



**Kent and Essex Inshore Fisheries and Conservation Authority**

# **Health & Safety Policy**

**As required under:**

**The Health & Safety Act 1974**

**The Merchant Shipping and Fishing Vessels**

**(Health and Safety at Work) Regulations 1997**

**Dated:**

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## Occupational Health and Safety Policy Statement

This Health and Safety Policy Statement recognises Kent & Essex Inshore Fisheries and Conservation Authority obligations under the Health and Safety at Work Act 1974. Kent & Essex Inshore Fisheries and Conservation Authority has a moral and legal obligation to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Authority, its employees, or as a result of Kent & Essex Inshore Fisheries and Conservation Authority activities. Kent & Essex Inshore Fisheries and Conservation Authority fully accept their obligations and responsibilities, which will be achieved by:

1. Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
2. Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
3. Ensuring all employees play an active part in the health and safety of the Authority by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Authority.
4. Setting standards that comply with the relevant legal and statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
5. Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
6. Setting Health and Safety Targets and Objectives which will be periodically reviewed.
7. Ensuring that hazardous areas are kept secure from the public, employees or contractors that are not required to enter them.
8. Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
9. Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
10. Employees are required to cooperate with the Authority not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Authority for breach of Authority rules. The

Authority will communicate the Health and Safety Policy to all employees and it will be freely available to customers, shareholders and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

11. This Policy, supported by documented Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Authority.

**The Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 (SI 1997 No. 2962)**

The policy of Kent & Essex Inshore Fisheries and Conservation Authority is to conduct its activities taking full account of the health and safety of its employees and of all persons using or connected with the Kent & Essex Inshore Fisheries and Conservation Authority and with due regard for the protection of the environment.

In implementing this policy, Kent & Essex Inshore Fisheries and Conservation Authority will ensure that the FPV Ken Green and FPV Tamesis are, at all times, properly maintained and operated by qualified personnel in full compliance with relevant legislation.

In particular the Kent & Essex Inshore Fisheries and Conservation Authority will carry out an assessment of the risks to the health and safety of workers and others affected by the undertaking, and will take the necessary measures to minimise the risks identified.

The Master of the Vessel retains the authority to make all decisions with regard to the safety of the vessel and all persons on board whilst at sea.

**Signed:**

**Name:**

**Position:**

On behalf of Kent and Essex Inshore Fisheries and Conservation Authority

**Dated:**

## General Organisation

Arrangements for health, safety, welfare and the environment are organised by Kent and Essex Inshore Fisheries and Conservation Authority.

The Chief Inshore Fisheries and Conservation Officer has overall responsibility for health, safety and the environment.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Authority are welcomed and encouraged from any employee.

## General Responsibilities

The Chief Fishery Officer, Assistant Chief Fishery Officer and Office Manager are responsible for the implementation of the Authority's Health, Safety and Environmental Policy and determining the Authority's policies on health, safety, welfare and environmental matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control. These Supervisors, supported by the Management, will monitor compliance with the requirements and provide advice on health, safety, welfare and environmental matters

## Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Authority's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

## RESPONSIBILITIES

### Responsibilities of the Chief Inshore Fisheries and Conservation Officer

- To have overall responsibility for health, safety and the environment within the Authority.
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Authority.
- To appoint competent persons to manage health, safety and the environment within the Authority

### Responsibilities of the Assistant Chief Inshore Fisheries and Conservation Officer and Office Manager

- To ensure that the Policy supported by its Instructions, Procedures and Organisational Arrangements are implemented on a day to day basis.
- To bring to the attention of the Chief Inshore Fisheries and Conservation Officer any matter which may have an adverse Health and Safety effect on the Authority policy its employees or sub- contract employees.
- To read and understand the Authority's Health and Safety Policy and comply with the prescribed arrangements. Be aware of and have knowledge of the various statutory requirements governing the Authority's activities and their application.
- To ensure the health, safety and welfare at work of employees and contractors under the control of the Authority by providing and maintaining:
  - Safe places of work and safe access/egress,
  - Safe systems of work,
  - Adequate levels of supervision, training, instruction, information,
  - Relevant risk assessments,
  - Safe plant or equipment,
  - A safe and healthy working environment,
  - Adequate personal protective clothing and safety equipment,

