

Operations Manual

Standby Emergency Berthing and Landing Provisions



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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. **Transport assistance will also be provided for catch which intended to be landed at Plymouth Trawler Agents (PTA). This assistance will only be available during standard working hours of the fisheries staff at Sutton Harbour and the opening times of PTA. Additional assistance may be provided on a case-by-case basis.**

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

Due to land ownership arrangements and covenants, existing site use and permissions, the ability for SHG to provide a service which provides less disruption to the fishing industry is limited. Every effort has been made in enhancing what can be made available.

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, **but they will be able to use the facilities for self-landing and temporary berthing.**

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.

Concerned skippers are encouraged to speak directly with Sutton Harbour if they are concerned that the emergency arrangements will not work for them.

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 4.5m (based on chart datum)
- 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, **parking area is roughly double what is currently available at Sutton Harbour and is estimated to provide at least 60 spaces. Parking is available to individuals who already have parking permits at Sutton Harbour. Additional parking will be considered on a case by case basis**
- 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
- **If there are multiple vessels wishing to land at once, the quay space will be available on a first come first serve basis, where waiting vessels should retain catch in hold until loading can commence**
- **Landing area will be illuminated when utilised in the dark using a portable lighting system**

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 and duration which will be travelled to Sutton Harbour, the transport will not be refrigerated. **A cover will be provided to protect the load during transit and be sanitised as required. This will align with Food Standards Agency guidelines.**
- **The low loader will have a 3.5 tonne capacity, with a low loader capacity of 500kg.**

- If vessels are landing quantities that exceed this, they will be advised to unload catch in two phases, providing refrigeration to the catch on board whilst the first load is transported.
- A pallet truck will be provided to assist in the loading of fish boxes on to onward transport
- SHG will ensure that if required and at request, boxes of cuttle will be segregated from other catch
- Transport vehicles will be cleaned and sanitised as required.
- Vessels may arrange their own transport and use Trinity Pier to load catch
- For vessels making use of the provided transport, they may travel with the catch for security purposes, or a declaration can be provided to the driver to confirm the quantity of catch/boxes received

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 and availability will be after 6pm and before 8am and subject to discretion of Cattewater Harbour Master
- 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


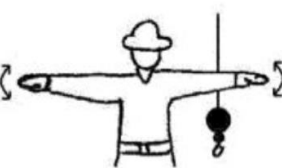



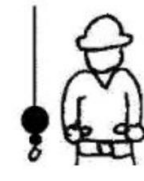
Failure to do this may result in Sutton Harbour being unable to assist with landing in a timely manner. Early notification of intention to land/berth will be critical to the success of SHG providing suitable alternative arrangements.

ALL communications should be directed to the above comms channel. This will ensure appropriate coordination and management during times where vessels may need to use the facility.

SHG have acknowledged that at times, fishing operations may change at short notice and as such, have not stipulated a minimum notice period in order to use the emergency arrangement. Instead, skippers must notify as soon as they know when their intention to land is.

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 **harbour staff** 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 **harbour staff** 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 harbour staff operating the lifting device** 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 **harbour staff undertaking the lift** 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. **Harbour staff** 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, **harbour staff** 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

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.

August Update:

The MMO have recognised that disruption that may be caused, and as a result have agreed that if vehicles are only ever moving the fish from the revised landing area and back to the port during these times, as a temporary measure, they accept that Transport Documents would be overly onerous. For this purpose, they won't expect Transport Documents to be completed - this is based on the temporary disruption only and any fish leaving to a different port/premises will need a Transport Document as per usual requirements. Vessels will be expected to complete the usual landing documentation as they already do so.

Further Information

- Vessels who experience an emergency situation and need to undergo critical repairs, and under circumstances of force majeure, will be expected to contact port control at Long Room as they are already expected to do so in the first instance, and be directed from there. Vessels under tow can only access Sutton harbour at freeflow currently, and this will not change during the repair works.
- Sutton harbour does not, and will not provide any offsite bunkering, pilotage, or towing facilities
- Skippers and owners who think the alternative arrangements are not feasible for their commercial operation, should directly liaise with SHG staff who will endeavour to address any concerns.

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

