

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) note the priorities for action on internal health and safety for the coming year, which are to:
 - a) Continue the promotion of safety reporting system to help to influence a positive change in culture and to capture near miss events (Opportunity for Improvement)
 - b) Focus on reducing the number of incidents resulting from slips, trips and falls.
 - c) Commence monthly health and wellbeing communications with staff and volunteers
- (ii) to note the Annual Marine Incident Statistics.

1 Introduction

- 1.1 This report covers three health and safety matters, the annual safety report and annual marine statistics.

2 Health and Safety Annual Report

- 2.1 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 and safety 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 plant and equipment. The first annual report was presented to the Authority in May 2012. Appendix 1 contains the report for the period 2017/18.
- 2.2 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights a downward trend in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reported incidents but the pressure for continued improvement remains. 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.

- 2.3 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.

3 Annual Marine Incident Statistics

- 3.1 Appendix 2 provides details of the marine incidents reported during the period April 2017 to March 2018, 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.
- 3.2 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 at critical times. 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 but this is balanced by many near misses where people not wearing life jackets fall into the water.
- 3.3 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 vessels onfire related data suggest that when viewed over several years, the statistics continue to demonstrate a fairly static position.
 - It should be noted that there was one fatality relating to incidents from boating use which was attributed to 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 years.
 - 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/>
- 3.4 In terms of next steps, it remains important for all agencies and organisations to continue to raise awareness of the Carbon Monoxide hazard. Leaflets and a communications campaign has been developed jointly between Council for Gas Detection and Environmental Monitoring (CoGDEM)and the Boat Safety Scheme.
- 3.5 Rangers have been briefed on the dangers and effects of carbon monoxide and will be engaging with the boating community to continue to help raise awareness of the hazard and the signs of carbon monoxide poisoning, as well as stocking Carbon Dioxide alarms for sale.
- 3.6 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
Author:	Steve Birtles
Date of report:	30 th April 2018
Broads Plan Objectives:	4.3
Appendices:	APPENDIX 1 – Annual Health and Safety Report 2017/18 APPENDIX 2 – Annual Marine Incident Statistics 2017/18

Annual Health and Safety Report 2017/18

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 2017/18 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
Fire Marshal	Abrasive Wheels
Hazardous Boat Inspections	DSE Risk assessment
Launch Handling	Supervisors course

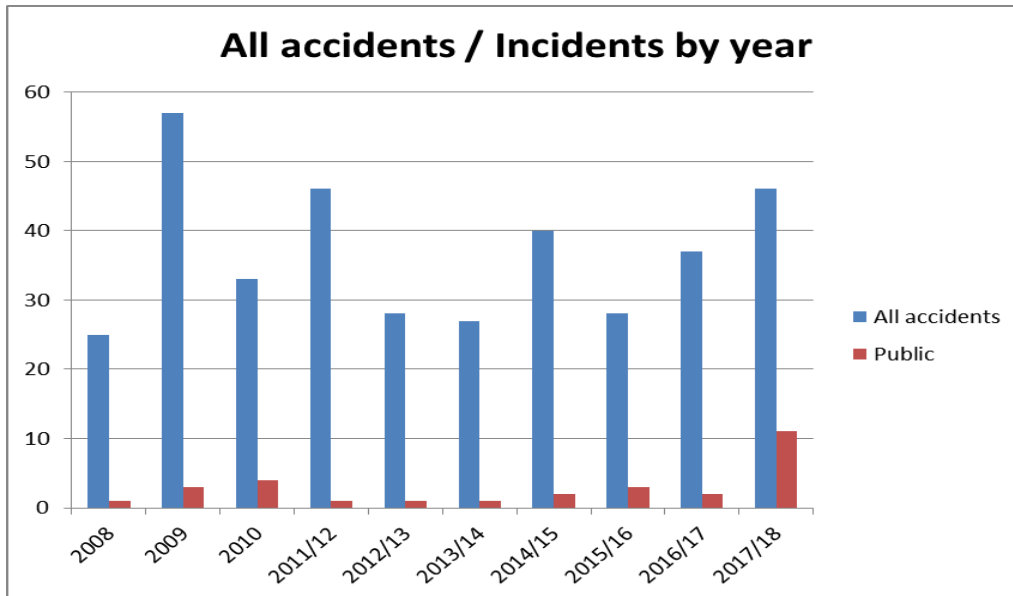
3 Implementation of the Authority's Condition Monitoring System

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.

