



# **Health and Safety Policy**

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| Operational Owner   | Robin Love                                                                                                                                                                                        |
| Executive Owner     | Mark Taylor CEO                                                                                                                                                                                   |
| Effective Date      | 1 May 2025                                                                                                                                                                                        |
| Review Date         | 1 May 2026                                                                                                                                                                                        |
| Related Documents   | ATV Policy<br>Accident and Incident Reporting Policy<br>COSHH Policy<br>Home Working Policy<br>Lone Working Policy<br>Manual Handling Policy<br>PPE Policy<br>Vehicle Policy<br>Employee Handbook |
| Related Information |                                                                                                                                                                                                   |

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Approval History

| <b><u>Version</u></b> | <b><u>Reviewed by</u></b> | <b><u>Amendment History</u></b> | <b><u>Approved by</u></b> | <b><u>Date</u></b> |
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| V1                    | Mark Taylor/Robin Love    | First publication               | Mark Taylor               | 09/09/2025         |
|                       |                           |                                 |                           |                    |

## **Policy Statement**

The aim of the North Western Inshore Fisheries and Conservation Authority is excellence in Health, Safety and Wellbeing.

The Authority will ensure that responsibilities for health, safety and wellbeing are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

The Authority recognises that complying with the Health and Safety at Work etc. Act 1974 and associated regulation is a legal requirement. The Authority will act positively to minimise the incidence of all workplace risks, and all activities will be carried out with the highest regard for the health, safety and wellbeing of our employees, members, contractors, stakeholders, and members of the public.

The Authority is committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and wellbeing is achieved. We will empower our staff by providing high quality information, instruction, training, and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

The Authority will carry out, and regularly review, risk assessments to identify hazards and existing control measures; it will prioritise, plan, and complete any corrective actions required to reduce risk to an acceptable level.

The Authority will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the Authority and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all staff and members of the Authority.

## **Scope**

This policy applies to all employees (of the authority), contractors, agency staff, volunteers, and joint-agency partners.

## **Applicable Legislation**

The Authority will ensure that a comprehensive program of monitoring and assessment has been completed under legislation, including but not limited to:

1. Confined Spaces Regulations 1997
2. Control of Noise at Work Regulations 2005
3. Control of Substances Hazardous to Health Regulations 2002 (as amended)
4. Control of Vibration at Work Regulations 2005
5. Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
6. Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
7. Manual Handling operations Regulations 1991 (as amended)
8. Personal Protective Equipment at Work Regulations 1992 (as amended)
9. Regulatory Reform (Fire Safety) Order 2005

10. The Provision and Use of Work Equipment Regulations 1998 (PUWER)
11. Work Boat Code 3
12. Working at Height Regulations 2005 (as amended)
13. Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 RIDDOR
14. Health and Safety (First aid) Regulations 1981
15. Electricity at Work Regulations 1989

## **Responsibilities**

### Chief Executive Officer

The CEO holds overall responsibility for the Health and Safety performance of the Authority.

This includes overseeing the implementation of safety procedures and ensuring compliance with the law and associated regulations.

The CEO shall lead by example on the management of health and safety, ensuring the correct systems are in place and adequately resourced.

### Authority Members

Whilst the CEO has overall accountability for health, safety and wellbeing, the Authority's committee members play a key role in setting the strategic direction, scrutinising plans, and influencing the overall culture for safety management.

While not in day-to-day control, members of the Authority need to satisfy themselves that risks are considered as part of their decision-making processes and are sensibly managed.

Decisions made by members could impact on the health, safety and wellbeing of employees, stakeholders, contractors, and members of the public.

### Senior Management Team

The SMT (Heads of the Enforcement, Science and Administration Teams) hold responsibility for the health, safety and wellbeing of all officers, stakeholders and members of the public affected by their teams' activities. They must demonstrate clear and visible leadership that promotes a positive health and safety culture and encourages employee involvement in improving standards.

They will ensure that:

- Risk assessments and standard operating procedures are developed, implemented, and reviewed to effectively control the risks associated with their areas of responsibility.
- Contracts under their control are procured and managed to ensure that health and safety risks to staff, stakeholders and the public are adequately controlled.
- Health and safety is addressed as a standing item at SMT meetings, with sufficient resources allocated to deliver safe systems of work.
- Staff working from home or in hybrid arrangements are supported with proportionate control measures, and vigilance is maintained for signs of stress, isolation or fatigue.

- Fatigue is recognised as a workplace risk, and working hours, travel, vessel operations and enforcement duties are planned and managed to minimise fatigue and safeguard wellbeing.
- Premises and operations under their control are subject to regular inspections and that significant risks (such as fire, asbestos, and legionella) are adequately managed.

#### Senior Inshore Fisheries and Conservation Officers

SIFCOs are responsible for the health, safety and wellbeing of the officers they manage and for ensuring that operational activities under their supervision are carried out safely and in compliance with the Authority's procedures. They must lead by example, promote safe working practices, and take prompt action where risks are identified.

They will ensure that:

- Risk assessments and safe systems of work are developed, communicated, and followed for all significant tasks and activities.
- Officers are familiar with, and consistently apply, the control measures identified as necessary for safe working. Any concerns or deficiencies must be reported promptly to line management.
- Workplace inspections are carried out regularly, and records maintained in accordance with Authority procedures.
- Signs of work-related ill health are recognised, investigated, and where necessary, measures taken to prevent recurrence.
- Appropriate PPE is provided, used correctly, and any misuse or loss is addressed.
- Vessels, vehicles and equipment are used only in accordance with the Authority's associated policies and procedures, by trained and authorised staff, with pre-use checks and PPE in place.
- All accidents, incidents and near misses are reported promptly, investigated as appropriate, and lessons communicated to prevent recurrence.
- Officers under their supervision are competent to carry out their work through training, assessment, and ongoing monitoring, with training records maintained and updated.

