

By: Assistant Chief Fishery Officer

To: Kent and Essex Inshore Fisheries and Conservation Authority –
22 May 2024

Subject: Health & Safety Update

Classification: Unrestricted

Summary:

This report will provide Members with an update on the work carried out to date to ensure that Health & Safety requirements and legislation are complied with.

Recommendation:

This report is for **COMMENT** and **NOTING** only.

Background:

In 2015, following a review of all policies and on the advice of the auditors, the Health & Safety Policy was revised and updated taking into account the requirements of the IFCA. Members agreed this new Health & Safety policy and required that they review it annually.

1.1 As required within the policy the Assistant Chief Fishery Officer and the Office Manager have met twice to formally discuss any issues that had arisen with regard to health & safety. Matters discussed were as follows:

- Accidents or Incidents
- Employee performance.
- Sub-contractor performance.
- To review and arrange the training and instruction of all employees
- Review and monitor any action plans created following audits and site inspections, and to ensure identified corrective actions are implemented as appropriate.
- Review the effectiveness of the Authority's policy information and its dissemination to its employees and sub-contractors.
- Review and allocate individual responsibilities for health and safety

throughout the Authority and to ensure that all individuals are made fully aware of their level of responsibility.

1.2 Since the last annual report one incident has occurred.

A staff member joined the IFCA in 2023 who made us aware that they had a severe nut allergy which would cause an anaphylactic reaction if they ingested nuts or seeds. Risk assessments were amended to take into account this condition and anaphylactic awareness training provided to all staff. In October 2023 while in the office they had a reaction to a cereal bar that they were eating. All procedures were followed. The member of staff was able to administer an epi pen to themselves and an ambulance was called. They were taken to hospital as a precaution and were discharged the same day with no complications.

Risk assessments had previously been completed specifically to accommodate this member of staff's allergies and following this incident were reviewed. No amendments were found to be necessary.

1.3 External training undertaken by staff since May 2022 has been as follows:

STCW sea survival training – four staff

STCW fire fighting at sea – four staff

STCW 1st aid training – six staff

STCW security awareness training – 11 staff

STCW safety & social responsibilities training – 11 staff

Manual handling training – two staff

Confined spaces training – two staff

Working at heights training – two staff

Conflict resolution training – nine staff

Anaphylaxis awareness training – all staff

1.4 All risk assessments continue to be reviewed on an annual basis or as required.

Since August 2018 the patrol vessels Tamesis and Nerissa have carried a defibrillator on board.

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