



Devon & Severn IFCA

Safety Services Booklet

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Introduction

D&S IFCA Health and Safety Services Booklet provides a summary of the Safe Systems of Work (SSOW) / Standard Operating Procedures (SOP) undertaken by D&S IFCA Employees. The more detailed SSOW or SOP should be read by employees prior to undertaking any of the workstreams outlined. SSOW and SOPS will be reviewed annually or as and when appropriate or necessary. Risk Assessments have been developed for each operation and will be reviewed regularly or as and when required.

Section 1 Summary of Safe Systems of Work / Standard Operating Procedures

1.1 Quayside Working

Ref: Risk Assessment 2

- 1) Officers must always have in their possession a work issued operational mobile phone.
- 2) When working outside of normal work times 2000 – 0600 Officers working alone must implement the Lone Working Procedure (even if working with another Officer).
- 3) Officers must wear appropriate non-slip, safety footwear.
- 4) Where the possibility of falling into the water exists officers must wear a lifejacket.
- 5) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 6) Beware at all times of forklifts, trolleys, derricks, or any other type of mechanised fish handling/weighing equipment. Inspections should be carried out in safe areas away from such equipment/machinery.
- 7) When walking/moving along the quay be aware of any spillages/fish slime/ice and the slipping threat they pose. Be aware of any loose ropes/wires.
- 8) High Visibility vests are provided to all officers as a standard item of personal protective equipment and must always be worn underneath life jackets. when operating on the quayside.
- 9) If officers are working or passing areas on the quayside where objects may fall from height, then hard hats must be worn.

Note: Refer to Risk Assessment 2

1.2 Handling Catch/Fishing Gear

Ref: Risk Assessment 2

- 1) When measuring shellfish or whitefish ensure standard handling practices are always followed.
- 2) When handling fishing gear always wear non-slip, safety footwear.
- 3) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques
- 4) Some areas inspected can be subject to contamination by rats (Leptospirosis - Weils Disease), all employees are advised to cover any cuts and abrasions and wear protective gloves in such situations. Hands must be washed or sanitised at the earliest opportunity following such inspections.

Note: Refer to Risk Assessment 2

1.3 Boarding/Disembarking Vessels in Harbour

Ref: Risk Assessment 2

- 1) Officers' own discretion must dictate whether or not it is safe to board a fishing vessel from the quay, having regard to the fact that, in doubtful circumstances, the Master or crew should be invited to assist and facilitate a safe boarding. Slack mooring ropes, which may allow the boat to move away from the quay, should be particularly noted.
- 2) Where possible, two officers should board a vessel. Where this is not possible officers should follow lone working procedure.
- 3) When boarding or crossing from vessel to vessel, extreme care must be taken. Officers must wear non-slip footwear and a lifejacket.
- 4) Quayside ladders are frequently in a dilapidated state, so therefore can be unsafe. Visual and physical checks should be carried out before descending any harbour ladder.
- 5) When using ladders, it can be very dangerous to carry any gear one-handed. Gear and equipment should be hung safely around the shoulders or lowered by rope.
- 6) Only one officer should be climbing the access ladder at any time.
- 7) Ensure that the equipment being carried cannot impede the correct inflation of the officer's lifejacket.
- 8) Do not board vessels when derricks are being raised or lowered, or when a weight is being swung.
- 9) Sharp, pointed equipment and knives can be dangerous items when clambering over vessels or up and down ladders. All such items should be placed in a strong bag or safe pockets.

- 10) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.
- 11) Conflict resolution training techniques should be observed at all times.

Note: Refer to Risk Assessment 2

1.4 Boarding/Disembarking Vessels at Sea

Ref: Risk Assessment 1

Equipment and Clothing

- 1) Whenever an officer is operating on a RIB, they must wear an automatic lifejacket.
- 2) Suitable waterproof clothing must be worn and between October and April a drysuit must be worn on open boats. Drysuits do not need to be worn on a wheelhouse RIB.
- 3) Non-slip, safety footwear.
- 4) There is a requirement for all officers to wear helmets fitted with an integrated communication system (Talk Through) at all times when on passage or embarking and disembarking from a RIB.
- 5) A portable radio should always be taken by the boarding officer.
- 6) The Helmsman should ensure that kill cords are connected and operational at all times.

Use of RIBs

- 1) The RIB Helmsman should be fully aware that the safety of themselves and the crew are paramount.
- 2) All crew members must declare any physical limitation before or during a patrol that may affect their performance and their ability to undertake boarding (such as feeling unwell, muscle strain etc).
- 3) The Helmsman is in charge of the vessel and must ensure that at all times when travelling at speed or manoeuvring the crew are not in danger of falling and must be seated safely, when directed by the Helmsman.
- 4) The Helmsman must make it clear to everyone their intended manoeuvres.
- 5) The Helmsman and crew must maintain an effective lookout at all times.
- 6) Regard must be given to the location of boarding in shallow inshore areas which may result in grounding of the RIB.
- 7) Regard must be given to the type of vessel being boarded, its gear and likely manoeuvres during the approach.
- 8) Whether or not gear is being worked from the side you wish to board should be assessed before boarding.

