

# NWIFCA Annual General Meeting: 26<sup>th</sup> June 2025

**REPORT NO.  
5**

## HEALTH, SAFETY & WELLBEING (HS&W) QUARTERLY REPORT

**8<sup>TH</sup> MARCH – 13<sup>TH</sup> JUNE 2025**

**Purpose:** For members' information.

**Recommendations:** The report is received.

### **1. Training**

The following formal external HS&W-related training was undertaken in Q4 2024/25:

<b>Training Course</b>	<b>Type</b>	<b>Duration (days)</b>	<b>No. Officers Attended</b>
Breakaway / Conflict Resolution	CPD	0.5	16
IFCA Enforcement and Science Course	CPD	5	5
Small Ships Navigation <sup>1</sup>	Statutory	5	5
Professional Practices and Responsibilities	Statutory	1	3

Total number of officer days on formal external HS&W related training: 53 days

Our newly developed Training Matrix 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**

Senior Management Team have identified a list of up to 30 HS&W-related policies which we should have as an Authority, many of which we do already have but need reviewing / updating. In this reporting period, updated policies on ATVs, RIBs and Boarding Procedures have been developed. 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 Standard Operating Procedures (SOPs) and Risk Assessments (RAs) relating to North Western Protector (NWP). Joe has now finalised a revised set of documents relating to everything we do relating to NWP. We have now been through these updated SOPs and RAs with NWP's crew and finalised them for immediate implementation.

---

<sup>1</sup> Required for Workboat Code 3 compliance.

It is my continued intention to bring in an external maritime safety advisor to assess our policies, practices and procedures around our seagoing activities with a view to identifying any further improvements that might be realised.

### **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 Q4 2024/25:

- Near Misses = 3
- Incidents = 0
- Accidents = 0
  - (of which RIDDOR reportable) = 0
- First Aid administered = 0

One Near Miss concerned new heaters in our Carnforth Lock-Up causing plugs, sockets and wiring to become very hot. The electricians were checked over and staff were advised not to plug both heaters into the same double socket.

The fire extinguishers onboard NWP were found to be non-compliant with current maritime safety regulations, after an inspection by a maritime fire safety specialist. This was after they had been inspected by another non-maritime fire safety specialist two weeks prior and found to be compliant. The non-compliant fire extinguishers were taken out of service and replaced, and the maritime fire safety specialist has now been contracted to undertake all fire-related annual workboat servicing for the Authority.

The other Near Miss related to a series of unsolicited harassment calls being received by an IFCO over a couple of evenings. These calls were reported to the local constabulary, and Head of Enforcement Joe issued an email reminder about personal safety, personal mobile phone numbers, social media and security at our offices. The IFCO believed they knew who the individual was who was responsible for the calls, but they were not confronted. The welfare of the IFCO has been discussed, and they were happy to continue at work without any mitigation measures needing to be put in place; the calls did not continue.

### **4. Health and Safety Competent Person Appointment**

Following the review of H&S responsibilities with the drafting of a new General Health, Safety and Wellbeing Policy for the Authority, it was identified that it is a statutory responsibility under The Management of Health and Safety at Work Regulations 1999 for the Authority to appoint a 'Competent Person' for Health and Safety, which can be an internal or external appointment.

Whilst it could be argued that the Authority might have been meeting its obligations here with the appointment of Inspire Safety, whose services we dispensed with last year, this was unlikely to have been sufficient given they were not *maritime* safety specialists and could not advise on health and safety matters concerning officers' operational work on the coast and at sea. Since then, without a specific individual nominated as our Health and Safety Competent Person, we have not been meeting these requirements. As such, I decided we would appoint an individual within the Executive to fulfil this role, and after a job evaluation exercise followed by an internal recruitment exercise, Science Officer

Robin Love was appointed, with his new title being Science Officer (Health and Safety). Robin has been promoted from a Grade 5 to a Grade 4 position on the back of taking on these additional responsibilities, with a commensurate pay rise of c.£4,500 pa.

Between myself, Robin and Head of Science Anna as his line manager, we have recast Robin's performance objectives for the year given his new, dual role and have developed a plan for his taking responsibility for the reporting on, and oversight of, our health and safety policies, procedures and practices. A training plan has also been developed with a view to Robin eventually working towards a NEBOSH General Certificate.

It should be noted that, as CEO, I still hold ultimate responsibility for all health and safety matters within the Authority, and it has also been impressed upon all staff that they still have responsibilities to themselves and others when it comes to health and safety in the workplace. Robin will be working closely with me, the rest of the Senior Management Team and all the other staff, to continue to develop and improve our health and safety policies, procedures and practices, to ensure we can demonstrate best practice in this area across all the work areas we cover.

Please also note that Robin is one of our two temporary RDEL-funded staff and so is employed on a fixed-term basis with the Authority until July 2027. I took the decision that his contractual status should not preclude him from the recruitment process, but I will need to consider his temporary status with regards future intentions for the Health and Safety Competent Person role. Further discussion regarding the potential change of Robin and our other RDEL-funded staff member into permanent members of staff will be stimulated at the appropriate future junctures during annual budgetary discussions with members.

## **5. Carnforth Radon Gas Issue**

Following my report to members at the last Full Authority meeting, I met with the statutory Radiation Protection Advisor (RPA) who provided a RA for mitigation of the radon gas levels in the Carnforth Office, and advised that levels in the main working areas on the ground floor (*i.e.* the Admin Office and Meeting Room) were not of a level that required any specific intervention. The door to the basement has been sealed with a polyethylene membrane, and permanent radon monitors have been installed to keep an eye on levels. A quote for the installation of positive ventilation into the basement to reduce radon gas levels was received, but latterly the RPA advised that this would not be needed for the levels detected. Due to the ongoing situation with the Carnforth Office and a potential move to another location, I have decided to not pursue the installation of positive ventilation in the short-term, as per the RPA's advice. However, if we do end up renewing our lease, which expires in March 2026, for another three years, I will then revisit this with a view to discussing installation of ventilation with the landlord.

*Mark Taylor, North Western IFCA CEO, 16<sup>th</sup> June 2025.*