- Welfare facilities,
- Safe methods of handling, transporting articles and substances.
- Accurate health and safety records.
- Medical surveillance
- To ensure all employees are aware of and have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk. Employ best practice as defined by the Authority and the industry on the site at all times with regard to issues such as housekeeping, welfare, etc.
- Set a personal example and carry out your own work in a safe manner, e.g., use personal protective equipment issued by the Authority to protect health and safety.
- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Authority's activities.

### **Responsibilities of Vessel skippers and first mate**

- Set a good example to other employees by following Authority instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected prior to use.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessments are being correctly implemented and others are using control measures identified.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any plant and equipment is used in a safe manner on site.
- Liaise with Contractor's operatives on health and safety issues.
- Ensure that work is being carried out without risk to the health and safety of others that may be affected by our works.

## Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

## Responsibilities of All Employees

- To read and understand both the Authority's Health and Safety Policy and comply with the prescribed arrangements and objectives.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Authority to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to a Manager/Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/Supervisor/Skipper, including those where no injury occurred.

## Health and Safety Committee

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise as necessary, the progress of the Authority's health, safety and environmental performance, this is to include:

- Accidents or Incidents
- Employee performance.
- Sub-contractor performance.

- To review and arrange for the training and instruction of all employees in order for them to;
- Maintain the high safety standard expected by the Authority.
- 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.

## **Introduction**

The general details of Kent and Essex Inshore Fisheries and Conservation Authority's arrangements for the management of health and safety are provided within this section.

## **Internal Communications**

All relevant safety information will be provided at all workplaces where employees are located.

This will include:

- Health and Safety Policy.
- HSE Law poster.
- Employer's Liability insurance certificate.
- Fire safety instructions.
- Names of Fire Wardens and First Aiders.
- Other safety instructions relevant to that workplace.

## **Health and Safety Policy**

The Health and Safety Policy will be reviewed annually to ensure that it is effective.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees. Each workplace with staff will hold a copy of the Policy. The Health and Safety Policy statement will be displayed on a health and safety notice board and a copy held at each site and on board each vessel.

## Training

Well trained and competent personnel, who undertake work activities, decrease the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.

Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.

Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.

Health and safety records of training provided will be maintained.

## Risk Assessment

Management and supervisory staff are required to carry out risk assessments of work activities, which pose a significant risk to health, safety and the environment, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Risk assessments will be carried out for each task or work activity employees need to undertake.

Managers and Supervisors are required to complete the site specific section of the Risk Assessment to make the assessment specific to the site and working conditions encountered.

The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of safety briefings by Managers/Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented.

A sign off sheet is to be completed by those receiving the briefing to confirm this.

All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risks from work activities are adequately controlled and are in compliance with current legislation.

## **Method Statements**

A method statement will be produced by Managers where a number of activities are to be undertaken and a Safe System of Work needs to be established to control the risks identified.

A copy of the method statement and associated risk assessments will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of safety briefings by Managers/Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

## **Safe Place of Work**

Kent & Essex Inshore Fisheries and Conservation Authority will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

A safe means of access and egress from all workplaces, where practicable, will be provided and maintained.

All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

## **Work at Height**

The working at height regulations require employers to:

- Avoid working at height where they can,
- Use work equipment or other measures to prevent falls where they cannot avoid working at height, and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Kent & Essex Inshore Fisheries and Conservation Authority will carry out a risk assessment to identify the risks involved from work at height and develop processes to eliminate or control the risks.

Additionally Kent & Essex Inshore Fisheries and Conservation Authority will ensure that all work at height is adequately planned, organised, and supervised and carried out in a safe manner.