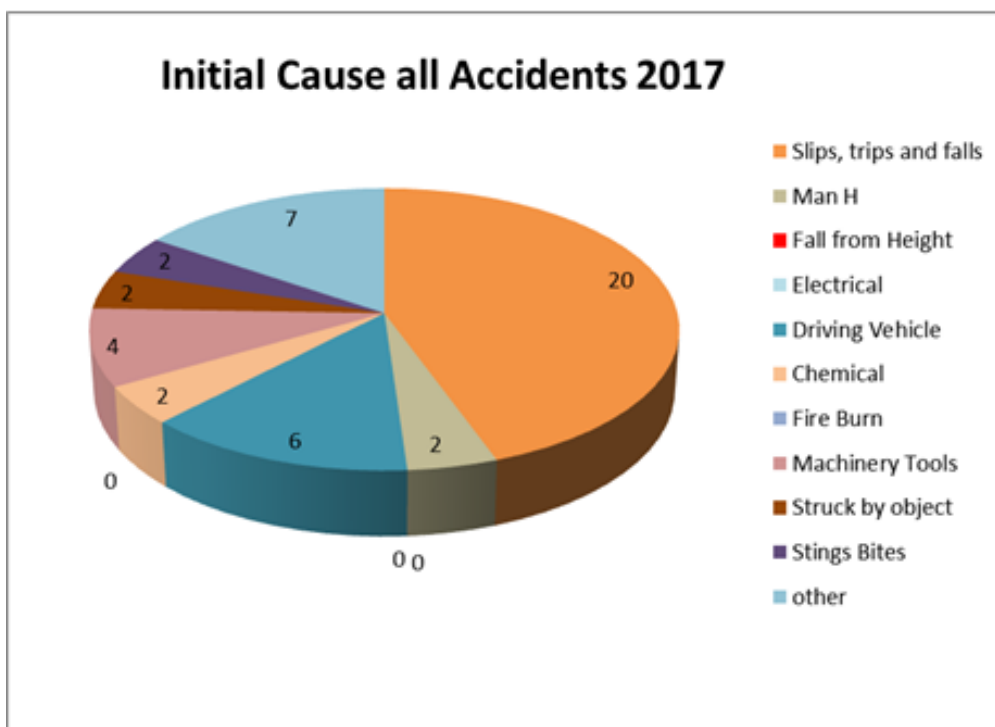
3.2 The system is to be extended to record all signage and safety related furniture found on navigation area. To date progress has been good and currently furniture is being "captured" and mapped on the GIS system and it is envisaged that the new updated system will be rolled out to Rangers during the early summer period. This new system will assist the Authority in its duties with regard to the management of the "aids to navigation" required by Trinity House.

