MALDON HARBOUR IMPROVEMENT COMMISSIONERS

www.mhic.org.uk

PORT MARINE SAFETY CODE FOR THE PORT OF MALDON

March 2023
(Uncontrolled)

INDEX

1 INTRODUCTION

In October 2009, the Department for Transport updated the Port Marine Safety Code, which introduced a national standard for every aspect of port marine safety with the aim of improving safety for those who used or worked in ports, their ships, passengers and cargoes, and the environment. The current update is November 2016, supplemented by "A Guide to Good Practice on Port Marine Operations", February 2018.

The scope and extent of the many ports within the UK varies hugely and it is quite clear that a test of 'reasonableness' must be applied to small ports such as Maldon, where a much lighter approach can and should be taken in the introduction of the Code that is in place for Maldon's Port and the activities that are undertaken within it.

2 SAFETY POLICY STATEMENT

The Maldon Harbour Improvement Commissioners (MHIC) are aware of the Guidance set out by the Department for Transport in its document 'Port Marine Safety Code' (update published November 2016) and supports the principles set out therein. In this respect, this Code addresses the main issues that are likely to arise in the Port, assesses the likely risks through a Safety Management System and a risk assessment process. Risks are monitored and subject to on-going review, in addition to the standard Internal and External Reviews. The Code also sets out the management structure of the Commissioners.

MHIC aims to:-

- Undertake and regulate marine operations so as to safeguard the port, its users, the public and the environment;
- Run a safe, efficient, cost effective, and sustainable port for the benefit of all users and the wider community;
- Fulfil its legal responsibilities under its Harbour Order and associated and other legislation, whilst meeting the changing needs of all harbour users, whether social, economic or environmental;
- Maintain dues at a competitive level so as to attract users to the port;
- Meet its commitments as the Local Lighthouse Authority and Pilotage Authority for the area of the River Blackwater within its jurisdiction;
- Meet the national requirements laid out in the Health & Safety at Work Act 1974, Merchant Shipping legislation and the Port Marine Safety Code.

3 STATUTORY REQUIREMENT FOR PORT MARINE SAFETY CODE

The Port Marine Safety Code (PMSC) applies to all harbour authorities and aims to promote best practice and serves as a framework for the preparation of published policies and plans by harbour authorities, in particular with regard to marine safety. This Code does not and cannot override or amend the current International Regulations for Preventing Collision at Sea 1972 (COLREGs).

Harbour authorities were created to serve a public interest, enshrining the public's right to use the harbour for the shipping and unshipping of goods and passengers, but only alongside the wider local community and environmental interests.

To this extent, harbour authorities must discharge the statutory duties imposed on them by Parliament and they are, therefore, accountable to the public whose interests they are required to protect, maintain and, where possible, enhance.

Compliance with the Code is therefore a statutory requirement and harbour authorities must:-

- Review and be aware of their existing powers and duties (see Section 6 below, Background to Maldon Harbour Improvement Commissioners) based on local and national legislation.

- Comply with the duties and powers under existing legislation, as appropriate.

- Ensure all risks are formally assessed and as low as reasonably practicable in accordance with good practice.

- Operate an effective Marine Safety Management System (MSMS), which has been developed after consultation and uses formal risk assessment.

- Use competent people (i.e. trained, qualified and experienced) in positions of responsibility for safety of navigation.

- Monitor, review and audit the Marine Safety Management System on a regular basis – an independent designated person (Maldon District Council River Bailiff) has a key role in providing assurance for the duty holder.

- Publish a safety plan showing how the standards in the Code will be met and a report assessing the performance against the plan (see APPENDICES 1- 8).

- Comply with the directions from the General Lighthouse Authorities and supply information and returns as required.

4 CURRENT MANAGEMENT STRUCTURE

MHIC comprise up to twelve appointed Commissioners who, as a corporate body, regulate and determine MHIC's policies and duties. It elects a Chairman, Vice-Chairman and Treasurer annually and has an appointed Clerk to discharge its duties on a part-time basis. Because of the size of the Port, and the low level of commercial activity within its waters, MHIC no longer employs a harbour master. A Duty Commissioner is available on the MHIC Phone Number. Individual Commissioners (see **APPENDIX 3**) occasionally carry out some duties that are required on an ad hoc basis.

The Commissioners meet about six times during each year to conduct business, fix budgets, determine dues, and respond to various consultations by statutory authorities on issues such as planning and licensing applications that affect the area within their jurisdiction and other river related matters.

5 ROLES AND RESPONSIBILITIES

It is important that there are checks and balances in place to ensure the Commissioners perform their duties in a correct and proper manner. Each Commissioner is required to declare their interests on being appointed and to declare any such interests as matters are discussed in formal meetings.

In addition, formal Financial Regulations were approved in 2009. During 2010/11 it introduced formal Standing Orders covering the manner in which meetings are conducted and Terms of Reference (incorporating a Scheme of Delegation) to ensure decisions are arrived at in a proper and transparent manner and that the various roles and responsibilities are clearly defined.

For the specific purposes of this Code, as required in the Department for Transport's Guidance, the Commissioners (both collectively and individually) are accountable for marine safety under the Code as 'duty holder'.

