

Operations Manual

Standby Emergency Berthing and Landing Provisions



Table of Contents

INTRODUCTION	3
AVAILABLE FACILITIES - SUMMARY	4
EXISTING RESPONSIBILITIES OF VESSELS	5
COMMUNICATION	6
SELF LANDING VESSELS- PROCEDURE AT TRINITY PIER	7
ASSISTED LANDING VESSELS- PROCEDURE	8
MMO LANDING REQUIREMENTS REMINDER	9
ANNEX A – PROVISIONAL SUTTON HARBOUR ACCESS TIMETABLE	9
ANNEX B – TRINITY PIER LANDING AND BERTHING DIAGRAM	10



INTRODUCTION

This document has been created to primarily assist fishing vessels intending to land at Sutton Harbour during periods of disruption, as well as emergency berthing arrangements for vessels. This is a living document and will be updated as required.

During the repair works to the lock gates, access will typically be during designated free flow periods only. There will also be times where access to Sutton Harbour will not be possible, but it envisaged these periods will be both well promulgated and kept as short as possible. In these extenuating circumstances, alternative landing facilities will be provided.

Sutton Harbour Group (SHG) have secured the provision to use Trinity Pier, Millbay docks as an alternative emergency landing site. An emergency berthing arrangement will also be provided in the form of pontoons attached to Trinity Pier, available to all commercial vessels in emergency circumstances. A limited number of berths will also be made available at King Point Marina for vessels with applicable draft.

IT IS EXPECTED THAT WHERE POSSIBLE ALL VESSELS WILL ADJUST FISHING ACTIVITY AND TIMINGS TO ACCESS FREE FLOW PERIODS IN TO SUTTON HARBOUR TO UNLOAD CATCH AND REPLENISH SUPPLIES AS USUAL

Please be reminded that the alternative landing site and berthing site is for extenuating circumstances only. It is not possible to provide other provisions at this site; vessels are not permitted to undergo maintenance, repairs, dump or store gear whilst within the docks. This **HAS** to wait until the next free flow period into Sutton harbour. Failure to do so will risk termination of the agreement in place with the landowner. SHG will ensure that an equivalent provision to that already in place at Sutton Harbour is made available at the emergency berthing and landing location.

Please note that vessels landing scallop bags will be expected to arrange their own landing assistance (if required) and transport as they do already.

It is advised that vessels who are unable to adjust commercial operation according to free flow access in to Sutton Harbour, should contact SHG with as much notice as possible.

Available Facilities - Summary

Trinity Pier – Emergency landing and mooring facility

- Self-landing facility for vessels who cannot enter Sutton Harbour at free flow due to unforeseen circumstances. Vessels may land directly on to Trinity Pier if the vessels equipment allows; or may land directly on to the pontoon, where a second lift will be undertaken of the catch on to the pier for onward travel
- Assisted landing for vessels with no ability to self-land
- Guaranteed depth next to pier of 11.5m
- Secure mooring berthing facility with coded access to Trinity Pier
- Pontoon arrangement connected to Trinity Pier available to all vessels in extenuating circumstances
- 60m of Pontoon space and direct quayside berth for larger vessels
- Limited parking provision located at the entrance to Trinity Pier
- Portable HIAB provision (on request) for vessels requiring landing assistance of equivalent performance to existing davits at Sutton Harbour
- Berths located on a first come, first served basis

King Point Marina – Temporary Mooring Facility

- A limited number of berths on 'A Arm' for vessels of draught of less than 1.5m
- Secure Berths available for small inshore vessels who cannot operate according to free flow periods
- Berths available on a first come, first served basis
- Parking provision at Trinity Pier

Catch Transport Assistance to Sutton Harbour

- Transport arrangement available during Plymouth Trawler Agents opening hours, arranged by SHG. This is subject to justification for not being able to access Sutton harbour at free flow and subject to sufficient notice given to mobilise transport arrangement
- Transport will be in the form of a van or low loader, depending on quantity of catch intended to be landed. Due to the short distance which will be travelled to Sutton Harbour, the transport will not be refrigerated

Barbican Landing Stage

- For vessels who arrive in port before a designated free flow period opens, but are opting to berth directly within Sutton harbour, vessels may opt to wait along the Barbican Landing Stage until free flow access is possible.
- This facility may be of use for vessels who do not operate according to free flow, and can reposition their vessel here ready for the next voyage.
- Vessels wishing to use this facility should notify Cattewater Harbour Commissioners on VHF channel 14, at the earliest opportunity who will advise on availability.
- Please note this facility is on a 'pay as you go' basis
- This facility is also available to other vessel operators and will be available on a first come, first served basis.

Existing Responsibilities of Vessels

Vessel owners and skippers are be responsible for:

- Ensuring the available facilities are suitable for their vessel
- Providing crew with the relevant PPE in respect of lifting operations
- Ensuring that they as employers adhere to their duties to their employees (crew) as laid out under the Health and Safety at Work and other maritime legislation in relation to unloading and berthing operations
- Ensuring that the activity of the vessel and crew is risk assessed with mitigation put in place. If load is being lifted above heads, it is ESSENTIAL that crew are provided with a hard hat and protective footwear as a minimum
- 'Safe zones' should be established (if not already) for the crew to stand when the catch is suspended
- Ensuring the SWL of the davit being used (whether self-landed or assisted) is observed and the load when lifting is underway is appropriately secured
- Following the instructions of the landing supervisor
- Ensuring MMO landing processes and recording are adhered to

Communication

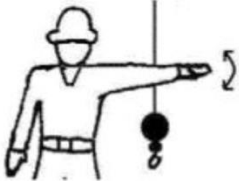
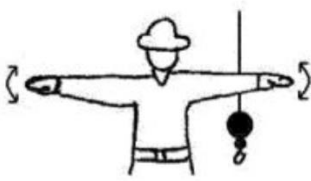



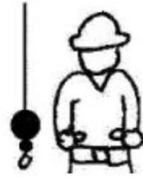
It is expected that should vessels need to use alternative facilities, skippers will notify the Harbour with as much notice as possible on:

VHF: Channel 12
Tel: 01752204732

Failure to do this may result in Sutton Harbour being unable to assist with landing in a timely manner. Early notification of intention to land/berth will be critical to the success of SHG providing suitable alternative arrangements.

