

Health and Safety
Report by Head of Safety Management

Summary: This report outlines the further development of the Safety Management System Issue 6 to include updated hazards following a review by stakeholders. The report also presents the annual health and safety report and the annual review of marine incidents.

Recommendation: That the Authority

- (i) adopt the integrated Safety Management System and continues to support the ongoing development of detailed supporting operational procedures.
- (ii) resolves that the Hazard log be kept under review, subject to a formal review in spring 2019 and thereafter every three years from the date of publication of this report.
- (iii) note the priorities for action on internal health and safety for the coming year, which are to:
 - (a) continue to implement and monitor application of the condition monitoring system on all Broads Authority sites;
 - (b) continue to promote the safety observations system to help to influence a positive change in culture and to capture near miss events;
 - (c) carry out five internal audits of key processes to audit control measures; and
- (iv) to note the Annual Marine Incident Statistics.

1 Introduction

- 1.1 This report covers three health and safety matters: the development of an integrated safety management system, the annual safety report and annual marine statistics.

2 Development of the Integrated Safety Management System (SMS)

- 2.1 The Port Marine Safety Code (PMSC) was published in March 2000 by DETR Ports Division. It aims to establish an agreed national standard for port marine safety and a measure by which authorities can be held accountable for their legal powers and duties to run their harbours safely.
- 2.2 The Broads Authority as duty holder for the Broads has developed a Safety Management System (SMS) as a clear commitment to the standard of safety required within the Broads to comply with the PMSC.

- 2.3 The Safety Management System Document has been developed with significant input from persons working on and around the Broads as well as users of the Broads and is supported by a series of risk assessments.
- 2.4 This update of the Safety Management System encompasses the management of land based hazards in the form of an integrated hazard log.
- 2.5 The PMSC states that each harbour authority must appoint an individual as the Designated Person (DP) to provide independent assurance directly to the duty holder (the Authority). The main responsibility is to determine, through assessment and audit, the effectiveness of the SMS in ensuring compliance with the Code.
- 2.6 The Authority has previously appointed the Head of Safety Management to act as the “Designated Person” as defined by the Port Marine Safety Code. Whilst this is not formally required for land based activities, the same process has been adopted in this regard to give members assurance that equal weight is attached to these potential risks.
- 2.7 The hazard log was reviewed recently by a stakeholder group who considered each of the hazards, the mitigations and the rating of the hazards. The group concluded that of all 50 active hazards the risks have been reduced to a level which is as low as reasonably practicable.
- 2.8 The review group also considered a proposal to amend the frequency of formal review of the hazard log to a three year cycle. It was agreed that the log and mitigations were mature and that the log was subject to continual review by the Boat Safety Management Group. It is recommended that the hazard log remains under continual review, and is subject to a formal Stakeholder Review in spring 2019 and then every three years from the date of publication of the report. The Boat Safety Management Group and the Navigation Committee both supported this proposal and the SMS has been amended to reflect this.
- 2.9 The Safety Management System has been updated and is ready for formal issue. Key areas of the update include the following:
- Progress made against Broads Plan Objectives (SMS section 2.6)
 - Complete replacement of the section relating to Hazards following the recent Hazard Reviews (SMS Annex M)
 - Updated Hazard Management Policy (SMS section 10.4)
 - Updated recommendations from the external audit (SMS Section 13)
- The full update to the existing manual is at Appendix 1.
- 2.10 The Navigation Committee was consulted on the revision to the Safety Management System at its meeting on the 23 April 2016 and the Committee supported the development and amendments as proposed.

3 Health and Safety Annual Report

- 3.1 Health and safety has always been a high priority for the Broads Authority because of the environment in which it operates. Over the last ten years the safety of visitors has been the focus for heightened activity with the Broads Authority Act 2009 and the Port Marine Safety Code providing a framework for action. Similarly the health of staff has been a high priority and this is due to the environment employees work in and the use of heavy and potentially dangerous equipment. The first annual report was presented to the Authority in May 2012. Appendix 2 contains the report for the period 2015/16.
- 3.2 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights the need for continued improvement. The incident trend demonstrates that the Authority has reduced the number of Riddor reports to below the industry average of three per annum. It is recognised that continued resource and commitment at all levels will be required to improve the overall safety performance and culture in future years, particularly in areas of housekeeping, supervision and employee hazard awareness.
- 3.3 This approach combined with a proactive programme of promoting employee wellbeing demonstrates the Authority's commitment to maintaining a long term positive health and safety culture.

