

Health and Safety
Report by Head of Safety Management

Summary: This report presents the annual health and safety report and the annual review of marine incidents.

Recommendation: That the Authority

- (i) appoint a member to represent the Authority as lead member for safety
- (ii) note the priorities for action on internal health and safety for the coming year, which are to:
 - (a) continue to monitor application of the condition monitoring system on all Broads Authority navigation area assets;
 - (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
- (iii) to note the Annual Marine Incident Statistics.

1 Introduction

- 1.1 This report covers three health and safety matters: the appointment of a lead member for safety, the annual safety report and annual marine statistics.

2 Lead Member for Safety

- 2.1 Due to the recent changes in the membership of the Navigation Committee and subsequent membership of the Broads Authority there is now a vacancy for the lead member responsible for safety.
- 2.2 Member responsibilities include chairing the twice yearly Boat Safety Management Group, occasional attendance to the Boat Safety Scheme Advisory Committee and to act as single point of contact for the Head of Safety Management (Port Marine Safety Code designated person).
- 2.3 It is recommended that the Authority appoint a lead member for safety

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 1 contains the report for the period 2016/17.
- 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 there has been an increase in Riddor reports to above 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 2 provides details of the marine incidents reported during 2016/17 from April 2016 to March 2017, 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 five fatalities relating to incidents from boat use, two from Carbon Monoxide poisoning from a petrol engine exhaust and the remaining deaths were primarily natural causes

- The majority of incidents where hospital treatment was required continue to be attributed to embarkation and disembarkation with an increase 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 continue to raise awareness of the Carbon Monoxide hazard. Leaflets and a communications campaign has been developed jointly between CoGDEM and the Boat Safety Scheme.
- 4.5 Rangers have been briefed on Carbon monoxide and will be engaging with the boating community to help raise awareness of the hazard and the signs of carbon monoxide poisoning.
- 4.6 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: Previous annual reports

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Broads Plan Objectives: NA4

Appendices: APPENDIX 1 – Annual Health and Safety Report 2016
APPENDIX 2 – Annual Marine Incident Statistics

Annual Health and Safety Report 2016/17

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 2016/17 period included:

Risk Assessment	CoSHH
First Aid	Standby Training
Chainsaw refresher	VHF Radio
Manual Handling	Large vessel handling
Brush Cutter / Trimmers refresher	Slinger signaller
Boat Handling	Working at height
Construction Skills Certification	CDM refresher
Hazardous Boat Inspections	DSE Risk assessment
Launch Handling	Oxy Acetelene course

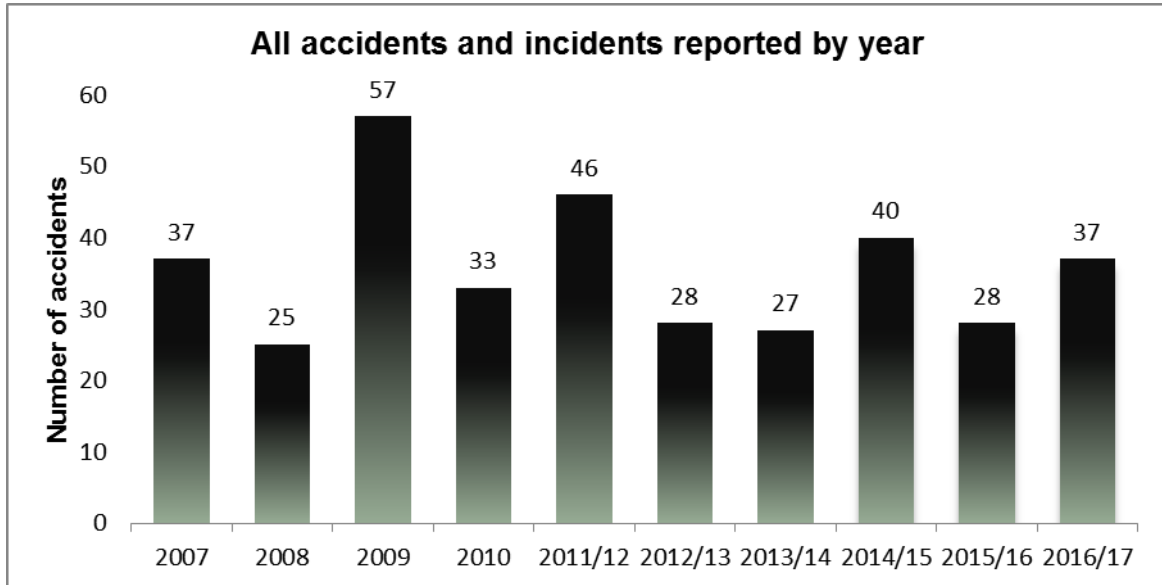
3 Implementation of the Authority's Condition Monitoring System

