

By: Assistant Chief Fishery Officer

To: Kent and Essex Inshore Fisheries and Conservation  
Authority – 20 May 2016

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.

**Recommendations:**

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 for 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.

Since the last meeting one incident has been recorded where a Fishery Officer tripped while on shore patrol. He attended A&E where he was diagnosed with a badly sprained ankle resulting in 3 days absence from work.

External training undertaken by staff has been as follows:

Conflict resolution – all staff

Training to allow the towing of a trailer - seven staff of which six successfully passed.

One day course for safe driving of a quad bike – two staff

Sea Survival training – three staff

Basic firefighting – two staff

First Aid training – three staff

Risk assessments have been drafted in respect of the RIBs Nereus and Blue Jacket and are due to be finalised once all sea going staff have finished internal training. The risk assessments for FPV Nerissa are in progress and are continuing to be developed as the vessel continues sea trials and repairs.

A fire risk assessment is due to be carried out at the new offices in Brightlingsea and any resulting actions from this will be dealt with.

### **1.2 Financial Implications:**

None identified in relation to agreed budget headings.

### **1.3 Recommendations:**

Members of Kent & Essex IFCA are asked to **NOTE** these reports and make **COMMENT** on them.