During the hours of 07:00-19:00 whilst repair works are underway, on VHF channel 12, SHG will publicise lock updates and confirm the next available access to Sutton Harbour. They will also broadcast warnings before access is due to begin, and when access ends.

When lifting operations are undertaken at Trinity Pier, the following communication strategy will apply to all those concerned in the lifting activity:

 <p>STOP – With arm extended horizontally to the side, palm down, arm is swung back and forth.</p>	 <p>EMERGENCY STOP – With both arms extended horizontally to the side, palms down, arms are swung back and forth.</p>	 <p>HOIST – With upper arm extended to the side, forearm and index finger pointing straight up, hand and finger make small circles.</p>
 <p>RAISE BOOM – With arm extended horizontally to the side, thumb points up with other fingers closed.</p>	 <p>SWING – With arm extended horizontally, index finger points in direction that boom is to swing.</p>	 <p>RETRACT TELESCOPING BOOM – With hands to the front at waist level, thumbs point at each other with other fingers closed.</p>

IF IN DOUBT, STOP THE ACTIVITY UNTIL AGREED THAT IT IS SAFE TO DO SO BY ALL PARTIES

Self Landing Vessels- Procedure at Trinity Pier

1. Inform Sutton Harbour on VHF channel 12 with as much notice as possible of estimated landing quantity and time of arrival
2. Once Sutton Harbour have confirmed arrangements are in place, proceed to the berths at the Northern end of Trinity Pier, as directed by harbour staff
3. Vessels capable of landing directly on to the end of Trinity Pier may do so. If quay height is not suitable, vessels can unload catch on to the landing pontoon where contractors will then perform a second lift from the pontoon on to Trinity Pier
4. Ensure self-landing provision is suitable for the pontoon / quay height and that the situation is dynamically risk assessed, including assessing depth under keel within the harbour
5. Get the OK from the Landing Supervisor that landing can commence
6. Begin unloading catch on to Trinity pier or the pontoon, working in conjunction with shore staff who will assist in loading the catch on to the arranged transport
7. If using pontoon to land on to, the lifting contractor will require assistance in securing load on to the davit system
8. Complete landing declarations and associated paperwork / logs as you already do at Sutton Harbour
9. Catch will be transported to Sutton Harbour and handed over to PTA who will confirm delivery and quantity
10. If temporary mooring is required until next free flow, proceed to pontoon berths. All vessels at Trinity Pier will be required to have crew aboard who are capable of moving the vessel for the duration of temporary berthing - no vessel is to be left uncrewed when berthed at Trinity Pier
11. Move vessel to Sutton Harbour at next available free flow

Assisted Landing Vessels- Procedure

Please note: SWL of the HIAB provided is 125kg which is identical to the SWL of davits already at Sutton Harbour. The directions of the landing supervisor **MUST BE** followed. Everyone involved has the ability to stop the activity at any time if they feel it is unsafe. The same equipment which is available to lift boxes at Sutton harbour will be provided for the unloading of catch.

1. Inform Sutton Harbour on VHF channel 12 with as much notice as possible of estimated landing quantity and time of arrival
2. Once Sutton Harbour have confirmed arrangements are in place, proceed to the berth located at the western end pontoon at Trinity Pier
3. For small quantities of catch, place catch in boxes in to 'loading zone' (yellow cross hatch) on the pontoon. The contractor will then lift boxes on to the pier. During this process, crew will be expected to stand clear of the yellow cross hatch and not be under the suspended load
4. If moving catch from vessel to Pontoon is not feasible, lifting contractor will then assess whether catch can be discharged directly from the vessel at the end landing berth
5. Follow the direction of the landing supervisor to load fish boxes on to davit system
6. Stand back from the loading zone in a safe area and wait for the catch to be lifted on to Trinity Pier
7. Sutton harbour will then transport catch to PTA who will confirm delivery and quantity. Crew assistance will be required to assist harbour staff in safely loading the catch
8. It is the responsibility of the skipper to adequately estimate weights of catch in accordance with the Catch App and MMO landing obligations. SHG will provide a simple set of scales upon request to assist skippers in providing more accurate estimates

MMO Landing Requirements Reminder

SHG are in advanced discussions with MMO – an agreement in principle is in place but SHG are awaiting confirmation in writing.

Due to the emergency landing location being within the Port of Plymouth, It is anticipated that the same landing procedures will apply as they do already at Sutton Harbour, irrespective of vessel size.

For vessels using the catch app who would like to provide more accurate estimations of weight whilst at Trinity Pier, they should contact Sutton Harbour as soon as possible so that a simple set of scales can be made available with the transport provision. Alternatively, weights can be recorded as they already are at Sutton Harbour.

A further update will follow as soon as confirmation is provided by MMO.

Annex A – Provisional Sutton Harbour Access timetable

<https://lockgates.info/wp-content/uploads/2023/05/Sutton-Lock-Access-Timetable-Phase-1-and-Phase-2.pdf>

Annex B – Trinity Pier Landing and berthing diagram

