



Devon & Severn IFCA

# Health & Safety Policy

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## **Part 1      Devon & Severn IFCA Statement of Health and Safety Policy**

The Devon & Severn Inshore Fisheries and Conservation Authority (the Authority) recognises its responsibilities for making appropriate provisions and sufficient funds for the Health and Safety of its employees. It is therefore the policy of the Authority to conduct its 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 is the responsibility of the Authority, through its employees, to provide and maintain measures which will ensure that every employee can carry out their duties in a safe environment without risk to health. Equally, it is the duty of each employee to co-operate with the management in regard to Health and Safety matters. The Authority expects each employee to take reasonable care for their own safety and that of others who may be affected by their acts or omissions, to prevent accidents and avoid hazards to health.

This Health and Safety Policy, and accompanying organisational arrangements, will contribute to the Authority's overall ability to fulfil their duties and responsibilities by reducing injuries and ill health at work, both to employees and to any other persons who may be affected by their employees' acts or omissions. These measures will protect the environment and reduce unnecessary losses and liabilities.

To achieve this, the Authority will:

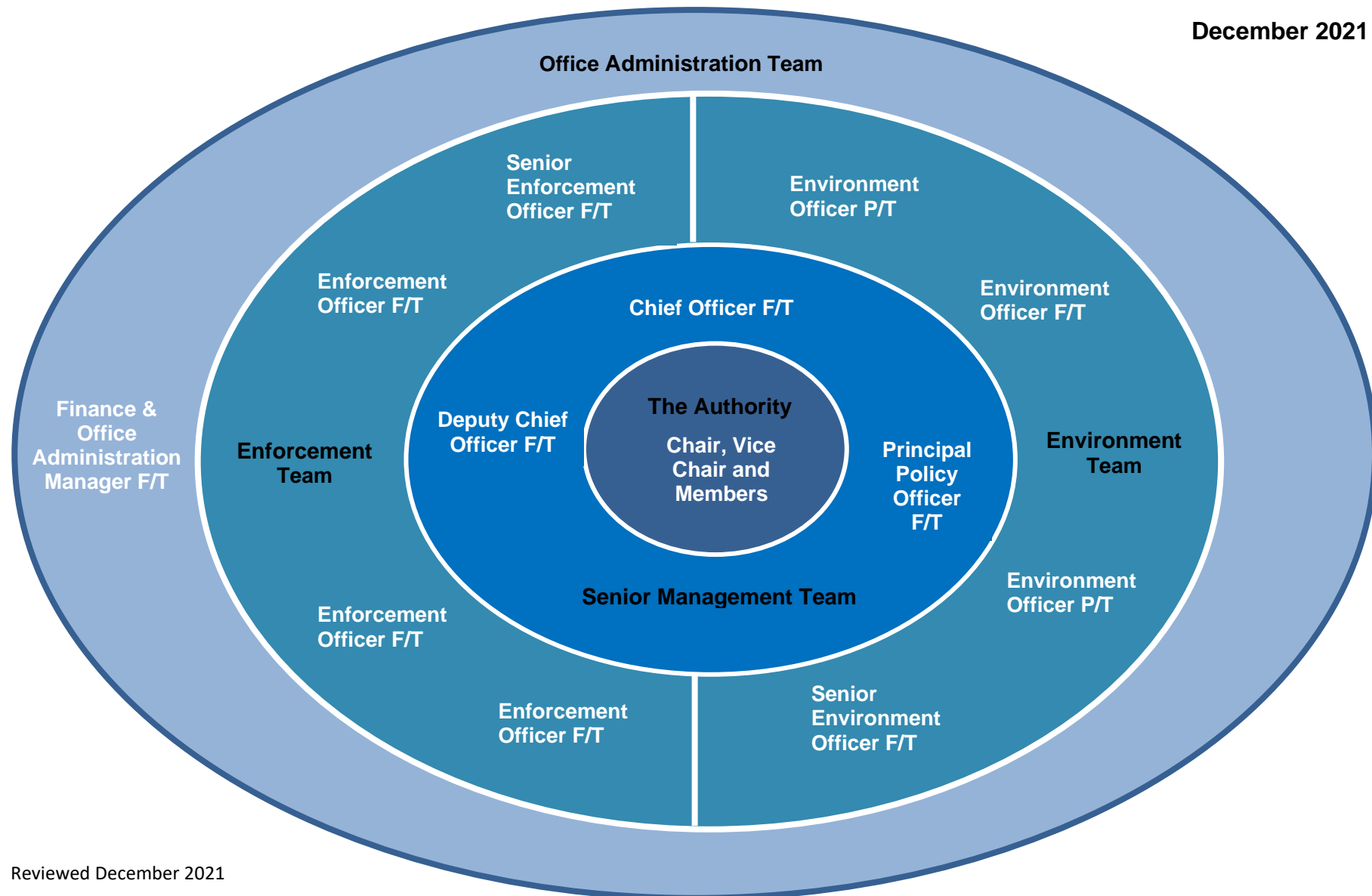
- i) Set and maintain high standards for Health and Safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- ii) Ensure that all employees are informed of these standards, by providing adequate and appropriate facilities for communication and consultation;
- iii) Ensure that employees understand their responsibilities at whatever level they operate and discharge them with care; and
- iv) Provide adequate levels of training and instruction to ensure that employees are competent to carry out their duties;