Kent & Essex Inshore Fisheries and Conservation Authority will ensure that everyone involved in working at height is competent.

Kent & Essex Inshore Fisheries and Conservation Authority will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

They arrange for the regular inspection and recording of all equipment required for working at height, particularly where there is a statutory requirement to do so.

All safety equipment, safety harnesses, anchorages, etc. must be inspected not less frequently than monthly and any defects noted during inspections or reported by operatives shall be attended to immediately.

Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height then prevention of the fall will be the first priority, additionally collective prevention measures will take priority over personal protection.

When selecting work equipment, Kent & Essex Inshore Fisheries and Conservation Authority will take account of the working conditions, the distance to be negotiated, the distance and the consequences of a fall.

Additionally, Kent & Essex Inshore Fisheries and Conservation Authority will ensure that

arrangements are in place in the event of a rescue needing to be facilitated.

Kent & Essex Inshore Fisheries and Conservation Authority has determined that the following hierarchy of measures will be taken to carry out work at height:

- Avoidance of working at height where possible.
- Step Ladders and Ladders (Subject to criteria set out in the section on ladders and stepladders).

## **Ladders and Step Ladders**

Ladders will primarily be used as a means of access; no work will be conducted from ladders unless deemed reasonably practicable as the result of risk assessment and is the final option. However, every attempt will be made by Kent & Essex Inshore Fisheries and Conservation Authority to eliminate ladders as an option for working at height wherever possible.

If ladders are deemed the only solution then they will only be used as a result of the risk assessment showing:

That the operative can maintain three points of contact. That the task is of short duration (under 5-10 minutes), and that the task is Low risk.

Additional control measures will be introduced if practicable to reduce the risks to a minimum. (i.e., soft landing systems)

All equipment used will be clearly identified and regularly inspected and maintained.

Step Ladders will only be used when a risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), where other equipment indicated in the hierarchy above cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. This in effect means that ladders should rarely be used and step ladders should only ever be used for minor touch up or similar maintenance type work.

## **Plant/Machinery/Equipment**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with PUWER/LOLER Regulations.

## The Control of Vibration

In accordance with MGN 436 (M+F), vessels are designed and adapted to reduce whole body vibration, The Control of Vibration at Work Regulations 2005 (Shore based) require employers to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Therefore Kent & Essex Inshore Fisheries and Conservation Authority will ensure that a regime is implemented for:

Understanding the risks associated with tools that vibrate;

Knowing which items of equipment pose the highest risk to your employees;

Ensuring that a purchasing/hiring policy is established to ensure that the correct selection of equipment is made;

- Setting your own policy based on recognised exposure limits for the use of this equipment;
- Providing Information Instruction and Training on vibration risks to your employees;
- Recording the exposure to your employees where necessary.
- Provide Health Surveillance where required.

The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibration equipment the following steps will be taken:

- Select - select equipment that produces the least possible vibration;
- Provision – Consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration. (Anti- vibration gloves, foul weather protection from cold and damp)
- Maintain - good maintenance can reduce vibration levels considerably;
- Limitation – Ensure that limits/durations are set on tasks and appropriate rest periods are given.

- Train - make your operatives aware of the risks and the precautions, such as gripping tools properly;
- Inform - provide up to date information on the vibration risks;
- Review - review the use of vibrating equipment as technological advances are made available.

## Lifting Equipment

Maintained in accordance with the Merchant Shipping and Fishing Vessels (Lifting Operations and Lifting Equipment) Regulations 2006, by an external contractor and audited by the MCA Surveyor during 12 monthly Coded Survey.

Kent & Essex Inshore Fisheries and Conservation Authority will carry out assessments of risks for use and maintenance of lifting equipment and ensure that all control measures identified in the risk assessment(s) are implemented to minimise risk.

Any lifting appliance and lifting gear provided or delivered for use on site is to have been tested, thoroughly examined and inspected in accordance with the relevant standards and those copies of certificates; register entries etc. are available on site or at the workplace.

