may be required is recorded. Written complaints and replies are held on file. The Harbour Master reviews the incident log routinely.
- 6.2 **Guidance on the reporting of Incidents** - The contents of the SMS are devoted to prevention of incidents in the first place, but this does not mean they will not

happen – it would be unreasonable to expect this. In the event of an incident occurring, staff becoming aware of the incident will take the following actions:

- 6.2.1 Capture as many details of the incident as possible, on paper or other recordable means.
- 6.2.2 Report the incident to the Harbour Master if necessary.
- 6.2.3 Where the incident involves the HM it will be appropriate for the Head of Service to seek guidance on the need to involve external input to any investigation. Where possible advice and input should be independent and from suitably qualified and experienced people.

6.3 Guidance on the Handling of Incidents- The Harbour Master will decide on whether to informally investigate the incident, or whether to use the HSE RIDDOR Guide for formal incident reporting. The decision will also be taken as to whether to alert other authorities, such as Devon and Cornwall Police, or the Maritime and Coastguard Agency (MCA).

Procedure for Reviews - The Harbour Master will include both in his staff meetings and in board meetings a review of any accidents, incidents or near misses with a focus on identifying and learning lessons. Incidents are standard agenda items on the operational report to Board meetings. Investigations by the Harbour Master of marine incidents have two essential purposes:

- 6.3.1 To determine the cause of the incident, with a view to preventing a recurrence of that incident.
 - 6.3.2 To determine if an offence has been committed. If this is the case then there may be the need for EPA to consider a prosecution. There is potential in some cases for prosecution through another authority such as the police or the MCA.
- 6.4 By ensuring that a robust, rigorous, independent investigation has been carried out, the EPA can be assured that their obligations for compliance have been addressed. EPA will make any necessary byelaw enforcement decisions based on the severity of infringement taking into account any previous record of infringement by those involved. The EPA enforcement gives full guidance on this matter. ****LINK WHEN AVAILABLE*****
- 6.5 Any conclusions from investigations or lessons learned will be recorded along with any measures being taken to prevent recurrence. If appropriate a more detailed report will be submitted to Duty Holder, the MAIB and to any other appropriate authorities by the quickest means possible. Where necessary the MCA may undertake a verification visit. These verification visits are usually arranged following an MAIB investigation into an incident but could also be triggered by other indicators of non-compliance.

- 6.6 **Performance Indicators** – the Harbour Master will work with the Duty Holder, with advice from the designated person, to set a relevant and realistic set of performance indicators. Those indicators will drive the day-to-day operations of staff.

AUDIT AND REVIEW

- 7.1 General - EPA will monitor, review and audit the MSMS annually. Performance of the system will be assessed against internal performance indicators and, where appropriate, by benchmarking against other ports that have adopted good practice. The review will be as follows:
- 7.1.1 The Harbour Master will conduct periodic internal checks.
- 7.1.2 Annual external Audit by Designated Person.
- 7.2 **Regular Review** - The Assessnet system in ECC requires regular updates and includes a review of the risk assessment register to check that all RA's are in date or being reviewed. HM periodically check the incident log (normally weekly in summer and monthly during the winter). The log is normally reviewed before management meetings to make sure that any outstanding actions are discussed in the meeting. The board is informed of safety related issues in quarterly updates at their board meetings by the Harbour Master's operational report and by additional board reports where there is anything significant to report.
- 7.3 **DP External Audit** – An annual audit is conducted by the DP. The output of these is reported in the operational section of the board report supported by any MCA/DP formal reports. The DP will also report directly to the board as required for non-routine activities and will report to them with a summary of the annual audit.
- 7.4 **Annual Review and Report** - An audit of the SMS will be conducted each year by the DP. This will be reported to the board each year along with recommendations on work that is required to improve safety, compliance with the PMSC and to address shortcomings. Notwithstanding this report, the system will be kept under continuous appraisal and immediate action taken where necessary. There will be an overview of accidents and failures during the year and this will be included in the annual report at the end of each year.
- 7.5 **PMSC Compliance and Reporting** - The Duty Holder will report PMSC compliance to the MCA every 3 years in accordance with section 2.30 of the PMSC.
- 7.6 **Records** – Exeter Port Authority will maintain records with due diligence. This Safety Management System is in itself clear evidence of care and commitment. The risk assessments provide considerable further examples of how the safety policy has been put into practice.

*****REVIEW BELOW*****

7.7 **Publication of Plans and Records** - The Annual report will be published every year and will include a section on safety objectives and performance to demonstrate EPA's commitment to maritime safety and ensure the involvement of harbour users. It will be referred to at the annual meeting open to the press and public. The plan will illustrate how the policies and procedures will be developed to satisfy the requirements under the Code. The annual report and annual meeting will outline EPA intentions for the following year including any commitment to undertake and regulate marine operations in a way that safeguards EPA, its users, the public and the environment. It will refer to commercial activities in the harbour, the efficient provision of specified services and the effective regulation of vessels. The report will also include an assessment by EPAB, as Duty Holder of the EPA performance against objectives including safety. Information gathered from the monitoring and auditing of the SMS will be used to support the analysis and conclusions.

DRAFT



Agenda Item 15

	2025-26	2025-26	2025-26
	Approved Budget	Actuals at Qrt 3	Outturn Forecast at Qrt 3
	£'000	£'000	£'000
Income			
Fees and Charges	(89)	(39)	(112)
Total Income	(89)	(39)	(112)
Expenditure			
Employees	275	131	154
Premises	53	55	62
Supplies and Services	115	50	65
Transport	22	40	47
Support Services	3	-	3
Capital Charges	52	-	52
Total Expenditure	520	276	383
Net cost of Harbour Activities as included in the Comprehensive	431	237	271

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