A 'designated person' (Maldon District Council River Bailiff), who reports directly to the duty holder, has been appointed to ensure independent assurance and is responsible for determining, through assessment and audit, the effectiveness of the Marine Safety Management System and compliance with the Code.

6 BACKGROUND TO MALDON HARBOUR IMPROVEMENT COMMISSIONERS

(i) Origin

The Maldon Harbour Improvement Commissioners were incorporated by Act of Parliament through The Maldon Harbour Order 1865 and are the statutory harbour authority for the Port of Maldon *'for the improvement, maintenance and regulation of the Harbour at Maldon in the County of Essex'.*

(ii) Jurisdiction

The jurisdiction of the Commissioners extends *'in and over the whole of the River Blackwater'* from Fullbridge, Maldon* to a point some 70 metres above the Chelmer and Blackwater Navigation Canal lock entrance at Heybridge Basin, including Heybridge Creek and all creeks, bays, inlets and outlets running in to, or out of, the River and Creek.

(Note: That part of the river from Fullbridge to its junction with Heybridge Creek is part of the River Chelmer.)*

(iii) Powers

MHIC are a *'competent harbour authority'* for the purposes of the Pilotage Acts and a *'local lighthouse authority'* under the supervision of Trinity House. As such, they provide and maintain within the harbour area twelve navigation buoys (some of which are fitted with lights) for the safe navigation of the River.

(iv) Duties

The duties of MHIC are as follows. Firstly, statutory duties imposed by the 1865 Order and in subsequent general legislation and, secondly, through general common law and fiduciary duties.

Maldon is a 'Trust Port', an independent statutory body run on a commercial basis for the benefit of all port users, with any moneys raised through harbour dues (after deduction of costs) only being spent *'in and towards the purposes of the said Harbour'*. It is an *'open port'*, i.e. upon the payment of *'dues'*, the harbour is open to all persons for the shipping and unshipping of goods and the embarkation and landing of passengers.

Under various legislation, Regulations and Orders, MHIC's duties are as follows:-

- To safeguard the public right to use and navigate the harbour;
- To find the best navigable channel, place sea marks to best advantage, and give warning if advertised depths are not maintained, with related powers to dredge, maintain and improve channels;
- To conserve facilities;
- To provide pilotage as required;
- To provide and maintain navigation aids;
- To set and collect dues;
- To appoint a Harbour Master as required;
- To make bye-laws;
- To give direction.

There is a general duty to ensure that all functions are exercised with regard to nature conservation and other tested environmental considerations.

(v) Stakeholders

The Commissioners perceive their stakeholders to be all users of the river, the various public statutory bodies and the wider community within the area served by them.

(vi) Speed Limits

The maximum speed permitted anywhere within the harbour is 8 knots. These are imposed by Byelaws put in place by the Maldon District Council and are policed by the Council's River Bailiff and Marine Police.

(vii) Navigation

Twelve marker buoys (some of which are fitted with lights) indicate the main channel within the port area and its limits. As a lighthouse authority, the Commissioners are subject to annual inspection by Trinity House and report (as required) on the availability of the buoys through the PANAR (Providers Aids to Navigation Availability Reporting) management system.

A Buoy Condition Report providing details of the twelve marker buoys including location, type etc is published on the MHIC website www.mhic.org.uk. This is updated 4-monthly or as necessary for any major changes.

(viii) Moorings

The Commissioners do not own or control any moorings within the port area. There are however many moorings owned by or leased by Maldon District Council to various yacht clubs and private individuals.

(ix) Harbour Control (including Pilotage and Internal Movements)

There is no compulsory pilotage requirement for vessels using the port. However, vessels exceeding 36.6 metres in length or 2.75 metres draught or 10 metres beam moving within the Harbour area should be controlled by a suitably qualified or competent person (approved and/or nominated by the Commissioners) and full ship details must be communicated to the Commissioners through the Clerk, the Chairman or Vice-Chairman or other Commissioner nominated by the Commissioners at least 24 hours prior to arrival. Contact details see **APPENDIX 3**. Details of dangerous operations and cargoes, mud clearing including dock and engine trials, must be communicated to the Commissioners for approval at least three days prior to arrival or operations being carried out in order to allow sufficient time for contingency plans and proper communication to other relevant interested parties to be set in place.

If a vessel is required to transit any area controlled by any other harbour authority, she must comply with those regulations.

7 SAFETY MANAGEMENT SYSTEM

Risk Assessments and a Safety Management System are an integrated method of identifying risks (the risk assessment) and managing those risks (the Safety Management System).

In very simple terms the process is used to:-

- Identify hazards
- Assess risks
- Assess risk control measures; and
- Determine whether risk levels are acceptable and reduce as necessary.

It is important to recognise that it is impossible to eliminate all risks. The principal aim is to remove all risks, but where this is not possible or reasonable the aim must be to combat any risks or minimise them to a level that is acceptable. In this case the ALARP principle may be acceptable, i.e. to minimise the risk to a level that is 'as low as reasonably practicable'. This is a standard approach to risk assessments and one that is referred to in the Department for Transport Guidance.
The Assessment Form used for assessing the identified risks is attached as **APPENDIX 1** to this Safety Code.