4 Accident Information

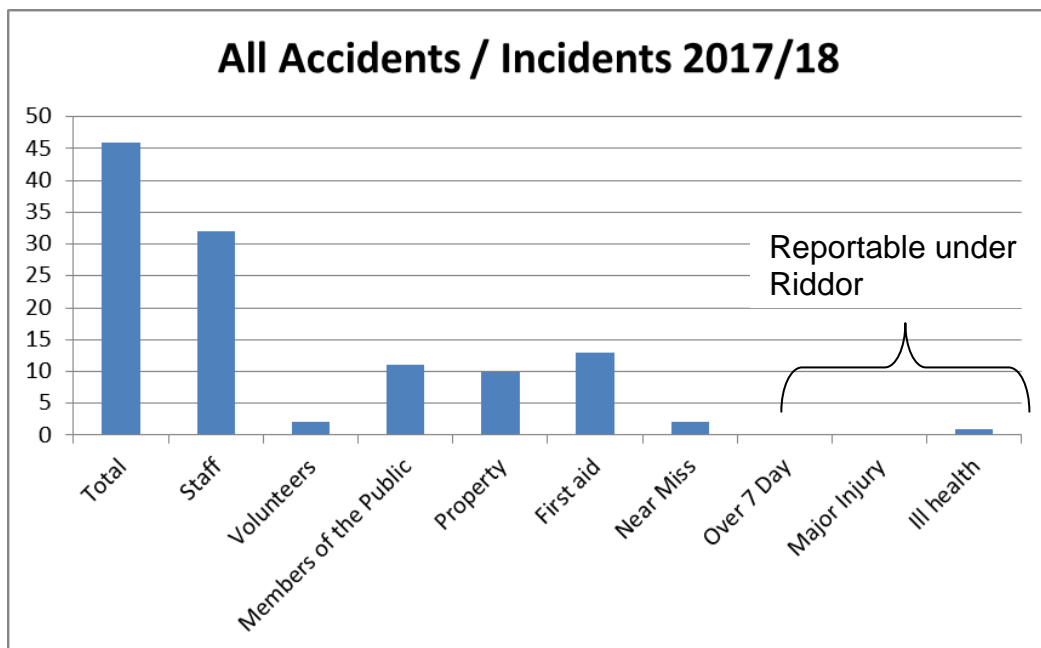
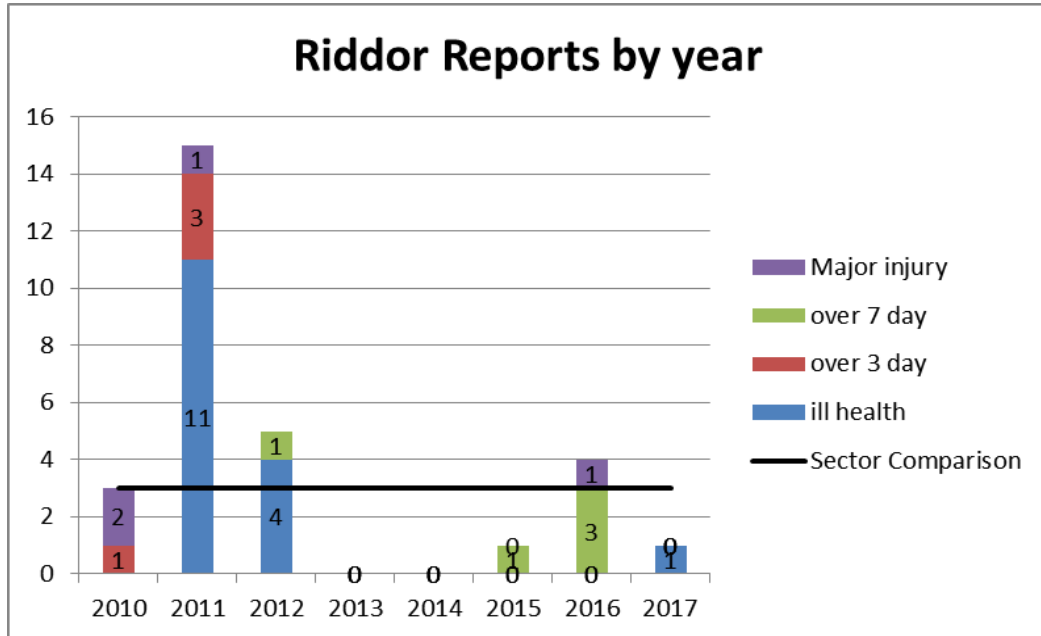
4.1 The following graph shows the number of accidents reported over the last ten years a total of 321 with an average of about 32 per annum. The total incidents (46) have shown a disappointing increase on last year however this may be explained by more accurate reporting especially relating to the public at Broads Authority sites.



