

Broads Authority

26 January 2024

Agenda item number 13

Corporate Health and Safety annual report

Head of Safety Management

Purpose

This report represents the annual safety report and incidents.

Broads Plan context

To maintain and improve safety and security standards and user behaviour on the waterways.

Recommended decision

To note the report.

1. Introduction

- 1.1. Health and safety have always been a high priority for the Broads Authority because of the environment in which it operates. The Broads Authority Act 2009 and the Port Marine Safety Code provide a framework for the safety of visitors. In addition, the health and safety of staff and volunteers is a high priority due to the changing environment employees and volunteers work in and the risks associated with the operation of heavy plant and equipment.
- 1.2. 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. Hazards are risk assessed and a series of generic risk assessments and safe systems of work have been developed to control the associated risks. Safe Systems of Work (SSOW) were first introduced in 2020 to highlight significant controls to carry out a specific task safely and are located on the safety pages on the intranet along with the generic risk assessments and codes of practice.

2. Training

- 2.1. The authority has continued to deliver health and safety training throughout the year using both internal and external resources.
- 2.2. The provision of health and safety training and refresher training is mandatory under specific health and safety legislation to ensure that staff are competent to operate machinery/equipment safely.

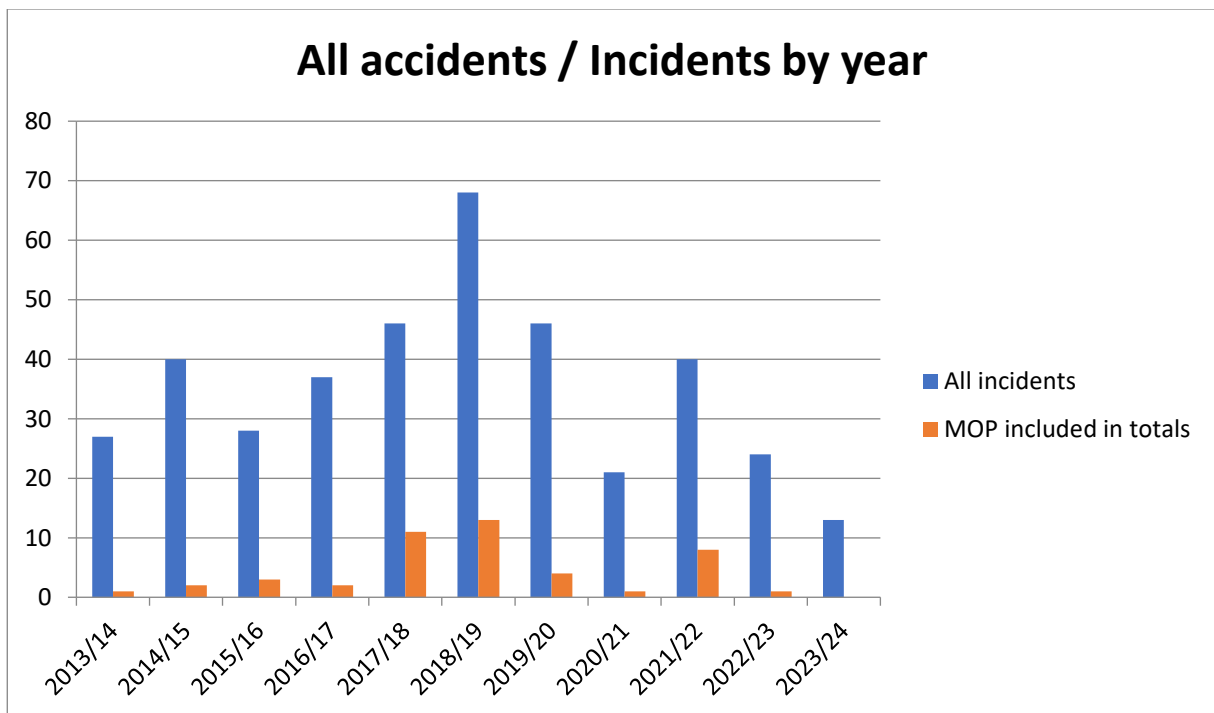
2.3. All staff are required to participate in the safety training e-learning modules on ELMS. ELMS is a web-based platform that the Authority shares with the UK National Parks for online training. The modules include the following and for those which are relevant to their role:

- Introduction to Health & Safety (Broads Authority)
- Manual Handling (Broads Authority)
- Stress Awareness
- Fire Safety
- Display Screen Equipment (DSE)
- Driving Safely
- Control of Substances Hazardous to Health (COSHH)
- Working at Height
- Asbestos Awareness