The individual Risk Assessment Forms that have been produced from identifying the hazards likely to occur in the port area are attached at **APPENDIX 2**. They are subject to internal review every two years by the Commissioners and every three years by the independent assessor.

However, any identified risk attaining a score of twelve or more should be reassessed and further control measures taken to reduce the risk to an acceptable level.

The types of risk that have been identified are as follows:-

- Navigation – General, both commercial and pleasure vessels
- Navigation – Excess speed
- Operation of commercial vessels
- Operation of Thames Sailing Barges
- Organised River events – e.g. regattas, racing etc. by organised sailing clubs
- Public Entertainment – e.g. fireworks displays
- Personal non-vessel related water activity (e.g. swimming, Mud Race etc.)
- Accidents – e.g. falling in river, entrapment/mud
- Personal contact with river water
- Fire
- Pollution of river water, e.g. oil, chemicals
- Abandoned vessels etc.
- Navigation under Fullbridge
- Sailing or anchoring adjacent to electrical power cables
- Navigation in high/low predicted tidal conditions and in extreme weather
- Over-sized and hampered vessels constrained by draught
- High speed river activities eg PWCs, hydrofoil yachts, kite surfers, electric surf boards.

Organisers of events on the River are required to submit a Risk Assessment to Maldon Harbour Improvement Commissioners or a copy of a Risk Assessment submitted to another authority is acceptable.

8 ROLE OF COMMISSIONERS IN THE EVENT OF INCIDENTS AND EMERGENCIES AND LIAISON WITH STATUTORY BODIES AND EMERGENCY SERVICES

It is essential that this Code acknowledges that it does not have the manpower or other resources to adequately respond in case of incidents and emergencies that may occur in the port area. Some of the types of incidents to which this applies are identified in the individual hazards shown in **APPENDIX 2**.

In the absence of an appointed Harbour Master, the person having overall responsibility for the operational aspects of emergency response is the Chairman, Vice-Chairman, or Duty Commissioner, one of whom will be in possession of the MHIC mobile phone. The phone number of this being with all relevant agencies eg Emergency Services. In most cases, this response would be led by either the Emergency Services (Police, Fire, Ambulance and/or Coastguard) or the local government emergency planning teams from Maldon District Council and/or Essex County Council who, together, are able to provide or access the support, manpower and expertise necessary to identify and undertake the appropriate response.

Details of the various contacts for those likely to be involved are included in **APPENDIX 3** (Commissioners' contact details) and **APPENDIX 4** (Emergency and other services' contact and other useful contact details).

Events resulting in pollution: contacts - Maldon District Council, Environment Agency **APPENDIX 3**.

9 RESPONSE TO EMERGENCIES

Emergencies are to be classified by the Clerk, the Chairman or the Vice-Chairman as either a **MINOR** incident or a **MAJOR** incident having regard to an assessment of the incident as first reported.

A **MINOR** incident is regarded as an incident that can be controlled without having to involve the emergency services or the local government emergency planning teams. It may include minor accidents, collisions and 'near misses' involving two or more vessels, a vessel and a person, a navigation buoy or any other physical structure.

A **MAJOR** incident is defined as a situation that may threaten death, injury or a serious disruption to normal life for a number of people, damage to property or the environment or closure of the River and will in general, but not exclusively, require the support and resources of the emergency services or the local government emergency planning teams.

(i) Response to a minor incident or emergency

The response required will be determined by the nature of the incident. The essential information required should be noted and the matter referred to the Duty Commissioner who, in consultation with the Chairman if necessary, will determine what further action/response is required. A form providing initial Guidance and prompts for Notes is available (**APPENDIX 6**).

The Duty Commissioner will then monitor the situation on a regular basis and be prepared, if circumstances require, to upgrade the incident to a major incident (see below).

Reporting of incident findings (**APPENDIX 7**).

In the case of the specific (or similar) incidents referred to in the second paragraph of this Section, those involved must notify the Commissioners through the Clerk and in all cases an Incident Report (**APPENDIX 5**) will be completed and a log of information received, action taken etc. will be kept so that the Commissioners may assess the need to review (and act on if they see fit) any issues affecting operations, activities, movements etc. within the port area.

(ii) Response to a major emergency

On the declaration of a major emergency (by whichever body is involved), control will be handed over to the senior Police (or other emergency service) officer present and MHIC personnel will work under the direction of that officer or other emergency services' officer as notified. If an incident management control room is established, MHIC is to be represented by the Duty Commissioner and/or the Chairman/Vice-Chairman or any other Commissioner that may be available or possess the skills, experience and/or knowledge.

Again an Incident Report and a log of action/decisions will be maintained.

10 DOCUMENT CONTROL

The Master Copy of this Code is to be retained by the Clerk. For the Circulation List of further copies of this Code – see **APPENDIX 8**.

11 REVIEW

The Code will be reviewed internally every two years (the first review to be undertaken on the second anniversary if its publication) and by an independent assessor every three years (but see Section 7 above).

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

RISK ASSESSMENT FORM

On this Form, the Hazard Severity and the Likelihood of Occurrence are each shown on a scale of 4 – 1 (High, Moderate, Low, Negligible). The Risk Factor is calculated by multiplying one by the other.