- 9) On larger fishing vessels, the large freeboard and awkward access may dictate that good communications with the Master are important, so that he may instruct his crew to help the boarding officers to embark and disembark.
- 10) If the boarding officers require a ladder to be provided to assist with safe boarding and disembarkation, then only ladders that meet the requirements set out in [Regulation](#) must be used
- 11) The boarding phase is to be delayed until the fishing vessel has completed its hauling or shooting operation. Officers are authorised under MaCAA to require a vessel to facilitate the embarkation /disembarkation process. Dynamic risk assessment may be undertaken regarding boarding when a vessel is towing.
- 12) As far as possible, the boarding position must be away from propellers, discharges, moving machinery and running gear secured outboard and other obstructions.
- 13) The boarding officers must not commence the boarding or disembarkation from a vessel until the Helmsman is satisfied that the RIB is in a controlled position alongside.
- 14) Whilst Officers are on-board a fishing vessel, the Helmsman of the RIB will maintain the position of the RIB close by to the fishing vessel and pace the boarded vessel during the boarding inspection.
- 15) Boarding Officers need to identify the Master of the fishing vessel who should identify any risks on the vessel and the safest areas to undertake inspections where possible.
- 16) When using the RIB, the Helmsman must obtain a reliable weather forecast prior to the patrol commencing.

Weather Conditions

The Helmsman and/or the boarding officers must mutually decide, if the prevailing weather, visibility, and sea conditions are acceptable, to undertake boardings. The possibility of further weather deterioration must be borne in mind. Generally, if there is any doubt about the transfer, it should be aborted. The safety of all staff is always paramount.

Note: Refer to Risk Assessment 1

1.5 Launching Vessels with Vehicles

Ref: Risk Assessment 6

General

- 1) All drivers of any Authority vehicles must hold full DVLA licences.
- 2) All drivers of Authority vehicles for the purposes of launching any vessel must be fully conversant with 4 x 4 vehicles, competent in towing a trailer and hold the necessary licence endorsements, if required.
- 3) All staff must be trained in and follow correct manual handling techniques.

- 4) All staff must wear protective footwear whilst launching and recovering any vessel.
- 5) There is a requirement for all officers to wear helmets fitted with an integrated communication system (Talk Through) at all times when launching and recovering vessels.

Launching and Recovery of a vessel from a trailer

Launching and recovery of vessels from the shore must only be undertaken upon the authorisation and instruction of the Senior Officer present on the day.

Authority vessels must not be launched or recovered at any site that is not a recognised slipway, or where a Risk Assessment has not been undertaken, except under specific authorisation of the Senior Management Team.

- 1) Launching must only take place following a dynamic risk assessment of the site. This should also include a full assessment of prevailing and projected weather conditions and the state of the tide. Such assessments will form part of a standardised 'check sheet' and the senior officer must be able to demonstrate that they have taken place.
- 2) The final decision to launch will be taken by the Helmsman present. If any crew members have concerns or queries these must be brought to the attention of the Helmsman prior to launching. **If there is any doubt the launch must be aborted.**
- 3) Prior to launching and recovery of any vessel, staff must be fully briefed and if necessary de-briefed. The Helmsman must be able to demonstrate that such briefings have taken place.
- 4) Operation of any vehicle during launching and recovery must only be undertaken by trained personnel.
- 5) Where any launch is conducted, the Helmsman will be responsible for co-ordinating the release of the RIB from the trailer and will be in charge of the launch procedure. The helmsman must ensure verbal communication is maintained with all staff during the launch procedure.
- 6) The vessel must remain secured to the trailer until it is launched.

Towing

Whenever the towing of the trailer is undertaken the following checks must be completed:

- 1) Brakes Operational
- 2) Tyres correctly inflated and turning freely
- 3) Light board operational and secure
- 4) Number plate mounted and correct
- 5) Boat adequately secured to trailer, and ancillary equipment safely stored
- 6) Bilge water removed
- 7) Propellers guarded where necessary
- 8) No additional equipment loose or stored in boat that would cause instability or overloading
- 9) Brake activation cord attached to vehicle and breakaway cable secured
- 10) Jockey wheel lifted and secured.

Maintenance

It is the responsibility of the designated officer to ensure the vehicle and trailer are serviced in line with the manufacturer's recommendations. It is the Helmsman's responsibility to ensure all maintenance and equipment checks are carried out prior to any launching procedure.

Safety Equipment

All mandatory pre-launch and post-launch checks must be completed on each occasion. . Completion of the respective checklist is required by the Helmsman or designated officer on the day and once complete must be submitted. These detailed checklists act as prompts to ensure all safety related items/equipment are present and correct. These lists contain detailed checklists on towing and maintaining the RIB and associated equipment, as well as detailed lists of all safety equipment and items to be carried on board the vessel for all operations. Any faults or issues recorded would render the equipment unsafe and should not be used without consultation and authorisation from a member of the Senior Management Team.

