

Porthloo Boat Park Management Plan



DUCHY *of* CORNWALL

**PORTHLOO BOAT PARK  
MANAGEMENT PLAN**

# Porthloo Boat Park Management Plan

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# Porthloo Boat Park Management Plan

## 1. Introduction.

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fig. 1

### 1.1 Background

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Porthloo Boat Park (the Park) provides storage for vessels based around the Isles of Scilly. For many commercial operators it is the only park within the Islands with the capability to accommodate their vessel.

The first half of 2014 saw a significant program of instalments within the park most notably the installation of a 40m x 10m slipway and hard standing to aid the launch and recovery of all vessels most significantly the larger commercial 'tripper' boats. The slipway can be closed off by inserting storm boards at the top restricting access and protecting the park from storm surges. The works also saw the Park benefit from the installation of five electricity and fresh water bollards and the provision of a dedicated public walkway as well as the levelling off of the ground within the Park. The positions of all the above can be seen in figure 1. Commission of the slipway, hard standing and service bollards has seen a restructure in the scale of charges applied previously.

### 1.2 Location

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The Park is located off Porthloo beach on the western side of St Mary's in the Isles of Scilly and is situated within easy reach of St Mary's Harbour both by road and sea. The park is marked by red in the map below.

# Porthloo Boat Park Management Plan



fig 2

## ***1.3 Ownership***

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The Park is owned by the Duchy of Cornwall and managed by St Mary’s Harbour Authority (SMHA). The water below MLWS at the bottom of the slip does not fall within the jurisdiction of SMHA.

## ***1.4 Use***

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The Park is used for the storage of both commercial and leisure craft up to a normal maximum length of around 50ft. The busiest period for boat storage is over the winter season (1<sup>st</sup> November to the 31<sup>st</sup> March) known as ‘Winter Storage’. During the remaining months of the year smaller numbers of vessels are stored along with many empty trailers. This period is known as ‘Summer Storage’.

There are 6 properties on the site. Two are commercial units whilst the remainder are used as private workshops by some of the users of the Park. The properties are all owned by the Duchy of Cornwall and are leased out on various tenancy agreements – Note: SMHA are not involved with this process and do not collect the income from the properties.

General maintenance is carried out on boats throughout the year and all operations within the park are subject to the Code of Practice in the second part of this document.

## ***1.5 Access***

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Vehicle access to the boat park is by the entrance from the highway at the southern end of the park (fig 2.). This access is sufficient for use by all motor vehicles on the Island. Access from the sea is via a slipway (also shown in fig 2). A public pedestrian footpath runs between the Park and Porthloo beach and is separated from the park by a fence.

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## ***2. Management***

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### ***2.1 Waste Management***

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Waste management for the park will come under, and meet; the requirements for SMHA's own MCA approved Port Waste Management Plan.

SMHA will provide a hazardous waste disposal facility consisting of a bunded facility for the disposal of used oil and a bunded drum designed to accept oily waste such as used filters and empty oil cans. A spill kit will be made available in this area for users of the facility. A used battery box, hazardous waste bin (for paint scrapings, paint tins etc) and general refuse bin is also provided on site. Waste facilities will be checked on a regular basis by SMHA and tended to as required. Charges for the onward disposal of normal amounts of regular and hazardous waste from this facility will be absorbed by SMHA however they reserve the right to charge for the removal of excessive quantities of waste.

### ***2.2 Land Management***

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Major works were carried out in the first half of 2014. The original and unrecognisable 5m wide slipway was replaced with a 10m x 40m slip. As a result the opening to the slip has been widened and the dunes to both sides were built up not only as a result of the works but to repair damage affected by storms in the early part of 2014. A large hard standing was laid at the top of the slip and the portion of the bank remodelled to allow more room for the storage of vessels. The main storage area of the park was levelled and any surplus materials have been used to build up the banks between the beach and the park for protection.

SMHA visit the site regularly to ensure that the general condition of the Park is acceptable and that boats are being stored correctly. Grass on the park is maintained by SMHA during the summer months and any rubbish is cleaned up.

The waste reception facilities are only put in place during the winter months and are stored in a shed on site during the summer.

Users of the park are required to seek permission from SMHA before placing property within the Park. SMHA will nominate a plot to each individual for the storage term and the plot remains the responsibility of the individual during this time. SMHA reserve the right to request a plot is tidied or repaired at any time. Users are not to alter the ground for the purposes of storing outboard engines or for any other reason.