E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1			
2			
3			
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	
HAZARD 2	
HAZARD 3	
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES/NO** **If not, specify new control measures in box below**
NEW CONTROL MEASURES: *(Note: The application of new Control Measures should result in a reduction of the Risk Factor).*	

RISK ASSESSMENT CARRIED OUT BY _____

ON _____

SIGNED _____

DATE_____

DATE OF NEXT REVIEW_____

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***NAVIGATION – General, both commercial and pleasure vessels.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Grounding of vessels.	2	3	6
2 Collision with other vessels and property, e.g. navigation buoys.	2	3	6
3 Collision with persons in river.	4	1	4
4 Collision with Personal Water Craft.	4	2	8
5			

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Regular inspection of navigation buoys for drifting off station, prompt reporting of damage or buoys off station, prompt repair and return to station. Buoy Condition Report published on website providing details of buoys including location, type etc. This is updated 4-monthly or as necessary for any major changes. Annual inspection of all buoys. Planned programme of maintenance and/or replacement as required. Controls on size of vessels using river within Port Marine Safety Code
HAZARD 2	Competence of persons using the river.
HAZARD 3	Public awareness of dangers of swimming in the river.
HAZARD 4	Competence of persons operating PWCs.
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***NAVIGATION – Excess speed.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Collision damage to other vessels	3	2	6
2 Collision with other property e.g. navigation buoys	2	2	4
3 Collision with persons in River	4	1	4
4 Collision with *Personal Water Craft.	4	2	8
5			

*Applying to all high speed water craft eg PWCs, hydrofoils, electric surf boards, windsurfers etc.

EXISTING CONTROL MEASURES:	
HAZARD 1	Speed limit byelaws policed by River Bailiff and Marine Police.
HAZARD 2	Formal and informal liaison between Commissioners and Council.
HAZARD 3	Public awareness of dangers of swimming in the river.
HAZARD 4	Competence of persons operating PWCs.
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES: Annual meeting with River users to discuss any issues relating to speed problems. On-going liaison between Harbour Commissioners and Council to ensure that any loss of speed limit buoys is reported promptly.	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner.

Reviewed/amended: M Chapman and G Courtney, 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***OPERATION OF COMMERCIAL VESSELS***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Grounding of vessels.	2	1	2
2 Collision with other vessels and property, e.g. navigation buoys.	2	1	2
3 Collision with persons in river.	4	1	4
4 Collision with Personal Water Craft.	4	1	4

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Regular inspection of navigation buoys for drifting off station, prompt reporting of damage or buoys off station, prompt repair and return to station. Annual inspection of all buoys and planned programme of maintenance and/or replacement when required. Controls on size of vessels using river within Port Marine Safety Code
HAZARD 2	Competence of skippers of vessels using the river.
HAZARD 3	Public awareness of dangers of swimming in the river.
HAZARD 4	Competence of skippers of vessels and operators of PWCs.
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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On this Form, the Hazard Severity and the Likelihood of Occurrence are each shown on a scale of 4 – 1 (High, Moderate, Low, Negligible). The Risk Factor is calculated by multiplying one by the other.

E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***OPERATION OF THAMES SAILING BARGES***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Grounding of vessels.	2	1	2
2 Collision with other vessels and property, e.g. navigation buoys.	2	1	2
3 Collision with persons in river.	4	1	4
4 Man overboard	4	1	4
5 Collision with Personal Water Craft.	4	1	4

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Regular inspection of navigation buoys for drifting off station, prompt reporting of damage or buoys off station, prompt repair and return to station. Annual inspection of all buoys and planned programme of maintenance and/or replacement when required. Controls on size of vessels using river within Port Marine Safety Code
HAZARD 2	Competence of skippers of vessels using the river.
HAZARD 3	Public awareness of dangers of swimming in the river.
HAZARD 4	Man Overboard standard procedures in place on vessels.
HAZARD 5	Competence of skippers and operators of PWCs.

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

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E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***ORGANISED RIVER EVENTS – e.g. regattas, racing etc. by organised sailing clubs, mud race.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Collision of vessels during races.	2	3	6
2 Collision with vessels and Personal Water Craft not racing.	2	3	6
3 Collision with objects in river, e.g. navigation buoys or debris.	2	1	2
4 Collision with persons in water.	3	2	6
5 Viewing public falling in water.	2	1	2

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Organising body to run events in accordance with current Collision Regulations and racing rule applicable to event. All competitors to be insured and qualified as well as being fully aware of all relevant regulations.
HAZARD 2	Organising body to ensure river users (including other relevant bodies) are notified of location and timing of event. All competitors and other river users to be aware of and comply with all relevant regulations.
HAZARD 3	All event organisers to be aware of river and weather conditions prior to the commencement of any events.
HAZARD 4	All event organisers to provide ensure competitors are aware of dangers of persons in the water.
HAZARD 5	All event organisers to manage shore based event to minimise risk to spectators/pubic.

HAZARDS 1 - 5	All event organisers to provide risk awareness to relevant authorities via Risk Assessments. Risk Assessments to be provided to MHIC where not required by other authority, eg local authority.)
HAZARDS 1 - 5	"Rescue" boat in attendance, supplied by event organiser.