4 Annual Marine Incident Statistics

- 4.1 Appendix 3 provides details of the marine incidents reported during 2015/16 from April 2015 to March 2016, including an analysis of deaths and personal injury since 1993. When consideration is given to the large number of visitors to the Broads, the statistics demonstrate that the Broads continues to be a safe place for boating and boating related activities.
- 4.2 The Broads Authority has sought to continue to highlight the message of personal responsibility for safety in its publications and has encouraged boaters to take a more proactive role by becoming better-informed and wearing lifejackets. Reports from officers have indicated that again this year has seen a noticeable increase in the number of boaters seen wearing lifejackets particularly on hire boats.
- 4.3 Notable issues are:
- Boat fires continue to remain at a low level demonstrated in previous years. All boats involved in fires held current Boat Safety Scheme Certificates
 - The fire boating related statistics suggest that when viewed over several years, the statistics continue to demonstrate a fairly static position
 - It should be noted that there were two fatalities relating to incidents from boat use, one from a hire boat and one from a private residential boat

- The majority of incidents where hospital treatment was required continue to be attributed to embarkation and disembarkation with a slight decrease in numbers in comparison with the previous year
- Incident reports can be submitted on-line via an electronic form which can be found on the Broads Authority website <http://www.broads-authority.gov.uk/>

4.4 In terms of next steps it remains important for all agencies and organisations to continue to raise awareness of this hazard. In an effort to encourage more people to wear lifejackets or buoyancy aids the Authority and its partners, Broads Hire Boat Federation, Norfolk and Suffolk Boating Association and the booking agents Blakes and Hoseasons are to continue to support and promote the “Wear It” safety message.

Background papers: Broads Authority, Port Marine Safety Code, Safety Management System, Version 4.0 dated 2014
Previous annual reports

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Date of report: 7 March 2015

Broads Plan Objectives: NA4

Appendices: APPENDIX 1 – Broads Authority Port Marine Safety Code – Safety Management System <http://www.broads-authority.gov.uk/broads-authority/committees/broads-authority/broads-authority-15-may-2015>
APPENDIX 2 – Annual Health and Safety Report 2014
APPENDIX 3 – Annual Marine Incident Statistics

Annual Health and Safety Report 2015

1 The Authority's commitment to employee Health and Safety and the arrangements for management and delivery are set out in the Health and Safety Policy which is published on the Authority's Intranet and communicated to all staff. Supporting policies have been developed to set out arrangements for the management of specific hazards. All hazards that are encountered by the employees are risk assessed and a series of generic risk assessments have been developed. Task specific risk assessments are completed for all work sites. This system is well developed and in regular use by employees.

2 This Year's Training

2.1 The Authority has continued to deliver health and safety training using both internal and external resources. Training activity over the 2015/16 period included:

Risk Assessment

Lantra Profesional Tree inspection
 First Aid and AED
 Chainsaw refresher
 Manual Handling
 Brush Cutter / Trimmers refresher
 Boat Handling
 Construction Skills Certification
 Hazardous Boat Inspections
 Launch Handling

CoSHH

Standby Training
 Life Jacket servicing
 VHF Radio
 Towing and Pushing
 Large vessel handling
 Noise at work
 Slinger signaller
 Working at height
 CDM refresher

