

Health and Safety
Report by Head of Safety Management

Summary: This report outlines the further development of the Safety Management System Issue 5 to include identification and review of land based hazards and presents the annual safety report and marine statistics.

Recommendations:

- (i) To adopt the integrated Safety Management System and continues to support the ongoing development of detailed supporting operational procedures.
- (ii) To 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 Tree Safety Management Policy 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; and
 - (c) carry out five internal audits of key processes to audit control measures.
 - (d) 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 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 It has been the aspiration of the Authority to use the principles of the PMSC system to develop a safety management system relating to land based activities. 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, it is proposed that the same process be adopted in this regard to give members assurance that equal weight is attached to these potential risks.
- 2.7 The Safety Management System has been updated and is ready for formal issue. Following consultation with the Local Access Forum this update includes arrangements for the management of land based activities. The 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 section on Proactive monitoring. (SMS section 12.2)
 - Updated recommendations from the external audit (SMS Section 13)

The full update to the existing manual is at Appendix 1.

- 2.8 The Safety Management System will be subject to annual updates following the Hazard review, it is envisaged that these updates will be issued in the spring of each year. The Navigation Committee was consulted on the revision at its meeting on the 23 April 2015 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 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 2014/15.
- 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 2014/15 from April 2014 to March 2015, 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

- 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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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

APPENDIX 2

Annual Health and Safety Report 2014

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 2014/15 period included:

Risk Assessment	Asbestos awareness
Tree Safety Management	First Aid
First Aid	Standby Training
Chainsaw refresher	Fire Awareness
Manual Handling	DSE assessment
Brush Cutter / Trimmers refresher	Life Jacket servicing
Boat Handling	VHF Radio
Construction Skills Certification	Towing and Pushing
Hazardous Boat Inspections	Large vessel handling
Launch Handling	Fire Extinguisher training

3 Development of the Authority's Tree Safety Management Policy

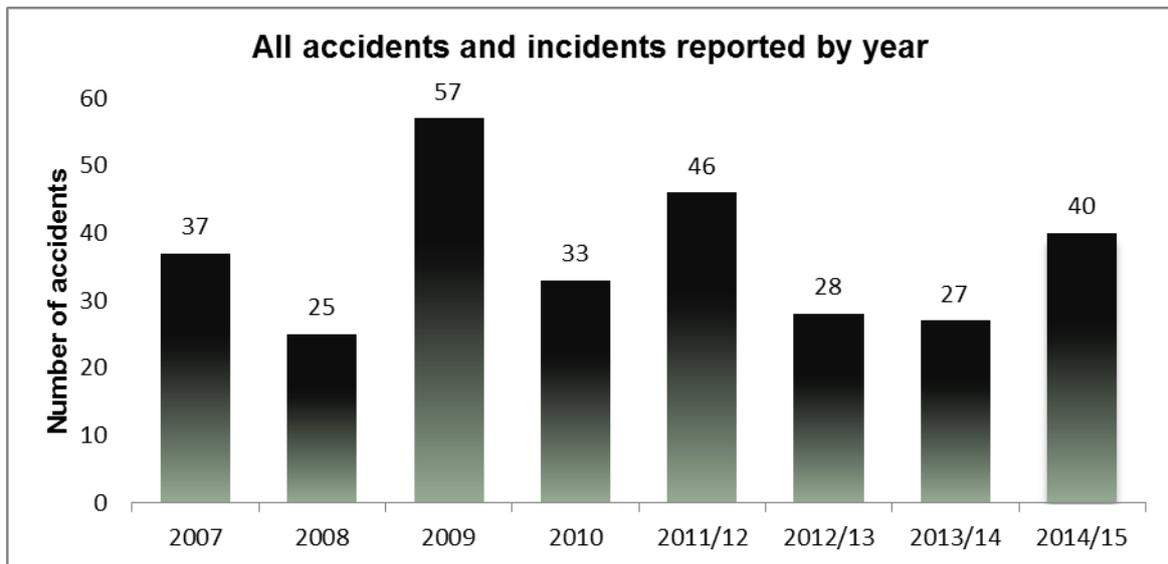
- 3.1 The main activity over the last year has been the implementation of the Authority's Tree Safety Management policy which was published in Jan 2014.