Adequate information will be obtained from the installer on the safe and proper use of the equipment.

Ensure lifting equipment is suitable for the task (including consideration of environmental conditions).

Arrange for adequate maintenance, checks, and examinations and tests of lifting equipment to be carried out weekly or at regular or prescribed intervals by a competent person and ensure that records are kept.

Do not exceed the safe working load of any lifting equipment, or use it in a way or for a purpose for which it is not intended.

## Asbestos

Employees will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre.

They will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered.

Should suspected asbestos containing materials be discovered during works then all works will be stopped and only resumed following return of a negative result or on issue of a suitable hand-over certificate following specialist removal.

In accordance with the Merchant Shipping and Fishing Vessels (Health and Safety at Work) (Asbestos) Regulations 2010 there is no identified asbestos found on the vessels and have been subject to MCA Marine Surveyors inspection.

## Noise

The Noise at Work Regulations 2005 and In accordance with the Merchant Shipping and Fishing Vessels (Control of Noise at Work) Regulations 2007 requires employers to reduce the exposure to noise to their employees. The exposure levels are as follows:

Lower Exposure Action Value – 80 dB (A)

Upper Exposure Action Value – 85 dB (A) Additionally the Exposure Limit Value:

Daily or Weekly Personal Noise exposure of 87 dB (A), and Peak Sound Pressure – 140 dB (A)

Kent & Essex Inshore Fisheries and Conservation Authority will, where practicable, ensure that noise levels will be maintained below the first action level of 80 decibels.

Undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above the lower action value 80 decibels.

The following hierarchy of control will be adopted in selecting control measures if practicable, however, collective protection will be considered before personal protection:

- Alternative working methods or equipment that reduce the noise levels to below the Lower Exposure Limit;
- The use of mechanical/physical means such as enclosures, or baffles or distance guarding (Zoning):
- Personal Protective Equipment. Kent and Essex Inshore Fisheries and Conservation Authority:

- Ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas. Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure suitable ear protection is supplied for the conditions of exposure. Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities and the MCA, in order to prevent noise pollution.
- Employees have a duty to comply with, and use the measures that Kent & Essex Inshore Fisheries and Conservation Authority provides under the regulations including:
  - To use any controls as determined by the risk assessment.
  - To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated.
  - Not misuse, interfere with PPE and report any defects to the employer, and generally cooperate with Kent & Essex Inshore Fisheries and Conservation Authority to enable them to carry out their legal obligations under the regulations.

## Hazardous Substances

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel. Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/job specific COSHH assessment.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use, and protection of the environment.

Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and in accordance with the Merchant Shipping and Fishing Vessels (Health and Safety at Work) (Carcinogens and Mutagens) Regulations 2007.

## Electricity

No work will be undertaken by any Kent & Essex Inshore Fisheries and Conservation

Authority employee on or in the vicinity of live electrics.

All electrical fixed installations will be maintained in a safe condition by carrying out routine safety testing at least 12 monthly.

All portable and transportable equipment will be tested as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, (i.e., how carefully it is handled)). This will not normally exceed every 3 months for equipment used on site and every 12 months for equipment used in an office environment.

Vessels are subject to MCA Surveyors inspection.

## **Fire Prevention and Evacuation Procedures**

A fire risk assessment will be completed at all workplaces (Shore based) under the control of Kent & Essex Inshore Fisheries and Conservation Authority and vessels are subject to 12 monthly MCA Marine Surveyors inspections.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Raising the alarm in the event of a fire. Fire fighting equipment.
- Installation of emergency lighting.
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment).

These procedures will be practiced regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

## **Emergency Procedures**

Written emergency procedures for reasonably foreseeable incidents will be assessed at all

workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practiced regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

## **First Aid and Accident Reporting**

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property.

Nominated 'suitable person(s)' i.e., trained First Aiders will be provided at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with Authority policy and ensure details are recorded in the Workplace Accident Book.