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

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ACTIVITY:	***PUBLIC ENTERTAINMENT – e.g. fireworks displays.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Accidents arising from riverside leisure activities.	2	2	4
2 Fire – vessels moored/unattended	3	1	3
3			
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	The Harbour Commissioners are a Responsible Authority for the purposes of the Licensing Act 2003 and are therefore consulted on applications for Premises Licences affecting the River. Liaison with event organisers when notified and requirement of Risk Assessment when not already provided to local authority. Particularly to ensure HM Coastguard notified in event of fireworks displays. Risk assessments to be provided where not required by other authority, e.g. local authority.
HAZARD 2	Monitor vessels moored/unattended and adjacent dry saltings/seawall foliage. Raise alarm, if required, to appropriate services.
HAZARD 3	
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

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E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***NON-VESSEL RELATED WATER ACTIVITY (e.g. Personal Water Craft (PWC) operation, swimming, Stand Up Paddleboarding (SUP), hydrofoils, kite surfers, electric surf boards etc.)***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Swimmers/SUP in the river drowning.	4	2	8
2 Swimmers/SUP in river in contact with unseen objects.	2	2	4
3 Swimmers/SUP involved in incident with vessel.	4	2	8
4 Swimmers/SUP involved in incident with Personal Water Craft.	4	3	12
5 Personal Water Craft involved in contact with unseen objects.	3	2	6
6. Personal Water Craft involved in incident with vessel.	4	2	8
7. Personal Water Craft operators and passengers in the river drowning.	4	2	8

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Public awareness of dangers of swimming in river. Sufficient Life Safety Apparatus available on riverside.
HAZARD 2	River inspected by Harbour Commissioners and any objects found deemed to be a hazard to be removed.
HAZARD 3	Increase of public awareness of vessel movements, visibility and possibility of swimmers in the river.
HAZARD 4	Increase of public awareness of PWC movements, visibility and possibility of swimmers in the river.

HAZARD 5	MHIC river area inspected by Harbour Commissioners frequently and any objects found deemed to be a hazard removed.
HAZARD 6	Increase of public awareness of vessel movements, visibility and possibility of PWCs in the river.
HAZARD 7	Public awareness of dangers of driving PWCs in river. Sufficient Life Safety Apparatus available.

ARE RISKS ADEQUATELY CONTROLLED?	**If not, specify additional control measures in box below**
ADDITIONAL CONTROL MEASURES:	
HAZARD 3	Awareness of and compliance with Blackwater River Bye-Laws re: speeding.
HAZARD 1, 2, 3, AND 4	Awareness of and compliance with RNLI Safety Advice with respect to Open Water Swimming and Stand Up Paddleboarding which includes advice on awareness of water conditions, equipment and clothing etc.
HAZARD 4, 5, 6 AND 7	Awareness of and compliance with RNLI Safety Advice and Blackwater River Bye-Laws with respect to Personal Water Craft eg jet skis.

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

RISK ASSESSMENT FORM

On this Form, the Hazard Severity and the Likelihood of Occurrence are each shown on a scale of 4 – 1 (High, Moderate, Low, Negligible). The Risk Factor is calculated by multiplying one by the other.

E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***ACCIDENTS – e.g. falling in river, entrapment/mud.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Drowning or other injury of persons involved.	4	2	8
2 Injury arising from contact with objects in river.	2	2	4
3 Persons stuck in mud.	2	2	4
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Life saving apparatus provided and maintained by the Council and carried on passenger vessels using the River. Prompt reporting of any loss of life-saving apparatus to local authority when discovered.
HAZARD 2	River bed inspected by Harbour Commissioners annually and any objects found deemed to be a hazard to be removed.
HAZARD 3	Public awareness of dangers of deep mud in river.
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***PERSONAL CONTACT WITH RIVER WATER***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Contamination from contact with or ingesting water with biological or chemical contaminants.	2	1	2
2			
3			
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Monitoring of water quality by Environment Agency, Essex and Suffolk Water, Anglian Water and Cefas.
HAZARD 2	
HAZARD 3	
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***FIRE***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Personal injury from fire on vessel.	3	2	6
2 Fire on vessel spreading to another vessel.	3	2	6
3 Fire on vessel leading to wreck in port.	3	2	6
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Vessel to have fire fighting equipment on board.
HAZARD 2	Early notification to Fire and other emergency services.
HAZARD 3	Establish contact details of owner of vessel to seek removal of vessel if a danger to navigation.
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: John Hughes, Clerk

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

RISK ASSESSMENT FORM

On this Form, the Hazard Severity and the Likelihood of Occurrence are each shown on a scale of 4 – 1 (High, Moderate, Low, Negligible). The Risk Factor is calculated by multiplying one by the other.