The policy aims to set out procedures and rationale for the management of the Authority's tree stock which is consistent with national guidance. Whilst the policy sets out management options all of these allow for the consideration of conservation needs of habitat for species and the greater benefit trees bring to society as a whole.

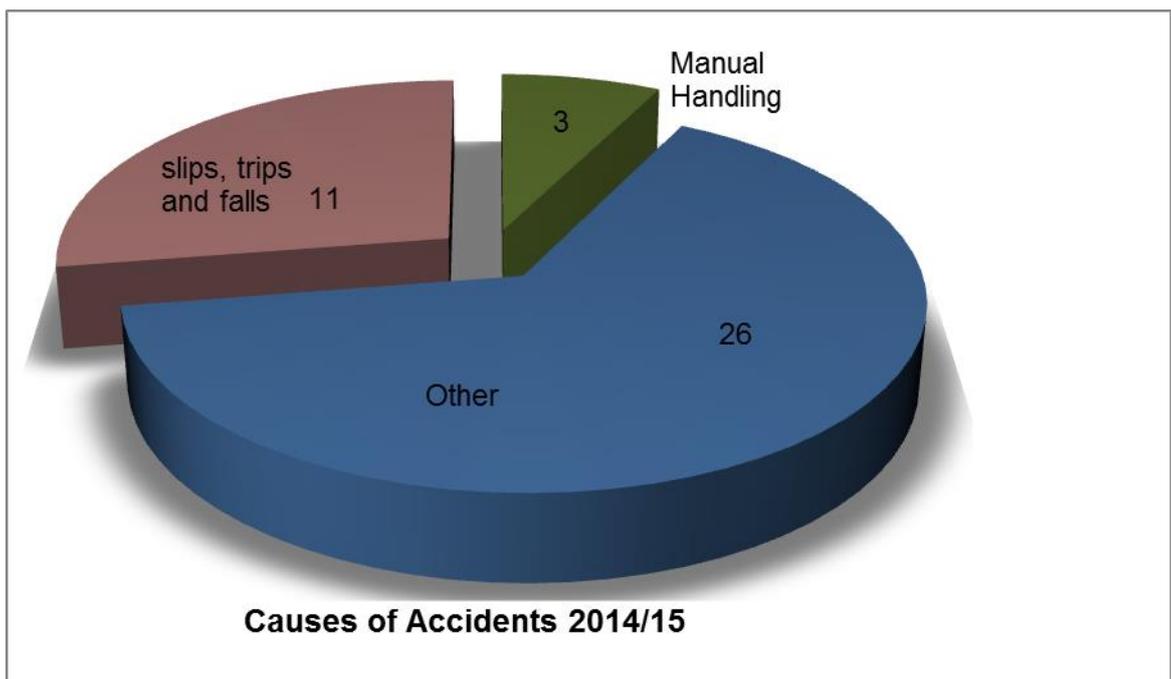
- 3.2 The policy sets out inspection methods and frequency based on risk posed to people and assets. The policy is consistent with guidance issued by the National Tree Safety Group and the Health and Safety Executive. During 2014 the tree stock on land managed by the Authority has been classified in accordance with the policy and audits will be carried out to ensure implementation is consistent.

