

By: Assistant Chief Fishery Officer

To: Kent and Essex Inshore Fisheries and Conservation Authority –
23 May 2017

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 two incidents have been recorded, one of which has previously been reported to Members.

1.2.1 In June 2016, the quad bikes of two officers who were conducting a cockle survey became stuck in mud and could not be dug out. With the tide coming in, and no safe way to return to shore, the officers called the coastguard for assistance and were rescued by the RNLI from Southend. Both officers were unharmed and had followed all relevant procedures in attempting to free the bikes and for declaring an emergency with the coastguard.

The risk assessment has been updated to reflect new procedures which have been developed to allow officers to continue to safely access the area to undertake the cockle sampling.

1.2.2 In respect of the second incident, an officer fell into an open storage hatch on FPV Tamesis, which resulted to an injury to their right leg. Hospital treatment was not required and the officer did not require time off.

1.3 External training undertaken by staff since May 2016 has been as follows:

Conflict resolution – three staff

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

Sea survival training – three staff (one refresher training)

Confined spaces training – five staff

Basic firefighting – three staff

Managing Health & Safety – one staff

All risk assessments continue to be reviewed on an annual basis or as required. Officers are seeking to arrange an external audit of the health & safety procedures that are in place, to be undertaken this year.

2 Financial Implications:

None identified in relation to agreed budget headings.

Recommendation:

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