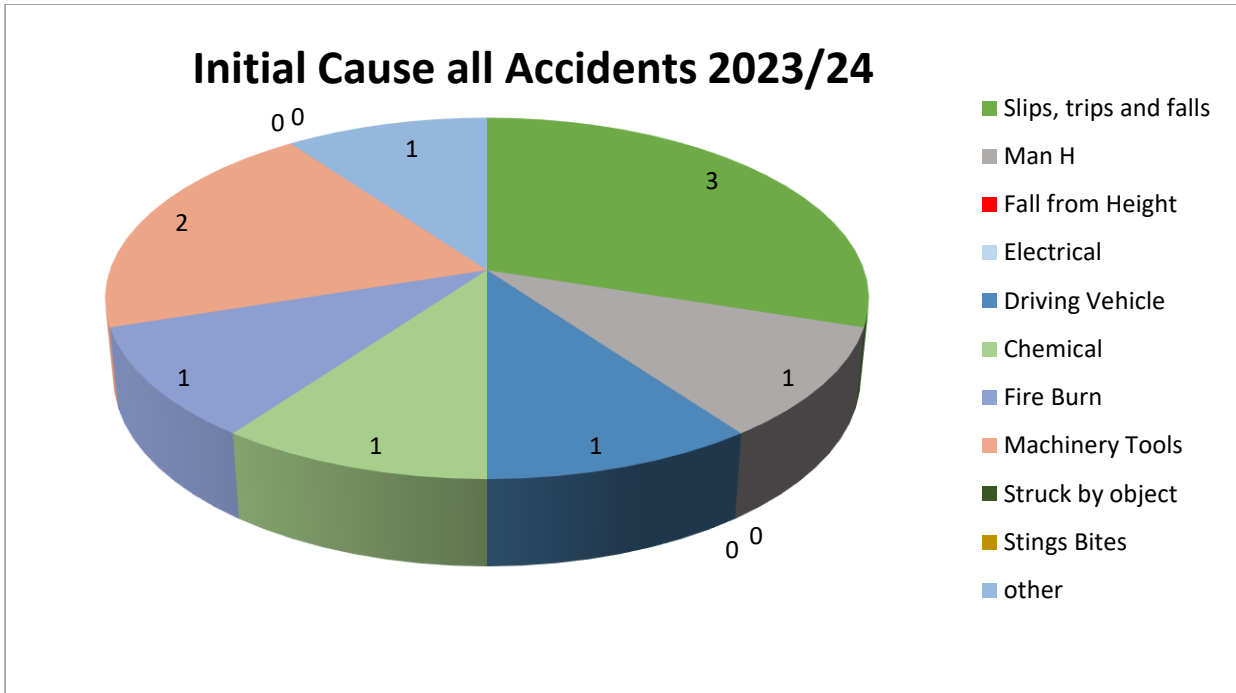
3. Accident and Incident Information

3.1. The Authority continues to demonstrate a good safety record of incident and accident rates. The following graph shows the number of accidents reported over the last 11 years.

3.2. The 13 reports for the year 2023/2024 so far, are considerably lower than previous years. Out of the 13 reports, eight members of staff suffered an injury, four required first-aid treatment, one report of a near miss, and four reports involved property damage.



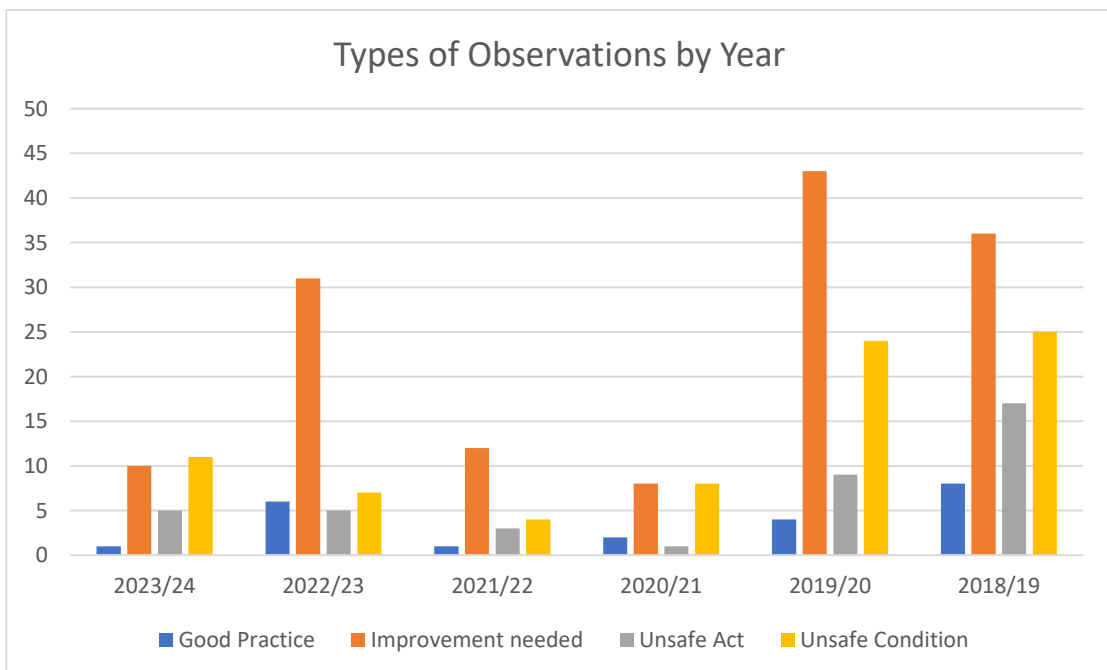
3.3. The following pie chart shows the nature of the accidents which are like previous years in terms of cause.