4 Accident Information

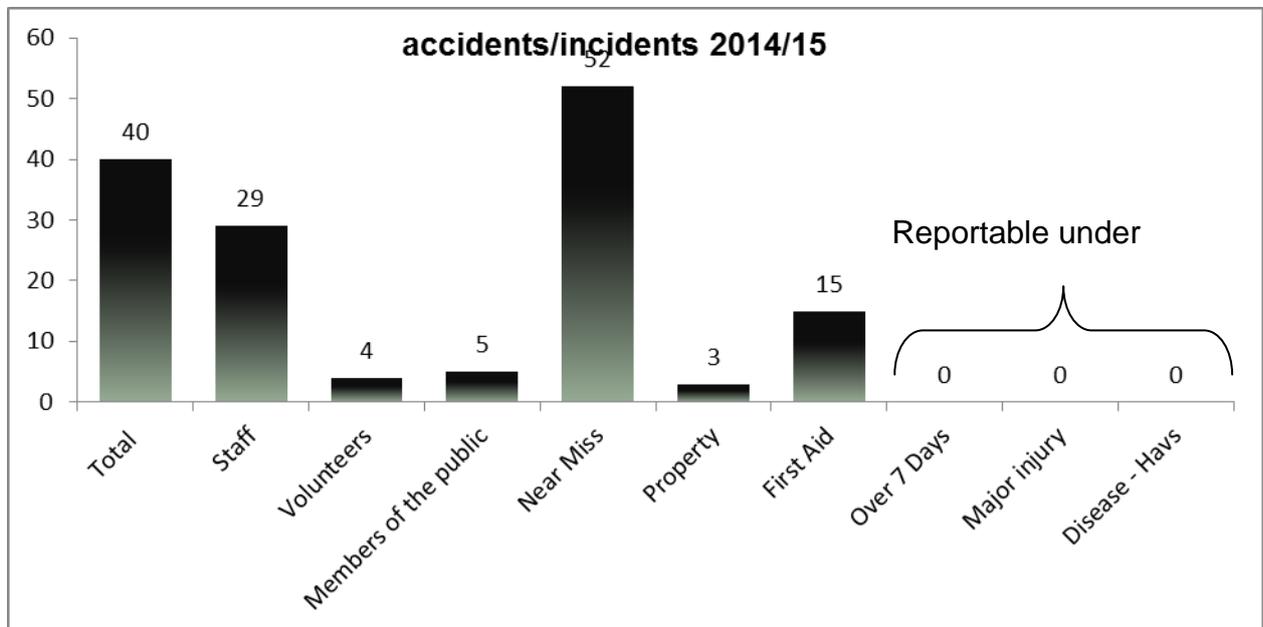
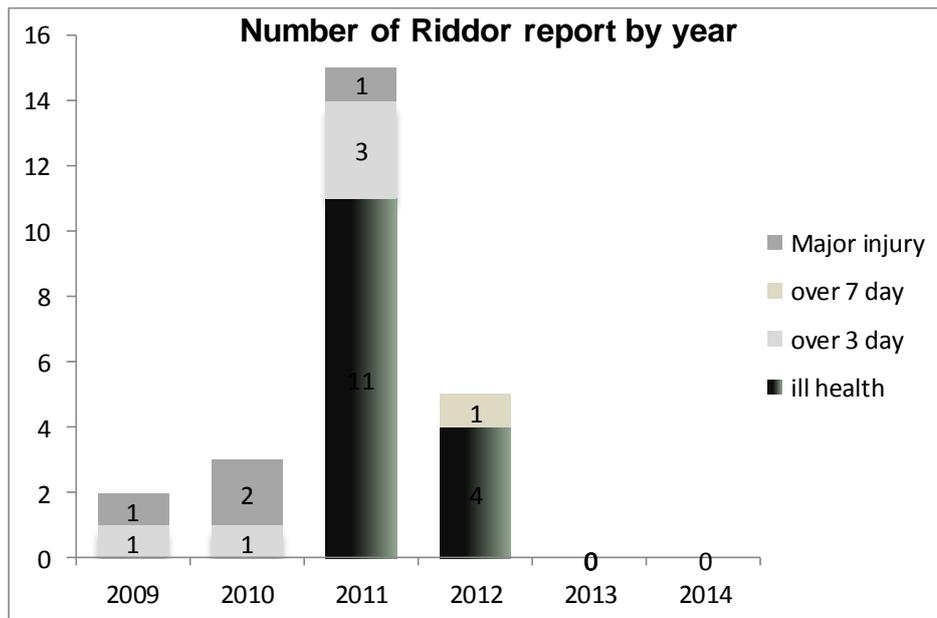
4.1 The following graph shows the number of accidents reported over the last eight years a total of 293 with an average of about 36 per annum. The total figures have increased this year mainly due to greater encouragement to report all accidents and incidents. Additionally the total for 2014 includes damage to property, not previously included in the accident figures, and incidents involving the general public.