Note: Refer to Risk Assessment 6

1.6 RIBs – General work

Ref: Risk Assessment 7

- 1) When approaching the pontoon from a vessel care and consideration must be given in any conditions.
- 2) Quayside ladders are often in a neglected state, visual and physical checks should be carried out before descending or ascending any ladder.
- 3) There is to be no-smoking on the RIBs at any time.
- 4) Officers are not to venture onto the fore deck whilst the vessel is underway during inclement weather conditions, except in an emergency situation and under the authority of the Helmsman
- 5) Lifejackets must be worn at all times.
- 6) There is a requirement for all officers to wear helmets fitted with an integrated communication system (Talk Through) at all times when working on the RIB and on passage, embarking and disembarking from a RIB.
- 7) Items of equipment and ropes should be made secure at all times when operational.
- 8) Whilst working on deck, safety lanyards on D&S IFCA RIBs will be used to secure Officers via their lifejackets harness to a strong point on the RIB.
- 9) All visitors to the RIBs must undergo an induction briefing.
- 10) The radar and any other forms of radiation must be switched to standby when any person is aloft or entering a harbour or marina area.
- 11) When disembarking the vessel, staff must ensure they do not jump/leap from the vessel at any time. Always use the access ladders provided if the quayside is not at the same level as the RIB's tubes.
- 12) All staff and personnel including visitors must follow and comply with all guidance and instruction provided by the Helmsman.

Safety Equipment

All mandatory pre-launch and post-launch checks must be completed on each occasion. . Completion of the respective checklist is required by the Helmsman or designated officer on the day and once complete must be submitted. These detailed checklists act as prompts to ensure all safety related items/equipment are present and correct. These lists contain detailed checklists on towing and maintaining the RIB and associated equipment, as well as detailed lists of all safety equipment and items to be carried on board the vessel for all operations. Any faults or issues recorded would render the equipment unsafe and should not be used without consultation and authorisation from a member of the Senior Management Team.

Refer to Risk Assessment 7

1.7 Working on board fishing vessels

Ref: Risk Assessment 1 and 12

- 1) Beware of sudden unexpected vessel movements when derricks are raised or lowered, or when a weight is being swung.
- 2) Sharp, pointed objects can be dangerous items when clambering over vessels. All such items should be placed in a strong bag or safe pockets.
- 3) Care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.
- 4) Once aboard, always stand well clear of all gear and machinery on deck, whether or not it is working - it may start up unexpectedly.
- 5) Never straddle a rope or wire - it may unexpectedly come under tension. Never stand in a bight of any rope, wire, and chain. Always avoid slack wires laid on deck between two bollards, sheaves, or blocks. (If the wire should come under sudden tension, a person's legs can be whipped from beneath them with possible severe injuries).
- 6) Beware of the dangers of walking on slippery hatch covers or on hatch boards which may not be properly secured over a deck opening. Always check that hatch covers are clipped back or otherwise secured, before descending into a fish or net hold.
- 7) When inspecting any hold, always have a member of the crew to assist you. One of the boarding officers should remain on deck.
- 8) Trawl nets, fish boxes, containers, and other heavy objects should, where possible, be lifted in such a manner which conforms to manual handling techniques and where possible assistance should be sought.
- 9) Be aware of fire hazards and always ensure that a quick exit route from the vessel is available.
- 10) Whilst Officers are on-board a fishing vessel, the Helmsman of the RIB will maintain the position of the RIB close by to the fishing vessel and pace the boarded vessel during the boarding inspection.
- 11) There is a requirement for all officers to wear helmets fitted with an integrated communication system (Talk Through) at all times when working on board fishing vessels so as to communicate with other Boarding Officers and the Helmsman of the RIB.
- 12) Boarding Officers need to identify the Master of the fishing vessel who should identify any risks on the vessel and the safest areas to undertake inspections where possible.

Note: Refer to Risk Assessment 1 and 12

1.8 Driving at Work

Ref: Risk Assessment 10

Employees have a duty to ensure that the activities they undertake whilst driving are safe and do not pose a danger to other road users. Where at all possible and/or practicable Officers should seek to 'car share'.

Use of Authority Vehicles

- 1) Vehicles must have a current MOT certificate, current Road Tax, Business Use Insurance and be roadworthy at all times.
- 2) The designated officers are responsible for ensuring that all Authority vehicles are serviced and maintained in line with the manufacturer's recommendations.
- 3) Any employee using the vehicle shall be responsible for ensuring that a visual inspection of the condition of the vehicle is undertaken before use.
- 4) Any employee using any Authority vehicle, is required to complete all necessary documentation in full. Any faults suspected or detected by an employee must be reported to the Office Manager immediately. An entry must be made in the vehicle logbook or appropriate vehicle checklist **and where any fault may affect safety, then the vehicle must not be used.**
- 5) Any employee involved in a traffic offence or accident, either in their personal vehicle or Authority vehicles, or suffering any illness which may affect the ability to drive, or having been prescribed any medication, which may affect the ability to drive, must advise the Chief Officer, Deputy Chief Officer or line manager as soon as is practical.
- 6) Before using the four-wheel drive capability of the vehicle, or taking the vehicle into an off-road situation, employees must be conversant with the correct and safe handling of the vehicle in that situation.
- 7) Dash cams are provided in all Authority vehicles. This must be operational at all times whilst vehicles are being used and driven. Dash cams must not be disabled.
- 8) All drivers must be 25 years of age or over unless appropriate insurance has been obtained by the Chief Officer for employees under 25 years of age.
- 9) Employee's will abide by the provisions of the Highway Code at all times.
- 10) All employees must declare to the Chief Officer, Deputy Chief Officer, or Office Manager any driving offences, penalties points or fines issued.