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ACTIVITY:	***POLLUTION OF RIVER WATER – e.g. oil, chemicals.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Accidental spill of oil.	4	2	8
2 Accidental spill of chemicals.	4	2	8
3 Discharge of sewage from drains.	3	2	6
4 Excessive discharge of sewage from vessel.	3	2	6
5 Discharge of contaminated bilge water from vessel.	2	3	6

EXISTING CONTROL MEASURES:	
HAZARD 1	SPILL KIT – Maldon District Council oil containment kit. A spill kit is kept within the River Bailiff's workshop and can be accessed by contacting the River Bailiff on 07818 013723 or the Community Protection Team on 0771 935330. For further information contact River Bailiff (see p46) Early notification to local authority, Harbour Commissioners and Environment Agency, Essex & Suffolk Water. Port Marine Safety Code contains contact details for relevant authorities with Emergency Plan arrangements.
HAZARD 2	Early notification to local authority, Harbour Commissioners and Environment Agency, Essex & Suffolk Water. Port Marine Safety Code contains contact details for relevant authorities with Emergency Plan arrangements.

HAZARD 3	Early notification to local authority, Harbour Commissioners and Environment Agency, Essex & Suffolk Water. Port Marine Safety Code contains contact details for relevant authorities with Emergency Plan arrangements.
HAZARD 4	Educate and encourage the use of black water tanks. Public, boatyard and yacht club facilities to be provided by land owner where vessel is moored. Black water discharge point to be provided as above.
HAZARD 5	Educate and encourage the responsible discharge and disposal of bilge discharges. Public, boatyard and yacht club facilities to be provided by land owner where vessel is moored.

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

RISK ASSESSMENT FORM

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ACTIVITY:	***ABANDONED VESSELS ETC.***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Oil, fuel or other debris emanating from abandoned vessel.	3	2	6
2 Blocking of navigation by abandoned vessel.	3	3	6
3 Aesthetic impression of the River.	1	1	1
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Early notification of abandonment and to ascertain contact details of owner or person responsible for the mooring (where relevant). See Risk Assessment for oil/fuel spills. Liaison between Harbour Commissioners and Council to invoke powers ensure removal of hazard at earliest opportunity.
HAZARD 2	Early notification of abandonment and to ascertain contact details of owner or personnel responsible for the mooring (where relevant). Liaison between Harbour Commissioners and Council to invoke powers ensure removal of hazard at earliest opportunity.
HAZARD 3	Seek removal at earliest opportunity.
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: John Hughes, Clerk

Reviewed on 1 November 2022.

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DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***NAVIGATION UNDER FULLBRIDGE***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Vessel stuck under bridge on rising tide.	2	1	2
2 Vessel in collision with bridge.	3	1	3
3 Person on vessel hitting bridge.	3	1	3
4 Personal Water Craft in collision with bridge.	3	1	3
5			

Note: Personal Water Craft (PWCs) are currently classified as non-vessel.

EXISTING CONTROL MEASURES:	
HAZARD 1	Skippers aware of tide times and heights.
HAZARD 2	Skippers aware of tide times and heights.
HAZARD 3	Skippers aware of tide times and heights.
HAZARD 4	Competence of persons operating PWCs.
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: I Hiner, Commissioner

Reviewed on 1 November 2022.

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DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***SAILING OR ANCHORING ADJACENT TO ELECTRICAL POWER CABLES (near Northey Island Road)***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Electrocution from contact with overhead power cable.	3	1	3
2 Damage to vessel.	3	1	3
3 Snagging cable with anchor	3	1	3
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Cables marked on site and on Chart No. 3741. Risk only at HW when vessels can access area.
HAZARD 2	Cables marked on site and on Chart No. 3741. Risk only at HW when vessels can access area.
HAZARD 3	Cables marked on site and on Chart No. 3741.
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

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DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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E.g. A Hazard Severity of 3 and a Likelihood of Occurrence of 2 therefore produce a Risk Factor of 6. If the identifying risk is of 12 or more, controls should be updated to reduce risk.

ACTIVITY:	***NAVIGATION IN HIGH/LOW PREDICTED TIDAL CONDITIONS AND IN EXTREME WEATHER***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Loss of control of vessels leading to collision or grounding.	3	1	3
2 Loss of persons from vessels.	4	1	4
3			
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Public awareness of tidal conditions of river and weather, e.g. strong/no wind.
HAZARD 2	Public awareness of tidal conditions of river and weather, e.g. strong/no wind, temperature (hypothermia). Wearing of correct Personal Protective Equipment and life jacket.
HAZARD 3	
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: Ian Hiner, Commissioner

Reviewed on 1 November 2022.

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DATE_____

DATE OF NEXT REVIEW: MARCH 2025

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

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ACTIVITY:	***OVER-SIZED AND HAMPERED VESSELS CONSTRAINED BY DRAUGHT***

HAZARD:	**Hazard Severity**	**Likelihood of Occurrence**	**Risk Factor**
1 Stranding or grounding of vessels.	2	2	4
2 Blocking of river to other users causing collision or grounding of other vessels.	3	2	6
3 Inexperience of skipper leading to above.	3	2	6
4			
5			

EXISTING CONTROL MEASURES:	
HAZARD 1	Controls contained within Port Marine Safety Code. Regular review and independent assessment of Port Marine Safety Code.
HAZARD 2	Controls contained within Port Marine Safety Code. Regular review and independent assessment of Port Marine Safety Code.
HAZARD 3	Controls contained within Port Marine Safety Code. Regular review and independent assessment of Port Marine Safety Code.
HAZARD 4	
HAZARD 5	

ARE RISKS ADEQUATELY CONTROLLED?	**YES** **If not, specify new control measures in box below**
NEW CONTROL MEASURES:	

RISK ASSESSMENT CARRIED OUT BY: John Hughes, Clerk

Reviewed on 1 November 2022.