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 46 reported incidents for the period from 1 April 2017 to 31 March 2018 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 3 RIDDOR reportable ill health/accidents per annum. The return to a level below the sector average is welcomed with only 1 Riddor report this year.

6 Near Miss and Safety Observations

- 6.1 There have been 76 safety observations made by staff over the reporting period. Of the 76 in total 61 were sited opportunities for improvement, 15 were near misses. The Authority currently uses two different systems to record such occurrences and it is proposed that the safety committee will amalgamate the two systems.
- 6.2 It is the intention to continue to promote the reporting of safety issues 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 2017/18 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 reporting system to help to influence a positive change in culture and to capture near miss events
 - Focus on reducing the number of incidents resulting from slips, trips and falls.
 - Commence monthly health and wellbeing communications with staff and volunteers

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 10 occasions during the 2017/18 reporting period. The support further breaks down in the following areas:

Ad-hoc Counselling Support from Helpline	4
Legal / Financial Advice	1
Face to Face Counsellor Referral	4
Awaiting Response from Client	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 2017/18 reporting period:

Occupational Health Advisor	63	occasions
Occupational Health Physician	12	occasions
Health questionnaire paper screening	10	occasions

Annual Marine Incident Statistics

1 Introduction

- 1.1 The reporting period is from 1 April 2017 to the end of March 2018. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

2 Summary of Incidents Reported

2017	Incident Details	Hazard Log Category
16/04	Fire on board an abandoned vessel.	Fire
16/4	Female sustains injury to leg – disembarked grounded vessel on Breydon Water.	Injury
24/4	Fire on unoccupied vessel moored at Broadlands Holiday Park, Oulton Broad.	Fire
4/5	Elderly Female fell from hire vessel into river. Taken to hospital, mild hypothermia. Resumed holiday same day.	Fallen in.
13/5	Female tripped while disembarking hire cruiser. Suspected broken wrist.	Embarkation/ Disembarkation
17/5	Female fell and slipped on a bank while disembarking. Suspected broken ankle. Rangers and air ambulance attended.	Embarkation/ Disembarkation
23/5	Coastguard attended a casualty on board a hire vessel with a suspected broken wrist. No further details.	Injury
25/6	Female fell into river Bure from hire vessel. Suffered chest pains. Taken to hospital.	Fallen In
27/6	17 yr. old fell overboard at Wroxham Broad. Sustained mild head injury. Attended hospital, released same day.	Fallen In
1/7	Coastguard and Hemsby Rescue extract casualty with head injury from hire vessel at Cockshoot mooring.	Injury
7/7	Hemsby Rescue and Fire Service attend a male fallen overboard at Salhouse. Assessed by ambulance service and returned to boat. Minor injuries.	Fallen In
8/7	Coastguard assisted Ambulance service to extract a casualty with a broken leg from a yacht. Transferred to hospital.	Injury
9/7	Male injured leg when he was sitting on front of day boat that collided with a cruiser. Made his own way to hospital.	Injury
15/7	Male fell into river at Womack Dyke. Female	Fallen In