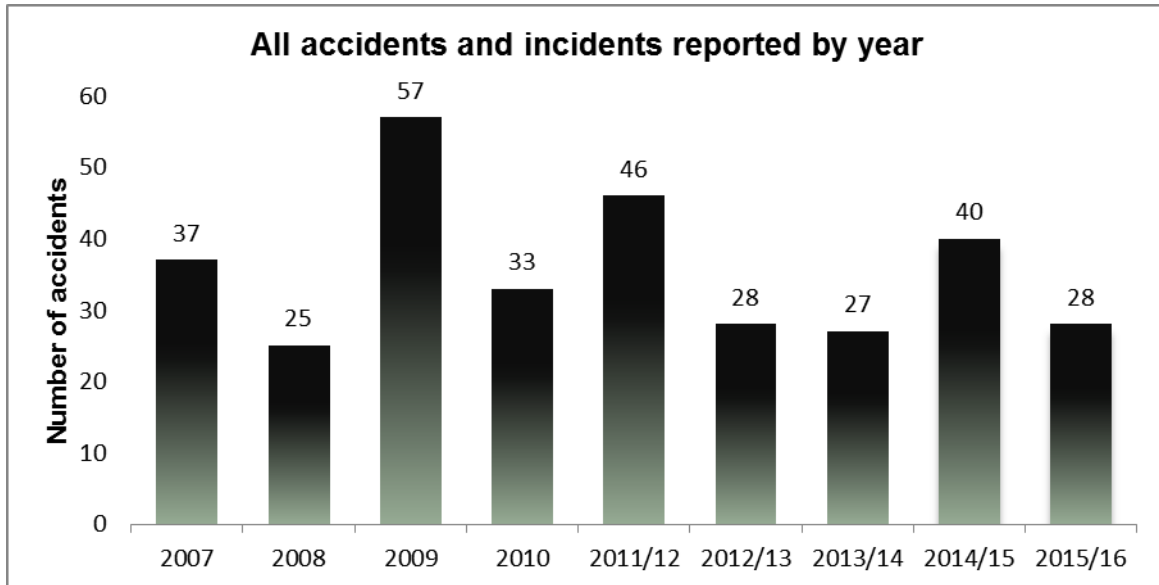
3 Development of the Authority's Condition Monitoring

3.1 The main activity over the last year has been the development of the Authority's condition monitoring facility to replace the paper based system used by Rangers for checking and reporting defects. The graphical information system (GIS) based tools allows for the mapping of all assets onto the Authority's database and document management system. Rangers will use tablets to record condition of moorings and land base sites when on their duties, defects will be logged on the devices and automatically forwarded to the maintenance supervisor for action.

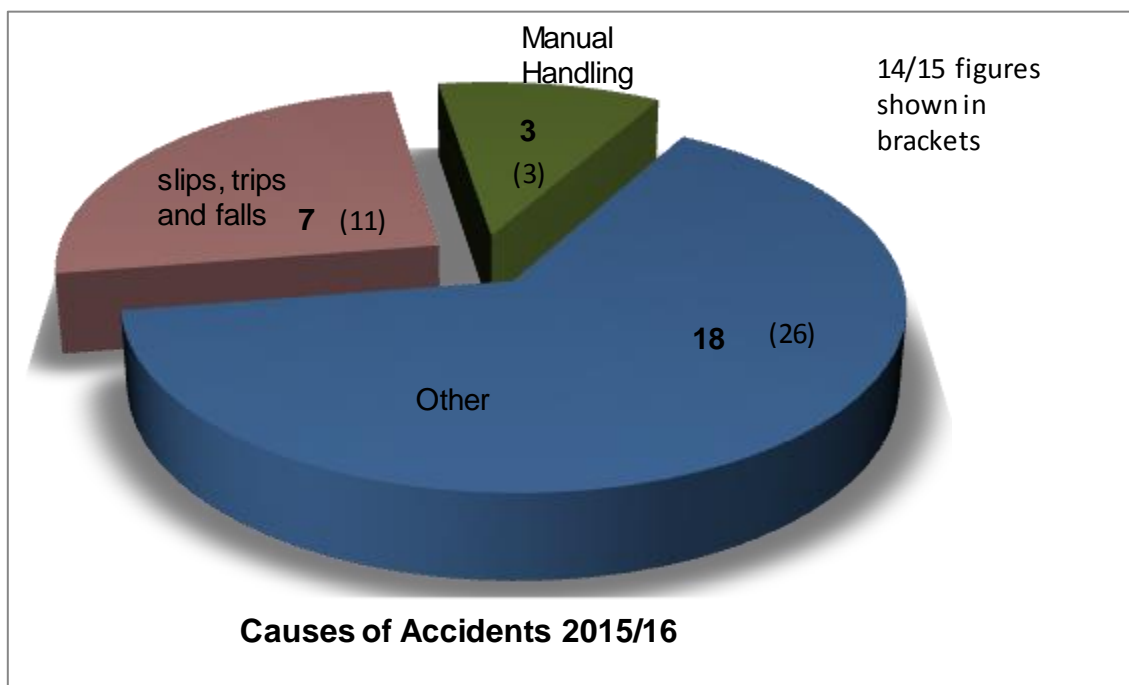
3.2 The data for the system is still being collected and rangers will be using the system from mid 2016 on the Waveney and further area will be rolled out during the year.