Use of Officers' Vehicles

- 1) Employees will abide by the provisions of the Highway Code at all times.

- 2) Vehicles must have a current MOT certificate, current Road Tax, Business Use Insurance and be roadworthy at all times.
- 3) Any employee will be responsible for checking and ensuring the safe operation of their vehicle before use.
- 4) Officers must ensure that their motor insurance covers them to use their car for work purposes.

Excessive Mileage and Fatigue

- 1) When undertaking long journeys, employees should, when practicable follow the guidance contained within the Highway Code.
- 2) If the expected working day exceeds 12 hours and 250 miles travelled, then if officers cannot share the driving for whatever reason, they should make alternative accommodation arrangements, by either travelling up the previous day and staying in accommodation overnight or seeking accommodation following the working shift.
- 3) Officers should ensure that they have a minimum rest period of 11 hours between working periods ([Working Time Regulations 1998](#)).

Weather Conditions

Consideration should be given when making any journey as to the weather conditions. If any concern exists, then this should be relayed to the relevant line manager.

Note: Refer to Risk Assessment 10

1.9 Intertidal work

Ref: Risk Assessment 13 and 15

- 1) Intertidal procedures relate to both surveying in the intertidal area and undertaking enforcement activities in the intertidal area.
- 2) Prior to surveying or undertaking enforcement activities on any intertidal area, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.
- 3) There will be a designated officer in charge of the sampling and a minimum of 2 people are required for any survey that requires officers to leave recognised pedestrian pathways. When engaged in sampling employees should

- ensure that they work in pairs as a minimum requirement. The designated officer should ensure that all necessary safe working practices and equipment are in place.
- 4) Access to and from beds must be taken using established tracks/exit routes. Detect and avoid areas of unstable substrate when moving across the beds.
 - 5) The designated officer should assess the likely weather conditions to ensure no severe weather is expected that could increase the risks highlighted in the risk assessment i.e., Fog/Precipitation.
 - 6) The tide times should be verified, and work/surveying should cease no later than one hour after low water if there is a risk of being cut off by the incoming tide.
 - 7) Each person engaged in surveying or enforcement activity should have a work issue mobile phone and coverage from the network verified. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated. Handheld VHF radios should only be used in emergency situations.
 - 8) The following safety equipment must be taken, and a safety check of all equipment used should be recorded on the appropriate checklist system:
 - i. First Aid Kit
 - ii. Fully functioning mobile phone
 - iii. 1 Handheld GPS
 - iv. Life jacket
 - v. Waterproof/warm clothing for each person.
 - vi. Sunscreen/hats
 - vii. Handheld compass
 - viii. Hand-held VHF radio (per team) to be used in case of emergency only
 - ix. Personal EPIRB (fitted to life jacket)
 - 9) All Officers should report to the Senior Team member if they feel unwell e.g., dehydration, injury, blistering of ankles etc. and abort the survey work if necessary.

Note: Refer to Risk Assessments 13 and 15

1.10 Surveys on board fishing vessels

Ref: Risk Assessments 1 and 12

- 1) Prior to undertaking any surveying, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.

- 2) Officers must wear non-slip footwear and a lifejacket.
- 3) Each person engaged in surveying should have a work issued mobile phone with them.
- 4) Officers should satisfy themselves that the vessel being used to survey from is in good seaworthy condition, has a reliable and well-known Master and has the necessary safety equipment on-board and a relevant MCA Code of Safety Inspection.
- 5) Officers should satisfy themselves that the vessel chosen is going to sea in weather/conditions that are suitable. If there are any doubts on any safety related issues and/or conditions the survey should be aborted immediately. Any issues that are encountered relating to the vessel or crew must be recorded and reported to line managers as soon as possible.
- 6) The following equipment must be taken:
 - i. Personal EPIRB
 - ii. Warm/waterproof clothing
 - iii. Life Jacket
 - iv. Fully functioning mobile phone
 - v. Sunscreen/hats

Note: Refer to Risk Assessment 1 and 12

1.11 Inspecting Premises

Ref: Risk Assessment 3

- 1) When inspecting any premises officers must identify themselves and fully explain to the manager/owner the purpose of the inspection and if requested set out the powers under which the inspection is being undertaken
- 2) Officers must always have in their possession a fully operational work issue mobile phone.
- 3) When working outside of normal work times 2000 - 0600 Officers must implement the Lone Working Procedure.
- 4) Officers must wear non-slip, safety footwear and protective clothing appropriate for the premises being inspected.
- 5) Officers should carry with them in the vehicle their market coats and hats and wellington boots if the inspection has been planned.
- 6) When inspecting cooked/uncooked products officers must take suitable precautions as advised by the owner in order to prevent cross-contamination of food products.
- 7) When measuring shellfish or whitefish ensure the correct handling procedure is followed including wearing clean, rubber gloves and check the procedures for repacking the fish or shellfish once the inspection is complete.

- 8) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 9) Be aware at all times of any machinery operating such as forklifts, always conduct inspection of fish in safe location.
- 10) Employees must familiarise themselves with the premise's emergency procedures in case of fire etc.
- 11) Never enter a cold room or freezer unattended and always ensure the door cannot be closed behind you.

