

Health and Safety Audit and Report

Officers' Recommendation

That Members note the content of the Health and Safety Report

As part of the Health and Safety work of D&S IFCA, the appointment of two key roles was implemented in 2021. The Chief Officer is the Health and Safety Responsible Person, and the Deputy Chief Officer is the Duty Holder. The Responsible Person bears responsibility for the overall arrangements, and for ensuring that the operations of the Authority are executed at all times in such a manner as to ensure, as far as is reasonably practicable, the Health and Safety at work of all employees and all persons likely to be affected by its operations. The Duty Holder ensures that all risk assessments and safe working practices are in place to ensure safety of employees, and reviews policies and procedures and ensures that employees are aware of and fulfil their safety responsibilities.

The Chief Officer and Deputy Chief Officer undertook the Institute of Occupational Safety and Health (IOSH) Managing Safely training in August 2021. The Deputy Chief Officer has worked closely with an external provider, Peninsula, who has provided support, advice and audited the Health and Safety Policies, safe working practices, risk assessments and documentation required for D&S IFCA to meet its legal obligations. Visits by Peninsula personnel have taken place in August 2021, January 2022, August 2022, and in March 2023 a full audit and inspection was undertaken. The Deputy Chief Officer has spent a significant amount of time developing new Health and Safety policies and safe working procedures throughout the year and has also reviewed several of its existing risk assessments as well developing new ones. The Deputy Chief Officer, together with support from other D&S IFCA officers, has produced, reviewed and updated the policies and documents detailed in Table 1.

All Health and Safety documents are available to Officers, when out of the office, through the Members' area of the D&S IFCA's website. In order to improve safety when in the field, to report accidents, and log inspections of vehicles and vessels, several mobile phone apps are now used by Officers on their D&S IFCA issued mobile phones. Each officer uses WhatsApp to communicate with other officers and uses its location system so that officers can be tracked in real time. The app What3Words must also be installed on D&S IFCA Officers' phones, so that in the case of an emergency, Officers can report their exact position to the emergency services. iAuditor is another mobile phone app system that all officers use when working in the field. On this app Offices can log the condition of D&S IFCA Assets before and after use and report any maintenance issues that are raised. This system can also be used to report Accident, Incidents and Near Misses whilst out of the office, if it is appropriate and practicable to do so, and notifications are sent to the Duty Holder and Responsible Person.

On 20th March 2023 an audit of all the Health and Safety policies and procedures was undertaken by Peninsula to assess and advise on D&S IFCA's compliance with Health and Safety requirements and best practice. The Audit Report showed that all aspects of D&S IFCA's Health and Safety Management, documentation, policies, and procedures were satisfactory. The only areas were actioned and identified within the Audit report. These two areas are part of the responsibilities of the University of Plymouth, who is the landlord of the Brixham Laboratory site, and these related to assessments of radon gas and asbestos in the premises. D&S IFCA did not, at the time of the Audit, have access to these reports and has since been in touch with the University of Plymouth Brixham Laboratory Site Manager who has provided the required documents and proof of the assessments undertaken. The Deputy

Chief Officer informed the Health and Safety Auditor that the University of Plymouth has undertaken these assessment and the survey reports for the site are now available to D&S IFCA.

In addition to the work undertaken in Table 1, D&S IFCA Officers have received a range of Health and Safety training since 2021 (addition to their STCW at sea training requirements). These included:

- Manual Handling
- Fire Safety awareness
- First Aid awareness
- Working at height awareness
- Display screen assessments
- Driving for business
- Health and Safety awareness
- Lone Working
- Conflict resolution

Table 1 – Health and Safety Work undertaken since August 2021

| Date | Policy/Procedure documentation | Summary |
|----------------------------|---|--|
| Final Review 28/04/2023 | D&S IFCA Employee Safety Handbook | This provides employees with information about D&S IFCA's Health and Safety Policy, procedures and arrangements. It also includes information about employee's duties and health and safety issues which affect employees at work. The latest review update information on accident reporting. |
| Final Review 09/01/2022 | D&S IFCA Health and Safety Policy | This policy is in place to ensure that employees conduct operations in such a manner as to secure Health and Safety for its employees and to protect members of the public who may be affected. It has had numerous reviews since 2019 with changes in staff structure and roles and responsibilities. |
| 14/02/2022 | D&S IFCA Health and Safety General Policy Statement | Peninsula advised D&S IFCA to produce a General Policy Statement. This together with our Health and Safety documentation is displayed in the D&S IFCA main office. |
| Reviewed 30/05/2022 | D&S IFCA Safety Services | This provides a summary of the Safe Systems of Work (SSOW) / Standard Operating Procedures (SOP) undertaken by D&S IFCA Employees. It has been updated with all current procedures. |
| 16/05/2022 | RA17 – Risk Assessment Shellfish Dissection | Risk assessment for the dissection of scallops as part of the Scallop spawning season research. |