4 Accident Information

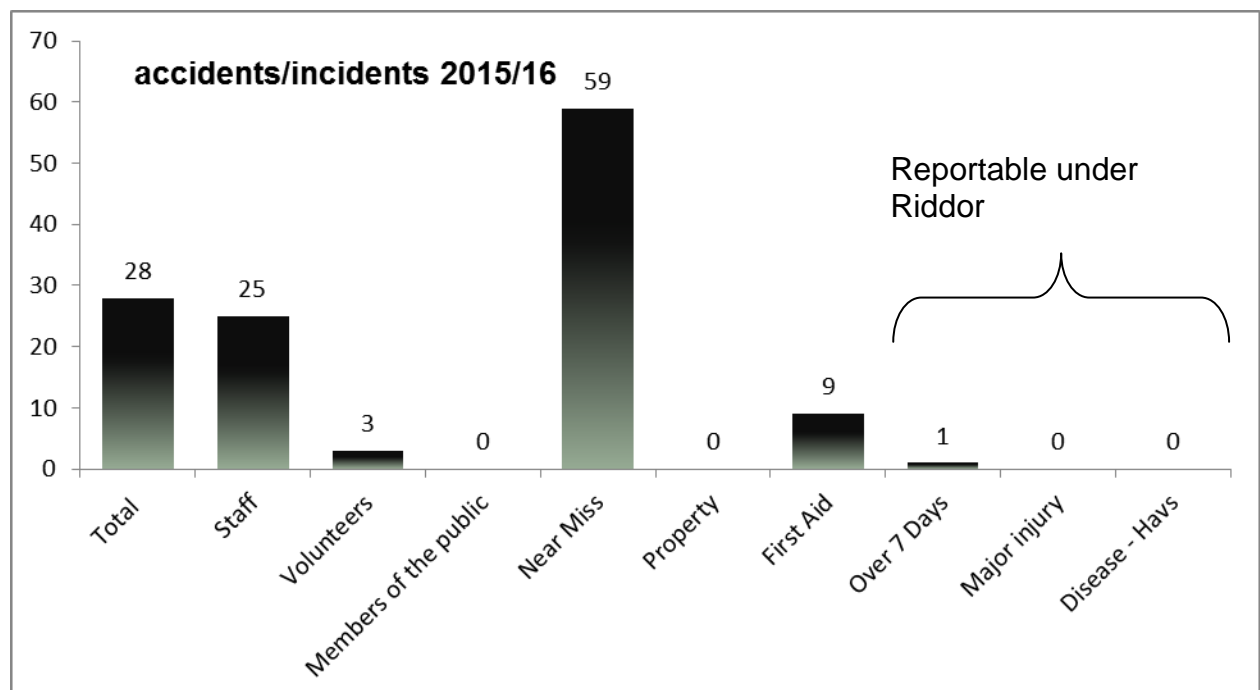
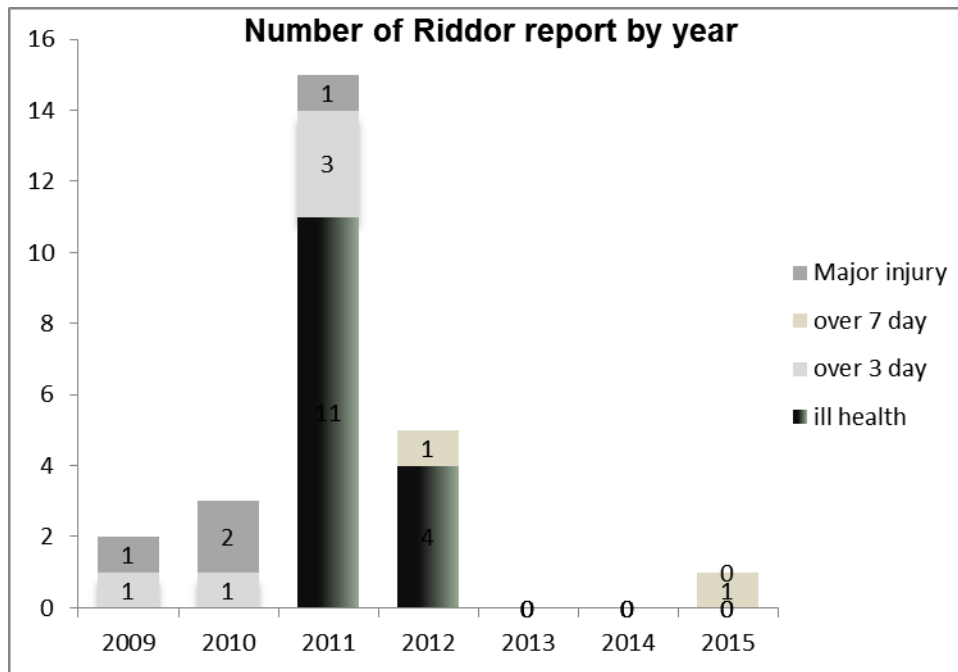
4.1 The following graph shows the number of accidents reported over the last nine years a total of 321 with an average of about 35 per annum. The total figures have decreased which is welcomed.