A copy of this Health and safety Policy will be made available to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual employees or groups of employees.

## Part 2 Organisation for Safety

### 2.1 Structure of the Authority's staff

December 2021



## 2.2 Chief Officer

The Chief Officer 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.

In particular the Chief Officer will:-

- (a) Advise the Authority on safety, health and welfare matters including the Health and Safety Policy;
- (b) Agree and authorise the implementation of the Health and Safety Policy;
- (c) Monitor progress of the Health and Safety Policy, initiate any changes necessary, and issue an annual report to the Authority;
- (d) Ensure all employees understand and fulfil their responsibilities for safety, health and welfare and
- (e) Act as **Responsible Officer** to receive, check and verify accident reports and near misses, and ensure remedial action is taken, including investigations where appropriate, and
- (f) Set a personal example.

## 2.3 Deputy Chief Officer

- (a) Act as the **Duty Holder** for Health and Safety for the Authority;
- (b) Ensure that Risk Assessments are carried out for all operations undertaken by employees and ensure employees are informed of the findings of the Risk Assessment;
- (c) Maintain a database of Risk Assessments and safe systems of work/operating procedures and review them periodically but at a minimum of annually;
- (d) Ensure that Standard Operating Procedures, methods and Systems of Work are safe, and that the necessary procedures, rules and regulations designed to achieve this are formulated and applied;
- (e) Ensure all employees are aware of and fulfil their safety responsibilities and arrange for the relevant training;
- (f) Provide adequate equipment, tools and protective clothing and equipment to enable work to be carried out safely;

- (g) Ensure that all equipment, tools, facilities etc, are maintained in a safe condition, and remain suitable for the function for which they were intended, arrange for inspections to monitor and record this;
- (h) Carry out formal safety inspections of office facilities, storage containers, Patrol Vessels (Rigid Inflatable Boats), and Authority Vehicles, every quarter; and
- (i) Set a personal example.

#### **2.4 Senior Environment Officer**

- (a) Act as designated officer for health and safety of the Environment team;
- (b) Ensure that all personnel under their control know their responsibilities under the Health and Safety Policy and that they are equipped and trained to carry out their duties;
- (c) Implement within their designated area of work, the Health and Safety Policy;
- (d) Ensure that safety receives full consideration in: -
  - Current working programmes;
  - Planning of new operations and or duties; and
  - In introducing new plant or equipment.
- (e) Ensure that all accidents, incidents and near misses are reported to the Duty Holder for investigation;
- (f) Undertake regular maintenance checks on all equipment/assets used by the Environment Team, record findings and maintain a log;
- (g) Set a personal example.

#### **2.5 Senior Enforcement Officer**

- (a) Act as designated officer for health and safety of the Enforcement team;
- (b) Ensure that all personnel under their control know their responsibilities under the Health and Safety Policy and that they are equipped and trained to carry out their duties;
- (c) Implement within their designated area of work, the Health and Safety Policy;
- (d) Ensure that safety receives full consideration in: -



- Current working programmes;
  - Planning of new operations and or duties; and
  - In introducing new plant or equipment.
- (e) Ensure that all accidents, incidents and near misses are reported to the duty holder for investigation;
- (f) Undertake regular maintenance checks on all equipment/assets used by the Enforcement Team, record findings and maintain a log and;
- (g) Set a personal example.

## **2.6 All Employees**

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and other associated legislation including The Merchant Shipping and Fishing Vessel (Health and Safety at Work) Regulation 1997, place responsibilities on employer and employee alike. The Authority reminds its employees of their duties under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and that of others, and to co-operate with the Authority so as to enable it to carry out its own responsibilities successfully.