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 manual handling incidents should be welcomed.



4.3 The next graph breaks down the figure of 40 reported incidents for the period from 1 April 2013 to 31 March 2014 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) 2014/15 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 before there is a reporting requirement.

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.

5.3 It should be noted that the AIR rate should be taken as a general indication only as the variation of the number of employees and volunteers can have a significant effect on the score. Therefore it is important that accurate figures are obtained in the future if this data is to be used for comparison going forward.

6 Near Miss and Safety Observations

6.1 There have been 66 safety observations made by staff over the reporting period. Of the 66 in total 13 were examples of good practice, 52 were near misses, where follow up action was required to prevent the situation developing into an accident. 4 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 2013/14 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, a health and safety attitude survey which resulted in a number of specific actions, the development of the Display Screen Equipment policy.

7.2 The Safety Committee have also reviewed the outcome of the health and safety attitude survey which has seen a further positive shift in attitude. Whilst it is recognised that changes in culture can take a significant amount of time the early indications are showing a workforce which is more engaged and involved in this area.

7.3 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.

7.4 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:

- To continue to implement and monitor the Tree Safety Management policy
- 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 8 occasions during the 2014/15 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	3
Telephone Counsellor Referral	2

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 2014/15 reporting period 13 referrals were made comprising of one workstation assessment, two ill health retirement assessments, two ill health retirement reviews and 9 ill health reviews.

8.4 At the recent staff development day where all staff attend a briefing on the work of the Authority a presentation was given alerting staff to factors that may have both positive and negative effects on their wellbeing. This added to the Authority's healthy workforce programme of education and monitoring.

Annual Marine Incident Statistics

The reporting period is from 1 April 2014 to end March 2015. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

Summary of Incidents Reported

2014	Incident Details	Hazard Log Category
1/4	Body of female recovered near Trowse Eye. Believed to have been in water some time.	Non boat related Fatality
1/4	Emergency services were called to reports of a woman in the water near Carrow Road at 3.35pm.	Fallen in
16/4	While attempting to moor a male crew member fell from the aft deck. Was safely recovered	Embarkation / disembarkation
20/4	9 yr girl pedestrian fell in and mother jumped in after her. Assisted out by passers by.	Fallen in
9/5	Male fell in while attempting to embark. Assisted by several police officers.	Embarkation / disembarkation
17/5	Woman fallen in from day boat attempting to moor.	Embarkation / disembarkation
18/5	Drunk male jumps in to swim river "for charity". Cannot swim well and shocked by cold. Assisted out by quay attendant.	Swimming
30/5	While mooring vessel hit quay causing male crew member to fall in. A second crew member jumped in to assist and both had to be rescued by quay staff.	Inexperienced helm
31/5	Collision between trip boat and a sailing dinghy.	Collision with commercial vessel
14/6	Whilst trying to moor hit another vessel causing male to fall in. Rescued by area Ranger using launch ladder.	Inexperienced helm
14/6	A half decker sank in the middle of the river. Three crew members swam ashore.	Inexperienced helm
15/6	Woman jumped ashore while mooring and broke ankle. Taken to hospital.	Embarkation / disembarkation
22/6	Vessel collided with the stationary	Collision with