SIGNED _____

DATE_____

DATE OF NEXT REVIEW: MARCH 2025

CONTACT AND CALL OUT DETAILS FOR COMMISSIONERS

(Uncontrolled Copy)

CONTACT:	TELEPHONE NUMBER:
MHIC MOBILE NUMBER (uncontrolled)	MARINE EMERGENCY ONLY: 07803 479819
Clerk: Julie Stuchbery	Home: 01376 520042
	clerk@mhic.org.uk
Chairperson: Geraldine Courtney	Home: 01621 853435
	Mobile: 07884 268053
Vice Chairman: David Patient	Home: 01621 853645
	Mobile: 07801 130530

CONTACT AND CALL OUT DETAILS FOR EMERGENCY SERVICES AND LOCAL AUTHORITIES AND OTHER USEFUL CONTACTS

CONTACT:	TELEPHONE NUMBER:
Police, Ambulance, Fire and Coastguard (Emergency only)	999 or 101
Marine and Coastguard Agency (Maritime Rescue Co-ordination Centre, Walton-on-Naze)	999 or 01255 675518
Dover Coastguard Operations Centre	01304 210008
Essex Marine Police	Activity giving cause for concern ring 999 or 101 For non-emergency 01621 782121 or email marineu@essex.pnn.police.uk or PC Daren Chambers, Rivers Blackwater and Colne 72598@essex.police.uk
Essex Police Headquarters	01245 491491
Maldon Police	01245 491491
HM Revenue & Customs (smuggling, terrorism etc)	999 or Confidential Anti-Terrorist Hotline 0800 789321 www.gov.uk/report-smuggling
Environment Agency	Incident hotline 0800 807060 0370 850 6506 or 01473 706362
Essex & Suffolk Water	0800 526337 or 0345 782 0999
Anglian Water	0345 714 5145
Maldon District Council: Main Switchboard River Bailiff (Office) River Bailiff (Mobile) Emergency Planning (Office) and Emergency Planning (24 hour Duty Officer) Community Protection Team	 01621 854477 01621 875837 07818 013723 01621 875752 or 854477 or email emergency.planning@maldon.gov.uk 07771 935330 Documents: Maldon District Council Risk Assessments, Port Waste Management Plan
Chelmsford and Maldon Joint Emergency Planning Unit	01245 606606 www.chelmsford.gov.uk/communities/emergency-planning/emergency-planning-information

OTHER USEFUL CONTACTS

CONTACT:	TELEPHONE NUMBER:
Crouch Harbour Authority	01621 783602
Heybridge Lockkeeper	07712079764
Brightlingsea Harbour Master Office	01206 302200

CONTACT DETAILS AND LIST OF EQUIPMENT ACCESSIBLE IN AN EMERGENCY

CONTACT	EQUIPMENT
Maldon District Council River Bailiff Tel 07818 013723 or 01621 852475 or the Community Protection Team on 07771 935330 or 01621 852475	Spill Kit - Maldon District Council spill kit is immediately available to assist with small spills of an oil-based nature.. A-spill kit is kept within the River Bailiff's workshop and can be accessed by contacting the River Bailiff or the Community Protection Team.
TS Rigging Tel: 01621 874861 also Black D Services 01621 655904 07768 306466	- Work Boat – 250 hp tug and A-frame with winch. - Aluminium dory. - Road transportable Pontoons – 6 x inter-connectable pontoons, capable of assembly on site with 32 ton capacity lift. - JCB Telehandler – road transportable with 3.5 ton lift close in .5 at 8 metre. - Small portable oil response kit.
Downs Road Boatyard Tel: 01621 874861	- 6 ton crane in yard by dock (Downs Road). - 2 slipways – 75 and 25 ton.
Blackwater Barge Co. Tel: 01621 841606	- 4 x 2 inch salvage pumps – one on each vessel.
Landbreach Ltd. Tel: 01621 853458 07836 715685	- Tug – 500 hp tug AGAMA. - Tug – Hofland. - Tug – Dolphin. - Dory – 17 ft shallow draft dory with outboard. - 8 ton crane in yard by dock (Chelmer Terrace). - Salvage pumps (various). - Dredger – lighter with hold and excavator. - Crane barge – mobile crane barge with 6 ton crane. - Long reach excavator. - Mirius – 80 ft motor barge with hydraulic crane. - 24 m x 8 m crane barge
Ian Hiner, Marine Specialist Services Tel: 07850 637631	- Work Boat – 30 ft. - Various small pumps

CONTACT	EQUIPMENT
RS Marine (Clint Swann) Tel: 01621 854684	- 12 person passenger launch. - 6 person fast launch. - 6 ton crane – dockside (Heybridge).
Marine Store Chandlery Tel: 01621 854280	- 6 ton crane on dockside (North Street).
K J Finch (Shipwright) Tel: 07801 364135	- Work Boat - Wharfage - Craneage - 2” Salvage Pump