Note: Refer to Risk Assessment 3

1.12 Inspection of Items in Person's Possession

Ref: Risk Assessment 4

- All officers will at sometime during the course of their duties inspect items in a person's possession. In such circumstances Officers must follow the procedure below. MaCAA gives powers of search to warranted enforcement officer. However. S. 250 (8) of MaCAA notes that 'Nothing in this section confers any power to search a person'.
 - 1) Officers must always have in their possession a fully operational work issue mobile phone.
 - 2) If officers need to inspect an item in a person's possession, then there should be a minimum of two officers present.
 - 3) Officers must identify themselves and set out the reasons for the inspection and where necessary, set out their legislative powers under which they are carrying out the inspection.
 - 4) Body worn video cameras should be switched on before conducting the inspection, in accordance with the BWVC Policy and Standard Operating Procedure.
 - 5) Consideration should be given to logging the proposed activities with the Police through 101.
 - 6) When working outside of normal work times 2000 – 0600 Officers must implement the Lone Working Procedure.(See S.4.3)
 - 7) When operating in any location, officers must risk assess the potential for any violence and where any doubt exists the individual should not be approached.
 - 8) When dealing with persons who are known to the Authority as being a threat to officers' safety, risk should be assessed on each occasion.
 - 9) Officers should treat every inspection of an item in a person's possession as a high-risk situation and follow the guidance and their training to mitigate that risk to an acceptable level.
 - 10) Where an item in the possession of an unknown person is inspected by officers and any concerns are raised, the officer must liaise with senior management who will liaise with the Police to obtain any relevant information on the threat this person may pose.

- 11) During the inspection of items in a person's possession, no physical contact will take place with the person. Officers will request the person to reveal or to take off clothing, for example, open a carrier bag or remove coat. If the person fails to comply with a reasonable instruction from the officer, the officer can warn them that it may be deemed as an offence. If the person continues to fail to comply the officers must leave the area.
- 12) Where any threat of violence exists officers must leave the area immediately.

Note: Refer to Risk Assessment 4

1.13 Inspection of Vehicles

Ref: Risk Assessment 5

- 1) Officers must always have in their possession a fully operational mobile phone.
- 2) If officers need to inspect a vehicle, then there should be a minimum of two officers present.
- 3) Officers must identify themselves and set out the reasons for the inspection and where necessary, set out their legislative powers under which they are carrying out the inspection.
- 4) When working outside of normal work times 2000 – 0600 Officers must implement the Lone Working Procedure (see S.4.2).
- 5) When inspecting any vehicle ensure the engine is switched off and request that the key is removed.
- 6) Before commencing any inspection request that the handbrake to the vehicle is engaged.
- 7) Always request the driver to accompany you during the inspection.
- 8) When inspecting refrigeration units always ensure the door is locked open and that the driver accompanies you at all times. Ensure you have warm clothing.
- 9) When accessing a vivier lorry/van ensure the threat of fall is removed by using suitable access provisions.
- 10) Be aware at all times of the environment surrounding you, conduct the inspection in a quiet location away from the threat of other traffic/vehicles.
- 11) If following a vehicle, officers must ensure they abide by the Highway Code at all times.
- 12) Do not use your vehicle to block any vehicle in.
- 13) Do not follow vehicles into remote locations where the threat of isolation exists.

Note: Refer to Risk Assessment 5

1.14 Use of Mobile Phones

General Use

- 1) When working, all officers must ensure that their work issue mobile telephones are switched on and charged. Officers' mobile phones issued by the Authority must have a phone location app (Find My Phone) installed and transmitting and a locator app (What3words) installed and operational so that the phone and location can be found in case of emergency. The phone locator app should be shared with all team members when working.
- 2) During work time phones should only be switched off during the following circumstances (Paragraphs (2) to (4)).
- 3) When using a mobile telephone, Officers must ensure that they conform to the [Road Vehicles \[Construction and Use\] \[Amendment\] \[No 4\] 2003](#), which prohibits the use of hand held devices whilst driving. A copy of this regulation and its guidelines is available to all staff
- 4) At all other times Officers shall assess whether the use of a Mobile Telephone could cause distraction which may affect the officer's safety or that of any other person or property. If the officer feels that any such risk is possible then the Mobile Telephone should not be used.
- 5) When attending Authority Meetings, Magistrates' Court, Crown Court, or Training Sessions etc. mobile telephones should be switched off.

Message Service

- 1) Officers must ensure that during working hours if their mobile phone is switched off a voice mail or message service is functional on their phone. The answer phone message on officers' phones should identify the name of the officer and D&S IFCA.

Section 2 Risk Assessments

The following generic risk assessments have been conducted for work activities undertaken by Authority employees. These assessments are held electronically, and all staff should regularly familiarise themselves with the documents. Existing risk assessments should be reviewed annually or sooner if, an incident occurred or where further risks are identified that need to be

considered. This is the responsibility of the Responsible Officer and / or Duty Holder. A table of the Authority's Risk Assessments can be found in Annex 3.

Section 3 COSHH Assessments

Any substances used in day-to-day operations are detailed within the Authority's COSHH Assessments which are held in the office and at the storage facilities. Officers must ensure that before using any substances, they must refer to the [COSHH Assessment Files](#) and take any necessary precautions as identified within each substance's assessment. All new substances must be assessed before use, and the assessment retained in the relevant file. Data Safety sheets for substances will be available in the area where the substances are held. A list of chemicals held, and related data sheets is shown in Annex 4.