During the summer storage period, trailers stored within the park may be moved by SMHA in order that they do not take up more space than is necessary.

Abandoned craft will be disposed of by SMHA if, after unsuccessful attempts at finding the owner, the boat remains within the park for a period exceeding 6 months.

SMHA reserve the right to move any vessel at any time, any charges incurred for this may be passed to the vessel owner however, under normal circumstances these will be met by SMHA.

### ***2.3 Charges***

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Each user of the Park will be allocated an area for storing their vessel/trailer. These areas are not marked and will change subject to demand for space within the park. A fee will be charged based on the length of the stored vessel/trailer and will entitle the tenant to use the area for one of the periods described in section 1.4 annually.

There will be no separate charge for the disposal of general or hazardous waste when placed correctly in the waste facility and in reasonable quantities.

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SMHA will charge a fee should the plot be left in such condition that excessive work is required to return the plot to the condition it was originally let in. This charge will be the normal hourly charge for assistance by a member of Harbour Staff.

The water and electricity, both available from the (5) bollards, is accessible with a one pound coin. SMHA reserve the right to alter flow rates.

All charges will be published on the Harbours' website and on the notice boards on the quay. All fees are subject to an annual review.

### ***2.4 Security and Public Access***

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The Park is not entirely enclosed by fencing or gates and public access is available at any time. Any person wishing to use the park for any reason does so at their own risk and SMHA will not indemnify users for loss or damage caused to them or their property howsoever caused under normal conditions. Signs placed at the entrances to the Park warn both users and the public of activities within the Park and the potential risks they may be exposed to. Operationally, users are required to follow the code of conduct within this document for the safety of themselves and the public.

### ***2.5 Slipway and Hard Standing***

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The slipway and hard standing are available for vessels wishing to launch, recover, dry-out and for the occasional discharge/loading of freight. Permission to use the slipway will be granted by SMHA on an individual basis and vessels will not normally be allowed to dry out on the slipway for more than one tide. The hard standing is not to be used for the storage of vessels but vessels may, with the express permission of SMHA, use this area to clean their hull prior to storing the vessel ensuring that the area is cleaned on completion.

### ***2.6 Insurance***

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All Park users must be able to provide, when requested by SMHA, proof of adequate insurance (minimum of third party cover) for the period their vessel is stored in the park. The Code of Practice at Annex B gives further details.

## ***3. Use of (and works within)the Park***

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### ***3.1 General scope of the park***

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The park is used primarily for the storage of vessels over the winter period. Vessels are brought to the Park either on their own trailers or on the back of a lorry where they are then lifted off and placed on chocks. They may be recovered from the slipway within the Park or brought from elsewhere on the Island. During the period of storage owners are likely to carry out maintenance, repair and improvement work to their vessel employing all manner of commercial and DIY tools and procedures. The Code of Practice addresses all aspects of work within the Park and is made available to its users.

### ***3.2 Work to vessels within the park***

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Vessels stored within the Park are usually subject to general maintenance and improvements requiring the use of power and hand tools. With the proximity of local residences it has been prudent to apply restrictions in times of work for the benefit of those living nearby.

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The hours of work have been decided as:

Monday-Friday 0800-1700  
Saturday 0900-1600  
Sunday 0900-1600  
Bank Holidays 0900-1600

### ***3.3 Use of vehicles within the park***

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There is no dedicated car parking area within the park and car owners must ensure that they do not obstruct access to or from the park and that they park having consideration for other users.

Any vehicle being used on the Park must be insured and must meet normal operational standards for using that vehicle on the road. Park users towing trailers must ensure that they have the appropriated driving licence to carry out this task.

### ***3.4 Lifting operations***

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Any lifting operations which are carried out within the Park must be done with adherence to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The regulations cover any equipment which is used at work for lifting and lowering loads (cranes, fork lifts), including any attachments used for anchoring, fixing or supporting it. It also includes lifting accessories such as chains and slings.

Lifting operations in the park are generally confined to the use of lorry mounted Hi-Abs. These are used to lift small vessels on or off the flat bed lorries during launch and recovery. They are also used to support one end of the larger 'tripper' vessels whilst they are being removed or placed on their trailers. All companies offering this service on the Island are required to provide SMHA with signed declarations of compliance and a copy of their public liability insurance certificate.

Further information can be found in S.I 1998 No. 2307, the lifting operations and lifting equipment regulations 1998 and the Port Marine Safety Code Guide to good practice. These can both be found in the Harbour Office.