#### SIFCO (Master)

The duties outlined below are to be undertaken in addition to the core responsibilities of a SIFCO, ensuring that the Master role for North Western Protector combines both the Authority's operational enforcement requirements and the statutory obligations for the safe management of the vessel and its crew.

- Hold overall responsibility for the safe operation of the vessel and the health, safety, and welfare of all crew and embarked personnel.
- Ensure all statutory duties of a vessel Master are met and that the vessel is maintained in safe working order.
- Implement and enforce the Authority's health and safety policies, risk assessments, and safe systems of work on board.

- Oversee and direct vessel operations to safeguard personnel, including the safe launch and recovery of RIBs during inspections.
- Ensure all crew comply with operational procedures and that these are understood and followed.
- Monitor working conditions continuously, reporting and addressing hazards, incidents, and near misses.
- Support crew training, safety drills, and professional development to ensure competence in vessel operations and emergency procedures.
- Balance enforcement priorities with the duty of care to crew, embedding health and safety as a core element of all vessel-based enforcement activities.

### Individual Employees' Responsibilities

Health and safety is everyone's responsibility. Employees are expected to work safely, follow established procedures, and support a positive safety culture. Where procedures are not followed, appropriate support and training will be provided, with disciplinary action taken in extreme cases.

All employees must:

- Read and follow this policy and associated Health, Safety and Wellbeing policies.
- Take reasonable care of their own health and safety and that of others who may be affected by their work.
- Comply with safe systems of work, procedures, and instructions issued by the Authority.
- Report all accidents, near misses, hazards, and defective equipment promptly to their line manager.
- Use PPE and equipment correctly and report any loss or damage immediately.
- Inform their line manager of any health condition or change that may affect their ability to work safely.

If you have any concerns relating to health and safety, that you feel have not been adequately dealt with by your line manager, you may wish to contact the Union Safety Representative.

### Contractors

The Authority will ensure as far as possible, that the health and safety policies and procedures of partner organisations are harmonised with its own to reduce the risk of conflicting standards.

### Joint Working Partners

The Authority will ensure that health and safety is actively considered in all joint working with partner organisations and key stakeholders. Clear communication, shared risk assessments, and compatible safe systems of work will be maintained so that health and safety responsibilities are understood and risks are effectively controlled. Joint operations, including those at sea, will be planned and managed in coordination with partner agencies to safeguard all personnel involved.

The Authority's insurance provider requires a minimum seven days' notice of any external personnel who will be on site, activities to be undertaken, full personal details, and a copy of their insurance details.

#### Health and Safety Competent Person

The Authority will appoint an experienced officer to act as its designated Health and Safety Competent Person in accordance with the Management of Health and Safety at Work Regulations 1999. This individual will advise on operational health and safety matters at a local, team and organisational level, and will support the development, review and implementation of policies, standard operating procedures, risk assessments and other documentation that promote safe systems of work, particularly for at-sea and coastal operations. The Competent Person will monitor compliance with legislation and Authority policies, including carrying out safety checks of equipment, sites, vehicles and vessels. They will coordinate and deliver safety briefings, inductions and toolbox talks, investigate incidents, near misses and accidents, and provide reports and recommendations as appropriate. The Competent Person will also contribute to the monitoring of key performance indicators and ensure that audit findings and lessons learned are embedded in practice.

#### Health, Safety and Wellbeing Working Group

The Health, Safety and Wellbeing Working Group will discuss health, safety and wellbeing issues and engage with employees, stakeholders, and contractors at all levels. Health and Safety procedures, policies and documents will be reviewed, and suggestions put forward to be approved by the Senior Management Team. The group will convene on a monthly basis.

#### Trade Unions

Trade Unions have a vital role to play in the development of our health, safety and wellbeing policies and procedures and the promotion of a positive health, safety and wellbeing culture. Representatives will be invited to attend health, safety and wellbeing management meetings and the Health, Safety and Wellbeing Working Group meetings.

The Appointed Safety Representative will represent the health and safety interests of staff, including both union members and non-members.

### **Performance Management and Continuous Learning**

The Authority will ensure that high standards of health and safety are achieved and that continual improvement remains central to the way we work. Health and safety will be embedded as a core organisational value that supports and drives positive behaviours at all levels. Governance and performance management systems will include regular internal audits, safety inspections, and the monitoring of accident, near-miss and work-related ill-health data to measure progress and highlight areas for improvement. Key performance indicators (KPIs) will be tracked and reported to the Senior Management Team, including:

- the number and quality of risk assessments reviewed and updated annually;
- the percentage of staff completing mandatory health and safety training and refreshers;
- the number of inspections and internal audits completed against schedule;

- the rate of reported incidents, near misses, and the percentage of corrective actions closed within agreed timeframes.

Findings from audits, inspections and investigations will be discussed at the Health, Safety and Wellbeing Working Group and will inform policy and procedural changes to ensure lessons are embedded across the Authority. Wherever possible, our health and safety performance will be benchmarked against other IFCAs and wider industry best practice to drive continual improvement and ongoing organisational learnings.