Section 4 Violence, Challenging Behaviour and Working Alone in Safety

4.1 Verbal Abuse and Threats

- 1) All Staff will receive appropriate training on how to deal with difficult situations.
- 2) Any cases of verbal abuse and or threat to any employee must be reported to their Line Manager and a detailed record will be kept and monitored using a specific report sheet held electronically in the Health and Safety File.
- 3) Where a pattern of threats or abuse is revealed, the Chief Officer or Deputy Chief Officer will seek the advice of and assistance from appropriate agencies and take any necessary action.

4.2 Physical Assault

The Authority will adopt the following procedure as appropriate where:-

- 1) A physical attack can be reasonably foreseen in the future from a potential aggressor:
- 2) A physical attack has taken place:
 - ❑ Call the Police [Ambulance if required]
 - ❑ Report the incident to a Line Manager verbally.
 - ❑ Liaise with the police, be prepared to make a Statement, and obtain a crime number.

- ❑ The Chief Officer or Deputy Chief Officer will decide on any other immediate action thought necessary in the interests of safety.
- ❑ Complete written report regarding the incident.
- ❑ Liaise with Hospital or GP, if appropriate obtaining written evidence of injuries if possible.
- ❑ Counselling will be offered to Staff where necessary.

4.3 Lone Working Procedure

This procedure has been developed in order to improve communications and provide support to employees who are engaged in lone working, although there may be occasions when employees other than lone workers would benefit from using this system, for example, officers working outside normal office hours (2000 – 0600). Therefore, this procedure will also apply to officers working together outside normal office hours.

Lone working is necessary but should be avoided where possible. The Authority recognises that lone workers face particular risks due to the nature of their work and will not require officers to work alone where this results in unacceptable risks. Duty Holder and Responsible Officer must therefore assess the risks its lone workers face and wherever possible should strive to remove or reduce risks to an acceptable level. A Monitoring Officer will oversee Lone Working reporting procedures and will be identified from the respective teams' Line Manager, the Deputy Chief Officer (the Duty Holder) or Chief Officer (the Responsible Officer).

Shore Based Lone Working Procedure

- 1) Shore based procedures include working on the quayside (S.1.1), boarding or disembarking a vessel in harbour (S.1.3), intertidal work (S1.9), inspections of premises (1.11), inspections of persons (S.1.12) and inspection of vehicles (S.1.13).
- 2) Officers must ensure that they carry a reliable means of communication at all times.
- 3) Mobile phones must be fully charged and switched on. Officers' mobile phones issued by the Authority must have a phone location app (Find My Phone) installed and transmitting and a locator app (What3words) installed and operational so that the phone and location can be found in case of emergency.
- 4) Officers must ensure that before undertaking any lone working procedure (as identified) they have read the relevant Authority's Risk Assessment and section of the Safety Services Booklet. Officers must also ensure they have all the relevant equipment identified for the task they are to undertake.
- 5) Lone workers must log in at the beginning of the identified work activity and log off when the activity ends. The procedure laid out below must be used for logging in and off.

- 6) Officers (including the Monitoring Officer) must set an alarm on their mobile phones to remind them to make contact at the agreed times.

Logging In/Offshore Based Activities

- 1) Mobile phones must be charged and switched on and phone app location shared with the team members and Monitoring Officer.
- 2) During all hours, officers should log in verbally with the identified Monitoring Officer, who will be responsible for monitoring the officer(s)' activity until such time as the officer(s) log off.
- 3) Once contact has been made then the Monitoring Officer should be provided with the following information:
 - ☐ Location (including what3words)
 - ☐ Expected activity
 - ☐ Expected start and finish times
 - ☐ Intended frequency of contact with the Monitoring Officer covering the duration of the lone working period.
- 4) Once logged on, lone workers must make contact at the agreed times. Failure to do so will result in the search procedure being activated.
- 5) Search Procedure will involve the Monitoring Officer attempting to contact the officer (s) undertaking lone working if contact at the agreed time has not taken place.
- 6) The Monitoring Officer will contact the emergency services, in the first instance the Police or Coastguard depending on which service will provide the most appropriate response if no contact is made within 15 minutes of the agreed time.
- 7) The Monitoring Officer will continue to attempt to contact the lone workers and will contact their 'in case of emergency' contact if no response.
- 8) If contact is made with the lone workers, the Monitoring Officer will contact the emergency services to call off assistance.

Boat Based Survey Lone Working Procedure (S.1.10)

- 1) Mobile phones must be fully charged and switched on. Officers' mobile phones issued by the Authority must have a phone location app (Find My Phone) installed and transmitting so that the phone and location can be found in case of emergency.
- 2) Officers must ensure that before undertaking any lone working procedure (as identified) they have read the relevant Authority's Risk Assessment and section of the Safety Services Booklet. Officers must also ensure they have all the relevant equipment identified for the task they are to undertake.
- 3) Lone workers must log in at the beginning of the identified work activity and log off when the activity ends. The procedure laid out below must be used for logging in and off.
- 4) Officers, when surveying at sea on board fishing vessels are reliant on the Master, Crew, and themselves to alert the emergency services of any incident, and co-ordinate any necessary assistance. Officers must follow the appropriate procedures and guidance provided by the Master.