3.1 The main activity over the last year has been the implementation 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 are now using electronic tablets to record condition of moorings and land based sites when on their duties, defects are logged on the devices and automatically forwarded to the maintenance supervisor for action.

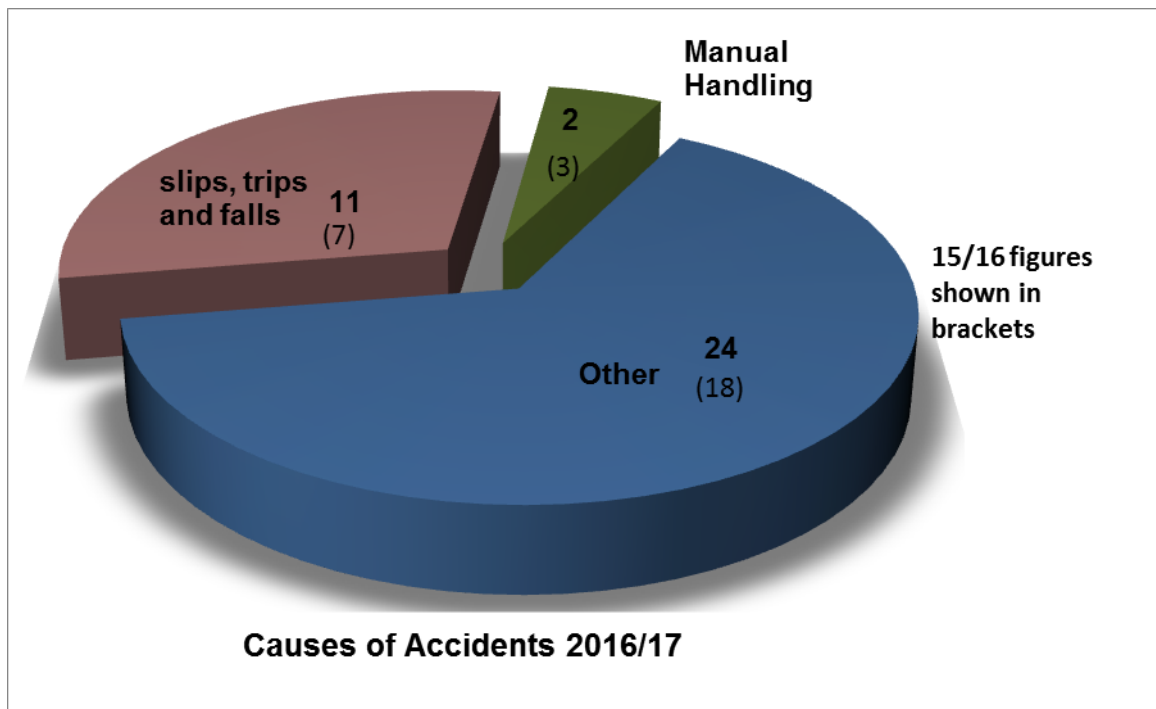
3.2 The system is to be extended to record all signage and safety related furniture found on navigation area during the forthcoming year.