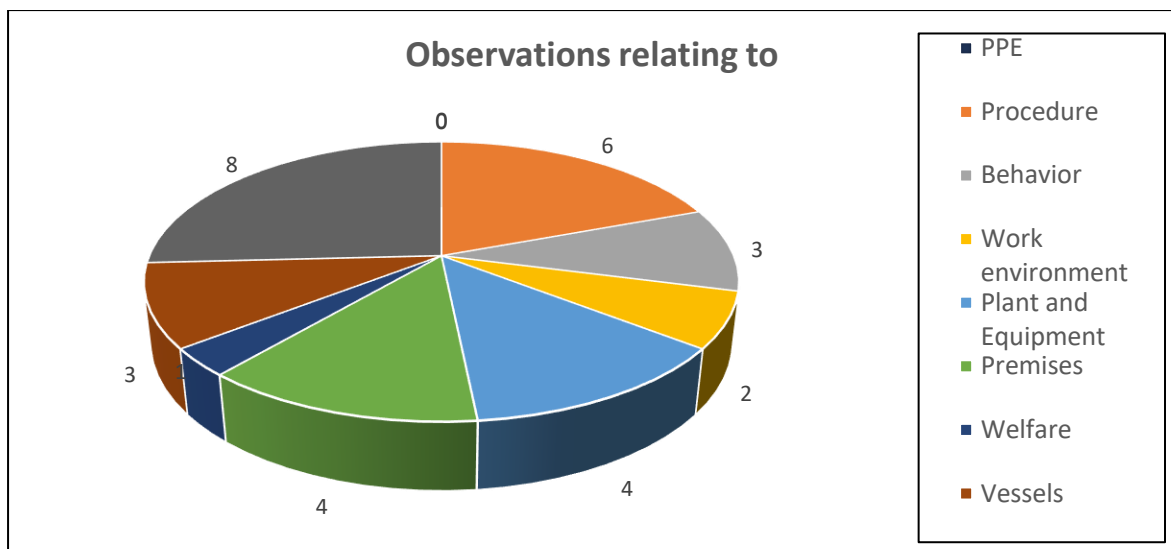
3.4. There were no injuries which were notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and no days lost through injury.

4. Near Miss and Safety Observations

4.1. There have been 24 safety observations (near misses) made by staff over the reporting period. Of the 24 in total, one was an example of good practice, and 23 identified needed follow-up action to prevent the situation from developing into a potential risk of an accident occurring resulting in an injury to a member of staff or damage to plant & equipment.



4.2. The graph below identifies what the safety observations relate to.



4.3. It is the intention to continue to promote the reporting of safety observations as they form the basis of near-miss reporting which in turn will help to reduce the accident figures as corrective and preventative measures are implemented.

5. Health & Safety Committee

5.1. During 2023/24 the Safety Committee was well attended and worked on a range of issues: notably the review of the Authority's Lone Working generic risk assessment. As a result of the review, all Operation Technicians have now been issued with smart mobile phones or had their phone upgraded to allow access to the SOS Emergency Call function.

5.2. In the forthcoming year, the Safety Committee will focus on the following areas:

- To continue to promote reporting of safety observation to help influence a positive change in culture and to capture near-miss events.
- To continue to deliver Port Marine Safety Code (PMSC) awareness training to all new starters and roll out refresher training to all staff who have a role in the implementation of the Authority's Safety Management Systems (SMS).
- To undertake a complete review of our Health and Safety Policy to ensure that it is proportionate to the risks and set a clear direction to ensure communication of health and safety duties and benefits to reflect the Authority's responsibilities under the PMSC.
- To undertake a review of our Codes of Practice (COP), particularly, the Control of Substances Hazardous to Health (COSHH) to enable a more structured document management system is introduced to ensure consistency across the Authority.

- To conduct health and safety audits to ensure the Authority is meeting their legal obligations for the health, safety and welfare of employees, volunteers, and non-employees.

6. Conclusion

- 6.1. The Health and Safety Executive (HSE) measures accidents and statistics across the UK's workforce and the Authority can benchmark itself against other organisations which encounter similar hazards in their operations.
- 6.2. The sector selected for comparison is 'Construction' which demonstrates a similar hazard profile to that encountered by the Authority in its operations.
- 6.3. Fatal injuries to workers in the construction sector continue to account for the greatest number of workers killed in fatal accidents each year.
- 6.4. In comparison, the Authority has a very low accident and incident rate. For this reporting period, there have not been any notifiable injuries under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and no lost days through injury.
- 6.5. The Authority continues to demonstrate a good safety record and incident and accident rates are considerably lower than the previous year. This is a positive outcome which by promoting early intervention of safety observations and making improvements to our safety management systems has led to a reduction in incidents and accidents.

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[Broads Plan](#) strategic objectives: C4