Logging In/Off Boat Based Survey Work

- 1) Mobile phones must be charged and switched on and phone app location shared with the Monitoring Officer.
- 2) When undertaking boat-based surveys, officers should log in verbally with the Monitoring Officer on boarding the vessel and must notify them on return to shore.
- 3) Officers should notify the Monitoring Officer of the expected time back ashore
- 4) If the Officer has not reported at the expected time, the Monitoring Officer will attempt to make contact with the Officer undertaking the boat survey work.
- 5) If the Monitoring Officer has concerns, they should contact the Coastguard and request that they make contact with the vessel involved.

Section 5 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

5.1 Accident and Incident Reporting

All accidents, or incidents involving dangerous occurrences and/or near misses shall be reported. The Health and Safety Duty Holder (Deputy Chief Officer) shall ensure that systems and procedures are in place to monitor and record all incidents.

The procedures to be followed for reporting and recording such events are contained within the 2 flow charts:

- Accident Reporting Procedure (HSE) (Annex 1)
- Accident Reporting Procedure (MAIB) (Annex 2)

These procedures are set down by law for reporting and recording all accidents and incidents either terrestrially (HSE) or at sea (MAIB).

The Authority holds bimonthly/monthly staff meetings where health and safety, matters are discussed.

5.2 Accident Reporting Procedure (HSE)

The Authority accepts that the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and other statutes place a duty on it to ensure that accidents and incidents are recorded and investigated.

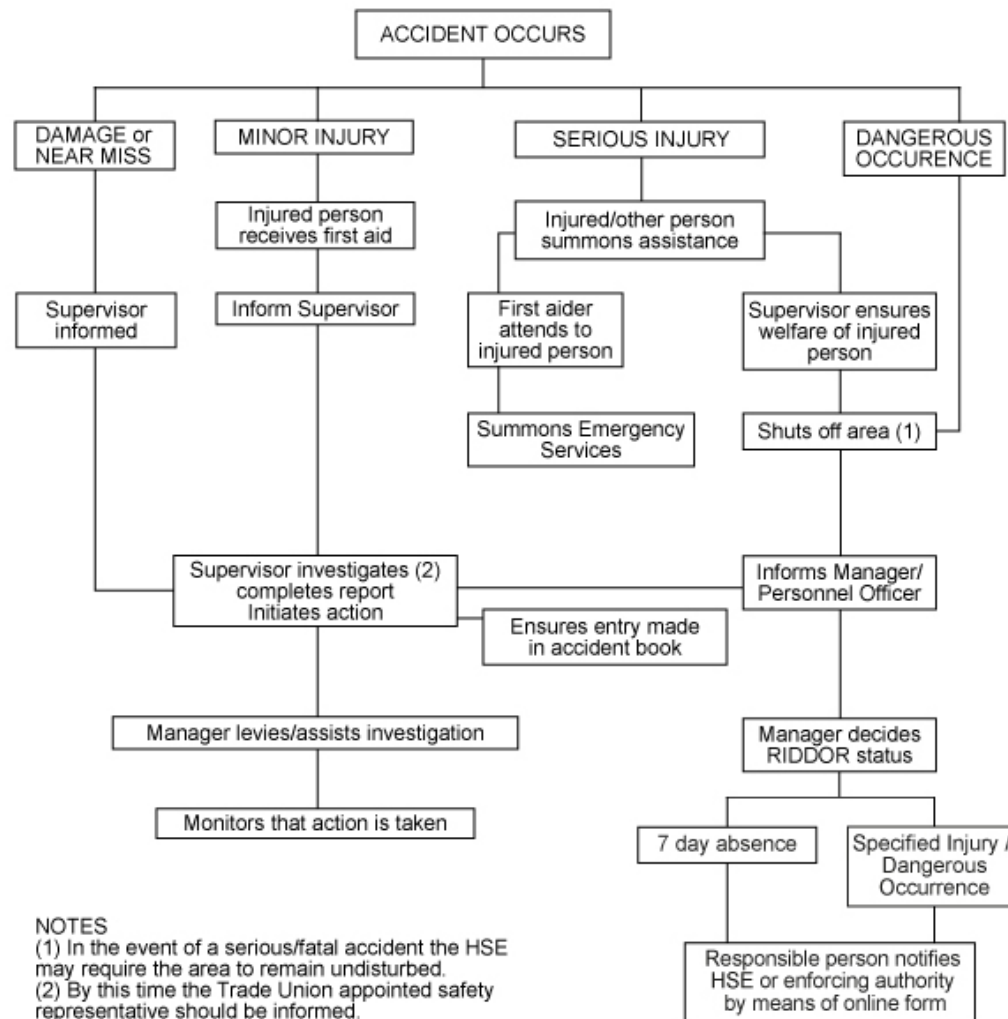
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (HSE) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the terrestrial work environment.