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT FORM

A copy of this form is available on the MHIC website – www.mhic.org.uk

This Form is to be used to report a Navigational or Safety Incident or Near Miss to the Maldon Harbour Improvement Commissioners.	*For MHIC use only*
Please return this form to The Clerk, Maldon Harbour Improvement Commissioners, 31 The Avenue, Witham, Essex, CM8 2DN	

Section A - Master and Owner Details
Name:
Address:
E-mail Address:
Telephone:
Mobile:
Qualification(s): (BML / RYA etc.)
Club / Org / Company:

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT FORM

Section B - Vessel Details	
Name of Vessel:	
Type of Vessel:	
Length (m):	Beam (m):
Draught (m):	Air Draft(m):
Details of Propulsion / Manoeuvring Aids	

Section C – Other Vessel / Object Details *(if applicable)*
Name of Vessel:
Type of Vessel:
Object:
Any other details: including names of crew, witnesses with contact addresses and telephone numbers

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT FORM

Section D - Nature of Incident		
DATE:	**TIME**:	
LOCATION:		
INCIDENT TYPE:	Collision:	Contact:
Near Miss:	Grounding:	
Inappropriate Navigation:	Fire / Explosion:	
Swamping:	Wash:	
Pollution:	Loss of Hull Integrity:	
Other (please specify):		
Reporting Safety Concern? *(e.g. Obstruction / Hazard to Navigation / Hydrographical Information etc)*: **Y / N**		
Tide:	Visibility:	
Weather:		

Maldon Harbour Improvement Commissioners Incident Report Form (Mar 15)

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT FORM

Section E – Details of Incident	
● Please provide an explanation of the incident in concise terms following the sequence of events and if necessary expanding on them. ● Include any Agencies or Authorities contacted at time of incident (e.g. Emergency Services, MCA, MAIB). ● Include any Agencies etc contacted *after* the incident including date and time. ● Information on any lookouts posted, lights/shapes displayed, sound signals in use at the time of the incident and any other pertinent information. ● A sketch and/or photographs should accompany this report where appropriate. Please continue on another sheet if necessary.	
Name (printed)	Position
Date of Report	Signature of Person Submitting Report

Maldon Harbour Improvement Commissioners Incident Report Form (Mar 15)

APPENDIX 6

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT - GUIDANCE NOTES

Reported by	Name(s)
	Date and Time
	Status eg Commissioner, Ship's Master, member of public
	Their contact - phone etc
Incident	When? Date and time of incident.
	Where? Location/position of incident.
What happened	
Check list: suggestions to assist the description	Name of vessel(s)
	Type(s) of vessel(s), owners, clubs
	Buoy - number, port, stbd; other objects involved
	People involved - crew, passengers and contact details
	Where was the witness, what action did they take?
	Type of incident - collision, near miss, inappropriate navigation, grounding, fire/explosion, swamping, wash, pollution, loss of hull integrity
	Weather conditions and state of tide
Further information	

MALDON HARBOUR IMPROVEMENT COMMISSIONERS

INCIDENT REPORT - GUIDANCE NOTES

Casualties	Number, names, what assistance given, presence of emergency services, estimation of injuries.
Other witnesses and photos	Name, status, contact details
Already contacted	Which emergency services have already been contacted eg Coastguard, Police, Ambulance, Fire, River Bailiff etc
To be contacted	Who else to be informed, by whom and when eg now, tomorrow etc

Any other action taken/to be taken

Report taken by:	**Date**

ASSESSMENT AND REPORTING OF INCIDENTS AND RISK ASSESSMENT

Including:-

Maldon Harbour Improvement Commissioners' Meetings

Maldon District Council Liaison Meetings

Trinity House PANAR system

MHIC Annual Public Report

Annual Maldon Joint River Safety Meeting

DOCUMENT CIRCULATION LIST

CONTROLLED COPIES OF DOCUMENT:

Document No.	Issued to	Date issued	Date returned
(Master Copy)	Clerk		
(Working Copy)	Clerk		
	Commissioners		
	Essex Marine Police		
	Essex Police		
	Marine and Coastguard Agency		
	Emergency Planning (Maldon District Council)		
	River Bailiff (Maldon District Council)		

Note: Controlled copies will contain full list of contact details

UNCONTROLLED COPIES OF DOCUMENT:

Document No.	Issued to	Date issued	Date returned
	www.mhic.org.uk		
A	Maldon Library		
B	Maldon Barge Operators' Group		
C	Blackwater Sailing Club		
D	Marconi Sailing Club		
E	Heybridge Basin Sailing Assoc.		
F	Maldon Little Ship Club		
G	Maldon Yacht Club		
H	Millbeach Marine Club		
I	Saltcote Sailing Club		
J	Thames Sailing Barge Trust		
K	Lockkeeper, Heybridge Basin		
L	RNLI, W Mersea		
M	Heybridge Basin Regatta		
N	Goldhanger Sailing Club		
O	Topsail Charters		
P	Marigold Charters		
Q	Colin and Cate Knox		
R	RYA Eastern Region		
S	Sea Change Sailing Trust		
T	Sailing Barge Kitty		
U	RNLI, Lifeboat Operations Manager, West Mersea		
V	Maldon Gig Club		
W	Frangipani SUP		

Note: Uncontrolled copies will contain the contact details of the Clerk, Chairman and Vice-Chairman only.