### **The following requirements are expected of every employee: -**

- (a) Carry out assigned tasks and duties in a safe manner in accordance with the instructions, methods and procedures contained in the Health and Safety Policy and documented in the separate risk assessments that are referenced;
- (b) If aware of any unsafe practice, operation, or condition, or if in any doubt about the safety of any situation consult with a senior officer;
- (c) Obtain and use the correct tools, equipment, or materials, for all tasks and duties, and not use any that are in an unsafe condition;
- (d) Use all guards, safety devices, safety equipment, and personal protective clothing or equipment provided;
- (e) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- (f) Co-operate with the employer or any other person as far as is necessary to enable any statutory duty or requirement to be performed or complied with;

- (g) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others;
- (h) Undertake relevant training as instructed by the Responsible Officer and/or Duty Holder;
- (i) Report all accidents, incidents and near misses; and
- (j) Set an example.
- (k) All sea going officers must undertake appropriate training which includes a seafarer medical examination -ML5- to ensure they are fit to work on vessels.
- (l) It is each officer's responsibility not to work if they are temporarily unfit to do so because of illness or injury. Officer must notify their Line Managers if they are unfit to work to reduce any likelihood or risk of accidents or injury. Officers must follow the [Managing Absence Policy & Procedure](#).

### **Part 3 Arrangements for Safety**

#### **3.1 Distribution of Health and Safety Information**

- (a) Copies of the Authority's Health and Safety Policy will be issued to all employees on appointment and copies are available at the Authority's Office. Copies of Employer's Liability Insurance, Personal Accident Insurance and Combined insurance will all be displayed in the Administration Office.
- (b) It is the responsibility of the Responsible Officer to ensure that employees receive all necessary Health and Safety information regarding the maintenance of a safe and healthy working environment and work processes. This should include the whereabouts of risk assessments, assessments required under the COSHH regulations, manual handling assessments and any other information that may be necessary for them to undertake their work activities safely.

#### **3.2 Inspections**

- (a) It is the responsibility of the Duty Holder to ensure that inspections of all procedures and equipment, which contribute to the Health and Safety and Welfare of employees are inspected and reviewed at regular intervals. This interval shall be undertaken quarterly. A log of reviews should be kept.

- (b) It is the responsibility of the Senior Environment Officer to ensure that inspections of all procedures and equipment which contribute to the Health and Safety and Welfare of employees engaged in research duties involving lone working, shore based work and working on the Authority's vessels and fishing vessels are inspected and reviewed at regular intervals. This interval shall be undertaken quarterly.
- (c) It is the responsibility of the Senior Enforcement Officer to ensure that inspections of all procedures and equipment which contribute to the Health and Safety and Welfare of employees engaged in enforcement duties involving lone working and the and shore based work and working on the Authority's vessels and fishing vessels are inspected and reviewed at regular intervals. This interval shall be undertaken quarterly.

### **3.3 Statutory Inspections**

- (a) Electrical Inspections shall be carried out on an annual basis, with regard to all portable electrical equipment contained within ERYC accommodation, in accordance with the ERYC Policy and The Electricity at Work Act 1989.

### **3.4 Routine Examinations/Maintenance of Equipment**

- a) The Responsible Officer is responsible for ensuring that the Duty Holder and designated officers fulfil their obligations to routinely examine and maintain work equipment within their designated area of responsibility.
- b) The designated officers are responsible for overall maintenance of the Authority's RIBs and all associated equipment. The crew shall assist the designated officers as required to ensure that maintenance schedules as specified by manufacturers and supplied with equipment / machinery are followed at all times. In addition to the manufacturer's recommendations, where most applicable, Daily, Weekly, and Monthly checks and inspections shall be undertaken which shall include all systems, machinery and equipment on both the RIBs and all associated equipment. These inspections shall include all items which are detailed on the pre-printed checklists supplied for the recording of this information.
- c) The designated officers are responsible for overall maintenance of the Authority's vehicles and all associated equipment. They ensure that maintenance schedules supplied by manufacturers of the vehicles are always followed. Any defects should be reported to the Responsible Officer and remedial action taken.

- d) The designated officers are responsible for the overall maintenance and care of the at sea and shore survey equipment used by the Authority. They ensure that maintenance schedules supplied by manufacturers of the equipment are always followed.
- e) It is the responsibility of all staff who have been issued work equipment/Personal Protective Equipment to ensure they are maintained in a safe working condition and that basic maintenance schedules are followed correctly.