4 Accident Information

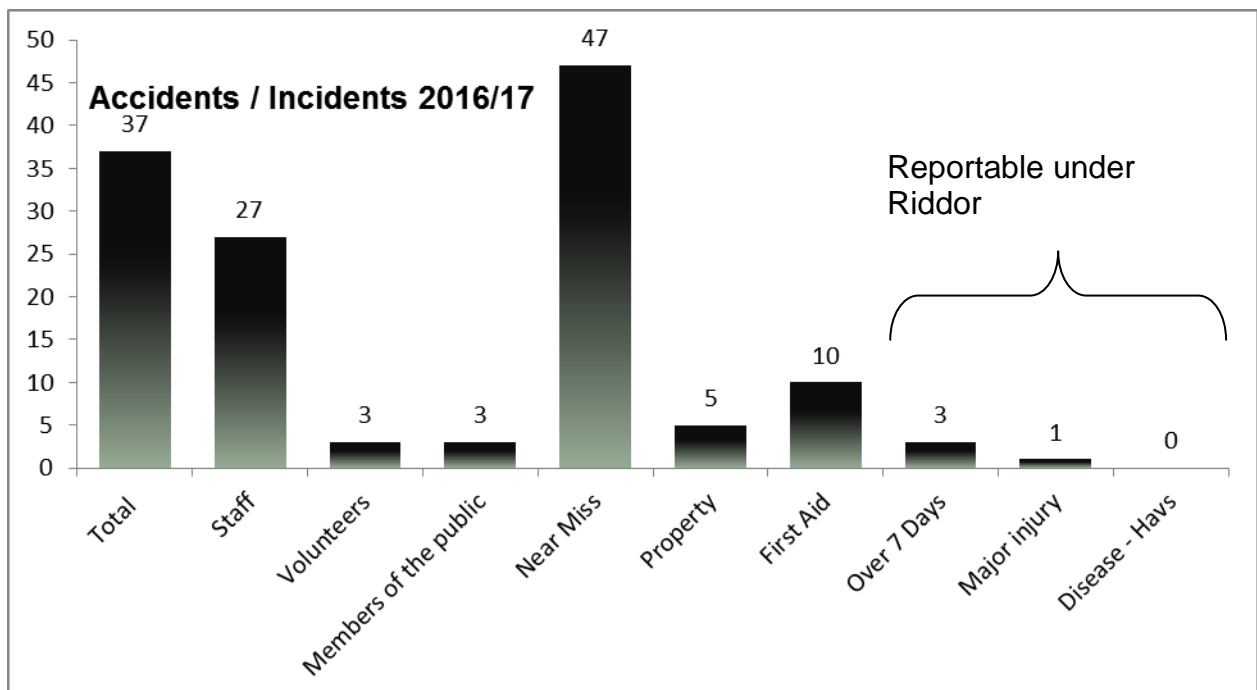
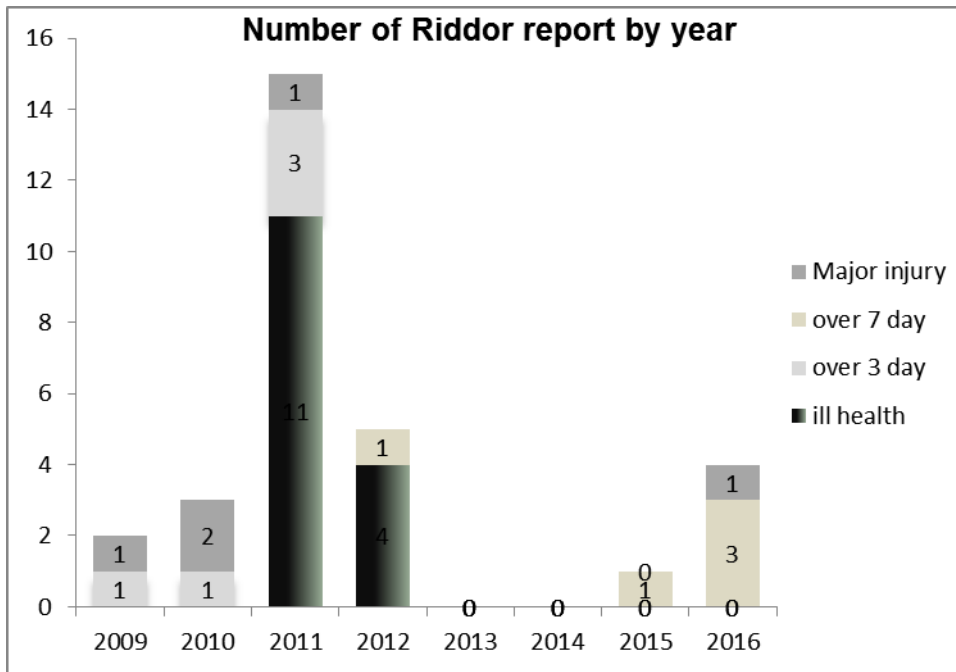
4.1 The following graph shows the number of accidents reported over the last ten years a total of 358 with an average of about 35 per annum. The total figures have shown a disappointing increase on last year.