4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence. The fall in slips trips and falls incidents should be welcomed.



4.3 The next graph breaks down the figure of 28 reported incidents for the period from 1 April 2015 to 31 March 2016 based on the definitions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which represents those incidents that are notified to the Health and Safety Executive (HSE) 2015/16 incidents were below the long-term average.



4.4 The reporting regulation changed in 2012 and employers are no longer required to notify the HSE of work related absence over 3 days, this has now been change to 7 days absence.

4.5 During the reporting period the Authority had no prosecutions, prohibition notices or improvement notices.

5 Accident Incidence Rate (AIR)

5.1 The AIR indicator measures accident statistics, and is a calculation that the Health and Safety Executive and most organisations use to measure their accident rate. By providing this figure the Authority can benchmark itself against organisations which encounter similar hazards in their operations.

5.2 The sector selected for comparison is “Specialised Construction” which demonstrates a similar hazard profile to that encountered by the Authority in its operations. The reference sectors three year average AIR score of 1,240 would equate to three RIDDOR reportable accidents per annum which is largely in line with previous years.

6 Near Miss and Safety Observations

6.1 There have been 59 safety observations made by staff over the reporting period. Of the 59 in total 10 were examples of good practice, 52 were near misses, where follow up action was required to prevent the situation developing into an accident. 1 were minor injuries.

6.2 It is the intention to continue to promote the safety observations as they form the basis of near miss reporting which in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

7 Health and Safety Committee

7.1 During 2015/16 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, Reviewing Accidents and investigations, Progressing Audit actions, Oxy/Acetylene equipment maintenance guidance, Hand Arm Vibration.

7.2 A positive health and safety culture is something the Authority strives for and the results of the survey show that significant progress is being made towards a continuously improving safety culture.

7.3 Following the Committee’s recent meeting in which the annual accident statistics were reviewed, it was recommended that work for the forthcoming year should be focussed on the following areas:

- Update all generic risk assessment to a new format
- Continued promotion of safety observations system to help to influence a positive change in culture and to capture near miss events
- Carry out five internal audits of key processes to audit control measures.

8 Proactive Measures

8.1 The Authority through its Employee Assistance Programme provides advice and support to its employees delivered by an independent provider "Insight". The programme includes the following features:

- Unlimited access to Insight Wellbeing at Work's 24 hour telephone counselling helpline
- Support and signposting to appropriate services and sources of information
- Legal and financial helpline
- Management advisory service
- Access to Employee Wellbeing Portal
- Support calls

8.2 The employee assistance programme was used on 6 occasions during the 2015/16 reporting period. The support further breaks down in the following areas:

Ad-hoc Counselling Support from Helpline	2
Legal / Financial Advice	3
Face to Face Counsellor Referral	0
Telephone Counsellor Referral	1

8.3 The Authority also provides health surveillance via its occupational health providers of those staff who may be affected by exposure to certain hazards such as vibration or noise. Additionally occupational health professionals are employed to provide guidance where additional measures are required for the management of specific issues. During the 2015/16 reporting period 15 referrals were made to occupational health.