### **3.5 Safe Systems and Methods of Work**

- (a) The Responsible Officer and Duty Holder will ensure that procedures are in place for all working practices and systems. It is the responsibility of all Managers to ensure that Health and Safety rules are observed. The reviewing and, where appropriate, amending of work practices (Standard Operating Procedures / Safe Systems of Work) and risk assessments will be undertaken annually and where a need for improvement is identified ensuring that the health and safety of all employees and any others who may be affected by the work activity are maintained. Records of reviews will be kept.
- (b) Such procedures must be brought to the attention of employees and that employees must sign to say that they have read, understood and agree to follow the procedures. The Duty Holder shall keep these records.

A detailed list of all safe working practices and procedures for work activities are contained within the Authority's Safety Services Booklet

### **3.6 Management of Health and Safety at Work Regulations 1999**

- (a) In satisfying its responsibilities to provide and maintain a safe and healthy working environment, all Authority's employees will seek to identify potential hazards. The Responsible Officer and Duty Holder will carry out Risk Assessments of known hazards and activities and discuss them with relevant employees before work commences. Copies of Risk Assessments will be supplied to each employee upon appointment.
- (b) Legislation requires the Responsible Officer and Duty Holder to carry out assessments on all tasks, operations and work practices and environmental factors where there is a risk to the Health and Safety of employees and members of the public.

- (c) The Responsible Officer and Duty holder will also analyse reports of incidents and take remedial action to ensure that similar occurrences are avoided in the future. Risk Assessments will be reviewed annually and after any accident or incident and revised as necessary.

A detailed list of all Risk Assessments is contained within the Authority's Safety Services Booklet

### **3.7 Manual Handling Regulations**

The Responsible Officer will ensure that officers carry out risk assessments on all employees who undertake manual handling, and that appropriate action is taken to address any identified hazards. All staff will be trained in manual handling procedures and training reviewed annually.

Where the general assessment of risk indicates the possibility of risk to employees from the manual handling of loads the employees will follow the present regulations to ensure:

- 1) Avoid hazardous manual handling operations as far as is reasonably practicable by re-designing the task or mechanising the process;
- 2) Assessing any hazardous manual handling operations that cannot be avoided;
- 3) Reduce the risk – making improvements to the task, load and working environment; and
- 4) Ensure that the introduction of control measures to reduce the risk does not present any new risks.

### **3.8 Control of Substances Hazardous to Health (COSHH)**

Prior to any substance being purchased and supplied for use the Duty Holder will ensure that an adequate assessment is made of the risks to health connected with the use of that substance. Such steps are necessary to safeguard the health of employees and others that may be affected. Copies of COSHH assessments will be kept readily available at work locations/ [computer folders](#).

Where there is no assessment in place on a substance, such measures should be taken to ensure the isolation of that substance before any intended use. All substances will be assessed using the material safety data sheet supplied with the specific substance. Data sheets will be kept with substances held, along with a summary spreadsheet of COSHH risk assessments.

The Duty Holder will be the nominated COSHH officer for the use of all substances

A list of all potentially hazardous substances and substances in use by the Authority are contained within the Authority's Safety Services Booklet.

### **3.9 Violence, Challenging Behavior and Working Alone in Safety.**

The Responsible Officer and Duty Holder will carry out risk assessments for all employees who may be subject to violent and challenging behaviour, and those who are required to work alone, and that appropriate action is taken to address any identified hazards.

Further information and operating procedures are contained within the Authority's Safety Booklet

### **3.10 First Aid at Work Regulations**

- 1) It is the Authority's policy to ensure that it has an adequate number of employees trained in the provision of first aid.
- 2) All seagoing employees will be trained in First Aid at Sea (MCA Approved). In addition other employees will undertake a basic One Day First Aid Course.
- 3) All shore based employees shall have access to First Aid kits and the RIBs will carry a First Aid kit in line with current maritime legislation requirements.

### **3.11 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)**

In order for the Authority to discharge its statutory duties of keeping the Health and Safety Executive informed of accidents and dangerous occurrences, the Responsible Officer will ensure that adequate records are maintained in accordance with the Authority Policy on accident and incident (including near misses) reporting.