5.3 Accident Reporting Procedure (MAIB)

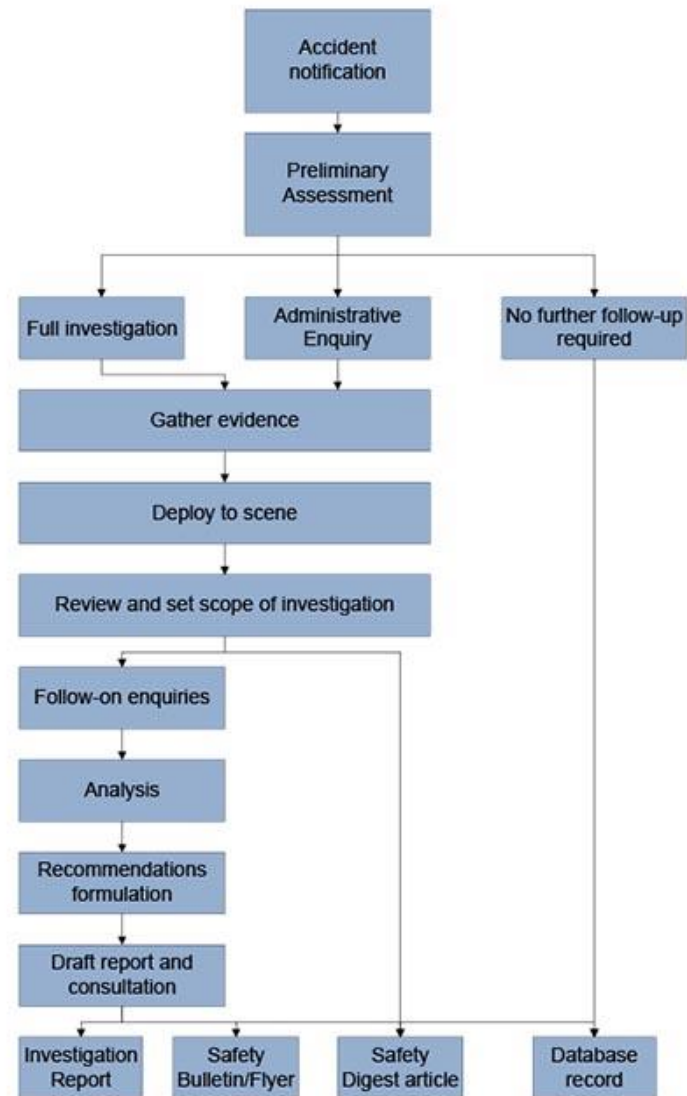
The Authority accepts that the Merchant Shipping Act 1995, and the Merchant Shipping (Accident and Reporting Regulations) 2005, place a duty on it to ensure that accidents and incidents are recorded, reported, and investigated.

All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the marine work environment.

Annex 1- Accident / Incident Reporting Procedure HSE



Annex 2 – MAIB Accident Reporting Diagram



Annex 3 – Table of Risk Assessments

RA1	Inspection of vessels and gear at sea	RA9	Maintenance and storage of assets and other equipment	<i>RA18</i>	<i>Draft New & expectant Mothers</i>
RA2	Inspection of vessels and gear at port	RA10	Driving at work	CRA1	COSHH Risk assessment for Industrialised Denatured Alcohol
RA3	Inspection of Premises	RA11	Office working	CRA2	COSHH Risk Assessment Formaldehyde
RA4	Inspection of Person/s	RA12	Surveys on-board fishing vessels		COSHH Summary Risk Assessment Spreadsheet
RA5	Inspection of Vehicles	RA13	Intertidal fish push net survey		
RA6	Transporting and launching of vessels on trailer	RA14	Use of underwater survey equipment on vessel		
RA6(b)	Recovery of David Rowe from Brixham Marine – Covid 19	RA15	Intertidal Survey Work & COVID 19		
RA7	Operation of vessels at sea	RA16	Wrasse Surveys on IFCA vessels		
RA8	Conducting a shore patrol	<i>RA17</i>	<i>Draft Compliance and Enforcement Actions Covid19</i>		

Annex 4 - COSHH Chemicals and Data Sheets

List of Data Sheet for Controlled Substances held by D&S IFCA August 2021

Chemical	Data Sheet	Chemical	Data Sheet
Airwick 4 in 1 freshener	Y	Industrial Denatured Alcohol	Y
Anigene HLD4v disinfectant cleaner	Y	Mobile 1 5W-30 engine oil	Y
Car Plan De- icer	Y	Morris Lubricant	Y
Cif Cream Lemon	Y	Mr Muscle Window and Glass cleaner	Y
Cif Cream Regular	Y	Quicksilver Performance 4 stroke outboard oil	Y
Clean to gleam boat wash	Y	Rain X-Rain Repellent	Y
Duck Oil Multi-Purpose service spray	Y	Ramonal White - White Marine Grease	Y
Everbuild All Purpose Silicone Spray	Y	Renolit Aqua 2 – water repellent grease	Y
Flash with Bleach Spray	Y	Shell Tyre Repair	Y
Formaldehyde	Y	Sarvega Duck Oil	Y
Glycerol	Y	Tesco Kitchen Cleaner with Bleach	Y
Green Chem's AdBlue for diesel engines	Y	Turtle Wax- Black Polish	Y
Halford wheel cleaner spray	Y	Turtle Wax essential cockpit cleaner	Y
Halfords Car wash and wax	Y	white spirit	Y
Halford Screen Wash	Y		