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|-------------|--|--|
| 27/07/2022 | D&S IFCA Employees Safety Handbook review | This provides information about D&S IFCA's Health and Safety Policy, procedures and information about employees' duties that help them to understand health and safety issues which affect them at work. |
| July 2022 | Review of Chemicals held; produce COSHH Data sheets and spreadsheets of chemicals produced. CRA1 and CRA 2 – risk assessments for more dangerous chemicals held. | A review of chemicals held by D&S IFCA was completed in July 2022. All chemicals are listed and COSHH data sheets printed and held in the fire safe chemical cupboard with the chemicals. |
| 28/07/2022 | SSOW 001- Safe System of Work – Hitching and Towing Trailers | This documents the hazards and risks of hitching, towing and uncoupling a trailer (and its load where applicable) used by D&S IFCA; PPE required to undertake the work; safe working practices and control measures that need to be carried out to ensure that officers' safety. |
| 12/07/2022 | SSOW 002 – Safe System of Work - Launching and Recovery of D&S IFCA's Vessels | This documents the hazards and risks of towing, launching and recovering the D&S IFCA Patrol vessels; PPE required to undertake the work, and safe working practices that need to be carried out to ensure that officers' safety. |
| 13/07/2022 | SSOW 003 Safe System of Work – Operation of Patrol Vessels and Boarding an Inspections of Fishing Vessels at Sea | This documents the hazards and risk of operating D&S IFCA's patrol vessels at sea and the boarding of fishing vessels at sea; and details safe working practices to ensure safety and health of all officers. |
| 12/07/2022 | RA6 – Risk Assessment for Towing Trailers and Launching & Recovery of D&S IFCA Vessels | This risk assessment was reviewed and supports the SSOWs 001, 002 and 003 implemented. |
| 26/07/2022 | RA21 Manual Handling General Risk Assessment | This risk assessment details the hazards and control measures associated with manual handling. |
| 01/08/2022 | RA22 Working from Home General Risk Assessment | This risk assessment details the hazards associate with home working and the control measures in place. |
| August 2022 | D&S IFCA Muster Point and Fire Exits | Plan of the D&S IFCA Officers indicating the fire exits close to the offices and the eternal muster point in case of fire is displayed next to the D&S IFCA Officers' logging in/out board in the Office. |
| August 2022 | D&S IFCA Fire Notice | Notice produced and displayed with the Plan of the fire exits and muster point next to the logging in/out board. |

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|---------------------------|---|--|
| 22/07/2022 and 02/02/2023 | RA20 D&S IFCA Fire Risk Assessment and Significant Findings Form | The Fire Risk Assessment was developed in August 2022 and reviewed in January 2023. It details the hazards, risks and control measures to be implemented in case of fire. It includes a Fire risk assessment checklist. Any significant findings identified were actioned. |
| 20/07/2022 | RA 19 Stress Risk Assessments | This risk assessment details the hazards that can cause stress, who might be impacted, and control measure in place or required. It provides details of resources available to staff members. Following the completion of this assessment a D&S IFCA employee stress survey was undertaken, and a 'Vox box' was located in the office for employees to post concerns confidentially. |
| July 2022 | Stress and Anxiety Resources for D&S IFCA Staff | In order to support the wellbeing of staff and act as a control measure for RA19, a document was produced that details available resources accessible to staff related to stress and anxiety. |
| September 2022 | Driver Handbook | This booklet sets out D&S IFCA's policy, rules and general arrangements in respect of company vehicles and driving in the course of work. It aims to prevent loss of life, injury and property damage caused by driving accidents. |
| January 2023 | Driver Questionnaire | A driver medical questionnaire completed by all D&S IFCA Officers to ensure they are fit to drive. All medical information is kept secure to meet data protection requirements. |
| January 2023 | A review of chemicals and disposal of dangerous, unwanted chemicals | The more dangerous unwanted chemicals were removed and disposed of appropriately using a specialist company. Chemical database was updated. |
| January 2023 | Fire Safety Policy | The aim of this policy is to create a fire safety management system and achieve a 'fire safe' environment for D&S IFCA employees, which will reduce, to a minimum, the risks of injury, to life, to property, and loss of D&S IFCA's operational capability. |
| February 2023 | RA11 D&S IFCA Office Working General Risk Assessment review | The review of this risk assessment provided more detail of the hazards and control measures on advice from Peninsula, and links with other policies and risk assessments. |

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| February 2023 | Menopause Policy | This policy sets out the guidelines for all members of staff on providing the right support to manage menopausal symptoms at work. |
| February 2023 | Menstruation Policy | This policy aims to support colleagues and line managers to better understand the issues related to menstruation and be ready to adequately support employees and have open and transparent conversations. |
| February 2023 | Mental Health Policy | The aim of this policy is to develop and maintain a culture where everyone in D&S IFCA work together to reduce the incidence of work-related stress, support those with mental health issues and promote well-being at work. |
| 14/03/2023 | Fire Safety Policy for D&S IFCA Vessels | The aim of this policy and relevant guidance is to provide a fire safety framework to protect lives and protect D&S IFCA's assets. |
| March 2023 | Lone Working Procedure | This procedure has been developed in order to improve communications and provide support to employees who are engaged in lone working, for example, officers working outside normal office hours (2000 – 0600hrs). This procedure will also apply to officers working together outside normal office hours, and to Officers working alone in the office environment during normal officer opening hours (0800-1600hrs) |
| April 2023 | Accident Incident and Near Miss Reporting Procedure | D&S IFCA has an Accident Incident and Near Miss reporting procedure in place that meets Health and Safety requirement and is based on the form HSE BI 510. IAuditor is also used for reporting accidents in the field and the Responsible Person and Duty Holder are notified through this system. |

Backgrounds Papers

D&S IFCA Health and Safety Audit Report