Further information on the Authority's Incident and Accident Reporting Procedure is contained within the Authority's Safety Services Booklet

### **3.12 Personal Protective Equipment at Work Regulations**

The main requirement of the Personal Protective Equipment (PPE) at Work Regulations is that PPE is to be supplied by the employer and used by the employee wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Responsible Officer and Duty Holder will ensure that risk assessments are carried out on all activities and that appropriate PPE is issued. The Responsible Officer and Duty Holder will also ensure that such equipment is properly assessed to its suitability, is maintained and stored properly and sufficient training is given to employees on its correct use.

Employees must ensure that PPE issued to them is maintained and kept in good working order. The manufacturer's maintenance schedule should be followed as instructed and training/instruction will be given for this. Where damage is identified items will be returned to specialists for repair or replaced.

### **3.13 Display Screen Equipment Regulations**

The Responsible Officer and Duty Holder will ensure that risk assessments are carried out with all employees who use display screen equipment (DSE), and that appropriate action is taken to address any identified hazards. Safe systems of work in the use of DSE should be in place.

### **3.14 Provision and Use of Work Equipment Regulations**

The manufacturer and supplier bear the responsibility to ensure, as far as is reasonably practicable, that the article is so designed and constructed as to be safe and without risk to health when properly used. They must provide instructions to the purchaser as to the way in which the article may be used safely.

The Responsible Officer and Duty Holder will ensure that all machinery, plant, tools and equipment are used according to the manufacturer's recommendations and in line with any other statutory requirements and safe systems of work/operating procedures. It is individual employees' responsibility to follow guidelines and procedures.

### **3.15 Lifting Operations and Lifting Equipment Regulations**

The Duty Holder will ensure that all equipment falling within the scope of these regulations is purchased, used and maintained in accordance with the schedules detailed within these regulations.

### **3.16 The Working at Height Regulations**

The Duty Holder will ensure that all work activities falling within the scope of these regulations are properly assessed and appropriate measures taken to ensure the risk and threat to any employee is adequately controlled.

### **3.17 Driving at Work**

The Responsible Officer has a responsibility under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practicable the health and safety of employees while at work. There is also a requirement that others are not put at risk by work-related driving activities. The Management of Health and Safety at Work Regulations 1999 state that the Authority has a responsibility to carry out an assessment of the risks from driving to the health and safety of employees while they are at work and to other people who may be affected by their activities. To this end, the Responsible Officer and Duty Holder will ensure that adequate assessments are made on all aspects of work related driving activities.

A detailed list of all safe working practices and procedures for use of Authority and Officers' vehicles are contained within the Authority's Safety Booklet.

Designated officers are responsible for the maintenance of each pool vehicle and to ensure they are always in good repair.

### **3.18 Emergency Procedures on board vessels**

- a) All sea-going employees are to undertake training in sea survival, fire-fighting and first aid and a log of training should be maintained.
- b) The helmsman will provide a safety briefing to new officers and other crew members that operate on board the Authority's vessels.
- c) All the locations of fire extinguishers and other safety equipment on board the vessels are to be noted. Officers must make themselves aware of the safety procedures on board each vessel they operate on.



### **3.19 Health and Safety Authority**

- (a) In recognition of its own Safety Policy, the Authority shall introduce a system designed to facilitate employer/employee consultation to take place regarding all aspects of Health and Safety at work.
- (b) Staff meetings will be held every month, with the Responsible Officer and /or Duty Holder in attendance.
- (c) There will be a Health and Safety item on each agenda of the monthly staff meeting. Any member of the team may raise any areas of concern. All employees will be regarded as being members of the Health and Safety team. In addition, Health and Safety provisions will be reviewed at regular senior management team meetings held throughout the year.

### **Part 4 Health and Safety Training**

- (a) All employees shall be informed of possible hazards in their areas of work (through Risk Assessments and Safe Systems of Work/operating procedures) and shall receive necessary training to enable them to carry out their duties safely and efficiently.
- (b) It is essential that all officers responsible for health and safety issues discharge their duties to the best of their ability. An online training programme has been set up and it is essential that line managers through the Employee Development Review process identify and ensure that all relevant officers have successfully passed the online training.
- (c) All general health and safety training shall be booked through the Duty Holder who shall arrange such training and keep a central record of all training.
- (d) It shall be the responsibility of the Duty Holder to ensure that health and safety induction training is undertaken on the new starter's first day.
- (e) Employees shall be provided with adequate and appropriate health and safety training and instruction on being exposed to new or increased risks because of:-
  - Being transferred or given a change in responsibilities

- The introduction of new equipment or change to equipment already in use
- The introduction of new technology
- The introduction of new practices, or a new system of work, or changes to an existing system