Management must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Enforcing Authority must be informed when:

Any person dies as a result of or in connection with work.

Any person suffers a major injury or disease as a result of or in connection with work.

A person is incapacitated for work for more than 7 consecutive days due to an accident at work.

Any person not at work (a visitor, member of the public, etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.

Accidents at sea are reported as required by the Marine Accident Investigation Branch

requirements.

## **Welfare Facilities**

Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:

- Toilet facilities.
- Washing facilities.
- Accommodation for clothing.
- Changing rooms and lockers.
- Facilities for rest and to prepare and eat meals, including means for boiling water. (To include adequate seating with backs)
- Drinking water.
- All facilities will be maintained to a satisfactory standard, with regard to:
  - Accessibility.
  - Temperature.
  - Ventilation.
  - Lighting.
  - Cleanliness/hygiene.

Before work commences on site, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the works.

## **Manual Handling**

Kent & Essex Inshore Fisheries and Conservation Authority will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.

Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- Provision of mechanical aids. (Trolleys, etc.)
- Provision of sufficient persons to undertake lift.
- Provision of proper handles, handholds.
- Provision of a carrying device.
- Secure items, to prevent load shifting.
- Reduce the size of load to be lifted.
- Provision of PPE.
- Provision of manual handling training.
- Provision of manual handling information. (Posters, etc.)
- Posters giving guidance in lifting techniques should be displayed.

### **Personal Protective Equipment**

Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately. Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Authority sites. All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Authority sites, including safety helmets, high visibility jackets/waistcoats, safety footwear and other PPE as directed.

Lifejackets are to be used in accordance with the policy as found in Annex One.

### **Lone Working**

There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

Risk assessments must be carried out for lone working and control measures put in place prior to work commencing.

### **Protection of the Public**

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of Kent and Essex Inshore Fisheries and Conservation Authority.

## Young Persons

In accordance with the Management of Health and Safety at Work Regulations 1999, Kent & Essex Inshore Fisheries and Conservation Authority ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

## Alcohol and Drug Abuse

Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of Kent & Essex Inshore Fisheries and Conservation Authority that alcohol or drugs are prohibited in the workplace. For further information regarding this policy refer to the terms and conditions of employment.

Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate Manager who will arrange for the person to be removed from the workplace.

## Stress

At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace. Kent & Essex Inshore Fisheries and Conservation Authority has a responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work. Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate Manager who will arrange for the person to be monitored. It shall be the Kent & Essex Inshore Fisheries and Conservation Authority policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

Kent & Essex Inshore Fisheries and Conservation Authority will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. Kent & Essex Inshore Fisheries and Conservation Authority will provide training for all managers and supervisory staff in good management practices.

Kent & Essex Inshore Fisheries and Conservation Authority will provide confidential counselling for staff affected by stress caused by either work or external factors.

## Records and Archiving

Records will be maintained of all necessary health and safety documentation. This will include:

- Health and Safety Policy.
- Procedures documents.
- Risk assessments.
- COSHH assessments.
- Statutory documentation. (Inspections, reports etc.)
- Inspection records.
- Accident Book.
- Health and Safety Plans.
- Other relevant health, safety and environmental documents.

## Monitoring at the Workplace

Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy and regular inspections are conducted to ensure the management of health and safety.

## Smoking

In line with the Smoke Free Regulations 2007 Kent & Essex Inshore Fisheries and Conservation Authority will impose a non-smoking rule in all premises controlled by the Authority. This will include the head office, site offices and work vehicles.

All Kent & Essex Inshore Fisheries and Conservation Authority vessels and controlled premises will display “No Smoking” signs meeting the requirements of the regulation.

Designated Smoking areas will be clearly detailed at all locations.

## Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, Kent & Essex Inshore Fisheries and Conservation Authority will identify all “Users” – those employees who use Display Screen Equipment (DSE) for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE. Eye tests will be provided upon request and Kent & Essex Inshore Fisheries and Conservation Authority will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Authority’s premises shall receive adequate information in the correct set-up and use of DSE.

