

NWIFCA Annual General Meeting: 5th December 2024

REPORT NO.
6

HEALTH, SAFETY & WELLBEING (HS&W) QUARTERLY REPORT 17TH SEPTEMBER TO 21ST NOVEMBER

Purpose: For members' information.

Recommendations: The report is received.

1. Training

The following formal external HS&W-related training has been undertaken in Q2 2024/25:

Training Course	Duration (days)	No. Officers Attended
Powerboat Level 2	2	2
VHF Operation	1	1
Professional Practices and Responsibilities ¹	1	5
Approved Engine Course	5	1
RYA First Aid	1	1
Fire Warden	0.25	2

Total number of officer days on formal external HS&W related training: 16.5 days

Our Admin Team have also developed a new Training Matrix which records all the mandatory training and qualifications that specific officers need for specific roles, including when such training was undertaken and if and when it expires. This is now routinely reviewed by the SMT in our monthly management meetings to ensure training, qualifications, medicals *etc.* are in-date and relevant to the duties being undertaken across the Authority.

2. Policy Development

With the ceasing of Inspire Safety's services, I have stood up an internal HS&W Working Group, and we began with a status check of all our HS&W-related policies and associated standard operating procedures (SOPs) and risk assessments (RAs). We identified a list of up to 30 HS&W-related policies

¹ Required under Workboat Code for NWP

which we should have as an Authority, many of which we do already have but need reviewing / updating. In this reporting period, an updated policy on Vehicles has now been implemented, with ATVs, Lone Working, Drones, RIBs and Boarding Procedures to follow in due course. We will continue to work through our policy reviews and add further ones as we go along.

Joe and I have been working to review our SOPs and RAs relating to North Western Protector (NWP). We spent two days looking through this at the beginning of September and Joe is now working to finalise a first draft of a revised set of documents relating to everything we do relating to NWP. We will then be reviewing this with our senior crew members in Whitehaven before taking all crew through the new SOPs and RAs to ensure that best practice is being followed at all times. At the appropriate point, I will then be looking to bring an external maritime safety specialist in to review our policies and procedures relating to our seagoing activities and potentially review our practices too by spending some time at sea onboard NWP.

3. H&S Statistics

Statistics relating to H&S will be reported on a financial quarterly basis for the most recent completed quarter, in this case Q2 2024/25:

- Near Misses = 1
- Incidents = 1
- Accidents = 0
 - (of which RIDDOR reportable) = 0
- First Aid administered = 0

One of the near misses related to the functioning of the crane onboard NWP. On a survey in July, it was not functioning correctly, with jerking movements and sticking controls leading to unpredictable and incorrect movements. Operations were ceased and the crane was fixed at a later date by an external contractor. It was discovered the crane had not been serviced for a number of years, and an appropriate new servicing regime has since been put in place.

The incident is the one I made members aware of at the last Full Authority Meeting, as it occurred *before* that meeting, but within this meeting's H&S reporting period. On 2nd August, a stakeholder entered the Carnforth Office to discuss his Byelaw 3 permit, having missed the deadline for payment and having been informed that we would not be renewing his permit. After a lengthy discussion with Joe, Alison and me in the office foyer, the individual then became very irate and proceeded to headbutt the office front door several times, injuring himself in the process. The police were called and, whilst waiting for their arrival, Joe and I were able to calm the individual down and keep him in the foyer. The police arrived within ten minutes and the individual was asked to vacate the area. Needless to say, this incident caused a degree of stress and upset to the three members of staff who experienced it and put all staff members in the Carnforth office that day at undue risk. We have since taken several actions to improve our office security, including installation of a peephole, door chain, panic alarm and more intercom monitors at the Carnforth office; we are also looking into the potential of reinstating CCTV there. Furthermore, we have reviewed our security across our other offices and, whilst physical provision of relevant security is adequate at Whitehaven, Barrow and Liverpool, we have had to change our policy on building access to ensure non-staff members can no longer gain unfettered access to our offices, in particular Whitehaven.

4. Documentation Inspections

Fire RAs completed at Carnforth, Liverpool and Barrow. Whitehaven not completed due to impending office move.

Date	Location	Action Points	Rectified
11.6.2024	Barrow	<ol style="list-style-type: none"> 1. Fire Action notices 2. Test the fire system weekly 3. Fire drills to be carried out annually 4. Records to be kept for all fire related matters 	<ol style="list-style-type: none"> 1. Completed 6.8.2024 2. Completed 6.8.2024 3. Completed 6.8.2024 4. Estates folder in use from Spring 2024
11.6.2024	Carnforth PS	<ol style="list-style-type: none"> 1. Check doors to stair case are compliant 2. Test emergency lighting system monthly 3. Test fire alarm system weekly 4. All staff to receive fire training 5. Fire drills to be carried out annually 6. Records to be kept for all fire related matters 	<ol style="list-style-type: none"> 1. ARC to check on his next visit 2. Securitec 3. Completed regularly since February 2024 4. CS and SR to complete Fire Warden training Sept 2024 5. Awaiting suitable date when sufficient staff are in the office 6. Estates folder in use from Spring 2024
11.6.2024	Carnforth KR	<ol style="list-style-type: none"> 1. Test the fire system weekly 2. Fire drills to be carried out annually 3. Records to be kept for all fire related matters 	<ol style="list-style-type: none"> 1. Ask staff to complete tests 2. Ask staff to complete drills 3. Estates folder in use from Spring 2024
15.7.2024	Liverpool	<ol style="list-style-type: none"> 1. Fixed wiring check required 2. Service Gas Boiler 3. Display Fire Action Notices 4. Extend AFD to cover Mezzanine 5. Fire Drills to be carried out annually 6. Records to be kept for all fire related matters. 	<ol style="list-style-type: none"> 1. Requesting Quotes 2. Completed 7.8.2024 3. Completed 30.7.2024 4. Checked by MT (IFCO) and happy that Securitec fitted AFD in this area 5. Completed July 2024 6. Estates folder in use from Spring 2024

Mark Taylor, North Western IFCA CEO, 22nd November 2024.