	chain ferry whilst attempting to moor at Reedham. A crew member injured her arm when it became trapped between the vessels. The casualty was taken to James Paget Hospital in Great Yarmouth for treatment	commercial vessel
28/6	Coastguard callout to boat fire at Wroxham turned out to be smoke from a slipping fan belt.	Fire
3/7	Quay attendant responded to call to a woman in the water by Bishops Bridge where emergency services were already in attendance.	Fallen in
9/7	Woman and young son and daughter on day boat. Daughter fell in from side of boat and mother jumped in to rescue her. Got child back onto boat but unable to get back on herself. Assisted by passing boats.	Fallen in
11/7	Male returning from night club at approx. midnight. Body recovered from water following day	Fatality
14/7	Hire cruiser hits canopy and top of stern cabin passing under Vauxhall bridge at wrong tidal state.	Collision with low bridge
19/7	Hire cruiser crashes into and rides up bank, causing vessel to sink.	Inexperienced helm
26/7	On board petrol fuel fire extinguished by owner using on-board appliance.	Fire
3/8	Sailing cruiser capsize. 6 crew swim to shore	Capsize
5/8	Woman suffers suspected spinal injury stepping ashore off high bow wearing long dress and flip flops. Recovered to hospital.	Embarkation / disembarkation
9/8	Hire cruiser stuck under Vauxhall bridge.	Collision with low bridge
10/8	Moored vessel set alight and burnt out by arsonists unknown.	Fire
14/8	Hire cruiser hits moored boat, causing owner to fall overboard.	Inexperienced helm
16/8	Child walking decks of day boat fallen in. Male jumped in to rescue her, but got into difficulties himself. Female jumped in and assisted both. Nearby private boater rescued all three using dinghy. Male taken to hospital by air ambulance.	Fallen in
20/8	Male suffers facial scalding when	Injury

	removing cap from hot header tank.	
25/8	Coming in to moor single handed male fell in grasping bow warp. Boat still in gear and dragging casualty into middle of river. Rescued by third party.	Inexperienced helm
27/8	While mooring an elderly lady fell and broke her arm. Removed to hospital	Embarkation / disembarkation
3/9	Body of angler found in Oulton Broad having been reported missing by his wife.	Non- Boat related Fatality
5/9	Attempting to moor at Goodchilds a male fell in. Got himself out.	Embarkation / disembarkation
17/9	Moored cruiser hit by passing Environment Agency barge.	Collision with commercial vessel
23/9	Erratically helmed cruiser hit by works barge.	Inexperienced helm
24/9	Hire cruiser hits Reedham Ferry chains and rips out rudder and props.	Collision with commercial vessel
25/10	Hire cruiser reverses into passenger boat in Wroxham	Collision with commercial vessel
29/10	Hirer stepped off the vessel to adjust the bow line, slipped on the wet capping and fell head first into the river, the life jacket inflated successfully and he was soon assisted from the water. Although cold and wet no injuries were sustained.	Embarkation / disembarkation
30/11	A child who was feeding ducks, at the grass area adjacent to Mutford Lock fall into the river, at the mouth of the Lock entrance. Pulled out by an accompanying adult.	Fallen in
2/12	Coastguard reports that a body of an unidentified elderly woman found on the flats of Breydon Water.	Non boat related Fatality
14/12	Residential boat destroyed by fire at Stalham. No casualties.	Fire
16/12	Residential boat owner found drowned alongside his vessel at Bramerton.	Fatality
27/1	Search for and subsequent recovery of a male body in the Beccles area.	Non boat related Fatality
26/1	Woman walks off quay at Swan Inn, Horning. Air ambulance crew revived her and recovered her to hospital where she died a few days later.	Non- boat related Fatality
23/2	Private cruiser attempting passage	Strike low bridge

	under low bridge at Great Yarmouth becomes trapped by bridge on rising tide. Vessel dragged out without casualties.	
12/3	Hire cruiser attempting passage under low bridge at Great Yarmouth becomes trapped by bridge on rising tide. Vessel dragged out without casualties.	Strike low bridge

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
<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
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
<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
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5
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
Terminal Illness																				1	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	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
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
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	0
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3
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
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	2
Asphyxiated/CO poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		0	2
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2
Heart attack																			3	5	1	2

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 2Analysis 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
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	3
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
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
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
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
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
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
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	2
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
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