

By: Assistant Chief Fishery Officer

To: Kent and Essex Inshore Fisheries and Conservation Authority –
21 May 2019

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 no incidents have been recorded.
- 1.3 External training undertaken by staff since May 2018 has been as follows:
First Aid training – eight staff
One day course for safe driving of a quad bike – two staff
Sea survival training – eight staff
Basic firefighting – six staff
RIB capsizing training – ten staff
CIEH Foundation Certificate in Occupational Health and Safety training – two 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.
- Officers are arranging with Kent County Council to arrange an external audit of the health & safety procedures that are in place.

2 Financial Implications:

None identified in relation to agreed budget headings.

Recommendation:

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