### ***3.5 Welding and other hot work***

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SMHA operates a permit to work system which is also used for the Park. Due to the hazardous nature of such operations, permits must be obtained prior to the commencement of work and will only be granted to those meeting the guidelines of qualification and insurance. A new permit must be sought for each day of operations within the Park.

### ***3.6 Blasting***

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Grit or sand blasting is occasionally carried out within the park usually for the cleaning of paint off vessels hulls. The Harbour Authority requires that any blasting which takes place is fully contained and the waste disposed of by the contractor. Such work requires a permit to work issued by SMHA.

### ***3.7 Use of equipment and machinery***

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Any equipment or machinery used within the park must be in good condition and maintained to such a standard. Where equipment of machinery is used in commercial operations it is required to meet the appropriate work regulations such as the Provision and Use of Work Equipment Regulations (PUWER) and the Health and Safety Act 1974.



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### ***3.8 Use of Personal Protective Equipment (P.P.E)***

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All users of the Park should make use of personal protective equipment when carrying out operations within the park. Without compromise, when lifting operations are taking place, those at risk must wear appropriate head protection. Other P.P.E including gloves and eye protection for use around paint or fuels, or steel toes when there is a risk of crushing etc. should be taken into account. These should be considered as recommendations by SMHA and the decisions on what should be worn and when rests with the individual. Those operating in a commercial capacity are strongly advised to familiarise themselves with the requirements set out by the Health and Safety Executive especially if employing other persons. Further guidance on HSE requirements can be sought from SMHA upon request.

## **PORTHLOO BOAT PARK**

### **CODE OF PRACTICE**

The following directions are to be followed by all users of Porthloo Boat Park. The Park is available for the storage of boats and associated trailers only. Works to these vessels and trailers can be carried in accordance to this code. Any person wishing to carry out works which fall outside of the scope of this Code should contact the Harbour Office in the first instance. The Code of Practice is designed to provide simple to follow instructions for users of the park.

#### ***1. GENERAL***

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- 1.1 The Boat Park is under the management of St. Mary's Harbour and use of the Park is granted at the discretion of St Mary's Harbour Authority (SMHA). Contact 01720 422768 during working hours or 07789273626 for out of hours emergencies.
- 1.2 Users will be nominated a plot in which to store their vessel. The plot will be available for one period of storage and SMHA cannot guarantee the same plot on consecutive years. A charge will be levied by SMHA for use of the Park for the storage of boats and trailers the rates of which are published on harbour notice boards, website or available from the harbour office. These charges are reviewed annually.
- 1.3 The Park storage periods each year are as follows:  
Winter - 1<sup>st</sup> November - 31<sup>st</sup> March  
Summer - 1<sup>st</sup> April - 1<sup>st</sup> October
- 1.4 SMHA reserves the right to position vessels and trailers as they see fit. Owners **must** contact the Harbour Office prior to leaving a vessel at the Park.
- 1.6 The Duchy of Cornwall and St Mary's Harbour do not accept responsibility for the security of property within the Park. All users are advised to remove any valuable items from their vessels and ensure cabins; storage compartments etc. are securely locked. The Duchy of Cornwall will not indemnify against loss or damage to property howsoever caused whilst on the Park.
- 1.7 Any commercial operator using the Park agrees to follow any relevant legislation applicable to his work. This may include but is not limited to: Lifting Regulations (LOLER), Provision and Use of Work Equipment Regulations (PUWER) and Health and Safety at Work Regulations.
- 1.9 Users of the Boat Park will be required to park cars safely having consideration for other users. Vehicles are to travel slowly at all times and are requested not to drive on sodden ground.



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- 1.10 The use of any chemicals within the park is to be discussed with the Harbour Office prior to its use. In any case however, the use and storage of chemicals must be carried out within COSHH (Control Of Substances Hazardous to Health) regulations.

