

Operations Manual

Standby Emergency Berthing and Landing Provision



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INTRODUCTION

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

While the lock gates are undergoing repairs, access to Sutton Harbour will be limited to designated free flow periods. These periods have now been extended in order to allow enhanced access to Sutton Harbour during the repair works. There will also be occasions when entry into Sutton Harbour won't be possible. However, we are committed to ensuring that such instances are both well-communicated and minimised as much as possible. In such exceptional circumstances, alternative landing facilities will be made available.

Sutton Harbour Group (SHG) has secured the use of Trinity Pier in Millbay docks as an alternative emergency landing site. Emergency berthing arrangements will also be provided through the deployment of two pontoons attached to Trinity Pier, accessible to all commercial vessels during emergencies. Additionally, a limited number of berths at King Point Marina will be designated for vessels with the appropriate draft.

For those intending to land their catch at Plymouth Trawler Agents (PTA), we will offer transportation assistance. Please note that this assistance will be available during the standard working hours of Sutton Harbour's fisheries staff and PTA's opening times. Special arrangements may also be considered 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

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 for berthing and landing to that already in place at Sutton Harbour is made available at the emergency berthing and landing location.

Please note that vessels landing crab and scallop bags will be expected to arrange their own landing assistance (if required) and transport as they do already; however, they will be able to use the self - landing facilities and temporary berthing.

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

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.
 - Alternatively, they may land directly on to the pontoon, where a second lift will be undertaken by Sutton Harbour staff of the catch on to the pier for onward travel.
- Assisted landing for vessels with no ability to self-land directly on to the pier due to tidal conditions.
- Guaranteed depth next to pier of 4.5m (based on chart datum).
- Secure mooring layby 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 (2x 30 metre pontoons) with one access ladder to the pontoons and one ladder attached to the 'bare wall' layby berth.
- 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.
- Crane provision (on request) for vessels requiring landing assistance moving catch from pontoon to pier.
- 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.
- Ice provision for the continuation of the chill chain of landed catch only.
- Chiller container unit for catch awaiting transport to Sutton Harbour.

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.
- No ability or facility for vessels to land catch within King Point Marina.

Catch Transport Assistance to Sutton Harbour

- Transport arrangement available during Sutton Harbour Fisheries 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 chiller 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.
 - Refrigeration will be provided for the catch on board whilst the first load is transported.
 - For large amounts of catch waiting for onward movement, there is also the provision of a 585-box capacity chiller unit situated at the pier top.
- 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 responsible for:

- Ensuring the available facilities are suitable for their vessel.
- Providing crew with the relevant PPE in respect of their own lifting operations.
- Ensuring any crew on Trinity Pier comply with the Health and Safety Requirements which are defined below.
- Ensuring that they, as employers, adhere to their duties to their employees (crew) as laid out under the Merchant Shipping and Fishing Vessels (Health and Safety at Work) and other merchant shipping and HSE legislation in relation to unloading, berthing operations and general vessel operation.
- Ensuring that the activity of the vessel and crew is risk assessed with mitigation put in place.
- 'Safe zones' should be established for the crew to stand when the catch is suspended.
- Ensuring the SWL of the davit being used is observed and the load is appropriately secured when lifting is underway.
- Following the instructions of Sutton Harbour staff with regard to vessel and catch placement. This does not override any decision made by the skipper on Health and safety grounds.
- Ensuring MMO landing processes and recording are adhered to.
- Ensuring noise and lighting disruption is kept to a minimum after working hours, taking into consideration the surrounding residents.

Health and Safety at Trinity Pier

It is a requirement of the site owner at Trinity Pier that all personnel on the pier wear the following PPE in accordance with the Personal Protective Equipment at Work Regulations 1992 (which should be provided by employer or vessel owner):

- Safety footwear - steel toe capped and slip resistant (EN ISO 20345:2004 standard)
- Hi visibility vest or jacket (Class 2- CE/BS EN 471 standard)
- In date Personal Flotation Device that is fit for use (SOLAS Compliant)
- Hard hat or equivalent (CE/EN 397 standard or higher)

Any person found not to be complying with the above at Trinity Pier will not be able to remain on site.

Vessels are expected to risk assess any activity they undertake and decide how risk is mitigated for any operation that a fishing vessel or its crew wishes to undertake also. For vessels wishing to use the landing assistance provision, crew must be briefed by the crane operator/lift supervisor before the lifting activity commences (where H&S, communication and process will be confirmed in accordance with the current Lift Plan) and follow the instruction of the crane operator/lift supervisor during the lifting activity.

SHG staff will not provide assistance to any vessel if the activity is deemed unsafe.

Skippers and owners may sight hard copies of any risk assessments, operational procedures and liftings plans which are relevant to activities being undertaken at Trinity Pier. Skippers/owners wishing to do this, should book an appointment with Sutton Harbour Harbour Master.

ABP and SHG will ensure continued compliance with Port Marine Safety Code and any other relevant legislation relating to the activities being undertaken at Trinity Pier.

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.

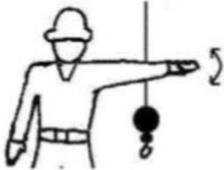
ALL communications should be directed to the above comms channel. This will ensure appropriate coordination and management during times where vessels may need to use the facility.

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.

A WhatsApp group has now been set up to provide Skippers with up-to-date information. Fishermen wishing to be part of this group should speak to a SHG staff member.

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!

The use of the lifting equipment to move catch from the pontoon to the pier is only to be undertaken by trained Sutton Harbour staff, in accordance with their lifting plan and operational procedures. Fishermen will play no role in the lifting activity other than preparing the catch on the pontoon if they are unable to land directly on to Trinity Pier.

Self-Landing Vessels: Emergency Landing 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 Sutton 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 may unload catch on to the landing pontoon where Sutton Harbour staff will then perform a 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 Sutton 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 Sutton 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 within the Cattewater or to the Barbican Landing Stage. 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- Emergency Landing Procedure

Please note: SWL of the crane provided is **160kg**. Only trained SHG staff will undertake the lifting activity, in accordance with their lifting plan. The maximum number of boxes which may be lifted in each lift is 4 boxes. The directions of the Sutton 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 securing 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. Place catch in boxes into 'loading zone', as directed by Sutton Harbour staff on the pontoon. Sutton Harbour staff will then lift boxes on to the pier. During this process, crew will be expected to stand clear of the lifting zone and not be under the suspended load.
4. Follow the direction of the landing supervisor when fish boxes are loaded on to davit system.
5. Stand back from the loading zone in a safe area and wait for the catch to be lifted on to Trinity Pier.
6. Sutton harbour will then transport catch to PTA who will confirm delivery and quantity. Crew assistance may be required to assist Sutton Harbour staff in safely loading the catch.
7. It is the responsibility of the Skipper to adequately estimate weights of catch in accordance with the Catch App and MMO landing obligations.

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 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 free flow 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/lock-access-timetable/>