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 increase in slips trips and falls incidents indicates that there is more work to be done to continue to keep staff safe.



4.3 The next graph breaks down the figure of 37 reported incidents for the period from 1 April 2016 to 31 March 2017 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).



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. However the increase in Riddor reports this year has been disappointing.

6 Near Miss and Safety Observations

6.1 There have been 47 safety observations made by staff over the reporting period. Of the 47 in total 8 were examples of good practice, 39 were near misses, where follow up action was required to prevent the situation developing into an accident. 1 related to a minor injury.

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 2016/17 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, monitoring of noise at work, hygiene training.

7.2 Follow 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:

- 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 5 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	1
Face to Face Counsellor Referral	1
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. Occupational health use during the 2016/17 reporting period:

Occupational Health Advisor	83	occasions
Occupational Health Physician	9	occasions
Health questionnaire paper screening	12	occasions

Annual Marine Incident Statistics

1 Introduction

- 1.1 The reporting period is from 1 April 2016 to the end of March 2017. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2016	Incident Details	Hazard Log Category
06/04	Hire vessel attempted to navigate low bridge without the aid of the pilot. Damage to boat. No injuries to crew.	Bridges
07/04	Male collapsed on remote mooring due to injured leg.	Injury
08/04	Female fell in from rear of a hire cruiser, River Bure, Potter Heigham.	Fallen in
14/04	Male entered water to rescue his dog that had gone overboard. Sustained injuries to head and hip. Dog drowned.	Fallen in
28/04	Male suffers cardiac arrest on a dayboat, Horning. Fatality.	Fatality
11/05	Female slipped inside hire boat and broke hip at How Hill. Coastguard/Ambulance attended.	Injury
12/05	Male crew on trip boat falls in river whilst underway. North Cove.	Fallen in
16/05	2 people fell into water at NYS while mooring up.	Embarkation/ Disembarkation
21/05	Man fell from roof of hire boat into cabin head first. Injuries. Air lifted to hospital.	Injury
21/05	Woman fell between 2 boats while mooring. Crush injuries. Ambulance to hospital.	Embarkation/ Disembarkation
23/05	Collision between 2 vessels at Hardley. Man injured when hitting the windscreen.	Collision
24/05	Hire vessel collision with Somerleyton Bridge.	Bridge
29/05	Fire in rear cabin of hire vessel on Breydon. No injuries, motor in Webasto heater caught fire.	Fire
09/06	2 Fatalities on a private vessel moored at Wroxham Island. CO poisoning.	Fatality
11/06	Male fell in at GYYS while mooring.	Embarkation/

		Disembarkation
14/06	Hemsby Broads Lifeboat Callout: Casualty on board cruiser with broken ankle recovered from isolated mooring, Malthouse broad.	Injury
14/06	Hemsby Broads Lifeboat Callout: Male with suspected broken leg at Wroxham Bridge.	Injury
22/06	Hemsby Broads Lifeboat Callout: Casualty had suspected broken wrist, assisted from hire boat at Reedham Ferry.	Injury
22/06	Ambulance attends to a female with serious arm injuries after a fall from a boat nr. Acle.	Fallen in
23/06	Male fell from day boat whilst mooring, hitting head on post. Ambulance attended.	Embarkation/ Disembarkation
27/06	Male found in river after falling from a moving hire vessel late at night.	Fallen in
03/07	Male fell overboard at Reedham Quay. No Injuries.	Embarkation/ Disembarkation
23/07	Female cuts leg open while disembarking vessel. Attended hospital for stiches.	Embarkation/ Disembarkation
24/07	Young male fell from a vessel whilst mooring at GYYS. No injuries. No life jacket	Embarkation/ Disembarkation
24/07	Child falls from vessel into R. Bure, Decoy Staithe. Very shaken, advised hospital.	Embarkation/ Disembarkation
31/07	Male overboard while mooring at St Benets, R. Bure. No Injuries.	Embarkation/ Disembarkation
01/08	Male fell when disembarking hire boat. First aid to grazes.	Embarkation/ Disembarkation
02/08	Female fell into River Bure at GY, when vessel was leaving mooring. Ambulance attended. Bruises and shock.	Embarkation/ Disembarkation
04/08	Pan fire on private vessel moored at Somerleyton. Fire Service attends. All persons OK.	Fire
04/08	Male injured leg when disembarking from dayboat, Horning. Ambulance attends.	Embarkation/ Disembarkation
20/08	Female breaks leg when disembarking vessel at Potter Heigham	Embarkation/ Disembarkation
21/08	Hire cruiser collision with Vauxhall Bridge. No injuries sustained.	Bridges