Annual Marine Incident Statistics

1 Introduction

- 1.1 The reporting period is from 1 April 2015 to end March 2016. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2015	Incident Details	Hazard Log Category
3/4	Male boy fell in when marker post he was leaning on broke	Fallen in
4/4	Female in Mautby area up to waist in mud when she went in to rescue dog	Fallen in
18/4	Female injured when jumping ashore	Disembarkation
4/5	Female fell in when disembarking at Potter Heigham, wearing lifejacket	Disembarkation
4/5	Male fell in at Potter Heigham	Disembarkation
9/5	Female suffered heart attack and fell in. Died next day in hospital	Disembarkation
14/5	Female fell in at Stracey Arms	Disembarkation
19/5	Female broke knee and dislocated shoulder jumping ashore to moor	Disembarkation
28/5	Male fell in while mooring at Yarmouth	Disembarkation
1/6	Cruiser stuck under low rail bridge	Bridges
26/6	Male fell in while mooring at Marina Keys	Disembarkation
4/7	Ranger recovers two crew from capsized dinghy	Capsize
5/7	Male fell down steps while boarding. Suspected broken shoulder/collar bone	Embarkation
5/7	Male tripped over water hose and fell in at Oulton Broad	Fallen in
6/7	Female fell between dayboat and quay while mooring at Commissioners Cut	Disembarkation
10/7	Female fell in while fending off yacht about to strike her boat	Collision
12/7	Male untying rope slipped and fell in at Norwich	Disembarkation
12/7	Male jumping ashore to moor at Yarmouth missed and fell in	Disembarkation
24/7	Female on deck tripped on loose rope and fell from hire cruiser in Potter Heigham	Disembarkation
30/7	Cruiser stuck under Vauxhall Bridge	Bridges
4/8	Cruiser strikes Vauxhall Bridge	Bridges
4/8	Ranger recovers 4 people (incl 2 children) when their canoes capsized	Capsize

12/8	Two young people drowned at Thorpe Marshes *	Fatality
15/8	Male suffers head injuries when head is trapped between superstructure and bridge. Vauxhall Bridge Great Yarmouth	Collision with low bridge
18/8	Cruiser stuck under Beccles Bridge	Bridges
25/9	Emergency services attend a fatality at Norfolk Broads Yacht Club Wroxham Male was killed when the mast he was lowering single handed fell on him and crushed him**	Fatality
27/9	Male fell in at Reedham layby mooring and unable to climb out as no ladder. Rescued by passing craft	Disembarkation
12/10	Male fell in at Brundall boatyard. Recovered to hospital	Disembarkation
28/8	Female caught leg between boats while mooring.	Disembarkation
5/12	Male suicide at Carrow Bridge	Fatality
2016 31/3	Male falls in whilst mooring at Yarmouth Yacht station	Disembarkation

* This incident is not within the area of navigation responsibility of the Broads Authority however Rangers and staff did attend and assist the emergency services.

** This incident is not within the area of navigation responsibility of the Broads Authority however given the incident was boat related and Rangers attended it was considered worthy of reporting.

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those in presented in previous years.
- 3.2 As with previous years evidence suggests that embarkation and disembarkation remains to be the main area of activity which results in injury and potential for drowning. Collisions with bridges have also been a factor this year and vessels involved have sustained significant damage although only one injury reported.
- 3.3 There have been no boating related fires reported this year which should be viewed positively. The Rangers will be disseminating information on fire safety during the National Boat Fire Safety week which runs from 30 May 2016.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched early this year at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026

- 4.2 The Broads Authority will work with Norfolk Fire and Rescue and stakeholder groups to assist in the delivery of the strategy initially by continuing to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water.

TABLE 1

Analysis of Death/Injuries Since 1993

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Death																							
No of deaths on or from boats	2	2	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	2**
Reported deaths not related to boating	1	3	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	3*
Cause of death																							
Severe injury	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3
Asphyxiation/CO poisoning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Terminal Illness																			1	0	0	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0
Reports of people inadvertently entering in the water See footnote.	0	0	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19
No of persons reported as requiring hospital treatment	0	0	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13
Nature of injuries																							
Head	0	0	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2		2	2	2
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		0	2	0
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0
Heart attack																			3	5	1	2	1

Footnote: Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc, or from any other contact water sports where entry into the water is predictable.

TABLE 2**Analysis of Fire and Explosions Since 1993**

	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0
Vessels involved (Private)	2	3	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0
Vessels involved (Hire)	0	0	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0
Prime cause LPG	0	0	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0
Prime cause Petrol	0	2	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0
Prime cause Electrical	1	0	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0
Prime cause Other	1	1	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0
No of vessels total loss	0	1	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0
No of injuries from fires requiring hospital treatment	0	1	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0