This information should enable the person to complete their own DSE risk assessment, which will be returned to the H&S Manager once complete. Any risks identified will be reduced to the lowest extent reasonably practicable.

## Driving Safety

Kent & Essex Inshore Fisheries and Conservation Authority recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. It is clear that if this were to be ignored the consequences could be fatal.

The Authority’s policy is that all drivers must be in control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the

vehicle has stopped in a safe place and the hand brake is applied, or a suitable hands free kit is fitted to enable the phone to be used safely.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. Any time when at work that you feel unfit to drive you are to inform your Supervisor or Manager immediately.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so. Kent & Essex Inshore Fisheries and Conservation Authority has a responsibility to control the health, safety and welfare of their employees whilst driving either Authority or self-owned vehicles used for work.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file. All driving convictions/offences will be requested from all authorised drivers. Business Class insurance will be in place for all drivers of vehicles. For all Authority vehicles the required Road Tax, MOT's (if applicable) will be held and a register kept and held on file.

## **Control of Contractors**

Kent & Essex Inshore Fisheries and Conservation Authority have overall responsibility for the safe working and operations of its sub-contractors.

Prior to any contractors being engaged by the Authority, they will be required to complete a Contractor vetting form and Management of Contractor safety form.

The performance of contractors will be monitored during the site safety inspections by the Authority's safety advisors.

Any contractor, who is deemed not to be complying with Health & Safety standards, will be removed from site and reported accordingly.

Kent & Essex Inshore Fisheries and Conservation Authority will ensure that all contractors have been provided with all the relevant Health & Safety Information necessary to ensure their safety and the safety of other persons who may be affected by their activities.

## **Workplace Inspections**

The workplace shall be inspected by a competent employee. The sites and vessels under the control of Kent & Essex Inshore Fisheries and Conservation Authority will be subject to inspection/audit at least once per year. Records of inspections and actions arising from them shall be maintained and actions discussed at the H&S meetings.

## Health Surveillance

The main form of medical fitness certification for those who work at sea is the ENG1 medical fitness certificate.

It is also required for the skipper and all those working on MCA Code vessels which operate more than 60 miles from shore. The maximum validity period for ENG 1 certificates is one year for seafarers between 16 and 18 years old, and 2 years for all those over the age of 18.

It is the policy of Kent & Essex Inshore Fisheries and Conservation Authority that ALL operational employees obtain the ENG1 medical certificate and so the health of HWB operational employees will be monitored and maintained to the ENG 1 standard.

## Management of Legionella:

### Introduction:

Legionella bacteria commonly occur in both natural (rivers, ponds, lakes, soil, mud and sediment) and artificial water systems within buildings (cooling towers, evaporative condensers, and domestic hot and cold water systems). Under certain conditions, temperatures within the range 20°C to 45°C and nutrients contained within sludge scale, biofilm and corrosion deposits, legionella bacteria can rapidly multiply thus increasing the potential for exposure. These conditions can develop in poorly maintained and operated cooling towers, evaporative condensers, showers, spray apparatus and hot and cold water systems, which are the sources of most reported cases of Legionnaires Disease. Legionella bacteria are usually associated with larger water systems, for example in factories, hospitals and hotels but the bacteria can also populate smaller water systems used in homes or residential accommodation. Further potential sources of legionella bacteria include spa and whirlpool baths, humidifiers, water features and fire suppression systems (sprinklers and hose reels).

Legionnaires Disease is a potentially fatal form of pneumonia caused by the inhalation of legionella bacteria. The bacteria are normally contained within fine water droplets (aerosol) that may be caused by operating a cooling tower, shower, spray apparatus, running a tap outlet or operating a humidifier. There is no evidence that Legionnaires Disease can be contracted from person to person or by drinking water contaminated by legionella bacteria.