25/08	Collision between RIB at speed and moored vessel. 4 PoB in water, Female and child seriously injured. CPR administered. All persons taken to hospital.	Collision
31/08	Hire vessel stuck under Potter Heigham Bridge.	Bridges
07/09	Fatality – 69yr old male suffered cardiac arrest whilst moored on private vessel at Hoveton.	Fatality
09/09	Male suffers injury to leg from a moving prop, after jumping from a dayboat naked.	Injury
20/09	Female fell in river Bure whilst attempting to board a canoe.	Embarkation/ Disembarkation
22/09	Female injured shoulder after a fall in hire cruiser. Declined medical attention.	Injury
28/09	Male fell in River Bure from moving hire boat at GYYS. Assisted out and given first aid.	Fallen in
29/09	2 Fatalities discovered near Breydon Water. Not thought to be suspicious.	Fatality
29/09	Female suffered bleed to brain after falling and hitting her head in a moving hire vessel.	Injury
30/09	Male evacuated from hire vessel at Potter Heigham due to suspected heart attack. Broadsbeat on scene.	Medical Evac
30/09	Male collapsed on small boat at Wayford Bridge. Air Ambulance and Mundesley/Winterton Coastguard attend.	Medical Evac
02/10	Hire vessel attempted to pass Vauxhall Bridge without enough clearance. Vessel got stuck. BA crew assisted out. No injury/damage.	Bridges
02/10	Female sustained head injury when disembarking hire vessel, Stokesby Ferry.	Embarkation/ Disembarkation
12/10	Fatality – Male suffers cardiac arrest whilst on board hire vessel.	Fatality
17/10	Female knocked unconscious and sustained back injury in collision	Collision
01/11	Person overboard and rescued at Pulls Ferry No further info.	Fallen in
02/03/2017	Fatality – Male body found in River Wensum, Fye Bridge area. Incident unexplained but not suspicious.	Fatality

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those in presented in previous years. Although incidents requiring medical treatment have increased on the last few years.
- 3.2 As with previous years evidence suggests that disembarkation and falling in remains to be the main area of activity which results in injury and potential for drowning.
- 3.3 There have been two boating related deaths from Carbon Monoxide poisoning this year. The Marine Accident Investigation Branch is investigating the incident and their report is due to be published imminently. The report will likely stimulate interest in the issue of Carbon Monoxide. Rangers have received additional training regarding Safety messages surrounding CO so that they can actively engage with the public to raise awareness.

4 Looking Forward

- 4.1 The National Water Safety Forum's UK Drowning Prevention Strategy was launched last 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 stakeholder groups to assist in the delivery of the strategy initially to continue to promote the "Wear it" campaign and to raise awareness of everyday risk in, on and around water by sharing information.

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	2016
<u>Death</u>																								
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	1	5
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	4	3
<u>Cause of death</u>																								
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	0
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	3
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0
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	2
Terminal Illness																			1	0	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	3
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	21
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	30
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	7
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	3
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	9
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1
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	6
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	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	0
Heart attack																			3	5	1	2	1	5

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	2016
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	2
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	1
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	1
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	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	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	1
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	1
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	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	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	0