### *2. LAUNCH AND RECOVERY.*

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- 2.1 Any vessel launching or recovering from the slipway must contact SMHA to arrange use.
- 2.2 Any trailer used within the Park must be fit for purpose and in good condition. The owner should carry out regular inspections and maintenance. SMHA recommends that trailers are fitted with a certification stamp stating its safe working load (SWL) and that a maintenance log is kept.
- 2.3 Any private vehicle used in the launch or recovery of a vessel must be maintained to the same standard as that required for operation on a public highway.
- 2.4 Commercial vehicles used within the Park must be maintained to the standards required by the Provision and Use of Work Equipment Regulations and the Agriculture (tractor Cabs) Regulations. All of the above state a maintenance schedule must be undertaken and records of these inspections, along with records of repair, are kept by the owner/operator.
- 2.5 Persons using motor vehicles within the Park must be able to provide the Harbour Office with proof of license entitlement and the relevant insurance upon request.
- 2.6 Persons using vehicles to launch and recover vessels must be licensed to tow. A C1 license is needed to drive vehicles exceeding 3.5t mam (Maximum Authorised Mass) with a trailer exceeding 750kgs mam and a B+E license is needed to drive a car/car derived van or small goods vehicle not exceeding 3.5t mam pulling a trailer exceeding 750kgs mam up to the gross train weight of the vehicle concerned.
- 2.7 Whilst towing within the Park you must have, as a minimum, third party cover for your trailer as well as for the tow car.
- 2.8 Any associated equipment used for towing i.e. slings or wires, must meet the requirements set out in the LOLER and the H&S regulations which state they should be tested, identified, in good condition and fit for purpose.

### *3. STORAGE*

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- 3.1 Owners of all craft within the Park should check their vessels regularly for accumulation of water, security, positioning of supports etc. These checks should be made as a matter of course after heavy rain or particularly bad weather.
- 3.2 All craft are required to park not less than 1m from the edge of the public highway.
- 3.3 The Harbour Master will take all reasonable steps to identify the owners of abandoned craft. Owners will be required to remove their vessel from the Park and dispose of them at their own cost. If the owners cannot be identified the Harbour Office will remove the craft for disposal.

### *4. LIFTING*

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- 4.1 Mechanical lifting equipment is only to be used by qualified commercial personnel. All machinery and training must satisfy the LOLER requirements
- 4.2 Vessels must not to be lifted with any person on board.
- 4.3 Any person working within a lifting area is to wear the appropriate Personal Protective Equipment (Hard Hats, High Visibility Jacket).

### 5. *INSURANCE*

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Boat owners must be able to provide proof of insurance for a minimum of third party cover to the value of £2,000,000 for the period which the vessel is stored within the Park. It should be noted that standard boat insurance is unlikely to cover trailers.

### 6. *WORKS TO VESSELS*

#### 6.1 *General Housekeeping*

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All users are to make sure the Park is kept clean and tidy at all times. All waste is to be disposed of in the appropriate receptacle. Oil reception, hazardous waste and general waste facilities are provided. There is no charge for the disposal of normal quantities of waste including hazardous and oily waste however, SMHA reserve the right to levy charges for rubbish loads above reasonable quantities.

#### 6.2 *Times of Work*

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Work is only to take place within the park during the following hours:

Monday to Friday	0800-1700
Saturday	0900-1600
Sunday	0900-1600
Bank Holidays	0900-1600

#### 6.2 *Waste Oil/Pollution*

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Any oil spillages must be cleaned up immediately and reported to the Harbour Office. A counter pollution oil spill kit containing absorbent materials is located within the waste reception facility. A member of SMHA staff should be contacted at the earliest opportunity should a spill occur. (Duty phone number 07789273626)

#### 6.3 *Hot Work*

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Any hot work (welding etc) is only to take place after a 'Hot Work' permit has been granted by the Harbour Office. A permit will only be granted to an adequately certified and insured contractor.

#### 6.4 *Sand/Grit Blasting*

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Authorisation must be sought from the Harbour Master before any blasting operations take place. Blasting must be contained and may only be undertaken by a commercial contractor. All waste generated as a result of blasting must be removed from the site by the contractor.

#### 6.5 *Electricity*

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Electricity is supplied through 240v rcd protected supply. When using outdoors SMHA recommends the use of 110v tools through 110v transformers. Power tools should not be used outdoors during damp or wet weather.

Electrical leads are not to be trailed in a dangerous or hazardous manner that may cause a trip hazard or be susceptible to damage. All electrical equipment is to be disconnected from power bollards when they are not in use. Any power requirements overnight must be brought to the attention of the Harbour Master.

### *6.6 Tools*

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Any tools, equipment or machinery used should be fit for purpose, tested where appropriate and used in a safe manner. Excessive noise created by power of hand tools should be kept to a minimum and should only take place during normal weekday working hours. If prolonged noise is expected the Park user is to contact the Harbour Office beforehand. SMHA recommends that minors do not use tools or hazardous materials within the Park.

### *6.7 Paint and associated products*

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Care should be taken when using and storing paint within the Park due to its hazardous and flammable nature. Paint scrapings are not to be dropped on the floor and left to blow away or get buried. They must be collected and disposed of in the correct facility.