Legionnaires Disease has the potential to affect anybody; however, persons more susceptible are normally in the age range of 40 and above, smokers, heavy drinkers, persons suffering from chronic respiratory or kidney disease and persons with impaired immune systems. Healthy persons are not immune from catching Legionnaires Disease. A large proportion of

reported cases of Legionnaires Disease within the UK each year are those returning from foreign travel.

The identification of legionella bacteria within a water system is NOT an outbreak, this is ONLY the case when two or more persons have contracted the disease from the same source.

### **Policy Statement:**

It is the written policy of Kent & Essex Inshore Fisheries and Conservation Authority to do all that is reasonably practicable to protect, employees, visitors and neighbours from health hazards arising from the use and distribution of water. This is achieved by the implementation of a risk management procedure to ensure full compliance with all statutory requirements of current relevant legislation, standards, codes of practice and published guidance. The policy and guidance is reviewed and updated on an annual basis by the Kent and Essex Inshore Fisheries and Conservation in order to take account of any changes in legislation or advances in risk control technology and industry practice.

Kent & Essex Inshore Fisheries and Conservation Authority undertake to perform the following actions:

- Identify all water plant and systems which present a potential risk of exposure to Legionella Bacteria.
- Arrange for Legionella Risk Assessments to be conducted of “at risk” water systems and to review these assessments periodically (every 2 years as a minimum) and when significant changes occur
- Eliminate or reduce risks whenever possible by the procurement of plant, equipment and systems which have been designed to eliminate or control the risks of exposure to Legionella Bacteria
- Establish and operate a written control scheme for controlling risks from Legionella Bacteria within Humber Work Boats premises.
- Monitor compliance with the written scheme and review risks and the performance of the risk control measures, revising risk assessments and written control schemes as required.
- Maintain comprehensive records
- Employ competent, adequately qualified and trained personnel and service providers.

## Legal Requirements:

Legislation in the United Kingdom in relation to exposure to hazardous substances including biological agents such as legionella bacteria is contained within The Control of Substances Hazardous to Health (COSHH) regulations and MGN 38 M + F. Under the COSHH regulations the employer has a duty to ensure that health risks associated with hazardous substances including micro-organisms such as legionella bacteria are adequately controlled in the work-place by a process of risk assessment and management control.

Further legal requirements are described in the Health & Safety Executives Approved Code of Practice (ACoP) and Guidance: Legionnaires Disease: The Control of Legionella Bacteria in Water Systems (L8). Although failure to comply with any provision of the Approved Code of Practice is not in itself an offence, failure may be taken by a court in criminal proceedings as proof that a person or organisation has contravened the legal requirement to which the provision relates. In such a case, however, it will be the person or organisation that has to satisfy the court that compliance with the requirements has been achieved in some other way. The ACoP sets out guidance to satisfy the relevant legislative requirements under COSHH, which include:

- Identification and assessment of risk.
- Prevention or minimising the risk from exposure to legionella bacteria.
- Management and the selection, training and competence of personnel.
- Record keeping.
- Responsibilities for designers, manufacturers, importers, suppliers and installers.

As a result of the importance attached by the government to Legionnaires Disease and its control, legislation also exists on the registration of cooling towers and evaporative condensers. Under these regulations, any cooling towers or evaporative condensers situated in premises must be registered with the responsible local authority.

In accordance with the Health and Safety at Work Act 1974 and Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997, the following employees have read, understood and agreed the Policy.

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
William Wright	Chief IFC Officer		
Dominic Bailey	Assistant Chief IFC Officer		
David Deverson	IFC Officer		
Mark Davey	IFC Officer		
Joss Wiggins	IFC Officer		
Jane Heywood	Lead Scientific/Conservation Officer		
Colm O'Laoi	IFC Officer		
Alex Senechal	IFC Officer		
Benjamin Hermitage	IFC Officer		
Michael Hayes	IFC Officer		
Angharad Purcell	IFC Officer		
Katherine Woods	Administration Assistant		
Deborah O'Shea	Office Manager		