	entered to rescue. Both recovered. Ambulance later took him to hospital when he became unconscious.	
16/7	Female fell from hire boat while disembarking. Taken to hospital in taxi.	Embarkation/ Disembarkation
17/7	Coastguard and Hemsby Rescue assist Ambulance service – 89yr old female with leg bleed on bank of R. Thurne.	Injury
18/7	Canoeist suffers cardiac arrest in R. Waveney. Transported to hospital.	Medical
21/7	Coastguard and Ambulance attend female with breathing difficulties moored at Gays Staithe. Casualty remained on vessel.	Medical
24/7	86 yr. old woman fallen from a vessel and dislocated shoulder. Coastguard/Ambulance/Ranger attends. Transported to hospital.	Embarkation/ Disembarkation
1/8	Male fell from private vessel at Sutton Staithe. Transferred to hospital with possible broken cheek bone.	Fallen In
1/8	Female suffers damage to teeth after a collision between hire vessel and sailing vessel.	Injury
3/8	Female fell from hire vessel while mooring at Acle. Severe partial severed foot sustained due to foot in propeller.	Injury
3/8	Person on board a trip boat suffered a stroke in the Horning area. Transferred to Hospital.	Medical
8/8	Child fallen in river Wensum at Norwich Yacht Station. No injuries.	Fallen In
9/8	Female injures ankle disembarking hire vessel in Wroxham. Taxi to hospital.	Embarkation/ Disembarkation
24/8	15 yr. old fell in whilst mooring at Norwich Yacht Station. No injuries.	Fallen In
25/8	Male had a seizure and struggling for breath on board hire boat, R. Bure.	Medical
26/8	Female tripped and fell in river at Reedham Quay. No Injuries.	Fallen In
29/8	Male fell into river Bure at Acle whilst walking his dog. Minor injuries.	Fallen In
01/09	Person fell on hire vessel – broken leg.	Injury
03/09	Elderly male unconscious on hire vessel.	Injury
03/09	Female fell in hire vessel. Back injuries.	Injury
05/09	Woman rescued from R Wensum at Norwich Yacht Station.	Fallen In
07/09	Male with chest pains.	Medical
09/09	Male with Heart Attack on hire vessel.	Fatality
09/09	Person fell into water from vessel banged head refused treatment.	Fallen in

19/09	Female fell whilst mooring – broken arm.	Injury
01/10	Vulnerable person in river.	Jumped in
05/10	Female fell in vessel - numerous injuries.	Injury
05/10	Female fell – Head injuries.	Injury
17/10	Male fell from day boat.	Injury
31/10	Child fell into river from vessel – recovered.	Fallen in
02/11	Person fell from vessel from mooring.	Fallen in
25/11	Person fell into river whilst walking.	Fallen in
30/11	Woman jumped into river at NYS refused to get out. Weather and water very cold.	Jumped in
21/12	Male suffered hernia whilst walking by river.	Injury
04/01/18	Man fell into river boarding vessel.	Disembarkation
09/01	Vessel fire. R Yare. No injuries.	Fire
07/02	Man jumped in to river at Fye Bridge St.	Jumped in
10/03	Female with severe infection on hire boat at Irstead. Ambulance attended	Medical
10/03	Suicidal female in water at Wroxham. Police and CG in attendance	Jumped in
14/03	Body of female found in river at Beccles. Police, ambulance and CG attended	Unexplained death
29/03	Male jumped into river at Hoveton. Police attended, mental health issues	Jumped in
30/03	Female slipped on uneven quay heading at Ranworth and fell in. Minor bruising.	Fallen in

3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those presented in previous years. Records show that incidents requiring medical treatment have increased.
- 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.

4 Looking Forward

- 4.1 The National Water Safety Forum’s UK Drowning Prevention Strategy was launched in 2016 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.

- 4.3 The Authority is currently working with the RNLI, Lowland Search and Rescue and Broadsbeat to help a launch of the RNLI Community responder programme.
- 4.4 There will be 12 Super Safety Days and Evenings this year where Rangers will provide information and advice on Carbon Monoxide, Tolls, Life jackets, and general safety related issues.
- 4.5 Following the recent Boat Safety Management Group meeting where this report was debated it has been requested that future reports include specific details that relate to “anti-social behaviour” incidents.

Background papers:	Previous annual incident reports
Author:	Steve Birtles/ Clive Rushworth
Date of report:	9 April 2018
Appendices:	Appendix – Table 1 Analysis of Death/Injuries Since 1993 Appendix – Table 2 Analysis of Fire and Explosions Since 1993

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	2017	
<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	1	
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	2	1	
<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	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	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	0	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	0	
Terminal Illness																			1	0	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	2	1	
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	12	
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	36	
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	3	
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	4	
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	8	
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	5	
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	12	
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	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	0	
Heart attack																			3	5	1	2	1	5	3	

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	2017
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	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	2
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	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	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	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	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	1	2
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	1
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	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	0